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**Build a Stronger Community**  
**Shop Locally**

**Final Budget**  
for Fiscal Year  
2012-13

**Town of Camp Verde, Arizona**

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Camp Verde, AZ 86322  
(928) 567-6631  
[www.campverde.az.gov](http://www.campverde.az.gov)

# Table of Contents

	<u>Page #</u>		<u>Page #</u>
<b>Chapter 1: Introduction</b>	1	Intro	
Key Officials & Staff	2	<b>Chapter 5: General Fund (Cont'd)</b>	
Organization Chart	3	Community Development (Cont'd)	
General Information	4	-Current Planning	72
Community Profile	5	-Long Range Planning	74
		-Code Enforcement	76
<b>Chapter 2: Budget Structure</b>	7	Marshal's Office	79
Budget Format Tutorial	8	-Marshall's Office	80
Fund Structure	9	-Animal Control	82
Budget Calendar	10	Library	85
		-Library	86
<b>Chapter 3: Financial Policies</b>	11	-Children's Library	88
Budget Policy	12	Parks & Rec	91
Debt Policy	14	-Parks & Rec	92
Fiscal Policy	15	-Pool	94
Investment Policy	17	-Children's Programs	96
		-Adult Programs	98
<b>Chapter 4: Financial Overview</b>	23	-Senior Programs	100
Schedule A	24	-Community Programs	102
Schedule C	25	<b>Chapter 6: Capital Impv's Funds</b>	105
Schedule D	28	General Information	106
Schedule E	29	Capital Imprv's Funds Summary	107
<b>Chapter 5: General Fund</b>	31	Capital Impr. Projects Fund	108
General Purpose Revenues	32	Parks Fund	110
Dept. Subsidies & Transfers	33	<b>Chapter 7: Special Revenue Funds</b>	113
Expenditures by Category	34	General Information	114
General Government	35	Special Revenue Funds Summary	115
-Mayor & Council	36	Magistrate	116
-Town Manager	38	Non-Federal Grants	118
-Clerk	40	Yavapai-Apache Gaming	120
-Finance	42	Federal Grants	122
-HR	44	CDBG Grant	124
-Risk Management	46	9-1-1	126
-Economic Development	48	Library	128
-IT	50	Impact Fees	130
-Non Departmental	52	Housing	132
Municipal Court	55	Donations & Resticted Monies	134
Public Works	59	HURF	136
-Public Works	60	<b>Chapter 8: Debt Service Fund</b>	139
-Stormwater	62	Debt Service Fund Summary	141
-Maintenance	64	Debt Service Fund	142
Community Development	67	Loan Schedules	144
-Community Development	68		
-Building	70		



# Chapter One

## Introduction

	<u>Page #</u>
Key Officials and Staff	2
Town Organization Chart	3
General Information	4
Community Profile	5



# Town of Camp Verde, Arizona

## Key Officials and Staff

### Governmental Organization and Services Provided

The Mayor and Council Members are elected by the voters within the Town of Camp Verde. The Mayor serves a two-year term. Council Members serve a four-year term. The Town Council appoints the Town Manager who is responsible for the general administrative operations of the various departments within the Town. An organization chart is shown on page 1-4 that depicts the organizational structure along with each Department Head's budgetary responsibilities.

The Town of Camp Verde is mandated by the State of Arizona to provide a variety of services including law enforcement and other public safety needs. Other support services include road maintenance, park services, regulation of building and zoning codes, animal control, and public library.

### Mayor and Council Members

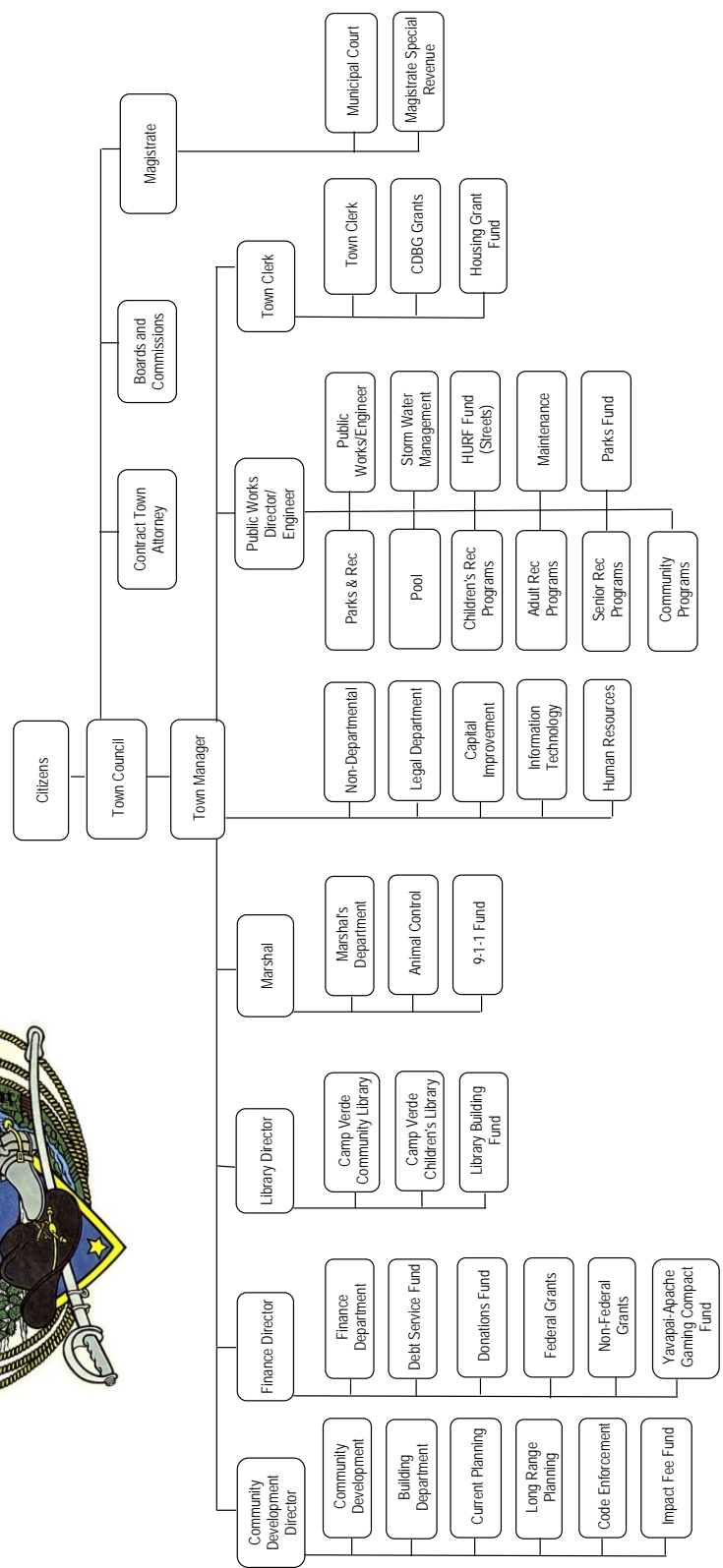
Bob Burnside, Mayor  
Robert Kovacovich, Vice-Mayor  
Jackie Baker, Councilor  
Jessie Jones, Councilor  
Carol German, Councilor  
Bruce George, Councilor  
Robin Whatley, Councilor

### Department Heads

Russ Martin, Town Manager  
Deborah Barber, Town Clerk  
Mike Showers, Finance Director  
Melissa Preston, Economic Development Director  
Ronald Long, Engineer/Public Works Director  
Michael Jenkins, Community Development Director  
Nancy Gardner, Marshal  
Kathy Hellman, Library Director  
Harry Cipriano, Presiding Magistrate

# Town of Camp Verde, Arizona

## Town Organization Chart





# Town of Camp Verde, Arizona

## General Information

The Town of Camp Verde was incorporated on December 8, 1986. According to the 2010 Census Bureau estimates, the population of Camp Verde is 10,873. Because the Town is located along the I-17 freeway, most of the local economy involves service stations, restaurants, hotels, and the like. Tourist attractions include: Montezuma Castle National Monument, Fort Verde State Historic Park, Cliff Castle Casino, and Out of Africa.

### Location

Camp Verde has received the distinction of being the community closest to the Center of Arizona. Located 86 miles north of Phoenix in Yavapai County, our climate is arid. Hot summer days are often cooled by monsoon rains and the winters are mild. The town stretches out along both sides of the Verde River. According to the United States Census Bureau, the Town has a total area of 42.6 square miles.

### Historic Preservation

The community possesses some of the oldest and finest historic resources in the Verde Valley. Camp Verde is nearly unique in Arizona in having 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 sense of its uniqueness and roots. To demonstrate this point, Fort Verde State Historic Park annually draws approximately 40,000 visitors to the center of Camp Verde, and nearby Montezuma Castle, brings over a million to the area.

### Topography and Current Lifestyle

The Town consists of fields of flat river-plain, traversed by the Verde River (18 miles of the river lies within the Town limits) and its tributaries, with desert hills and mesas rising in the forefront of the distant mountains. Beyond the immediate settlement, the land is public, mostly administered by the U.S. Forest Service.

### General Plan Vision Statement

The General Plan was approved by voters in March 2005. The vision statement of the General Plan states: Camp Verde will maintain its western, rural, friendly, and historic atmosphere with scenic beauty while meeting the needs of its citizens by providing shopping and employment opportunities along with reasonably priced housing. Natural resources such as water and open space will be a priority for concern. Commercial and residential areas will be near and appealing in appearance so as not to detract from the natural beauty and mountain vistas of the Town.



# Town of Camp Verde, Arizona

## Community Profile

### Labor Force Data (a)

	2005	2006	2007	2008	2009	2010
Civilian Labor Force	5,086	5,363	5,449	5,526	5,598	5,618
Employed	4,781	5,078	5,176	5,105	4,961	4,832
Unemployed	305	285	273	421	637	786
Unemployment Rate	6.0%	5.3%	5.0%	7.6%	11.4%	14.0%

### Population Estimates (b)

	2005	2006	2007	2008	2009	2010
Town of Camp Verde	10,730	11,230	11,519	11,580	12,908	10,873

### Economic Factors

Estimated Gross Taxable Sales (c)			Building Permits (c)		
FY		Amount	est. FY	Number	Value
2012	\$	82,639,429	2012	311	\$ 10,435,461
2011	\$	83,975,619	2011	269	\$ 3,249,136
2010	\$	95,426,156	2010	375	\$ 4,175,574
2009	\$	108,379,274	2009	301	\$ 15,748,899
2008	\$	115,686,377	2008	336	\$ 10,838,904
2007	\$	126,773,767	2007	439	\$ 24,227,298
2006	\$	131,761,571	2006	675	\$ 48,890,702
2005	\$	84,311,982	2005	504	\$ 29,146,453
2004	\$	81,580,426	2004	401	\$ 16,275,023
2003	\$	76,832,241	2003	385	\$ 13,098,973
2002	\$	67,762,968	2002	454	\$ 8,970,176
2001	\$	64,489,677	2001	490	\$ 11,869,051

### Weather (d)

	Avg Low (°F)	Avg High (°F)	Precip (in)
January	27	61	1.3
February	30	66	1.4
March	35	72	1.3
April	41	80	0.6
May	48	89	0.4
June	55	99	0.3
July	64	102	1.8
August	64	99	2.2
September	56	94	1.7
October	44	83	1.0
November	32	70	1.0
December	26	60	1.3

Sources:

- a) Arizona Department of Commerce - Camp Verde Community Profile
- b) US Census Bureau
- c) Town of Camp Verde Finance and Building departments
- d) Weather.com

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# Chapter Two

## Budget Structure

	<u>Page #</u>
Budget Format Tutorial	8
Fund Structure	9
Budget Calendar	10

# Budget Format Tutorial

The Budget Format Tutorial provides a brief explanation of the various components that comprise a budgetary unit's budget worksheet.

Department / Fund	ACCOUNT TITLE	Data from the last completed audit.			Estimate of final expenditures/revenues at fiscal year end.			
		2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATED ACTUALS	2012-13 DEPARTMENT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>								
<b>Wages &amp; Related</b>								
	Salaries							
	Overtime							
	FICA							
	Medicare							
	Retirement							
	Unemployment Insurance							
	Workman's Compensation							
	Health, Dental, Life & STD Insurance							
	<b>Total Wages &amp; Related</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Operating Expenditures</b>								
	Training							
	Travel							
	Office Supplies							
	Subscriptions/Memberships							
	Books/Tapes/Publications							
	Printing							
	Advertising							
	Postage							
	Computer Services/Software							
	Fuel							
	Electric							
	Gas/Propane							
	Water							
	Sewer							
	Waste Removal							
	Pest Control							
	Legal Services							
	<b>Total Operating Expenditures</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Expenditures</b>								
	Office Equipment/Furniture							
	Computer / Network Infrastructure							
	<b>Total Equipment/Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Expenditures</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenues</b>								
<b>Departmental Revenues</b>								
	Copies							
	<b>Total Departmental Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Operating Transfers</b>								
	Op. Trans. In - YAN F07	33,268	60,000	60,000	60,000	24,674	24,674	24,674
	<b>Total Operating Transfers</b>	\$ 33,268	\$ 60,000	\$ 60,000	\$ 60,000	\$ 24,674	\$ 24,674	\$ 24,674
	<b>Net Cost to General Fund</b>	\$ (33,268)	\$ (60,000)	\$ (60,000)	\$ (60,000)	\$ (24,674)	\$ (24,674)	\$ (24,674)

Department or Fund Name.

Data from the last completed audit.

Estimate of final expenditures/revenues at fiscal year end.

Adjustments made during the fiscal year.

Amount requested by Department Head to fund fiscal year expenditures.

Amount approved by Council to fund fiscal year expenditures.

Amount recommended by the Town Manager to fund fiscal year expenditures.

Expenditures are broken down into three (3) categories: Wages & Related, Operating Expenditures, and Capital Expenditures.

Budgetary unit's total expenditures.

Revenues generated by the budgetary unit used to offset the unit's expenditures.

Amount of financial resources required from or (contributed to) the General Fund

Movement of monies between different Funds.

# Fund Structure

To ensure legal compliance and financial management for the various restricted revenues and program expenditures, the Town's accounting and budget structure is segregated into various funds. 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.

## 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. The Town maintains eleven (11) types of Special Revenue Funds as follows:
  - \* **Magistrate Special Revenue Fund** - accounts for funds received through fees/fines collections that are usable only for court purposes.
  - \* **Non-Federal Grants Fund** - accounts for various grants received from non-federal agencies.
  - \* **Yavapai-Apache Nation Gaming Compact Fund** - accounts for monies received through Proposition 200 from the Yavapai-Apache Nation.
  - \* **Federal Grants Fund** - accounts for grants received from federal agencies.
  - \* **CDBG Grants Fund** - accounts for grant funds received through the Community Development Block Grant programs.
  - \* **9-1-1 Fund** - accounts for funds received through the State of Arizona that are designated to be used solely for the purpose of 9-1-1 dispatch related expenditures.
  - \* **Library Building Fund** - accumulates funds specifically for the purpose of constructing a new library building.
  - \* **Impact Fee Fund** - accounts for development impact fees collected by the Town (General Government, Police Services, Library Services, and Parks & Recreation).
  - \* **Housing Grant/Revolving Loan Fund** - accounts for funds used for and generated from Housing related activities.
  - \* **Donations Fund** - accounts for funds given to the Town that are designated for a specific purpose.
  - \* **Highway User's Revenue Fund (HURF/Streets)** - accounts for the Town's share of Arizona's highway user tax revenues and associated expenditures.
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. The Town has two (2) capital project funds:
  - \* **Capital Improvement Projects Fund**
  - \* **Parks Fund**

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.

## Fiduciary Funds

1. **Fiduciary Funds** - All 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. The Town's only Fiduciary Fund is the Employee Assistance Fund.

**Town of Camp Verde**  
**Proposed Budget Calendar for FY 2012-13**  
**as approved by Council on February 15, 2012**

<b>Date</b>	<b>Task to be completed</b>
<b>Feb. 14th</b> (Tues)	Finance Department distributes budget worksheets and instructions to department heads.
<b>Feb. 15th</b> (Wed)	Brief Council and obtain approval of the budget calendar
<b>Mar. 14th</b> (Wed)	Department Heads submit worksheets to Finance
<b>Mar. 26th - 29th</b> (Mon-Thur)	Finance Dept. meets with Department Heads to review/discuss budget proposals.
<b>Apr. 23rd</b> (Mon)	Distribute draft budget with supplementary documentation to Council in advance of work session to be scheduled with Council
<b>Apr 30th &amp; May 7th</b> (Mon)	Council budget work sessions in Council Chambers. -Meet with Dept. Heads (4:00 p.m. - 8:00 p.m.)
<b>May 9th</b> (Wed)	Council budget review w/Town Mngr & Finance Director (4:00 p.m. - 5:30 p.m.) -Council Chambers
<b>June 20th</b> (Wed) (Revised)	Council Meeting: Final revisions and Possible Adoption of Tentative Budget
<b>June 27th &amp; July 4th</b> (Wed's) (Revised)	Budget advertisement in local newspapers (Also available at the Clerk's office and Library)
<b>July 18th</b> (Wed)	Council Meeting: Public Hearing on Tentative Budget & Adoption of Final Budget w/any proposed adjustments.

\*Please note that dates may change if necessary due to delayed information.



# Chapter Three

## Financial Policies

	<u>Page #</u>
Budget Policy	12
Debt Policy	14
Fiscal Policy	15
Investment Policy	17

# Financial Policies

**Ordinance 2009-A366**  
**An Ordinance of the Mayor and Common Council**  
**Of the Town of Camp Verde,**  
**Yavapai County, Arizona**  
**Amending Town Code Chapter 3, Administration,**  
**Adding Section 3-4 Financial Policies**

**Chapter 3**  
**Administration**

**Section 3-4**  
**Financial Policies**

## **Budget Policy: Section 3-4-1**

The Town of Camp Verde has a responsibility to its citizens 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.

### **Section 3-4-1.1 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.

### **Section 3-4-1.2 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 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 addition, the Town will not use one-time (non-recurring) revenues to fund continuing (recurring) expenditures.

### **Section 3-4-1.3 Budget Process**

- A. The budget process begins in February with an off-site retreat of Council Members and Department Heads to discuss the departments' priorities and obtain guidance from Council on strategic objectives and special funding requests.
- B. In March, the Finance Department compiles information, makes projections, and completes non-departmental revenue estimates. Based on the revenue estimates projected, the Finance Department determines the subsidy allocation to be provided to each department through a General Fund Subsidy Allocation. These allocations are distributions of the monies provided from general purpose revenues (non-departmentally generated revenues) to help fund the department's operations. A meeting is held with the Department Heads to convey the budget direction, discuss the budget process, and explain the General Fund Subsidy Allocation amounts allocated to each department.
- C. Department Heads develop the budgets for their departments as they best understand the operational needs of their departments. The Finance Department completes the salary related projections for the Manager's Recommendation column and will provide estimates for Department Heads relating to current and requested staffing levels.
- D. In April, Department Heads submit their completed budget requests to the Finance Department for compilation of the budget work papers. Individual meetings are held with each of the Department Heads to discuss their budget requests and to assure that the Departments' narratives are complete.
- E. In May, the draft budget is distributed to Council Members and Department Heads. Budget Work Sessions are held 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 makes final adjustments to the budget and verifies that all information is properly included in the budget document.
- F. In June, the Tentative Budget is approved by Council and the budget is advertised in the local newspapers for two

consecutive weeks.

- G. In July, Public Hearings on the Tentative Budget are held. If no changes have been directed, the Final Budget is adopted and implemented.

#### **Section 3-4-1.4 Budget Amendment Policy**

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. 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.

#### **Section 3-4-1.5 Budget Monitoring**

- A. 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.
- B. 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.
- C. Financial reports are given to the Town Council and Department Heads monthly 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.

#### **Section 3-4-1.6 Budget Calendar**

In February of each year, the Finance Director shall brief the Town Council and obtain approval of the budget calendar for the following fiscal year.

#### **Section 3-4-1.7 Fund Accounting**

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.

#### **Section 3-4-1.8 Governmental Funds**

- A. **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.
- B. **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.
- C. **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.
- D. **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.

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.

#### **Section 3-4-1.9 Fiduciary Funds**

- A. **Agency Fund** - The Agency Fund is used to account for monies belonging to other agencies that the Town holds in a trustee capacity. This currently consists of monies held for the Grasshopper Swim Team and Special Olympics.

- B. **Fiduciary Funds** - All 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.

#### Section 3-4-1.10 Budget Basis

The Town maintains its financial records in accordance with Generally Accepted Accounting Principals (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: Section 3-4-2

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.

The purpose of this debt management policy is 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.

All projects funded with General Obligation Bonds or Revenue Bonds can only be undertaken after voter approval through a town-wide bond election.

#### Section 3-4-2.1

1. 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.
2. 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.
3. 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.
4. The issuance of variable rate debt by the Town will be subject to the most careful review and will be issued only in a prudent and fiscally responsible manner.
5. Whenever the Town finds it necessary to issue revenue bonds, the following guidelines will be adhered to:
  - a. Revenue Bonds are defined as a bond on 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.
  - b. 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.
  - c. Revenue Bonds should be structured to provide level annual debt service over the life of the issue.
  - d. Debt Service Reserve Funds should be provided when required by rating agencies, bond insurers, or existing bond covenants.
  - e. 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.
  - f. 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.
  - g. 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.



6. 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, street lights, 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, 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.
7. 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.
8. The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness.
9. 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.
10. 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.

## **Fiscal Policy: Section 3-4-3**

The overall goal of the Town of Camp Verde's Fiscal Policy is to establish and maintain effective management of the Town's financial resources. The Town's formal policy statements and major objectives provide the foundation for achieving this goal.

### **Section 3-4-3.1 General Financial Goals**

1. To maintain a financially viable Town that can maintain an adequate level of municipal services.
2. To maintain financial flexibility in order to be able to continually adapt to local and regional economic changes.
3. To maintain and enhance the sound fiscal condition of the Town.

### **Section 3-4-3.2 Operating Budget Policies**

1. The Town will adopt a balanced budget by June 30 of each year.
2. An annual base operating budget will be developed by conservatively projecting revenues and expenditures for the current and forthcoming fiscal year.
3. Current revenues will be sufficient to support current operating expenditures and a budgeted positive operating position will be maintained.
4. Annual operating budgets will provide for adequate design, construction, maintenance and replacement of the Town's capital assets.
5. The purchase of new or replacement capital equipment with a value of \$5,000 or more and with a minimum useful life of two years will require budget approval.
6. The Town will annually project its equipment replacement and maintenance needs for the next five years. A maintenance and replacement schedule will be developed and followed.
7. The Town will annually review the General Fund operating position to determine if funds are available to operate and maintain future capital facilities. If funding is not available for operations and maintenance costs, the Town will delay construction of the new facilities.

### **Section 3-4-3.3 Revenue Policies**

1. The Town will try to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source.
2. The Town will estimate its annual revenues by an objective, analytical process utilizing trend, judgmental, and statistical analysis as appropriate. Revenue estimates adopted by the Town Council must be conservative.
3. User fees will be adjusted as needed 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.
4. One-time operating, capital and reserve revenues will be used for one-time expenditures only.
5. The Town will identify as needed, developer fees and permit charges received from "non-recurring" services performed in the processing of new development and use those funds to meet peak workload requirements.

#### **Section 3-4-3.4 Expenditure Policies**

1. The Town will maintain a level of expenditures which will provide for the public well-being and safety of the residents of the community.
2. The Town will decrease appropriated expenditures as necessary to keep total expenditures in line with projected revenues unless it materially affects the level of service provided to the public.

#### **Section 3-4-3.5 Capital Improvement Budget Policies**

1. The Town will make all capital improvements in accordance with an adopted and funded capital improvement program and will include an annual six-year plan for capital improvements (CIP design, development, implementation, and operating and maintenance costs).
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 whose operating and maintenance costs have been included in the budget.
3. The Town will coordinate development of the capital improvement budget with the development of the operating budget. All costs for internal professional services needed to implement the CIP will be included in the operating budget for the year the CIP is to be implemented.
4. The Parks Fund and other special development impact funds may only be used to fund facilities included in the Town's master plans.

#### **Section 3-4-3.6 Short-Term Debt Policies**

1. 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.
2. The Town may issue interfund loans, rather than outside debt instruments to meet short-term cash flow needs. Interfund 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.

#### **Section 3-4-3.7 Long-Term Debt Policies**

1. The Town will confine long-term borrowing to capital improvements that cannot be funded from current revenues.
2. Where possible, the Town will use special assessment revenue or other self-supporting bonds instead of general obligation bonds.
3. The Town will establish and maintain a Debt Policy.

#### **Section 3-4-3.8 Reserve Policies**

1. The Town will maintain emergency reserves (rainy day fund) in the following amounts:
  - \* General Fund - Four (4) months of maintenance and operations expenditures.
  - \* HURF Fund - Three (3) months of expenditures.

The primary purpose of these reserves is to protect the Town's essential service programs and funding requirements during periods of economic downturn (defined as a recession lasting two or more years), or other unanticipated or emergency expenditures that could not be reasonably foreseen during preparation of the budget.

2. The Town will establish an account to accumulate funds to be used for payment of accrued employee benefits for terminated employees. The level of this reserve will be maintained as a level at least equal to projected costs for employees who are eligible for retirement.
3. Self-insurance reserves will be maintained at a level which, together with purchased insurance policies, adequately protects the Town. The Town will maintain a reserve of three times its self-insurance retention for those claims covered by the insurance pool (of which the Town is a member). The Town will perform an analysis of past claims not covered by the insurance pool and reserve an appropriate amount for uncovered claims.
4. The Town will establish a Capital Equipment Replacement Reserve and a Facilities/Maintenance Capital Asset Reserve for the accumulation of funds for the replacement of worn and obsolete equipment, other than vehicles, and for costs associated with the maintenance of all Town facilities. These reserves will be maintained at a level at least equal to the projected five-year capital asset replacement and maintenance costs.
5. The Town will establish a Fleet Replacement Reserve for costs associated with the replacement of vehicles and other rolling stock as they become unserviceable, obsolete, or reach a predetermined service life. The reserve will be maintained at a level at least equal to the projected five-year fleet replacement costs.

#### **Section 3-4-3.9 Investment Policies**

1. The Finance Director will submit an Investment Policy to the Town Council bi-annually on odd numbered years for review and adoption.

2. The Finance Director will invest the Town's monies in accordance with applicable laws and adopted investment policies and direct the investment of bond or note monies on deposit with a trustee or fiscal agent in accordance with the applicable indentures or issuance document.

### **Section 3-4-3.10 Accounting, Auditing & Financial Reporting Policies**

1. 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.
2. 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. The term for the external auditor will be no longer than three (3) years; the Town will then go to the RFP process for an independent public accounting firm; the firm currently serving the Town will not be eligible to participate in replying to the RFP.
3. A fixed asset system will be maintained to identify all Town assets, their condition, historical cost, replacement value and useful life.
4. Quarterly financial, Capital Improvement Program and Investment reports will be submitted to the Town Council as soon as practicable following the close of the quarter, and will be made available to the public.
5. Full and continuing disclosure will be provided in the general financial statements and bond representations.
6. Maintain a positive municipal credit rating.

## **Investment Policy: Section 3-4-4**

### **Section 3-4-4.1 Purpose**

The purpose of this policy is to create a guide for the investment of Town of Camp Verde (hereinafter referred to as "the Town") funds. The Town currently has no written guidelines advising how the Town should invest its funds, nor guidelines detailing the desired outcomes and priorities. 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 (hereinafter referred to as "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 invest with the judgment and care that prudent individuals would exercise in their own affairs.

### **Section 3-4-4.2 Governing Authority**

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.

### **Section 3-4-4.3 Approval of the Investment Policy**

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.

### **Section 3-4-4.4 Scope**

- \* This policy is designed to apply to the investment needs of the Town.
- \* 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 restriction and/or special funds, which are exempted from this policy.
- \* Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
- \* 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 investment in a manner that meets arbitrage guidelines permitted by the IRS.

### **Section 3-4-4.5 Investment Policy Objectives**

The primary investment objectives of the Town in order of priority are:

1. Safety
2. Liquidity
3. Optimal Yield
4. Collateralization

These objectives are defined below:

1. **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.
  - a. **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:

    - \* Limiting investments in the portfolio to the asset classes designated as acceptable in A.R.S. §35-323;
    - \* 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;
    - \* Utilizing external research and advice regarding the current global economic condition and its impact on the outlook for domestic corporate credit quality.
  - b. **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:

    - \* 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;
    - \* 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;
    - \* Utilizing external research and advice regarding the current interest rate outlook and global economic condition to optimize portfolio duration strategy.
2. **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 funds or the Local Government Investment Pool which offers same-day liquidity for short-term funds.
3. **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 liquidity needs of the Town and the current interest rate outlook/economic condition.
4. **Collateralization** - Securities will be registered in the name of the Town of Camp Verde.

#### Section 3-4-4.6 Investment Management Authority

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.

#### Section 3-4-4.7 Brokers/Dealers

When the Town is investing directly with Broker/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 agreed to abide by the investment policy.

**Section 3-4-4.8 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:

1. Certificates of deposit in eligible depositories.
2. 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.
3. 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.
4. Repurchase agreements with a maximum maturity of one hundred eighty days.
5. The pooled investment funds established by the state treasurer pursuant to §35-326.
6. Obligations issued or guaranteed by the United States or any of the senior debt of its agencies, sponsored agencies, corporations, sponsored corporations or instrumentalities.
7. Bonds or other evidences of indebtedness of this state or any of its counties, incorporated cities or towns or school districts.
8. 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.
9. 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:
  - a. 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.
  - b. 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.
10. 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.
11. 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.

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.

**Section 3-4-4.9 Benchmark**

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.

Occasionally, based on 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.

**Section 3-4-4.10 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

**Section 3-4-4.11 Concentration and Diversification**

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.

**Section 3-4-4.12 Minimum Acceptable Credit Quality**

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).

	(i) S & P	(ii) Moody's
Short Term Rating	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating *	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating *
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.

**Section 3-4-4.13 Safekeeping and Custody**

- A. **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.
- B. **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).

**Section 3-4-4.14 Reporting**

The Finance Director shall produce for the governing body of the Town or their designee an investment report at least quarterly. The purpose of the report is to enable the Town to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should include:

- a. A list of individual securities held at the end of the reporting period;
- b. The realized and unrealized gains or losses in the portfolio;
- c. The duration of the portfolio and of each security held in the portfolio;
- d. The maturity date of each security held in the portfolio;
- e. The book value and market value of each security in the portfolio;
- f. The percentage of the total portfolio market value that each security represents;
- g. The yield to maturity of the portfolio and of each security held in the portfolio;
- h. The periodic interest earnings of each security held in the portfolio;
- i. The credit quality of each security held in the portfolio;
- j. The periodic summary of portfolio transactions, including fees incurred for external management and custody services.

**Section 3-4-4.15 Custodian Reconciliation**

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.

**Section 3-4-4.16 Ethics and Conflicts of Interest**

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.

**Section 3-4-4.17 Policy Considerations**

**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.

### **Section 3-4-4.18 Investment Training**

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.

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.

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.

**PASSED AND ADOPTED in open meeting by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on the 15th day of July 2009.**

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# Chapter Four

## Financial Overview

	<u>Page #</u>
Schedule A	24
Schedule C	25
Schedule D	28
Schedule E	29

Camp Verde  
**SCHEDULE A**  
 Summary Schedule of Estimated Revenues and Expenditures/Expenses  
 Fiscal Year 2013

FUND	ADOPTED BUDGETED EXPENDITURES/EXPENSES* 2012	ACTUAL EXPENDITURES/EXPENSES ** 2012	FUND BALANCE/NET ASSETS*** July 1, 2012**	PROPERTY TAX REVENUES 2013 Primary: Secondary:	ESTIMATED REVENUES OTHER THAN PROPERTY TAXES 2013	OTHER FINANCING 2013		INTERFUND TRANSFERS 2013		TOTAL FINANCIAL RESOURCES AVAILABLE 2013	BUDGETED EXPENDITURES/EXPENSES 2013
						SOURCES <USES>	<OUT>	IN	<OUT>		
1. General Fund	\$ 5,466,078	\$ 4,806,099	\$ 2,061,962	\$ 2,772,935	\$ 2,772,935	\$	\$	\$ 50,790	\$ 505,964	\$ 4,379,723	\$ 5,697,300
2. Special Revenue Funds	2,431,947	795,519	4,121,873		2,094,379			141,152	623,452	5,733,952	2,843,210
3. Debt Service Funds Available	396,525	273,627						392,565		392,565	392,565
4. Less: Amounts for Future Debt Retirement											
5. Total Debt Service Funds	396,525	273,627						392,565		392,565	392,565
6. Capital Projects Funds	2,064,506	1,076,676	326,808					784,999	240,090	871,717	1,476,006
7. Permanent Funds											
8. Enterprise Funds Available											
9. Less: Amounts for Future Debt Retirement											
10. Total Enterprise Funds											
11. Internal Service Funds											
12. TOTAL ALL FUNDS	\$ 10,359,056	\$ 6,951,922	\$ 6,510,643	\$ 4,867,314	\$ 4,867,314	\$	\$	\$ 1,369,506	\$ 1,369,506	\$ 11,377,957	\$ 10,409,081

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.

	2012	2013
<b>EXPENDITURE LIMITATION COMPARISON</b>		
1. Budgeted expenditures/expenses	\$ 10,359,056	\$ 10,409,081
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	10,359,056	10,409,081
4. Less: estimated exclusions	3,728,433	834,146
5. Amount subject to the expenditure limitation	\$ 6,630,623	\$ 9,574,935
6. EEC or voter-approved alternative expenditure limitation	\$ 11,561,169	\$ 11,161,575

\* Includes Expenditure/Expense Adjustments Approved in 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 in this column represent Fund Balance/Net Asset amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

**Camp Verde  
SCHEDULE C  
Summary by Fund Type of Revenues Other Than Property Taxes  
Fiscal Year 2013**

<b>SOURCE OF REVENUES</b>	<b>ESTIMATED REVENUES 2012</b>	<b>ACTUAL REVENUES* 2012</b>	<b>ESTIMATED REVENUES 2013</b>
<b>GENERAL FUND</b>			
<b>Local taxes</b>			
Transaction Priviledge (Sales) Taxes	\$ 1,692,000	\$ 1,723,092	\$ 2,391,500
Franchise Fees	210,000	250,697	239,000
<b>Licenses and permits</b>			
Building Fees & Permits	71,336	138,516	98,000
Business License & Events	10,950	17,325	9,950
Pet License	5,700	6,494	5,400
<b>Intergovernmental</b>			
State Shared Rev's	917,727	917,689	1,110,000
Vehicle License Tax	577,351	554,875	565,000
State Sales Tax	822,612	848,146	909,000
Other	135,942	118,992	119,800
<b>Charges for services</b>			
Dispatch Services	72,675	92,725	73,600
Other	54,802	49,887	60,555
<b>Fines and forfeits</b>			
Magistrate Court	225,000	286,090	300,000
Other	5,435	4,871	4,300
<b>Interest on investments</b>			
Interest	40,000	7,004	20,000
<b>In-lieu property taxes</b>			
<b>Contributions</b>			
Voluntary contributions			
Grants	2,000,000	0	0
<b>Miscellaneous</b>			
Miscellaneous	17,900	34,335	30,770
<b>Total General Fund</b>	<b>\$ 6,859,430</b>	<b>\$ 5,050,737</b>	<b>\$ 5,936,875</b>

**SCHEDULE C**

**SPECIAL REVENUE FUNDS**

<b>Magistrate Fund</b>	\$		\$		\$	
Local JCEF		2,400		3,415		4,720
Fill The Gap		2,800		2,345		3,150
Court Enhancement		20,800		34,477		48,602
	\$	26,000	\$	40,237	\$	56,472
<b>Non-Federal Grants Fund</b>	\$		\$		\$	
County Grants		743,000		467,376		283,000
State Grants		29,316		107,893		113,000
Non-Governmental Grants		0		0		200,000
	\$	772,316	\$	575,269	\$	596,000
<b>Yavpai-Apache Gaming Compact Fund</b>	\$	140,679	\$	79,297	\$	0
<b>Federal Grants Fund</b>		972,783		62,659		242,347
<b>CDBG Fund</b>		371,473		6,044		353,643
<b>Donations Fund</b>		4,200		10,036		1,400
	\$	1,489,135	\$	158,036	\$	597,390
<b>Impact Fees Fund</b>	\$		\$		\$	
Fees		22,398		3,254		0
Interest		705		803		621
	\$	23,103	\$	4,057	\$	621
<b>HURF Fund</b>	\$		\$		\$	
State HURF Revenues		648,254		677,563		725,000
Interest & Other		262		1,745		6,400
	\$	648,516	\$	679,308	\$	731,400
<b>Library Bldg. Fund</b>	\$		\$		\$	
Donations		12,000		357,105		10,000
Interest		700		257		5,000
	\$	12,700	\$	357,362	\$	15,000
<b>Home Grant Fund: Loan Payments</b>	\$	18,201	\$	15,427	\$	15,432
Home Sale		0		0		50,000
Interest		900		800		2,064
Home Grant Funds		110,000		92,804		25,000
	\$	129,101	\$	109,031	\$	92,496
<b>Total Special Revenue Funds</b>	\$	3,100,871	\$	1,923,300	\$	2,089,379

**SCHEDULE C**

**DEBT SERVICE FUNDS**

_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
	0	0	0
<b>Total Debt Service Funds</b>	\$ _____	\$ _____	\$ _____
	0	0	0

**CAPITAL PROJECTS FUNDS**

_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
	0	0	0
<b>Total Capital Projects Funds</b>	\$ _____	\$ _____	\$ _____
	0	0	0

**PERMANENT FUNDS**

_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
	0	0	0
<b>Total Permanent Funds</b>	\$ _____	\$ _____	\$ _____
	0	0	0

**ENTERPRISE FUNDS**

_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
	0	0	0
<b>Total Enterprise Funds</b>	\$ _____	\$ _____	\$ _____
	0	0	0

**INTERNAL SERVICE FUNDS**

_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
	0	0	0
<b>Total Internal Service Funds</b>	\$ _____	\$ _____	\$ _____
	0	0	0

**TOTAL ALL FUNDS**    \$ 9,960,301    \$ 6,974,037    \$ 8,026,254

\* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget

**Camp Verde  
SCHEDULE D**

**Summary by Fund Type of Other Financing Sources/<Uses> and Interfund Transfers  
Fiscal Year 2013**

FUND	OTHER FINANCING 2013		INTERFUND TRANSFERS 2013	
	SOURCES	<USES>	IN	<OUT>
<b>GENERAL FUND</b>				
CIP Fund	\$	\$	\$	\$ 195,799
Debt Service Fund				290,165
Non-Federal Grants Fund				20,000
Parks Fund			13,890	
Yavapai-Apache Gaming Fund			36,900	
<b>Total General Fund</b>	\$	\$	\$ 50,790	\$ 505,964
<b>SPECIAL REVENUE FUNDS</b>				
General Fund	\$	\$	\$ 20,000	\$ 36,900
CIP Fund				363,000
Debt Service				102,400
Impact Fee Fund to Library Fund			46,465	46,465
YAN Gaming Fund to Library Fund			500	500
HURF Fund to Fed. Grants Fund			7,253	7,253
HURF Fund to CDBG Fund			66,934	66,934
<b>Total Special Revenue Funds</b>	\$	\$	\$ 141,152	\$ 623,452
<b>DEBT SERVICE FUNDS</b>				
HURF Fund	\$	\$	\$ 102,400	\$
General Fund			290,165	
<b>Total Debt Service Funds</b>	\$	\$	\$ 392,565	\$
<b>CAPITAL PROJECTS FUNDS</b>				
General Fund	\$	\$	\$ 195,799	\$ 13,890
Parks Fund to CIP Fund			226,200	226,200
Non-Federal Grants			283,000	
HURF			80,000	
<b>Total Capital Projects Funds</b>	\$	\$	\$ 784,999	\$ 240,090
<b>PERMANENT FUNDS</b>				
	\$	\$	\$	\$
<b>Total Permanent Funds</b>	\$	\$	\$	\$
<b>ENTERPRISE FUNDS</b>				
	\$	\$	\$	\$
<b>Total Enterprise Funds</b>	\$	\$	\$	\$
<b>INTERNAL SERVICE FUNDS</b>				
	\$	\$	\$	\$
<b>Total Internal Service Funds</b>	\$	\$	\$	\$
<b>TOTAL ALL FUNDS</b>	\$	\$	\$ 1,369,506	\$ 1,369,506

**Camp Verde  
SCHEDULE E  
Summary by Department of Expenditures/Expenses Within Each Fund Type  
Fiscal Year 2013**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2012	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2012	ACTUAL EXPENDITURES/ EXPENSES* 2012	BUDGETED EXPENDITURES/ EXPENSES 2013
<b>GENERAL FUND</b>				
General Admin	\$ 1,707,122	\$	\$ 1,281,251	\$ 1,701,194
Magistrate Court	308,011		300,160	369,651
Public Works	545,252		512,939	557,268
Community Development	270,061		253,357	360,035
Marshal's Office	2,090,718		1,982,936	2,088,908
Library	326,285		279,309	362,888
Parks & Rec	218,629		196,147	257,356
<b>Total General Fund</b>	<b>\$ 5,466,078</b>	<b>\$</b>	<b>\$ 4,806,099</b>	<b>\$ 5,697,300</b>
<b>SPECIAL REVENUE FUNDS</b>				
Magistrate Special Revenue	\$ 22,821	\$	\$ 20,865	\$ 5,650
Non-Federal Grants Fund	\$ 76,600	\$	\$ 40,048	\$ 418,118
Federal Grants Fund	1,021,289		62,659	249,600
Yavapai-Apache Gaming Fund	55,658		39,615	78,639
CDBG Fund	360,293		6,044	420,577
Library Fund				697,491
Impact Fee Fund				120,513
Housing Grant Fund	205,000		92,597	129,000
Donations Fund	9,200		8,826	18,409
HURF Fund	681,086		524,865	705,214
<b>Total Special Revenue Funds</b>	<b>\$ 2,431,947</b>	<b>\$</b>	<b>\$ 795,519</b>	<b>\$ 2,843,210</b>
<b>DEBT SERVICE FUNDS</b>				
Debt Service fund	\$ 396,525	\$	\$ 273,627	\$ 392,565
<b>Total Debt Service Funds</b>	<b>\$ 396,525</b>	<b>\$</b>	<b>\$ 273,627</b>	<b>\$ 392,565</b>
<b>CAPITAL PROJECTS FUNDS</b>				
Capital Improvement Projects	\$ 2,052,616	\$	\$ 1,067,976	\$ 1,476,006
Parks Fund	11,890		8,700	
<b>Total Capital Projects Funds</b>	<b>\$ 2,064,506</b>	<b>\$</b>	<b>\$ 1,076,676</b>	<b>\$ 1,476,006</b>
<b>PERMANENT FUNDS</b>				
	\$	\$	\$	\$
<b>Total Permanent Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>ENTERPRISE FUNDS</b>				
	\$	\$	\$	\$
<b>Total Enterprise Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>INTERNAL SERVICE FUNDS</b>				
	\$	\$	\$	\$
<b>Total Internal Service Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 10,359,056</b>	<b>\$</b>	<b>\$ 6,951,922</b>	<b>\$ 10,409,081</b>

\* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

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# Chapter Five

## General Fund

	<u>Page #</u>
<b>Overview</b>	
General Purpose Revenues	32
Departmental Expense Summaries and Operating Transfers	33
Expenditures by Category	34
<b>General Government Summary</b>	35
Mayor & Council	36
Town Manager	38
Town Clerk	40
Finance	42
Human Resources	44
Risk Management	46
Economic Development	48
Information Technology Services	50
Non-Departmental	52
<b>Municipal Court Summary</b>	55
Municipal Court	56
<b>Public Works Summary</b>	59
Public Works / Engineer	60
Stormwater	62
Maintenance	64
<b>Community Development Summary</b>	67
Community Development	68
Building Department	70
Current Planning	72
Long Range Planning	74
Code Enforcement	76
<b>Marshal's Department Summary</b>	79
Marshal's Department	80
Animal Control	82
<b>Community Library Summary</b>	85
Library	86
Children's Library	88
<b>Parks &amp; Rec Summary</b>	91
Parks & Rec	92
Heritage Pool	94
Children's Programs	96
Adult Programs	98
Senior Programs	100
Community Programs	102

**General Fund  
General Purpose Revenues**

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Local Revenues</b>							
<b>Sales Taxes</b>							
Town Sales Tax	1,536,345	1,500,000	1,500,000	1,519,417	2,187,500	2,187,500	2,187,500
Accommodation Tax	84,609	72,000	72,000	85,001	72,000	72,000	72,000
Construction Tax (2% CIP)	95,023	80,000	80,000	84,669	88,440	88,440	88,440
Construction Tax (1% Debt)	47,512	40,000	40,000	34,005	43,560	43,560	43,560
<b>Total Sales Taxes</b>	<b>\$ 1,763,489</b>	<b>\$ 1,692,000</b>	<b>\$ 1,692,000</b>	<b>\$ 1,723,092</b>	<b>\$ 2,391,500</b>	<b>\$ 2,391,500</b>	<b>\$ 2,391,500</b>
<b>Franchise Fees</b>							
APS Franchise Fee	199,115	171,000	171,000	210,195	200,000	200,000	200,000
Camp Verde Water Franchise Fee	21,308	18,000	18,000	21,517	21,000	21,000	21,000
NPG Cable Franchise Fee	14,050	13,000	13,000	10,338	10,000	10,000	10,000
UNS Gas Franchise Fee	8,880	8,000	8,000	8,647	8,000	8,000	8,000
<b>Total Franchise Fees</b>	<b>\$ 243,353</b>	<b>\$ 210,000</b>	<b>\$ 210,000</b>	<b>\$ 250,697</b>	<b>\$ 239,000</b>	<b>\$ 239,000</b>	<b>\$ 239,000</b>
<b>Miscellaneous</b>							
Refunds & Reimbursements	992	500	500	8,318	0	0	0
Unplanned Grant Awards	0	2,000,000	2,000,000	0	0	0	0
Yavapai County - Fort Verde IGA	22,500	30,000	30,000	30,000	30,000	30,000	30,000
Miscellaneous	9,686	10,000	10,000	15,920	0	0	0
Surplus Property Sales	17,161	4,000	4,000	5,707	0	0	0
Proceeds from Sale of Assets	15,245	0	0	0	0	0	0
Scrap Sales	0	0	0	1,448	0	0	0
Interest	8,976	40,000	40,000	7,004	20,000	20,000	20,000
<b>Total Miscellaneous</b>	<b>\$ 74,560</b>	<b>\$ 2,084,500</b>	<b>\$ 2,084,500</b>	<b>\$ 68,397</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>Total Local Revenues</b>	<b>\$ 2,081,402</b>	<b>\$ 3,986,500</b>	<b>\$ 3,986,500</b>	<b>\$ 2,042,186</b>	<b>\$ 2,680,500</b>	<b>\$ 2,680,500</b>	<b>\$ 2,680,500</b>
<b>Intergovernmental Revenues</b>							
Urban Revenue Sharing	1,044,381	917,727	917,727	917,689	1,110,000	1,110,000	1,110,000
State Sales Tax	821,815	822,612	822,612	848,146	909,000	909,000	909,000
Vehicle License Tax	575,293	577,351	577,351	554,875	565,000	565,000	565,000
<b>Total Intergovernmental Revenues</b>	<b>\$ 2,441,489</b>	<b>\$ 2,317,690</b>	<b>\$ 2,317,690</b>	<b>\$ 2,320,709</b>	<b>\$ 2,584,000</b>	<b>\$ 2,584,000</b>	<b>\$ 2,584,000</b>
<b>Total General Purpose Revenues</b>	<b>\$ 4,522,891</b>	<b>\$ 6,304,190</b>	<b>\$ 6,304,190</b>	<b>\$ 4,362,895</b>	<b>\$ 5,264,500</b>	<b>\$ 5,264,500</b>	<b>\$ 5,264,500</b>

## General Fund Departmental Expense Summaries & Operating Transfers

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>General Fund Net Department Cost</b>							
Mayor & Council	17,151	30,359	30,359	19,571	27,284	27,284	27,284
Town Manager	197,486	200,689	200,689	274,133	194,465	190,465	190,965
Town Clerk	204,072	188,803	188,803	142,397	208,365	208,365	208,665
Finance	229,062	240,943	240,943	191,907	203,783	187,783	187,783
Human Resources	49,094	49,480	49,480	61,298	49,121	49,121	49,121
Risk Management	474,009	297,092	297,092	195,279	333,011	310,010	310,010
Economic Development	168,750	165,300	165,300	153,796	234,418	194,418	204,418
Information Technology	82,238	143,478	143,478	86,691	178,578	135,028	135,028
Magistrate Court	80,362	73,011	73,011	1,333	55,651	55,651	55,651
Public Works Engineer	100,910	120,984	120,984	118,959	115,561	91,489	91,489
Storm Water	39,850	34,368	34,368	10,095	41,637	39,000	39,000
Maintenance	381,797	389,900	389,900	378,132	419,996	412,889	412,889
Community Development	39,762	43,486	43,486	84,064	46,835	43,404	43,404
Building Dept	21,134	48,530	48,530	3,606	53,126	40,097	40,097
Current Planning	51,213	57,688	57,688	15,764	56,301	47,844	47,844
Long Range Planning	113,924	19,408	19,408	10,487	56,527	42,417	42,417
Code Enforcement	10,017	27,588	27,588	100	101,678	87,748	87,748
Marshal	1,703,643	1,880,214	1,880,214	1,754,994	1,941,566	1,932,858	1,933,758
Animal Control	113,358	121,029	121,029	121,789	70,750	70,750	70,750
Library	135,635	116,174	116,174	118,692	182,422	169,722	169,722
Children's Library	67,726	99,107	99,107	65,710	104,696	97,696	97,696
Parks & Rec	131,169	98,703	98,703	116,585	126,531	126,531	126,531
Pool	19,290	7,604	7,604	1,512	46,209	46,209	46,209
Children's Rec	23,584	616	616	1,874	30,111	7,111	7,611
Adult Rec	485	(270)	(270)	(1,275)	0	0	0
Senior Rec	0	0	0	0	4,000	0	0
Community Programs	2,817	4,526	4,526	4,321	75	75	75
Non Departmental	141,808	380,028	380,028	138,269	367,970	367,970	367,970
Unplanned Grant Expenditures	0	2,000,000	2,000,000	0	0	0	0
<b>Total Net Departmental Costs</b>	<b>\$ 4,600,346</b>	<b>\$ 6,838,838</b>	<b>\$ 6,838,838</b>	<b>\$ 4,070,082</b>	<b>\$ 5,250,667</b>	<b>\$ 4,981,935</b>	<b>\$ 4,994,135</b>
Less: Budgeted Contingent Expenses	0	(250,000)	(250,000)	0	(225,000)	(225,000)	(225,000)
<b>Net Cost to General Fund from Operations</b>	<b>\$ 77,455</b>	<b>\$ 284,648</b>	<b>\$ 284,648</b>	<b>\$ (292,813)</b>	<b>\$ (238,833)</b>	<b>\$ (507,565)</b>	<b>\$ (495,365)</b>
<b>Operating Transfers (Non-Departmental Only)</b>							
Transfer In from Y-A Gaming Fund	(27,279)	0	0	0	0	0	0
Transfer Out to CIP Fund	100,173	959,616	959,616	959,616	195,799	195,799	195,799
Transfer Out to Debt Service Fund	201,003	283,725	283,725	249,734	290,165	290,165	290,165
Transfer Out to Library Bldg Fund	100	0	0	27,279	0	0	0
<b>Total Non-Departmental Operating Transfers</b>	<b>\$ 273,997</b>	<b>\$ 1,243,341</b>	<b>\$ 1,243,341</b>	<b>\$ 1,236,629</b>	<b>\$ 485,964</b>	<b>\$ 485,964</b>	<b>\$ 485,964</b>
<b>Net Effect on General Fund Balance</b>							
General Revenues	(4,522,891)	(6,304,190)	(6,304,190)	(4,362,895)	(5,264,500)	(5,264,500)	(5,264,500)
Net Departmental Costs & Transfers	4,874,343	8,082,179	8,082,179	5,306,711	5,736,631	5,467,899	5,480,099
<b>Est'd Decrease/(Increase) in General Fund Balance*</b>	<b>\$ 351,452</b>	<b>\$ 1,777,989</b>	<b>\$ 1,777,989</b>	<b>\$ 943,816</b>	<b>\$ 472,131</b>	<b>\$ 203,399</b>	<b>\$ 215,599</b>
* Includes contingency reserve							
		(250,000)	(250,000)	0	(225,000)	(225,000)	(225,000)
<b>Net Available Cash (with full budgeted contingency use)</b>							
Est'd Beginning Available Cash	\$ 2,910,494	\$ 2,559,042	\$ 2,559,042	\$ 2,559,042	\$ 1,615,226	\$ 1,615,226	\$ 1,615,226
Est'd Ending Available Cash	\$ 2,559,042	\$ 781,053	\$ 781,053	\$ 1,615,226	\$ 918,095	\$ 1,186,827	\$ 1,174,627

\*Includes EE Benefit Funds Cash of Approx. \$402K at June 2011)

**General Fund Expenditures  
by Category**

EXPENSE CATEGORY	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Salary Related Expenditures</b>							
Salaries	2,645,193	2,631,813	2,631,813	2,571,794	2,847,886	2,817,445	2,817,445
Pro Tem Judges	0	0	0	0	2,700	2,700	2,700
Overtime	34,236	36,400	36,400	44,722	41,000	41,000	41,000
Holiday Pay	15,367	13,000	13,000	27,908	31,000	31,000	31,000
Uniform Allowance	20,100	22,200	22,200	19,123	24,300	23,400	24,300
FICA	121,942	123,847	123,847	116,475	134,216	132,333	132,333
Medicare	38,224	39,630	39,630	37,484	41,295	40,855	40,855
Retirement	287,557	335,833	335,833	320,896	348,727	345,339	345,339
Unemployment Insurance	6,201	5,268	5,268	6,133	6,287	6,279	6,279
Workman's Compensation	43,648	63,328	63,328	67,346	65,309	64,875	64,875
Health, Dental, Life & STD Insurance	365,741	444,172	444,172	372,139	434,133	425,751	425,751
<b>Total Salary Related Expenditures</b>	<b>\$ 3,578,209</b>	<b>\$ 3,715,491</b>	<b>\$ 3,715,491</b>	<b>\$ 3,584,020</b>	<b>\$ 3,976,853</b>	<b>\$ 3,930,977</b>	<b>\$ 3,931,877</b>
<b>Operational Expenditures</b>							
Training	19,438	26,200	26,200	15,528	33,300	30,850	30,850
Tuition Reimbursement	0	5,000	5,000	4,397	5,000	5,000	5,000
Travel	4,180	16,900	16,900	12,207	22,020	21,020	21,020
Uniforms	2,623	4,800	4,800	3,031	2,400	2,400	2,400
Office Supplies	23,376	31,250	31,250	22,253	32,600	31,400	31,700
Subscriptions/Memberships	12,009	16,715	16,715	14,832	17,580	17,580	17,580
Books/Tapes/Publications	15,154	21,600	21,600	19,049	42,770	25,270	25,270
Printing	4,567	6,450	6,450	1,897	8,125	7,725	7,725
Advertising	4,405	8,915	8,915	3,188	60,250	24,250	24,250
Postage	8,485	6,800	6,800	3,477	6,000	5,000	5,000
Computer Services/Software	29,913	85,650	85,650	48,713	154,261	124,711	124,711
Auto Repair/Maintenance	32,148	45,400	45,400	50,453	53,050	53,050	53,050
Fuel	58,363	69,700	69,700	64,808	75,280	75,040	75,040
Utilities	162,413	176,139	176,139	157,713	149,111	149,111	149,111
Waste Removal	5,540	7,317	7,317	5,779	7,601	7,601	7,601
Cell Phone	2,516	3,425	3,425	3,578	3,615	3,600	3,600
Pest Control	3,596	3,288	3,288	2,626	3,360	3,360	3,360
Consulting Services	179,409	107,500	107,500	100,551	122,000	81,000	81,000
Legal Services	239,353	93,700	93,700	13,578	72,100	69,100	69,100
Contract Labor/Services	110,532	114,000	114,000	104,321	122,500	117,900	117,900
Interpreters	0	0	0	0	500	500	500
Equipment & Maint	15,133	13,575	13,575	8,651	39,396	35,395	35,395
Service Charges	8,821	5,000	5,000	2,381	5,000	5,000	5,000
Credit Card Processing Fees	7,170	6,000	6,000	5,711	1,500	1,500	1,500
Liability Insurance	182,745	175,000	175,000	120,267	190,000	190,000	190,000
Legal Defense	0	0	0	0	40,000	25,000	25,000
Safety / Security Program	0	0	0	0	10,000	4,000	4,000
Department Specific Expenditures	436,449	429,618	429,618	392,436	463,235	403,335	413,835
<b>Total Operational Expenditures</b>	<b>\$ 1,568,338</b>	<b>\$ 1,479,942</b>	<b>\$ 1,479,942</b>	<b>\$ 1,181,425</b>	<b>\$ 1,742,554</b>	<b>\$ 1,519,698</b>	<b>\$ 1,530,498</b>
<b>Equipment/Capital Expenditures</b>							
Office Equipment/Furniture	0	0	0	14,531	0	0	0
Equipment Lease	13,699	20,645	20,645	14,123	9,925	9,925	9,925
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 13,699</b>	<b>\$ 20,645</b>	<b>\$ 20,645</b>	<b>\$ 28,654</b>	<b>\$ 9,925</b>	<b>\$ 9,925</b>	<b>\$ 9,925</b>
<b>Operating Transfers and Contingency</b>							
Transfer Out to CIP Fund	100,173	959,616	959,616	959,616	195,799	195,799	195,799
Transfer Out to Debt Service Fund	201,003	283,725	283,725	249,734	290,165	290,165	290,165
Transfer Out to Library Building Fund	100	0	0	27,279	0	0	0
Employee Term Payouts	6,349	50,000	50,000	12,000	25,000	25,000	25,000
Contingency	0	200,000	200,000	0	200,000	200,000	200,000
<b>Total Operating Transfers and Contingency</b>	<b>\$ 307,625</b>	<b>\$ 1,493,341</b>	<b>\$ 1,493,341</b>	<b>\$ 1,248,629</b>	<b>\$ 710,964</b>	<b>\$ 710,964</b>	<b>\$ 710,964</b>
<b>Total General Fund Expenditures</b>	<b>\$ 5,467,871</b>	<b>\$ 6,709,419</b>	<b>\$ 6,709,419</b>	<b>\$ 6,042,728</b>	<b>\$ 6,440,296</b>	<b>\$ 6,171,564</b>	<b>\$ 6,183,264</b>

# General Government Summary



Manager ♦ Clerk & Council ♦ Finance & HR  
 Risk Management ♦ IT ♦ Economic Development

	2010-11 AUDITED ACTUALS	2011-12 FINAL BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQ'D	2012-13 MANAGER REC'D	2012-13 COUNCIL ADOPTED
<b>Expenditures</b>						
Wages & Related	\$ 566,993	\$ 607,335	\$ 597,265	\$ 638,493	\$ 638,493	\$ 638,493
Operating Expenditures	\$ 1,007,249	\$ 1,089,987	\$ 665,417	\$ 1,178,452	\$ 1,051,901	\$ 1,062,701
Equipment/Capital Expenditures	\$ 7,106	\$ 9,800	\$ 18,569	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 1,581,348</b>	<b>\$ 1,707,122</b>	<b>\$ 1,281,251</b>	<b>\$ 1,816,945</b>	<b>\$ 1,690,394</b>	<b>\$ 1,701,194</b>
<b>Revenues</b>						
Total Revenues	\$ 17,678	\$ 10,950	\$ 17,336	\$ 39,950	\$ 39,950	\$ 39,950
<b>Operating Transfers</b>						
Total Transfers	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
<b>Net Cost to General Fund</b>	<b>\$ 1,563,670</b>	<b>\$ 1,696,172</b>	<b>\$ 1,263,915</b>	<b>\$ 1,796,995</b>	<b>\$ 1,670,444</b>	<b>\$ 1,681,244</b>

## Staffing Summary

### **General Government Employees (9)**

**Total Dept. FTE's: 8.1**

<u>Status</u>	<u>Position</u>	<u>Dept. FTE</u>	<u>FTE's Allocated to other Dept.'s</u>
FT	Town Manager	1.00	N/A
FT	Town Clerk	1.00	N/A
FT	Finance Director	1.00	N/A
FT	Economic Dev. Dir.	1.00	N/A
FT	Adm Asst/Risk Mngr	1.00	N/A
FT	Deputy Town Clerk	1.00	N/A
FT	Accountant	1.00	N/A
FT	HR/IT Specialist	1.00	N/A
PT	Transcriptionist	.05	N/A

# Mayor & Council

## Our Mission

The Mayor and Council are elected to serve the citizens of Camp Verde. Our Mission is to provide a natural and social environment suitable for a variety of commercial, recreational, and personal pursuits in which people can live, work, play, grow up and grow old reasonably safe from crime and harm; to reduce the hurt and suffering of the less fortunate; to recognize the worth of all people and the value of all elements of our Town; to elevate the trust and understanding of citizens through informed public consent, irreproachable stewardship of public resources, and the proactive pursuit and protection of shared values, without undue interference in their lives; and to protect and enrich the quality of life for current and future generations of Camp Verde residents, business, and visitors, while preserving the friendliness, historic character, rural western flavor, and small town atmosphere.

## Department Duties/Description

- \* Advocate and representative for citizens at all levels of government, regardless of candidate or party affiliation.
- \* Perform legislative, budgetary, and policy-making functions.
- \* Direct the responsible use of Town resources.
- \* Establish vision and set directions for department activities to plan for future community challenges and opportunities.

### Department Staffing:

All positions are elected by the citizens of the Town of Camp Verde

Mayor (1)

Vice Mayor (1) - Biennial appointment by the Council

Councilors (5)

### Accomplishments for the Fiscal Year 2011/2012:

1. Maintained a balanced budget without eliminating services
2. Maintained strong commitment to citizen satisfaction
3. Kept active watch on legislation
4. Continued the partnership with State Parks to keep Ft. Verde State Historic Park open & continue promoting economic development.

### Performance Objectives for Fiscal Year 2012/2013:

1. Continue our commitment to fiscal responsibility. We will maintain a balanced budget to the extent possible without eliminating services.
2. Continue our strong commitment to citizen satisfaction.
3. Keep an active watch on legislative matters with potential impact to the Town.
4. Continue to work regionally and with the Yavapai Apache Nation to develop a regional approach to economic issues.
5. Work with local businesses to develop and maintain a sustainable and healthy economy.

### Significant Expenditure Changes:

- \* Training & travel expenses were increased to provide for critical training opportunities for Council members

## Mayor & Council

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	3,525	3,600	3,600	3,633	4,200	4,200	4,200
FICA	219	223	223	225	260	260	260
Medicare	51	52	52	53	61	61	61
Unemployment	47	29	29	54	53	53	53
Workman's Compensation	187	261	261	177	316	316	316
<b>Total Wages &amp; Related</b>	<b>\$ 4,029</b>	<b>\$ 4,165</b>	<b>\$ 4,165</b>	<b>\$ 4,142</b>	<b>\$ 4,890</b>	<b>\$ 4,890</b>	<b>\$ 4,890</b>
<b>Operating Expenditures</b>							
Training	100	2,300	2,300	2,125	4,000	4,000	4,000
Travel	95	3,000	3,000	4,243	4,000	4,000	4,000
Office Supplies	0	500	500	129	0	0	0
Fuel	0	1,000	1,000	0	1,000	1,000	1,000
Electric	1,597	1,300	1,300	1,502	1,300	1,300	1,300
Gas/Propane	310	309	309	268	309	309	309
Water	126	150	150	139	150	150	150
Sewer	411	380	380	412	380	380	380
Waste Removal	112	120	120	112	120	120	120
Pest Control	38	35	35	38	35	35	35
Legal Services	9,901	16,000	16,000	5,846	10,000	10,000	10,000
Public Relations	103	500	500	220	500	500	500
Dinner/Reception Expense	329	600	600	394	600	600	600
<b>Total Operating Expenditures</b>	<b>\$ 13,122</b>	<b>\$ 26,194</b>	<b>\$ 26,194</b>	<b>\$ 15,429</b>	<b>\$ 22,394</b>	<b>\$ 22,394</b>	<b>\$ 22,394</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 17,151</b>	<b>\$ 30,359</b>	<b>\$ 30,359</b>	<b>\$ 19,571</b>	<b>\$ 27,284</b>	<b>\$ 27,284</b>	<b>\$ 27,284</b>
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 17,151</b>	<b>\$ 30,359</b>	<b>\$ 30,359</b>	<b>\$ 19,571</b>	<b>\$ 27,284</b>	<b>\$ 27,284</b>	<b>\$ 27,284</b>

# Town Manager

## Our Mission

To serve the citizens of Town 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.

## Department Duties/Description

To build partnerships with Council, staff and citizens that fosters the efficient administration of all the Town affairs, which are under the Town Manager's control.

### Department Staffing:

Town Manager (1)

Administrative Assistant to the Town Manager 65%

### Accomplishments for the Fiscal Year 2011/2012:

1. Continued to represent the Town in the water rights negotiation process
2. Continued to support implementation and complete training for state-of-the-art software to improve the efficiency of the workforce
3. Obtained Council approval to hire ED Dir. to pursue economic development initiatives with the development community
4. Hired Finance Director and Accountant stabilizing the Finance Dept.
5. Submitted and obtained Council approval of the Land Use Code Re-write Initiative
6. Initiated organizational changes in HR
7. Developed an IGA between the Town and CVUSD for shared resources
8. Transitioned work load of former Special Project Administrator to CD, ED, Clerk, Admin and IT staff
9. Implemented changes relative to IGA/financing the Town's portion of Fort Verde
10. Partnered with the ED Dir. to implement Free Fourth Fridays at the Fort
11. In partnership with the ED Director, began the process of developing a CIP (including public outreach/survey)
12. Participated in Citizen Observation ride-alongs with deputies in order to familiarize myself with CVMO's specific processes
13. Partnered with HR Specialist to complete selection process and interview of Town Marshal
14. Worked with partners to garner volunteers via a Volunteer Fair

### Performance Objectives for Fiscal Year 2012/2013:

1. Continue to represent the Town in the water rights negotiation process
2. Continue to support the processing (through the two systems) of the IGA between the Town and CVUSD for shared resources
3. Implement further changes in the FY 12/13 IGA/financing the Town's portion of Fort Verde
4. Continue developing ED initiatives
5. Continue to process Capital Improvement Projects (CIP) - revision

### Significant Expenditure Changes:

- \* Risk Manager continues to take on more Risk Mgmt. responsibility, thus, the adjustment in Adm. Assist. % of time above is 65%
- \* Increase in the training line item (7010) due to planned attendance at the International City/County Manager's Association (ICMA) in Phoenix, Arizona City/County Mgrs. Association (ACMA), & League of Arizona Cities and Towns (LACT) Conferences in order to improve management skills, develop partnerships and to seek grants
- \* Did not expend ICMA/ACMA (7035) membership funds in FY 11/12; however, will do so in FY 12/13
- \* Used in-stock supplies in order to reduce expenditures in the office supply line item
- \* \$7500 is added for Capital Improvements Plan survey, publication, etc.



# Town Manager

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	153,820	149,486	149,486	210,071	138,465	138,465	138,465
FICA	8,975	9,268	9,268	12,304	8,585	8,585	8,585
Medicare	2,099	2,168	2,168	2,877	2,008	2,008	2,008
Retirement	14,417	15,098	15,098	22,605	15,439	15,439	15,439
Unemployment	271	113	113	248	147	147	147
Workman's Compensation	250	472	472	605	374	374	374
Health, Dental & Life Ins	12,814	13,559	13,559	19,957	11,847	11,847	11,847
<b>Total Wages &amp; Related</b>	<b>\$ 192,646</b>	<b>\$ 190,164</b>	<b>\$ 190,164</b>	<b>\$ 268,667</b>	<b>\$ 176,865</b>	<b>\$ 176,865</b>	<b>\$ 176,865</b>
<b>Operating Expenditures</b>							
Training	315	1,000	1,000	1,170	1,950	1,950	1,950
Travel	24	1,200	1,200	463	1,100	1,100	1,100
Office Supplies	1,038	1,800	1,800	426	1,500	1,500	1,500
Subscriptions/Memberships	25	1,400	1,400	50	1,200	1,200	1,200
Books/Tapes/Publications	0	200	200	0	200	200	200
Printing	68	500	500	0	500	500	500
Electric	1,027	1,050	1,050	965	1,000	1,000	1,000
Gas/Propane	199	250	250	172	200	200	200
Water	361	400	400	287	250	250	250
Sewer	265	300	300	265	250	250	250
Waste Removal	72	100	100	72	150	150	150
Cell Phone	850	1,300	1,300	1,293	1,050	1,050	1,050
Pest Control	24	25	25	24	50	50	50
Legal Services	111	500	500	19	200	200	200
Contract Labor/Services	0	0	0	0	7,500	3,500	3,500
Public Relations	455	500	500	259	500	500	1,000
<b>Total Operating Expenditures</b>	<b>\$ 4,840</b>	<b>\$ 10,525</b>	<b>\$ 10,525</b>	<b>\$ 5,466</b>	<b>\$ 17,600</b>	<b>\$ 13,600</b>	<b>\$ 14,100</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 197,486</b>	<b>\$ 200,689</b>	<b>\$ 200,689</b>	<b>\$ 274,133</b>	<b>\$ 194,465</b>	<b>\$ 190,465</b>	<b>\$ 190,965</b>
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 197,486</b>	<b>\$ 200,689</b>	<b>\$ 200,689</b>	<b>\$ 274,133</b>	<b>\$ 194,465</b>	<b>\$ 190,465</b>	<b>\$ 190,965</b>

# Town Clerk

## Our Mission

We succeed only 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 feel a sense of responsibility to lead by examples of creativity, enthusiasm, and loyalty in our community in which we are proud to serve.

## Department Duties/Description

The Clerk's function is very much entwined with the basic tenets of democracy. Some key attributes of these tenets include balance of power/ separation of powers; open access to information; open decision-making; fair elections; accountability for decision-making; and due process or rule of law. As administrators of the legislative process, a Clerk's purpose is to ensure that these basic principles are upheld throughout the process of governing. While other employees and elected officials must comply with democratic procedural requirements, the Clerk is accountable for the legislative procedures including maintaining open and fair processes for citizen access to information and the public record. The Clerk also helps to clarify procedures and processes in dialogues that continually occur between administration, the Council, and the public. As such, the Clerk is responsible for the following:

- \* The Clerk is the Election Official and performs those duties required by state statute
- \* Maintains a true and accurate record of all business transactions by the Council and all other records that pertains to the business of the Town or that Council directs.
- \* Serves as the Records Manager
- \* Issues all licenses and permits that may be prescribed by State Statute, Town Ordinance, or the Town Code.
- \* Provides administrative support to the Mayor and Council.
- \* Prepares all agendas and agenda packets.
- \* Updates Clerk's Office web page with current information and meeting audio
- \* Provides receptionist services for the Admin Offices

### Department Staffing:

Town Clerk (1)	Administrative Assistant (1/2)
Deputy Town Clerk (1)	Transcriptionist (contract)

### Accomplishments for the FY 2011/2012:

1. Completed Commission training on OML & Policies
2. Met customer service objective through improved delivery services in the areas of licensing and permitting.
3. Continued accessibility improvements and information on Clerk's Web page.
4. Completed policies to include Agenda Guidelines, Records Mgmt, Special Events & update of Town Code.
5. Completed State Election Official Recertification
6. Completed audit of business licenses
7. Completed the business license conversion

### Performance Objectives for Fiscal Year 2012/2013:

1. Provide staff/Council training on the new policies (Agenda Guidelines and Records Management).
2. Assist Other Depts in Preparing a Training/Operations/Standard Procedures Manual & Program with HR
3. Develop a plan/timeline and resources necessary for a CDBG/HOME program revitalization
4. Refresh skillset in taking minutes in preparation for coaching others
5. Set "final" career/personal/professional goals & timeline for accomplishment

### Significant Expenditure Changes:

- \* Primary/General Elections are scheduled for FY 2012/13
- \* Costs for a Special election are included in the budget

### Department Statistics for the Fiscal Year 2011/2012 (7/1/11 through 3/1/12):

689 Business Licenses on File	* Council Meetings (July 1, 2011 - March 12, 2012)
156 Information/Customer Service Requests	26 Regular Sessions
0 Formal Citizen Complaints	7 Special Sessions
0 Zoning Complaints Processed	5 Work Sessions
30 New Resolutions Processed	7 Executive Sessions
8 New Ordinances Processed	
9 Special Events Permits Processed	
15 Liquor License Permits Processed	

# Town Clerk

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	150,415	130,876	130,876	116,821	124,908	124,908	124,908
FICA	8,759	8,114	8,114	6,759	7,744	7,744	7,744
Medicare	2,077	1,898	1,898	1,581	1,811	1,811	1,811
Retirement	12,325	13,219	13,219	11,177	12,022	12,022	12,022
Unemployment	340	221	221	260	178	178	178
Workman's Compensation	266	472	472	281	337	337	337
Health, Dental & Life Ins	16,608	30,248	30,248	13,471	14,360	14,360	14,360
<b>Total Wages &amp; Related</b>	<b>\$ 190,790</b>	<b>\$ 185,048</b>	<b>\$ 185,048</b>	<b>\$ 150,350</b>	<b>\$ 161,360</b>	<b>\$ 161,360</b>	<b>\$ 161,360</b>
<b>Operating Expenditures</b>							
Training	375	1,500	1,500	835	1,000	1,000	1,000
Travel	411	1,200	1,200	502	1,000	1,000	1,000
Office Supplies	940	2,000	2,000	1,958	1,500	1,500	1,800
Subscriptions/Memberships	300	550	550	565	500	500	500
Advertising	1,560	3,000	3,000	1,691	3,000	3,000	3,000
Computer Services/Software	545	0	0	430	0	0	0
Electric	1,826	1,800	1,800	1,824	1,800	1,800	1,800
Gas/Propane	381	500	500	326	500	500	500
Water	397	415	415	343	415	415	415
Sewer	500	500	500	501	500	500	500
Waste Removal	136	140	140	136	140	140	140
Pest Control	46	50	50	46	50	50	50
Legal Services	2,979	3,000	3,000	222	1,000	1,000	1,000
Elections	20,558	0	0	0	45,000	45,000	45,000
Recording Fees	6	50	50	4	50	50	50
Records Destruction	0	0	0	0	500	500	500
<b>Total Operating Expenditures</b>	<b>\$ 30,960</b>	<b>\$ 14,705</b>	<b>\$ 14,705</b>	<b>\$ 9,383</b>	<b>\$ 56,955</b>	<b>\$ 56,955</b>	<b>\$ 57,255</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 221,750</b>	<b>\$ 199,753</b>	<b>\$ 199,753</b>	<b>\$ 159,733</b>	<b>\$ 218,315</b>	<b>\$ 218,315</b>	<b>\$ 218,615</b>
<b>Revenues</b>							
Copies	33	0	0	11	0	0	0
Bus. License Fees	12,630	10,000	10,000	14,500	9,000	9,000	9,000
Liquor License Fees	3,215	950	950	2,800	950	950	950
Special Event Permits	1,800	0	0	25	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 17,678</b>	<b>\$ 10,950</b>	<b>\$ 10,950</b>	<b>\$ 17,336</b>	<b>\$ 9,950</b>	<b>\$ 9,950</b>	<b>\$ 9,950</b>
<b>Net Effect on General Fund</b>	<b>\$ 204,072</b>	<b>\$ 188,803</b>	<b>\$ 188,803</b>	<b>\$ 142,397</b>	<b>\$ 208,365</b>	<b>\$ 208,365</b>	<b>\$ 208,665</b>

# Finance Department

## Our Mission

The Town of Camp Verde Finance Department's mission is to administer the Town of Camp Verde'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 of Camp Verde's service delivery system in the areas of accounting, budget development and execution, financial reporting and management, and payroll processing.

## Department Duties/Description

The Finance Department is responsible for all financial aspects of the Town. Some of these services include:

- \* Creating and monitoring the budget.
- \* Monitoring monthly financial reports to compare various department's compliance with the budget.
- \* Maintaining the Town's bank accounts and investments.
- \* Accounts Payable
- \* Payroll
- \* Assisting the auditing firm with the Town's annual financial audit.

## Department Staffing:

Finance Director (1)  
Accountant (1)

## Accomplishments for the Fiscal Year 2011/2012:

1. Received unqualified opinion on FY11 Audit report
2. Successfully managed transition of multiple personnel through Finance Dept.
3. Cleaned up Incode installation issues to complete efficient & effective accounting system

## Performance Objectives for Fiscal Year 2012/2013:

1. Oversee the compilation of the Town's 2012-2013 budget document.
2. Complete CAFR for FY12 audit
3. Continue the improvements to the budget process and budget document.
4. Update the Financial Operations Guide as to new procedures; both internal and auditor recommended.
5. Continue training and professional development.
6. Monitor Town's investment activities verifying they meet expected objectives.

## Significant Expenditure Changes:

- \* Staffing was reduced by .5 FTE's

## Fiscal Notes

- \* The Fiance Dept. is operating with 2 brand new employee's in FY12; the Finance Director hired in July and the Accountant hired in Sept.
- \* Contract Labor/Services is for the Town's Comprehensive Annual Financial Report (CAFR).
- \* Consulting Services the Sales Tax Auditing Program and support for FY12 CAFR.

## Finance

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	97,703	129,942	129,942	92,672	100,860	100,860	100,860
FICA	6,035	8,056	8,056	5,864	6,253	6,253	6,253
Medicare	1,411	1,884	1,884	1,329	1,462	1,462	1,462
Retirement	9,321	13,124	13,124	9,838	11,246	11,246	11,246
Unemployment	260	142	142	443	178	178	178
Workman's Compensation	206	726	726	211	272	272	272
Health, Dental & Life Ins	12,947	15,784	15,784	12,009	14,360	14,360	14,360
<b>Total Wages &amp; Related</b>	<b>\$ 127,883</b>	<b>\$ 169,658</b>	<b>\$ 169,658</b>	<b>\$ 122,366</b>	<b>\$ 134,631</b>	<b>\$ 134,631</b>	<b>\$ 134,631</b>
<b>Operating Expenditures</b>							
Training	415	2,000	2,000	1,821	2,000	2,000	2,000
Travel	94	1,000	1,000	981	2,500	1,500	1,500
Office Supplies	1,563	1,500	1,500	1,500	2,000	2,000	2,000
Subscriptions/Memberships	1,020	805	805	280	1,080	1,080	1,080
Books/Tapes/Publications	0	100	100	167	250	250	250
Printing	795	1,500	1,500	543	1,500	1,500	1,500
Advertising	1,258	3,000	3,000	300	2,500	2,500	2,500
Postage	50	0	0	0	0	0	0
Computer Services/Software	2,372	0	0	0	0	0	0
Electric	539	600	600	521	580	580	580
Gas/Propane	106	180	180	139	150	150	150
Water	224	200	200	123	180	180	180
Sewer	88	90	90	88	90	90	90
Waste Removal	48	50	50	48	60	60	60
Telephone	370	450	450	369	0	0	0
Pest Control	8	10	10	8	12	12	12
Consulting Services	67,728	28,000	28,000	33,055	25,000	10,000	10,000
Legal Services	2,461	0	0	148	800	800	800
Contract Labor/Services	20,147	30,000	30,000	25,000	30,000	30,000	30,000
Equipment Maint. Agreements	360	0	0	105	450	450	450
<b>Total Operating Expenditures</b>	<b>\$ 99,646</b>	<b>\$ 69,485</b>	<b>\$ 69,485</b>	<b>\$ 65,196</b>	<b>\$ 69,152</b>	<b>\$ 53,152</b>	<b>\$ 53,152</b>
<b>Equipment/Capital Expenditures</b>							
Equipment Lease	1,533	1,800	1,800	1,361	0	0	0
Copier Purchase	0	0	0	2,984	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 1,533</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ 4,345</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 229,062</b>	<b>\$ 240,943</b>	<b>\$ 240,943</b>	<b>\$ 191,907</b>	<b>\$ 203,783</b>	<b>\$ 187,783</b>	<b>\$ 187,783</b>
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 229,062</b>	<b>\$ 240,943</b>	<b>\$ 240,943</b>	<b>\$ 191,907</b>	<b>\$ 203,783</b>	<b>\$ 187,783</b>	<b>\$ 187,783</b>

# Human Resources

## Our Mission

The Town of Camp Verde's Human Resource Department's mission is to be a strategic partner in the development and accomplishment of the organization's objectives through training management, compensation management, and organizational development.

## Department Duties/Description

The Human Resource Department is responsible for the overall administration of all human resource related functions to include: compensation issues, interpretation and development of personnel policies, staff development, the employment process which includes recruitment and retention as well as benefits administration.

### Department Staffing:

Town Manager / Human Resource Director  
Human Resource Specialist (1)

### Accomplishments for the Fiscal Year 2011/2012:

1. Updated personnel manual
2. Implemented compliant DOT random drug and alcohol testing
3. Obtain the ability to validate new and current employee's driver license status through in-house means
4. Established Town of Camp Verde recruitment, selection and placement guidelines

### Performance Objectives for Fiscal Year 2012/2013:

1. Continue to assist all departments with Human Resource issues
2. Coordinate training on various topics for all employees
3. Expand awareness on employee benefits and recognition
4. Revise Resolution 2006-710 relative to salary equivalent for computing workers' compensation insurance premiums and compensation for volunteers
5. Finalize employee exit process, to include exit interview and property retrieval

### Significant Expenditure Changes:

- \* Wage allocation removed from Marshal's Office personnel
- \* Recruitment and Selection allocation was understated for 2011/2012

### Fiscal Notes:

- \* Tuition Reimbursement (70\*\*) covers schooling and college reimbursement
- \* Training (7010) covers expenditures for employment law updates and seminars for HR staff
- \* Subscriptions/Memberships (7035) covers expenditures for SHRM membership and notary fees
- \* Advertising (703800) covers expenditures for advertising for open positions
- \* Personnel (711000) covers expenditures for consultant in regards to personnel issues
- \* Recruitment Expenses (752300) covers expenditures associated with recruiting and processing new employees and volunteers to include: fingerprinting, drug screening, DOT drug testing, polygraphs, psychological testing, and medicals
- \* Personnel Expenditures (752100) cover expenditures associated with current employee fit for duty testing, IME, and CDL and safety sensitive random drug testing and polygraphs

## Human Resources

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	26,167	26,915	26,915	37,747	23,076	23,076	23,076
FICA	1,622	1,669	1,669	2,340	1,431	1,431	1,431
Medicare	379	390	390	547	335	335	335
Retirement	2,579	2,718	2,718	4,060	2,573	2,573	2,573
Unemployment	42	37	37	86	53	53	53
Workman's Compensation	54	84	84	91	62	62	62
Health, Dental & Life Ins	4,192	4,867	4,867	6,700	4,311	4,311	4,311
<b>Total Wages &amp; Related</b>	<b>\$ 35,035</b>	<b>\$ 36,680</b>	<b>\$ 36,680</b>	<b>\$ 51,571</b>	<b>\$ 31,841</b>	<b>\$ 31,841</b>	<b>\$ 31,841</b>
<b>Operating Expenditures</b>							
Training	9,899	700	700	0	700	700	700
Tuition Reimbursement	0	5,000	5,000	4,397	5,000	5,000	5,000
Travel	0	300	300	0	300	300	300
Office Supplies	545	500	500	304	500	500	500
Subscriptions/Memberships	0	300	300	180	480	480	480
Advertising	922	1,000	1,000	939	1,000	1,000	1,000
Legal Services	111	2,500	2,500	296	2,500	2,500	2,500
Personnel Expenses	204	2,000	2,000	200	800	800	800
Recruitment Expenses	1,791	0	0	2,479	5,000	5,000	5,000
Employee Recognition	587	500	500	932	1,000	1,000	1,000
<b>Total Operating Expenditures</b>	<b>\$ 14,059</b>	<b>\$ 12,800</b>	<b>\$ 12,800</b>	<b>\$ 9,727</b>	<b>\$ 17,280</b>	<b>\$ 17,280</b>	<b>\$ 17,280</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 49,094</b>	<b>\$ 49,480</b>	<b>\$ 49,480</b>	<b>\$ 61,298</b>	<b>\$ 49,121</b>	<b>\$ 49,121</b>	<b>\$ 49,121</b>
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 49,094</b>	<b>\$ 49,480</b>	<b>\$ 49,480</b>	<b>\$ 61,298</b>	<b>\$ 49,121</b>	<b>\$ 49,121</b>	<b>\$ 49,121</b>

# Risk Management

## Our Mission

To develop and maintain an integrated, multi-disciplinary program for effective management of the Town's resources, assets and liabilities, to protect its employees, property and citizens and enable the Town to achieve its primary aim of efficient and effective day-to-day operations of the Town Government

## Department Duties/Description

Risk Management is responsible for control of risk and focuses on the protection of the Town's valuable human, financial and physical assets. The Risk Management process offers a variety of tools and services to help safeguard our small, rural budget including: risk assessment/monitoring, risk transfer, loss control site reviews, safety training, and contract and policy review (relative to insurance)

### Department Staffing:

Risk Manager (.35)

### COMMENT

- \* The 'Legal Budget' was renamed 'Risk Management' in order to more accurately reflect the work that is being accomplished

### Accomplishments for the Fiscal Year 2011/2012:

1. Began implementation of Council approved Risk Management Policies and Procedures/Safety Program
2. Continued to support the on-line safety training to help improve workforce's understanding and importance of safety
3. Worked with vendors and insurance companies relative to Council approved acceptance of a blanket policy for sponsored events
4. Worked with Safety Committee to achieve an award of excellence from AMRRP for reduced Workers' Compensation Claims
5. Facilitated: Bloodborne Pathogens Training (BBP)/Other Potential Infectious Materials (OPIM) for staff to achieve and maintain compliance for all employees (EE's) during a 12 month period
6. Partnered with the Town Clerk to revise/update contract templates (professional services, goods and services, contractor and attorney representing the indigent)
7. Continued Safety Committee Loss Control Audits in order to improve housekeeping and safety
8. Processed Certificates of Insurance for 3 Major events and another approximate 100 for transactions between Town and businesses
9. Updated Council relative to an overview as to the importance of Risk Management as an element of Town Government
10. Began reviewing contracts with respect to the insurance language
11. Initiated (with the Safety Committee's feedback) the task of office personnel checking their office/vehicle fire extinguishers
12. Initiated/facilitated a presentation to Council by AMRRP Prog. Adm. Ed Bantel to update Council on Town insurance processes
13. Continued to upgrade Knowledge, Skills and Abilities (KSA's) of Risk Manager via attendance at complimentary AZ PRIMA (Public Risk Manager's Association) and National PRIMA educational sessions

### Performance Objectives for Fiscal Year 2012/2013:

1. Update BBP Policy with new mandated forms and current compliance requirements
2. Continue Identifying and assessing risks by participating in walk-about
3. Continue Implementation of Risk Management Policies and Procedures/Safety Program
4. Expand in-house workers' compensation/safety training curriculum
5. Create a policy with respect to establishing an insurance defense/retention fund

### Significant Expenditure Changes:

- \* Appropriated AMRRP dividends in a Revenue line-item - estimated amount of \$30,000
- \* Appropriated an additional \$30,000 for est. premium expenses excluding est. dividends to help clearly identify premium expenses
- \* Cost of insurance premiums was transferred from the Non-departmental Budget to the Risk Management Budget
- \* Defense Fund: \$25,000 is included to cover a specific liability and \$15,000 is for other potential expenses e.g. possible deductibles, etc.



## Risk Management

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	375	1,000	1,000	0	17,230	17,230	17,230
FICA	23	62	62	0	1,068	1,068	1,068
Medicare	5	15	15	0	250	250	250
Retirement	0	0	0	0	1,921	1,921	1,921
Unemployment	4	12	12	0	31	31	31
Workman's Compensation	0	3	3	0	47	47	47
Health, Dental & Life Ins	0	0	0	0	2,513	2,513	2,513
<b>Total Wages &amp; Related</b>	<b>\$ 407</b>	<b>\$ 1,092</b>	<b>\$ 1,092</b>	<b>\$ -</b>	<b>\$ 23,060</b>	<b>\$ 23,060</b>	<b>\$ 23,060</b>
<b>Operating Expenditures</b>							
Training	0	0	0	0	600	600	600
Travel	0	0	0	0	200	200	200
Office Supplies	0	0	0	0	300	300	300
Subscriptions/Memberships	0	0	0	0	250	250	250
Books/Tapes/Publications	0	0	0	0	200	200	200
Printing	0	0	0	0	100	100	100
Advertising	0	0	0	0	200	200	200
Consulting Services	0	0	0	0	2,500	500	500
Legal Services	209,938	50,000	50,000	4,012	25,000	25,000	25,000
Contract Labor/Services	80,919	71,000	71,000	71,000	70,000	70,000	70,000
Office Equipment	0	0	0	0	1	0	0
Pers. Protection Equipment	0	0	0	0	300	300	300
Liability Insurance	182,745	175,000	175,000	120,267	190,000	190,000	190,000
Legal Defense	0	0	0	0	40,000	25,000	25,000
Safety / Security Program	0	0	0	0	10,000	4,000	4,000
Medical Supplies	0	0	0	0	300	300	300
<b>Total Operating Expenditures</b>	<b>\$ 473,602</b>	<b>\$ 296,000</b>	<b>\$ 296,000</b>	<b>\$ 195,279</b>	<b>\$ 339,951</b>	<b>\$ 316,950</b>	<b>\$ 316,950</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 474,009</b>	<b>\$ 297,092</b>	<b>\$ 297,092</b>	<b>\$ 195,279</b>	<b>\$ 363,011</b>	<b>\$ 340,010</b>	<b>\$ 340,010</b>
<b>Revenues</b>							
Liability Ins. Rebate	0	0	0	0	30,000	30,000	30,000
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b>Net Effect on General Fund</b>	<b>\$ 474,009</b>	<b>\$ 297,092</b>	<b>\$ 297,092</b>	<b>\$ 195,279</b>	<b>\$ 333,011</b>	<b>\$ 310,010</b>	<b>\$ 310,010</b>

# Economic Development

## Our Mission

Create and build an environment that preserves, attracts, and promotes sustainable business growth and creates jobs.

## Department Duties/Description

Through business attraction, business retention and expansion, as well as downtown redevelopment, the department partners with the business community and residents to maintain and enhance a sustainable economy.

### Department Staffing:

Economic Development Director (1)

### Accomplishments for the Fiscal Year 2011/2012:

1. Hired E.D. Director, November 2011
2. Completed first year Capital Improvement Plan
3. Conducted client site tours
4. Partnered with Verde Valley Regional Economic Organization to market Verde Valley regionally
5. Partnered with Cottonwood, Jerome, Clarkdale, and Camp Verde Chamber of Commerce at the League of AZ Cities and Towns, Showcase of Cities and Towns
6. Coordinated Free Fourth Friday downtown monthly event. Attracts Sedona and Phoenix visitors and engages local community
7. Liaised with Fort Verde staff and volunteers to partner on Free Fourth Friday. Provided staff hours as part of IGA with State Parks
8. Business retention efforts included site visits to Quintus, NaturMed, BlueSky Adventures, Embassy Business Services and restaurants
9. Met with Yavapai Community College, Coconino Community College and Northern AZ Center for Entrepreneurs and Technology to research business incubation and business assistance center project
10. Served on VVREO Board as well as serving as board alternate for the Sustainable Economic Development Initiative

### Performance Objectives for Fiscal Year 2012/2013:

1. Solicit bids and award contract for business incubation feasibility study
2. Apply for AZ Commerce Authority grant for business incubation project
3. Work with outside consultant to create Web and social media campaign for business attraction and tourism
4. Create an E.D. strategy utilizing results from the feasibility study in conjunction with public, staff and Council direction
5. Advise staff on Capital Improvement Planning process fall of 2012, whereby five years of projects will be prioritized

### Significant Expenditure Changes:

- \* Economic Development is a new department for the budget cycle, starting this year. Staffing expenses were covered in fiscal year 2011/12 through attrition and reorganization of funding. \$10,000 had already been identified for E.D. efforts under non-departmental. This amount, in addition to \$80,000 which will no longer go toward the Chamber of Commerce contract for Visitor Center services, will be transferred to E.D. for the purpose of both business and tourism attraction.
- \* Fort Verde Historic State Park (FVHSP)-781000 provides for the monies pledged in the Intergovernmental Agreement (IGA) with Arizona State Parks Board to provide funding to maintain the operations of FVHSP through June 30, 2012. For the period of July 1, 2012 through June 30, 2013, a new IGA is necessary and will include reduced supplemental funding to an amount of \$35,000 (v. \$75,000)

## Economic Development

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	0	0	0	0	64,961	64,961	64,961
FICA	0	0	0	0	4,028	4,028	4,028
Medicare	0	0	0	0	942	942	942
Retirement	0	0	0	0	7,243	7,243	7,243
Unemployment	0	0	0	0	89	89	89
Workman's Compensation	0	0	0	0	175	175	175
Health, Dental & Life Ins	0	0	0	0	7,180	7,180	7,180
<b>Total Wages &amp; Related</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 84,618</b>	<b>\$ 84,618</b>	<b>\$ 84,618</b>
<b>Operating Expenditures</b>							
Training	0	0	0	0	2,000	2,000	2,000
Office Supplies	0	0	0	0	500	500	500
Advertising	0	0	0	0	50,000	15,000	15,000
Web Campaign	0	0	0	0	20,000	15,000	15,000
Business Recruitment & PR	0	0	0	0	2,000	2,000	2,000
Incubator Feasibility Study	0	0	0	0	20,000	20,000	20,000
Visitor's Center Contract	55,000	55,000	55,000	60,000	0	0	0
Tourism Marketing	25,000	25,000	25,000	20,000	0	0	0
Visitor's Center Pest Control	0	300	300	0	300	300	300
Fort Verde Operations	88,750	75,000	75,000	68,750	35,000	35,000	45,000
General Exp's (Initial line FY12)	0	10,000	10,000	5,621	0	0	0
<b>Total Operating Expenditures</b>	<b>\$ 168,750</b>	<b>\$ 165,300</b>	<b>\$ 165,300</b>	<b>\$ 154,371</b>	<b>\$ 129,800</b>	<b>\$ 89,800</b>	<b>\$ 99,800</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 168,750</b>	<b>\$ 165,300</b>	<b>\$ 165,300</b>	<b>\$ 154,371</b>	<b>\$ 214,418</b>	<b>\$ 174,418</b>	<b>\$ 184,418</b>
<b>Revenues</b>							
Advertising Sponsorships	0	0	0	575	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 575</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating Transfers</b>							
Transfer Out to Non-Fed Grants	0	0	0	0	20,000	20,000	20,000
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
<b>Net Effect on General Fund</b>	<b>\$ 168,750</b>	<b>\$ 165,300</b>	<b>\$ 165,300</b>	<b>\$ 153,796</b>	<b>\$ 234,418</b>	<b>\$ 194,418</b>	<b>\$ 204,418</b>

# Information Technology Services

## Department Duties/Description

The Town of Camp Verde's Information Technology Services Department's exists to coordinate strategic plans for Town telecommunications and e-government; to assist Town employees in effective utilization of Town information and telecommunications technology; to design and implement tools that support Town goals; and to provide effective, economical, friendly, and courteous support to our customers in a timely manner.

### Department Staffing:

Human Resource Specialist (0.40)

### Accomplishments for the Fiscal Year 2011/2012:

1. The computer hardware replacement plan has continued.
2. Marshal's Office and the Animal Shelter have been added to the town network.
3. IT infrastructure inventory and purchasing is now handled by in-house staff
4. Council members have been equipped with laptops enabling electronic agendas and email
5. Animal shelter has been equipped with Tyler access for the purpose of receipting
6. Began the upgrade to the "Voice over internet protocol" Lync server phone system

### Performance Objectives for Fiscal Year 2012/2013:

1. Continue with the hardware replacement plan.
2. Update information system security and use policy
3. Continue with the integration of the Voice of Internet Protocol phone system
4. Continue progress towards in-house staff's responsibilities of IT daily activities and troubleshooting

### Fiscal Notes

- \* Staff salary related expenditures are based on the amount of time that in-house staff members spend working on IT related tasks rather than utilizing the outside consultants.

## IT Services

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	12,293	14,742	14,742	131	15,384	15,384	15,384
FICA	762	914	914	8	954	954	954
Medicare	178	214	214	2	223	223	223
Retirement	1,211	1,489	1,489	8	1,715	1,715	1,715
Unemployment	19	11	11	0	36	36	36
Workman's Compensation	20	29	29	0	42	42	42
Health, Dental & Life Ins	1,720	3,129	3,129	20	2,874	2,874	2,874
<b>Total Wages &amp; Related</b>	<b>\$ 16,203</b>	<b>\$ 20,528</b>	<b>\$ 20,528</b>	<b>\$ 169</b>	<b>\$ 21,228</b>	<b>\$ 21,228</b>	<b>\$ 21,228</b>
<b>Operating Expenditures</b>							
Computer Services/Software	0	56,200	56,200	33,539	44,550	15,000	15,000
Internet / Wireless / Telephone	8,276	9,000	9,000	9,644	26,500	26,500	26,500
Software Recurring Fees	827	2,750	2,750	0	32,300	32,300	32,300
Consulting Services	56,932	55,000	55,000	43,339	54,000	40,000	40,000
<b>Total Operating Expenditures</b>	<b>\$ 66,035</b>	<b>\$ 122,950</b>	<b>\$ 122,950</b>	<b>\$ 86,522</b>	<b>\$ 157,350</b>	<b>\$ 113,800</b>	<b>\$ 113,800</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 82,238</b>	<b>\$ 143,478</b>	<b>\$ 143,478</b>	<b>\$ 86,691</b>	<b>\$ 178,578</b>	<b>\$ 135,028</b>	<b>\$ 135,028</b>
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 82,238</b>	<b>\$ 143,478</b>	<b>\$ 143,478</b>	<b>\$ 86,691</b>	<b>\$ 178,578</b>	<b>\$ 135,028</b>	<b>\$ 135,028</b>

# Non-Department Expenditures

## Departmental Duties/Description

Non-Departmental Expenditures are those expenditures not allocated to any one Town department.

### Significant Expenditure Changes:

- \* Incode accounting software maintenance fees (704200) are included at \$15,000. This item may move to the IT budget.
- \* Consultant services of \$10,000 were added relative to property sales and include 1) Real Estate Agent; and 2) Appraisers
- \* The Steve Coury tax rebate payments were moved from Miscellaneous expense and are netted with their \$10,000 payment back.
- \* Employee Termination Payouts was reduced from \$50,000 to \$25,000.
- \* \$20,000 from the Yavapai-Apache Nation gaming funds need direction from Council as to where they should be allocated for FY13.

### Fiscal Notes

- \* Subscriptions/Memberships consists of \$1700 for NACOG's portion of the Rural Transportation Liaison and Economic Development Administration for the regional planning grant \$8,970, annual dues to the League of Arizona Cities and Towns and other membership dues, and \$330 for misc.
- \* Telephone costs of \$13,500 were transferred to the IT budget.
- \* Legal Services line item was allocated to the Risk Management Budget
- \* Liability Insurance Premiums were allocated to the Risk Management Budget
- \* 11/2/11 Council voted to approve notice of intent to not renew agreement for contracted services/lease agreement with the CV Chamber of Commerce, thus:
  - a. Visitor Center funds were allocated to ED Budget
  - b. Tourism Marketing funds were allocated to ED Budget
- \* Emergency Services Agreement (785000) is an Intergovernmental Agreement with Yavapai County for coordination of emergency services in the event of a large emergency
- \* CV Sanitary District IGA Ground Lease (786000) provides for the annual lease payment of the 15 acres leased by the Town from the CV Sanitary District in accordance with the Intergovernmental Agreement (IGA).
- \* Stewards of Public Lands (791000) are funds allocated to assist the Stewards of Public Lands volunteer group with needed supplies, landfill fees, etc. for public land clean-up projects
- \* Verde Valley Senior Center (793000) are funds that help the Verde Valley Senior Center regional operations including the Meals-On-Wheels program that serve Verde Valley residents including Camp Verde
- \* Water Adjudication (794000) is an appropriation for water rights acquisition. Expenses would include legal and hydrologist fees and engineering studies.
- \* Yavapai County Water Advisory Committee (796000) is committed to preserving sustainable water resources within Yavapai County by developing and enacting a total water management strategy. Monies provided to this committee are utilized to fund studies used in developing the mgmt. strategy
- \* Fort Verde Historic State Park(FVHSP)-781000 funds were allocated to ED Budget
- \* Copier lease (802000) was removed as the copier was purchased. The Maintenance expense is listed in account 713100.

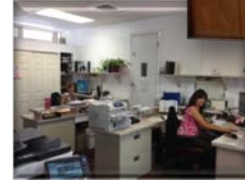
## Non-Departmental

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Operating Expenditures</b>							
Copier Paper	2,830	3,500	3,500	2,713	3,000	3,000	3,000
Subscriptions/Memberships	8,644	11,000	11,000	10,681	11,500	11,500	11,500
Postage	5,103	2,000	2,000	179	2,000	2,000	2,000
Software Recurring Fees	0	0	0	0	15,000	15,000	15,000
Auto Repair/Maintenance	1,640	3,600	3,600	1,162	3,600	3,600	3,600
Fuel	150	400	400	444	400	400	400
Electric	5,774	7,500	7,500	5,503	7,000	7,000	7,000
Gas/Propane	3,888	5,000	5,000	3,981	5,000	5,000	5,000
Water	1,054	1,500	1,500	1,251	1,500	1,500	1,500
Sewer	382	500	500	382	500	500	500
Waste Removal	184	400	400	184	400	400	400
Telephone	12,152	13,500	13,500	11,976	0	0	0
Pest Control	925	950	950	905	950	950	950
Consulting Services	41	0	0	0	10,000	10,000	10,000
Equipment Rental	1,020	1,150	1,150		1,500	1,500	1,500
Equipment Maint. Agreements	6,827	0	0	518	2,000	2,000	2,000
Service Charges	8,817	5,000	5,000	2,381	5,000	5,000	5,000
Office Equipment Maintenance	202	1,000	1,000	0	1,000	1,000	1,000
Conference Room Supplies	46	300	300	83	200	200	200
LTA II Grant Matching	3,720	0	0	0	0	0	0
Recycling	5,144	800	800	980	0	0	0
Emergency Services Agreement	3,969	4,675	4,675	4,675	4,675	4,675	4,675
Sanitary District IGA	0	100	100	0	100	100	100
Bus. Incentive - Coury	31,856	0	0	19,000	22,000	22,000	22,000
Stewards of Public Lands	444	1,500	1,500	0	1,500	1,500	1,500
Verde Valley Senior Center	12,500	12,500	12,500	12,500	12,500	12,500	12,500
DWR - State Imposed Fee	0	15,153	15,153	13,546	0	0	0
Water Adjudication	3,053	20,000	20,000	11,000	20,000	20,000	20,000
Yavapai County Water Advisor	10,000	10,000	10,000	8,000	11,645	11,645	11,645
Miscellaneous	(479)	0	0	1	0	0	0
Employee Termination Payouts	6,349	50,000	50,000	12,000	25,000	25,000	25,000
Contingency	0	200,000	200,000	0	200,000	200,000	200,000
<b>Total Operating Expenditures</b>	<b>\$ 136,235</b>	<b>\$ 372,028</b>	<b>\$ 372,028</b>	<b>\$ 124,045</b>	<b>\$ 367,970</b>	<b>\$ 367,970</b>	<b>\$ 367,970</b>
<b>Equipment/Capital Expenditures</b>							
Copier Purchase	0	0	0	8,563	0	0	0
Equipment Lease	5,573	8,000	8,000	5,661	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 5,573</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ 14,224</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 141,808</b>	<b>\$ 380,028</b>	<b>\$ 380,028</b>	<b>\$ 138,269</b>	<b>\$ 367,970</b>	<b>\$ 367,970</b>	<b>\$ 367,970</b>
<b>Revenues</b>							
Total Departmental Revenues	0	0	0	0	0	0	0
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Effect on General Fund</b>	<b>\$ 141,808</b>	<b>\$ 380,028</b>	<b>\$ 380,028</b>	<b>\$ 138,269</b>	<b>\$ 367,970</b>	<b>\$ 367,970</b>	<b>\$ 367,970</b>

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# Magistrate Court Summary



## ◆ Magistrate Court ◆

	2010-11 AUDITED ACTUALS	2011-12 FINAL BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQ'D	2012-13 MANAGER REC'D	2012-13 COUNCIL ADOPTED
<b>Expenditures</b>						
Wages & Related	\$ 269,859	\$ 280,286	\$ 271,783	\$ 323,091	\$ 323,091	\$ 323,091
Operating Expenditures	\$ 29,643	\$ 27,725	\$ 28,377	\$ 43,160	\$ 43,160	\$ 43,160
Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ 3,400	\$ 3,400	\$ 3,400
<b>Total Expenditures</b>	<b>\$ 299,502</b>	<b>\$ 308,011</b>	<b>\$ 300,160</b>	<b>\$ 369,651</b>	<b>\$ 369,651</b>	<b>\$ 369,651</b>
<b>Revenues</b>						
Total Revenues	\$ 219,140	\$ 235,000	\$ 298,827	\$ 314,000	\$ 314,000	\$ 314,000
<b>Operating Transfers</b>						
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Cost to General Fund</b>	<b>\$ 80,362</b>	<b>\$ 73,011</b>	<b>\$ 1,333</b>	<b>\$ 55,651</b>	<b>\$ 55,651</b>	<b>\$ 55,651</b>

### Staffing Summary

#### **Court Employees (8)**

**Total Dept. FTE's: 5.6**

Status	Position	Dept. FTE	FTE's Allocated to other Dept.'s
PT	Magistrate	.60	N/A
FT	Court Supervisor	1.00	N/A
FT	Court Clerks (4)	4.00	N/A
PT	Asst. Magistrates (2)	.03	N/A

# Municipal Court

## Our Mission

The Town of Camp Verde's Municipal Court's mission is 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.

## Department Duties/Description

The Camp Verde Municipal Court is responsible for misdemeanor and civil traffic complaints filed by multiple law enforcement agencies for the matters occurring within the Town of Camp Verde Precinct. The Court also issues protective orders and search warrants. The Court also provides, to all individuals, equal access, professional and impartial treatment, and just resolution of all court matters.

The Municipal Court's duties include:

- 1 COMPLY WITH SECTION 5-2-2 POWERS AND DUTIES OF TOWN MAGISTRATE (2001-A183) (2008-A355)
- 2 COMPLY WITH ALL RULES OF COURT
- 3 COMPLY WITH ALL , STATE, FEDERAL AND LOCAL LAWS
- 4 COMPLY WITH STATE AND SUPREME COURT ADMINISTRATIVE CODES AND ORDERS

## Department Staffing:

Magistrate (1)  
Assistant Magistrates (2-PT)  
Court Supervisor (1)  
Court Clerks (4.0)

## Accomplishments for the Fiscal Year 2011/2012:

1. Implemented new credit card company that requires no fees from the court, defendant pays convenience fees. Also saves on phone calls and faxing time.
2. Updated over 300 warrants to include suspension of driving privileges which increased collections.
3. Did more with less, court expects to timely process an of 800+ more in case filings.
4. Acquired pertinent training to fulfill mandated and job-related needs.
5. Implemented a one time program to take care of outstanding warrants during 3 month period to increase collections and reduce the amount of warrants.
6. Implemented new automated defensive driving program module to improve processing efficiency.
7. Improved court security and improved the public's access to the court by re-designing the lobby and front counter issues.
8. Implemented Department of Public Safety E-Citation processes to improve efficiencies in data integrity.
9. Improved safety issues installing new carpet.

## Performance Objectives for Fiscal Year 2012/2013:

1. Get into compliance with state law, administrative orders and rules of court regarding record retention
2. Monitoring court orders to increase collections efforts.
3. Working with local law enforcement to implement electronic citations
4. Implement new case management system to resolve case processing and financial issues, i.e. general ledger etc.
5. Implement new document scanner to reduce file storage issues

## Significant Expenditure Changes:

1. Moved about \$13,581 from Special Funds to General Budget.
2. Reduced pro-tem budget about \$5,000.00
3. Increased Office Supplies to adjust to increased caseload.
4. Reduced credit card fees by over \$4500.00
5. Increased Court appointed attorney fees by \$2000.00 to adapt to caseload increase.
6. Estimates as of March 31, 2012 in revenue came to \$321,000, court only submitted \$300,000 in revenues to be conservative.

## Fiscal Notes

- \* Court increased projected revenues significantly. Estimated \$185,000, as of 3/31/12 already at \$214,000

## Department Statistics FY 2011-2012

Fiscal Year to date 2012 from 7-1-11 thru 3-31-12, the court processed the following:

* Misdemeanor/FTA	313	* Civil Traffic -	1582
* DUI	67	* Harassment Injunction -	29
* Serious Traffic -	15	* Order of Protection -	25
* Criminal Traffic -	385		

CASE FILINGS: YTD March 31, 2012 2416 cases

CASE FILINGS: YTD March 31, 2011 1962 cases

CASE FILINGS: YTD March 31, 2010 1541 cases

NOTE: In July 2010 the monthly case filings totaled 137 cases. On March 31, 2011 the monthly case filings totaled 270 cases, nearly doubling the case filings.

# Municipal Court

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	208,779	215,643	215,643	206,398	238,600	238,600	238,600
Pro Tem Judge Salaries	0	0	0	0	2,700	2,700	2,700
FICA	12,265	13,370	13,370	12,190	14,793	14,793	14,793
Medicare	2,868	3,127	3,127	2,893	3,460	3,460	3,460
Retirement	19,723	21,564	21,564	22,139	26,603	26,603	26,603
Unemployment	413	478	478	445	534	534	534
Workman's Compensation	288	498	498	495	501	501	501
Health, Dental & Life Ins	25,523	25,606	25,606	27,223	35,900	35,900	35,900
<b>Total Wages &amp; Related</b>	<b>\$ 269,859</b>	<b>\$ 280,286</b>	<b>\$ 280,286</b>	<b>\$ 271,783</b>	<b>\$ 323,091</b>	<b>\$ 323,091</b>	<b>\$ 323,091</b>
<b>Operating Expenditures</b>							
Training	600	0	0	0	1,500	1,500	1,500
Travel	437	0	0	0	2,500	2,500	2,500
Office Supplies	3,056	3,500	3,500	1,767	4,600	4,600	4,600
Subscriptions/Memberships	150	150	150	125	300	300	300
Books/Tapes/Publications	125	200	200	169	300	300	300
Printing	182	300	300	616	700	700	700
Postage	0	1,300	1,300	0	0	0	0
Electric	3,080	2,600	2,600	2,897	2,800	2,800	2,800
Gas/Propane	598	511	511	517	520	520	520
Water	804	765	765	889	765	765	765
Sewer	794	720	720	795	750	750	750
Waste Removal	216	216	216	216	240	240	240
Telephone	0	183	183	0	905	905	905
Pest Control	73	80	80	73	80	80	80
Legal Services	0	0	0	0	500	500	500
Contract Labor/Services	98	0	0	761	1,400	1,400	1,400
Interpreters	0	0	0	0	500	500	500
Equipment Rental	0	0	0	0	9,000	9,000	9,000
Office Equipment	514	500	500	178	500	500	500
Credit Card Processing Fees	4,274	4,500	4,500	4,562	0	0	0
Court Appointed Attorneys	14,543	12,000	12,000	14,798	14,000	14,000	14,000
Jury Fees	99	200	200	13	200	200	200
Recording System	0	0	0	0	550	550	550
Security System	0	0	0	0	350	350	350
Public Relations	0	0	0	0	200	200	200
<b>Total Operating Expenditures</b>	<b>\$ 29,643</b>	<b>\$ 27,725</b>	<b>\$ 27,725</b>	<b>\$ 28,377</b>	<b>\$ 43,160</b>	<b>\$ 43,160</b>	<b>\$ 43,160</b>
<b>Equipment/Capital Expenditures</b>							
Capital Lease	0	0	0	0	3,400	3,400	3,400
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,400</b>	<b>\$ 3,400</b>	<b>\$ 3,400</b>
<b>Total Departmental Expenditures</b>	<b>\$ 299,502</b>	<b>\$ 308,011</b>	<b>\$ 308,011</b>	<b>\$ 300,160</b>	<b>\$ 369,651</b>	<b>\$ 369,651</b>	<b>\$ 369,651</b>
<b>Revenues</b>							
Fees, Fines & Forfeitures	208,762	225,000	225,000	286,090	300,000	300,000	300,000
Court Appointed Attorney Reimb's	10,378	10,000	10,000	12,737	14,000	14,000	14,000
<b>Total Departmental Revenues</b>	<b>\$ 219,140</b>	<b>\$ 235,000</b>	<b>\$ 235,000</b>	<b>\$ 298,827</b>	<b>\$ 314,000</b>	<b>\$ 314,000</b>	<b>\$ 314,000</b>
<b>Net Effect on General Fund</b>	<b>\$ 80,362</b>	<b>\$ 73,011</b>	<b>\$ 73,011</b>	<b>\$ 1,333</b>	<b>\$ 55,651</b>	<b>\$ 55,651</b>	<b>\$ 55,651</b>

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# Public Works Summary



Engineer ♦ Stormwater ♦ Maintenance

	2010-11 AUDITED ACTUALS	2011-12 FINAL BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQ'D	2012-13 MANAGER REC'D	2012-13 COUNCIL ADOPTED
<b>Expenditures</b>						
Wages & Related	\$ 399,494	\$ 390,737	\$ 400,139	\$ 437,794	\$ 429,978	\$ 429,978
Operating Expenditures	\$ 126,167	\$ 154,515	\$ 112,800	\$ 153,290	\$ 127,290	\$ 127,290
Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 525,661</b>	<b>\$ 545,252</b>	<b>\$ 512,939</b>	<b>\$ 591,084</b>	<b>\$ 557,268</b>	<b>\$ 557,268</b>
<b>Revenues</b>						
Total Revenues	\$ 3,104	\$ -	\$ 5,753	\$ -	\$ -	\$ -
<b>Operating Transfers</b>						
Total Transfers	\$ -	\$ -	\$ -	\$ (13,890)	\$ (13,890)	\$ (13,890)
<b>Net Cost to General Fund</b>	<b>\$ 522,557</b>	<b>\$ 545,252</b>	<b>\$ 507,186</b>	<b>\$ 577,194</b>	<b>\$ 543,378</b>	<b>\$ 543,378</b>

## Staffing Summary

### **Public Works Employees (8)**

**Total Dept. FTE's: 7.7**

Status	Position	Dept. FTE	FTE's Allocated to other Dept.'s
FT	Director/Engineer	.70	HURF - .20 / Parks & Rec - .10
FT	Admin Assistant	.60	HURF - .40
FT	Maint. Foreman	1.00	N/A
FT	Maint. Worker (2)	1.85	Pool - .15
FT	Parks Lead Worker	1.00	N/A
FT	Janitor (2)	2.00	N/A

\*Allocated Support from other Dept.'s: .51 FTE's

# Public Works Department

## Our Mission

Public Works provides continuous development of well planned, cost effective, environmentally sensitive infrastructure of streets, storm water utilities, Town facilities, grounds & parks to promote public health, personal safety, transportation, economic growth and civic vitality. We work with Town Staff, Tribal, County, & State Governments and the public to improve the quality of life in Camp Verde.

## Department Duties/Description

The Department of Public Works has five divisions: Engineering, Streets, Storm Water, Facilities Maintenances/Janitorial, and Parks/Recreation. The Public Works Director is the Town Engineer and provides support to Community Development for Plan & Engineering Design Review, The Department also assists with or manages a wide variety of Town related Streets, Stormwater and infrastructure/construction projects. Director and staff work to maintain Town Standards, Codes and Ordinances both as a guide for current projects and future development. The Director is assisted by the Public Works Project Manager with a crew and administrative staff of five for Streets, Stormwater and Engineering maintenance, repair and construction needs. A Maintenance Foreman works with a crew of five to provide facilities & grounds maintenance and janitorial needs for all Town facilities, landscaping and grounds. The Parks/Recreation Supervisor facilitates community recreation and Town sponsored events.

## Department Staffing:

Public Works Director/Engineer (0.50)

Administrative Assistant (0.35)

Public Works Project Manager (0.15)

## Accomplishments for the Fiscal Year 2011/2012:

1. Completed the Finnie Flat/Cliffs Drainage Channel Improvement design
2. Requested and received additional funding from ADOT in order to facilitate the purchase of ROW for the Finnie Flat Sidewalk
3. Completed the EEBCG HVAC retrofit at the Library
4. Worked with Verde Café owner to facilitate land swap for the Hollamon St. sidewalk
5. Worked with NAU engineering students to design the Verde River low water crossing on Verde Lakes Drive
6. Submitted Forest Service 299 Permit to begin the necessary environmental studies required for the Community Park and Sewer District entrance road

## Performance Objectives for Fiscal Year 2011/2012:

1. Work to obtain Town ROW for Peterson Rd. for additional access to the Public Works Yard
2. Obtain ROW from Forest Service to widen and construct the entry to the community park
3. Continue to provide engineering support to Community Development
4. Complete Engineering Standards
5. All Staff to attend training and/or seminars that will introduce new technologies and sources of information

## Public Works Engineer

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	69,147	65,078	65,078	89,593	65,024	61,645	61,645
FICA	4,283	4,035	4,035	5,553	4,032	3,822	3,822
Medicare	1,002	944	944	1,299	943	894	894
Retirement	7,143	6,508	6,508	9,433	7,250	6,873	6,873
Unemployment	139	60	60	98	86	86	86
Workman's Compensation	643	1,115	1,115	1,118	1,086	1,029	1,029
Health, Dental & Life Ins	8,366	7,649	7,649	8,257	6,965	6,965	6,965
<b>Total Wages &amp; Related</b>	<b>\$ 90,723</b>	<b>\$ 85,389</b>	<b>\$ 85,389</b>	<b>\$ 115,351</b>	<b>\$ 85,386</b>	<b>\$ 81,314</b>	<b>\$ 81,314</b>
<b>Operating Expenditures</b>							
Training	331	500	500	245	250	250	250
Travel	177	200	200	526	200	200	200
Office Supplies	862	700	700	521	300	300	300
Subscriptions/Memberships	278	400	400	360	400	400	400
Books/Tapes/Publications	101	250	250	0	100	100	100
Printing	129	200	200	85	100	100	100
Advertising	0	235	235	0	100	100	100
Auto Repair/Maintenance	0	300	300	0	50	50	50
Fuel	0	200	200	0	100	100	100
Electric	899	900	900	871	900	900	900
Gas/Propane	227	310	310	297	325	325	325
Water	369	350	350	199	200	200	200
Sewer	147	140	140	147	140	140	140
Waste Removal	80	90	90	81	90	90	90
Telephone	21	50	50	0	0	0	0
Pest Control	14	20	20	12	20	20	20
Consulting Services	3,418	9,500	9,500	5,148	7,500	2,500	2,500
Legal Services	3,093	6,000	6,000	870	4,000	4,000	4,000
Office Equipment	206	250	250	0	400	400	400
Streets Surveys	0	15,000	15,000	0	15,000	0	0
<b>Total Operating Expenditures</b>	<b>\$ 10,352</b>	<b>\$ 35,595</b>	<b>\$ 35,595</b>	<b>\$ 9,361</b>	<b>\$ 30,175</b>	<b>\$ 10,175</b>	<b>\$ 10,175</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 101,075</b>	<b>\$ 120,984</b>	<b>\$ 120,984</b>	<b>\$ 124,712</b>	<b>\$ 115,561</b>	<b>\$ 91,489</b>	<b>\$ 91,489</b>
<b>Revenues</b>							
Plan Review Fees	165	0	0	5,753	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 165</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,753</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 100,910</b>	<b>\$ 120,984</b>	<b>\$ 120,984</b>	<b>\$ 118,959</b>	<b>\$ 115,561</b>	<b>\$ 91,489</b>	<b>\$ 91,489</b>

# Stormwater Management

## Our Mission

The mission of the Stormwater Management Division is to provide environmental protection, minimize the impacts to public and private property due to flooding from storm events and promote public health and safety through education and the implementation of stormwater regulations, policies and engineering.

## Division Duties/Description

Stormwater Management is a division of Public Works. It is the responsibility of Stormwater Mgt. to ensure that public and private facilities within the Town's corporate boundary are compliant with all applicable floodplain and stormwater regulations, policies and design criteria. Stormwater Mgt. works closely with Yavapai County Flood Control District to establish and maintain consistent policies and criteria that ensure the uniform construction of all drainage infrastructures within the Town of Camp Verde.

### Department Staffing:

Public Works Director/Engineer (0.05)  
Public Works Project Manager (0.20)  
Streets Foreman (0.04)  
Senior Equipment Operator (0.04)

Medium Equipment Operator (0.04)  
Streets Laborer (0.04)  
Administrative Assistant (0.08)

### Accomplishments for the Fiscal Year 2011/2012:

1. Awarded the construction contract to complete the Finnie Flat Channel Improvements Project.
2. Submitted the annual MS4 report to ADEQ and completed required street sweeping.
3. Continued support of the Stewards of Public Lands in clean-up events.
4. Completed drainage improvements on Garner Lane.
5. Completed Stormwater training for CFM certification.

### Performance Objectives for Fiscal Year 2012/2013:

1. Complete the Finnie Flat Channel Improvements construction.
2. Identify, prioritize & plan stormwater improvement projects to be funded by Yavapai County Flood
3. Work with Yavapai County Flood Control and FEMA to develop and establish flood plain records for new and existing structures.
4. Develop a master list and maintenance schedule for all Town owned storm water structures.

### Significant Expenditure Changes

- The only significant change within the stormwater budget from last year will be the addition of funding for seasonal help.

### Fiscal Notes

- Staff expects to carryover a portion of the \$750,000 Yavapai County Flood Control IGA and the \$280,000 CIP funding for the construction of the Finnie Flat Channel Improvements.



# Stormwater

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	18,984	21,359	21,359	3,751	27,771	25,822	25,822
FICA	1,177	1,324	1,324	233	1,722	1,605	1,605
Medicare	275	310	310	54	403	375	375
Retirement	1,807	2,157	2,157	390	3,097	2,886	2,886
Unemployment	15	28	28	6	46	46	46
Workman's Compensation	569	870	870	514	464	432	432
Health, Dental & Life Ins	2,183	2,920	2,920	561	3,734	3,734	3,734
<b>Total Wages &amp; Related</b>	<b>\$ 25,010</b>	<b>\$ 28,968</b>	<b>\$ 28,968</b>	<b>\$ 5,509</b>	<b>\$ 37,237</b>	<b>\$ 34,900</b>	<b>\$ 34,900</b>
<b>Operating Expenditures</b>							
Training	0	1,200	1,200	500	800	500	500
Travel	14	300	300	943	200	200	200
Office Supplies	85	50	50	41	50	50	50
Subscriptions/Memberships	0	100	100	0	100	100	100
Books/Tapes/Publications	0	100	100	102	100	100	100
Printing	235	150	150	0	50	50	50
Consulting Services	0	3,000	3,000	3,000	3,000	3,000	3,000
Legal Services	56	500	500	0	100	100	100
Yav County Flood Control	17,389	0	0	0	0	0	0
<b>Total Operating Expenditures</b>	<b>\$ 17,779</b>	<b>\$ 5,400</b>	<b>\$ 5,400</b>	<b>\$ 4,586</b>	<b>\$ 4,400</b>	<b>\$ 4,100</b>	<b>\$ 4,100</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 42,789</b>	<b>\$ 34,368</b>	<b>\$ 34,368</b>	<b>\$ 10,095</b>	<b>\$ 41,637</b>	<b>\$ 39,000</b>	<b>\$ 39,000</b>
<b>Revenues</b>							
Yav County Flood Control	2,939	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 2,939</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 39,850</b>	<b>\$ 34,368</b>	<b>\$ 34,368</b>	<b>\$ 10,095</b>	<b>\$ 41,637</b>	<b>\$ 39,000</b>	<b>\$ 39,000</b>

# Maintenance

## Our Mission

The mission of the Maintenance Division is to keep all facilities, parks, landscape, and outdoor recreational amenities in good and safe working order. Our goal is to do this within a framework of safety, quality service, environmental sensitivity and operational efficiency.

## Division Duties/Description

The Maintenance Department is responsible for the general maintenance of all Town buildings, equipment, parks and recreational sites and facilities. Workers make regular inspections of these areas and equipment as well making sure all areas are safe and secure. The Maintenance department is responsible for Main Street landscaping and decoration including: flags banners and various decorations. Maintenance personnel also assist with special events and programs.

### Department Staffing:

Public Works Director/Engineer (0.15)	Janitor (2.0)
Maintenance Foreman (1.0)	Public Works Analyst (0.10)
Parks Lead Worker (1.0)	Maintenance Worker (1.85)
Administrative Assistant (.17)	

### Accomplishments for the Fiscal Year 2011/2012:

1. Re-lamp of the lights at Butler Baseball fields and extend service contract
2. Prep all buildings for paint & Manage painting Contract to re-paint all Campus Buildings
3. Complete sprinkler system on Town grounds and plant grass and landscape.
4. Pool heater changed out. Add new fixtures on lavatories and showers that are automatic.
5. Rolling shutters installed on windows facing Hollamon St.
6. New plants and repairs of the sprinkler system at the Marshal Office and Main St.
7. Establish ADA Compliant parking at the Library
8. Re-Roof of Administration and 200 building-
9. Project manager for the EECBG - HVAC retrofit on Library buildings
10. HVAC Maintenance Contract to provide preventative maintenance inspections for all Town HVAC units
11. Two crew members received level one OSHA asbestos training
12. Repaint Library Annex and install new HVAC unit on Library
13. Repaint Town owned building on Squaw Peak
14. Establish new lock out, tag out station
15. Attended Parks & Rec. and Landscape Grounds Maintenance Training
16. Re-fixture restroom and add new hot water heater at Visitor Center
17. Install ADA Compliant sidewalks at Butler Park and install ADA ramp on the 200 Bldg.
18. Managed removal of existing floor covering and install of new carpet in the Administration building

### Performance Objectives for Fiscal Year 2012/2013:

1. Re-Construct Town field, Ramadas and add slabs
2. Install ramp and railing from Ramada to soccer field and add new fence.
3. Remodel and carpet Public Works office.
4. Install new rain gutters on Town Hall
5. Add dog waste disposal systems to Butler Park and do some fence replacement
6. Add climate control system to irrigation at Butler Park.

### Significant Expenditure Changes

- The only significant change within the stormwater budget from last year will be the addition of funding for seasonal help.

### Fiscal Notes

- Staff expects to carryover a portion of the \$750,000 Yavapai County Flood Control IGA and the \$280,000 CIP funding for the construction of the Finnie Flat Channel Improvements.

## Maintenance

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	202,236	195,768	195,768	194,248	217,684	216,533	216,533
Overtime	261	400	400	231	0	0	0
FICA	12,436	12,162	12,162	11,935	13,496	13,425	13,425
Medicare	2,908	2,844	2,844	2,791	3,156	3,140	3,140
Retirement	19,859	19,617	19,617	20,542	23,526	23,398	23,398
Unemployment	551	400	400	533	605	605	605
Workman's Compensation	5,567	10,421	10,421	8,346	7,880	7,839	7,839
Health, Dental & Life Ins	39,943	34,768	34,768	40,653	48,824	48,824	48,824
<b>Total Wages &amp; Related</b>	<b>\$ 283,761</b>	<b>\$ 276,380</b>	<b>\$ 276,380</b>	<b>\$ 279,279</b>	<b>\$ 315,171</b>	<b>\$ 313,764</b>	<b>\$ 313,764</b>
<b>Operating Expenditures</b>							
Training	1,180	3,800	3,800	3,835	3,800	2,400	2,400
Travel	164	500	500	914	500	500	500
Uniforms	2,111	2,400	2,400	1,831	2,400	2,400	2,400
Office Supplies	243	250	250	259	300	300	300
Advertising	0	230	230	59	100	100	100
Software Recurring Fees	0	0	0	0	1,200	1,200	1,200
Auto Repair/Maintenance	3,264	4,000	4,000	5,462	6,000	6,000	6,000
Fuel	5,679	7,600	7,600	4,449	6,600	6,600	6,600
Electric	2,272	2,800	2,800	2,197	2,800	2,800	2,800
Gas/Propane	540	750	750	693	750	750	750
Water	559	750	750	753	750	750	750
Sewer	382	350	350	383	350	350	350
Waste Removal	218	250	250	201	250	250	250
Cell Phone	895	1,050	1,050	1,608	1,475	1,475	1,475
Pest Control	935	600	600	35	100	100	100
Legal Services	0	400	400	0	200	200	200
Equipment Rental	0	500	500	0	250	250	250
Office Equipment	0	0	0	0	100	100	100
Maintenance Equipment	2,421	3,500	3,500	3,354	3,500	3,500	3,500
Building Maintenance	43,060	42,300	42,300	38,812	42,300	38,000	38,000
Safety Equipment	295	500	500	643	500	500	500
OSHA Medical Supplies	968	800	800	526	800	800	800
Graffiti Clean-Up	0	200	200	431	200	200	200
Fire Extinguishers	1,501	3,000	3,000	1,780	4,300	4,300	4,300
Park Facilities Maintenance	9,547	13,890	13,890	9,941	13,890	13,890	13,890
Grounds Maintenance	8,506	8,500	8,500	6,606	8,500	8,500	8,500
Flags & Banners	0	0	0	0	1,400	1,400	1,400
Fertilizer / Herbicides	4,576	6,200	6,200	4,570	6,200	6,200	6,200
Visitor's Center Maintenance	616	500	500	1,841	500	500	500
Janitorial Supplies	5,595	5,200	5,200	5,675	6,000	6,000	6,000
Mats & Rugs	2,509	2,700	2,700	1,996	2,700	2,700	2,700
<b>Total Operating Expenditures</b>	<b>\$ 98,036</b>	<b>\$ 113,520</b>	<b>\$ 113,520</b>	<b>\$ 98,853</b>	<b>\$ 118,715</b>	<b>\$ 113,015</b>	<b>\$ 113,015</b>
<b>Total Departmental Expenditures</b>	<b>\$ 381,797</b>	<b>\$ 389,900</b>	<b>\$ 389,900</b>	<b>\$ 378,132</b>	<b>\$ 433,886</b>	<b>\$ 426,779</b>	<b>\$ 426,779</b>
<b>Revenues</b>							
(Moved to P&R-Fac Rental Fees)	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating Transfers</b>							
Transfer In from Parks Fund (Maint)	0	0	0	0	(13,890)	(13,890)	(13,890)
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (13,890)</b>	<b>\$ (13,890)</b>	<b>\$ (13,890)</b>
<b>Net Effect on General Fund</b>	<b>\$ 381,797</b>	<b>\$ 389,900</b>	<b>\$ 389,900</b>	<b>\$ 378,132</b>	<b>\$ 419,996</b>	<b>\$ 412,889</b>	<b>\$ 412,889</b>

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# Community Development Summary



Community Development ♦ Building ♦ Current Planning  
Long-Range Planning ♦ Code Enforcement

	2010-11 AUDITED ACTUALS	2011-12 FINAL BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQ'D	2012-13 MANAGER REC'D	2012-13 COUNCIL ADOPTED
<b>Expenditures</b>						
Wages & Related	\$ 257,665	\$ 216,955	\$ 214,602	\$ 316,086	\$ 286,734	\$ 286,734
Operating Expenditures	\$ 78,209	\$ 48,456	\$ 36,572	\$ 94,906	\$ 71,301	\$ 71,301
Equipment/Capital Expenditures	\$ 2,105	\$ 4,650	\$ 2,183	\$ 2,000	\$ 2,000	\$ 2,000
<b>Total Expenditures</b>	<b>\$ 337,979</b>	<b>\$ 270,061</b>	<b>\$ 253,357</b>	<b>\$ 412,992</b>	<b>\$ 360,035</b>	<b>\$ 360,035</b>
<b>Revenues</b>						
Total Revenues	\$ 101,929	\$ 73,361	\$ 139,336	\$ 98,525	\$ 98,525	\$ 98,525
<b>Operating Transfers</b>						
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Cost to General Fund</b>	<b>\$ 236,050</b>	<b>\$ 196,700</b>	<b>\$ 114,021</b>	<b>\$ 314,467</b>	<b>\$ 261,510</b>	<b>\$ 261,510</b>

## Staffing Summary

**Community Development Employees (5)**  
**Total Dept. FTE's: 5.0**

<u>Status</u>	<u>Position</u>	<u>Dept. FTE</u>	<u>FTE's Allocated to other Dept.'s</u>
FT	Director	1.00	N/A
FT	Chief Building Official	1.00	N/A
FT	Assistant Planner	1.00	N/A
FT	Permit Tech / Asst.	1.00	N/A
FT	Code Enforcement (2)	1.00	Marshal - 1.00

# Community Development

## Our Mission

The Town of Camp Verde's Community Development Department manages growth through planning, zoning and building services while providing professional, competent, and consistent service to the public in order to enhance the community and the lives of the residents while protecting our heritage and natural surroundings in a manner that will maintain a balance between the quality of life and the economic stability of the Town.

## Department Duties/Description

The Community Development Department oversees and prepares department procedures for the development process within the Town of Camp Verde. This division of the Department performs the management activities and is the direct contact to the Town Council and Town Manager. This division provides for and facilitates the activities and functions of Planning & Zoning Commission and the Board of Adjustments for the public hearing process to include the following:

- \* Scheduling of Public Hearings once the applicant has made a complete submittal and received all staff approvals to be heard.
- \* Posting of all Public Hearings and sending out the 300 foot contact letters as required by State Law.
- \* Preparing all staff reports to the Council, Commission, and the Board of Adjustments.

### Department Staffing:

Community Development Director (0.20)  
Assistant Planner/Admin. Assistant (0.06)  
Chief Building Official (.03)  
Permit Tech/Admin. Asst. (.03)

### Accomplishments for the Fiscal Year 2011/2012:

1. Per Council direction, processed the abandonment of the Silverado Subdivision at Simonton Ranch and directed consultants to prepare an Abandonment Plat which was recorded by this Department. Also, processed a voiding of the Preliminary Plat approvals which had expired within the Simonton Ranch Development.
2. Researched the positive and negative effects to the Town for required changes to Development Impact Fees processes by the Arizona State Legislature under Senate Bill 1525. The Council adopted a moratorium for Development Impact Fees which became effective on January 7, 2012.
3. Provided in-house training for the Planning & Zoning Commission and the Board of Adjustment & Appeals on significant changes to the re-write of the Town's Planning & Zoning Ordinance.

### Performance Objectives for Fiscal Year 2012/2013:

1. Continue to review incomplete or expired approvals for subdivisions and bring recommendations of voiding to the Town Council.
2. Continue to learn all aspects for the Incode Software modules to include permitting revenue tracking, billing and receipting.
3. Begin working on the General Plan Elements. The General Plan update or amendment is due by 2014 per State Statute.
4. With the enforcement of Nuisance Violations being transferred to the Town Code, the enforcement processes have changed as compared to what they were in the Planning & Zoning Ordinance. New forms and notices are being completed to meet these requirements. Also, off-premise solicitation signage was implemented into the Town Code this last year. Forms and notices will also be prepared and refined for this process.

### Significant Expenditure Changes:

- \* Through the months of February and March 2012, Development Standards Reviews (Commercial Development) and Permitting have increased. Also, fuel costs have been increasing on a weekly basis.
- \* With the assumption that this trend will continue, operating expenses will increase with the corresponding work loads and are addressed in this budget.

### Fiscal Notes

- \* All utility expenditures for the following departments are included in the Community Development Department:  
Community Development                      Long Range Planning  
Current Planning                                      Code Enforcement

## Community Development

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	26,515	24,933	24,933	57,270	26,203	23,541	23,541
FICA	1,462	1,546	1,546	3,378	1,625	1,460	1,460
Medicare	342	362	362	790	380	341	341
Retirement	2,618	2,518	2,518	5,948	2,922	2,625	2,625
Unemployment	38	28	28	97	40	37	37
Workman's Compensation	275	357	357	499	1,084	1,034	1,034
Health, Dental & Life Ins	3,448	3,477	3,477	9,473	3,231	3,016	3,016
<b>Total Wages &amp; Related</b>	<b>\$ 34,698</b>	<b>\$ 33,221</b>	<b>\$ 33,221</b>	<b>\$ 77,455</b>	<b>\$ 35,485</b>	<b>\$ 32,054</b>	<b>\$ 32,054</b>
<b>Operating Expenditures</b>							
Training	80	2,000	2,000	717	2,000	2,000	2,000
Travel	22	870	870	526	870	870	870
Office Supplies	50	300	300	120	400	400	400
Subscriptions/Memberships	362	570	570	544	570	570	570
Books/Tapes/Publications	0	0	0	0	120	120	120
Printing	0	50	50	0	50	50	50
Advertising	28	100	100	0	100	100	100
Auto Repair/Maintenance	9	400	400	335	800	800	800
Fuel	250	600	600	352	840	840	840
Electric	1,825	1,835	1,835	1,717	1,835	1,835	1,835
Gas/Propane	354	400	400	307	400	400	400
Water	425	460	460	336	460	460	460
Sewer	470	530	530	471	530	530	530
Waste Removal	128	150	150	128	150	150	150
Cell Phone	87	0	0	0	0	0	0
Pest Control	43	50	50	44	50	50	50
Legal Services	648	1,000	1,000	74	1,000	1,000	1,000
Equipment Maint. Agreements	312	0	0	498	500	500	500
Safety Equipment	38	75	75	0	150	150	150
Maps / Cartography	0	50	50	2	50	50	50
Recording Fees	13	0	0	0	0	0	0
<b>Total Operating Expenditures</b>	<b>\$ 5,144</b>	<b>\$ 9,440</b>	<b>\$ 9,440</b>	<b>\$ 6,170</b>	<b>\$ 10,875</b>	<b>\$ 10,875</b>	<b>\$ 10,875</b>
<b>Equipment/Capital Expenditures</b>							
Equipment Lease		850	850	455	500	500	500
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ 850</b>	<b>\$ 850</b>	<b>\$ 455</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Total Departmental Expenditures</b>	<b>\$ 39,842</b>	<b>\$ 43,511</b>	<b>\$ 43,511</b>	<b>\$ 84,080</b>	<b>\$ 46,860</b>	<b>\$ 43,429</b>	<b>\$ 43,429</b>
<b>Revenues</b>							
Copies	80	25	25	16	25	25	25
<b>Total Departmental Revenues</b>	<b>\$ 80</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 16</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 25</b>
<b>Net Effect on General Fund</b>	<b>\$ 39,762</b>	<b>\$ 43,486</b>	<b>\$ 43,486</b>	<b>\$ 84,064</b>	<b>\$ 46,835</b>	<b>\$ 43,404</b>	<b>\$ 43,404</b>

# Building Department

## Our Mission

The Town of Camp Verde Building Safety Division's mission is 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 and inspection services.

## Department Duties/Description

The Building Department is responsible for effectively enforcing all building codes and other applicable codes adopted by the Town of Camp Verde and to establish the minimum requirements to safeguard the public health, safety and general welfare through means of egress facilities, strength, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency operations. Duties include:

- \* Review, document, record and maintain the records of all permit submittals, inspection records and historical information.
- \* Provide plan review to ensure that the plans submitted are designed to meet the requirements of the adopted building codes.
- \* Provide inspections during each phase of construction, checking for structural strength, adequate sanitation and water, ventilation, stability, ingress/egress and safety from fire and other hazards.
- \* Provide monthly building information internally and to the Department of Commerce, AZ Office of Manufactured Housing, ASU Realty Studies Division and the Building Statistics Department.
- \* Provide annual audit information internally and to outside agencies.
- \* Verify all contractors hold a Privilege Tax License with the Town of Camp Verde
- \* Verify all contractors are licensed through the Arizona Registrar of Contractors (ROC) and that their license covers the scope of work to be performed.
- \* Prepare and maintain annual budget
- \* Prepare and maintain building safety division annual fee schedule
- \* Research permit history for Realtors, lending companies and prospective property owners.
- \* Correspond with several departments and governmental agencies to obtain approvals of submitted documents for construction.

## Department Staffing:

Community Development Director (0 0.15)  
Assistant Planner/Admin. Asst. (0.10)  
Chief Building Official (0.79)  
Building Inspector (vacant)  
Permit Technician/Administrative Assistant (0.75)

## Accomplishments for the Fiscal Year 2011/2012:

- 1 Preparation of the 2012/2013 Building Department Budget
- 2 Renewed ICC Certification for Building Plans Examiner - Robert Foreman
- 3 Attended Council/Staff meetings as necessary
- 4 Attended regional and state AZBO meetings regarding 2012 Building Codes
- 5 Performed audit with Office of Manufactured Housing in conformance with the adopted IGA
- 6 Performed audit with Insurance Services Office (ISO) for Building Code Effectiveness Grading Evaluation
- 7 Attended training seminars with Yavapai County Flood Control
- 8 Attended Fall training with ICC & AZBO
- 9 Attended Spring training with ICC & AZBO
- 10 Preparation of the 2012/2013 Building Department Fee Schedule
- 11 Attended pre-development meetings for commercial development projects (Alliance Beverage, Copper Star Shooting Range, Caduceus Cellars, Northern Arizona Healthcare, Alliance Street Works, etc.)
- 12 Meetings with Jack Judd, Chief Building Official for Yavapai County regarding 2012 Building Codes, standard operating procedures, IGA relations with the County, etc.
- 13 Training meetings with Mike Witt, Senior Plans Examiner for Yavapai County on policies and procedures on major project plan reviews - Becky Oium and Robert Foreman
- 14 Continued efforts to update, improve and clarify the IGA with the Camp Verde Fire District for their input on opinions of interpretations of the Town's adopted Fire Code in regard to fire suppression systems
- 15 Robert Foreman continued to perform duties as the Town Safety Officer
- 16 Robert Foreman continued to perform duties as Acting Code Enforcement Official
- 17 Continued efforts regarding collection/disbursement of Camp Verde Fire District Review/Inspection Fees
- 18 Continued efforts to update and improve Building Department information and procedures
- 19 Provided public education brochures during Building Safety Month in May and throughout the year

## Performance Objectives for Fiscal Year 2012/2013:

- 1 Robert Foreman: Obtain Fire Inspector I and II Certifications
- 2 Becky Oium: Obtain Residential Plans Examiner Certification
- 3 Robert Foreman: Renew certifications for Certified Building Code Official, Commercial Plumbing Inspector, Commercial Mechanical Inspector and Residential Building Inspector
- 4 Assit with drafting an Intergovernmental Agreement (IGA) with Yavapai County for Flood Control services
- 5 Provide public education information during Building Safety Month in May FY 2012/2013 and throughout the year

## Significant Expenditure Changes:

- \* Several budget line items have increased due the pending adoption of the 2012 International Code Council Codes, related codes and amendments

## Fiscal Notes

- \* The Building Department revenue projections for fiscal year 2012/2013 has not been increased although current projected revenues are expected to be met or exceeded

## Department Statistics 2012/2013:

- \* Permits - 290
- \* Inspections - 639
- \* Plan Reviews - 74
- \* Phone Calls -3563
- \* Customers - 1737



## Building Department

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	69,269	65,177	65,177	72,941	85,406	75,489	75,489
FICA	4,253	4,041	4,041	4,167	5,295	4,680	4,680
Medicare	994	945	945	975	1,238	1,095	1,095
Retirement	6,830	6,583	6,583	7,870	9,523	8,417	8,417
Unemployment	161	100	100	170	164	159	159
Workman's Compensation	516	596	596	800	1,153	1,019	1,019
Health, Dental & Life Ins	12,231	12,308	12,308	13,417	13,211	12,852	12,852
<b>Total Wages &amp; Related</b>	<b>\$ 94,254</b>	<b>\$ 89,750</b>	<b>\$ 89,750</b>	<b>\$ 100,340</b>	<b>\$ 115,990</b>	<b>\$ 103,711</b>	<b>\$ 103,711</b>
<b>Operating Expenditures</b>							
Training	200	1,300	1,300	1,530	2,500	1,750	1,750
Travel	95	1,280	1,280	730	1,500	1,500	1,500
Office Supplies	719	1,500	1,500	238	1,500	1,500	1,500
Subscriptions/Memberships	250	300	300	275	300	300	300
Books/Tapes/Publications	0	250	250	772	1,500	1,500	1,500
Printing	451	525	525	2	525	525	525
Advertising	0	50	50	0	250	250	250
Postage	65	0	0	0	0	0	0
Auto Repair/Maintenance	773	1,000	1,000	0	1,000	1,000	1,000
Fuel	980	1,800	1,800	920	2,500	2,500	2,500
Electric	1,483	1,800	1,800	1,395	1,800	1,800	1,800
Gas/Propane	284	325	325	249	325	325	325
Water	304	350	350	339	350	350	350
Sewer	382	470	470	383	470	470	470
Waste Removal	104	126	126	104	126	126	126
Cell Phone	141	300	300	192	300	300	300
Pest Control	35	40	40	35	40	40	40
Consulting Services	1,427	10,000	10,000	14,509	10,000	10,000	10,000
Legal Services	241	1,000	1,000	388	2,500	2,500	2,500
Equipment Maint. Agreements	308	0	0	385	500	500	500
Office Equipment	0	100	100	0	0	0	0
Credit Card Processing Fees	2,115	1,500	1,500	949	1,500	1,500	1,500
Safety Equipment	37	100	100	0	150	150	150
Fire Inspection Fees	0	0	0	4,416	0	0	0
<b>Total Operating Expenditures</b>	<b>\$ 10,394</b>	<b>\$ 24,116</b>	<b>\$ 24,116</b>	<b>\$ 27,811</b>	<b>\$ 29,636</b>	<b>\$ 28,886</b>	<b>\$ 28,886</b>
<b>Equipment/Capital Expenditures</b>							
Equipment Lease	738	1,000	1,000	455	500	500	500
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 738</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 455</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Total Departmental Expenditures</b>	<b>\$ 105,386</b>	<b>\$ 114,866</b>	<b>\$ 114,866</b>	<b>\$ 128,606</b>	<b>\$ 146,126</b>	<b>\$ 133,097</b>	<b>\$ 133,097</b>
<b>Revenues</b>							
Plan Review Fees	24,312	21,084	21,084	47,000	33,000	33,000	33,000
Building Permits	59,940	45,252	45,252	78,000	60,000	60,000	60,000
<b>Total Departmental Revenues</b>	<b>\$ 84,252</b>	<b>\$ 66,336</b>	<b>\$ 66,336</b>	<b>\$ 125,000</b>	<b>\$ 93,000</b>	<b>\$ 93,000</b>	<b>\$ 93,000</b>
<b>Net Effect on General Fund</b>	<b>\$ 21,134</b>	<b>\$ 48,530</b>	<b>\$ 48,530</b>	<b>\$ 3,606</b>	<b>\$ 53,126</b>	<b>\$ 40,097</b>	<b>\$ 40,097</b>

# Current Planning

## Our Mission

The Town of Camp Verde's Community Development Department manages growth through planning, zoning and building services while providing professional, competent, and consistent service to the public in order to enhance the community and the lives of the residents while protecting our heritage and natural surroundings in a manner that will maintain a balance between the quality of life and the economic stability of the Town.

## Department Duties/Description

The Current Planning division of the Community Development Department reviews and processes all new development proposals and applications and provides support to the Planning and Zoning Commission.

### Department Staffing:

Community Development Director (0.20)  
Assistant Planner/Admin. Assistant (0.57)  
Permit Tech/Admin. Assistant (.05)

### Accomplishments for the Fiscal Year 2010/2011:

1. Under the newly adopted Planning & Zoning Ordinance, Current Planning processed 8 Development Standards Reviews for Commercial Developments in Camp Verde. Several of these reviews included the following:
  - \* Copper Star Indoor Shooting Range
  - \* Alliance Beverage Distribution Warehouse
  - \* Alliance Paving Office and Warehouse
  - \* Carl's Custom Meats
  - \* Caduceus Cellars - Co-op Wine Production Facility
2. Monitored and mandated final completion of the Ringo Rio mass grading project off of Old State Highway 279. This included removal of 800,000 cubic yards of soil for a proposed RV park.
3. Reviewed the current status of Out of Africa for inclusion of a "Zip Line" attraction under the current Planned Unit Development Approval

### Performance Objectives for Fiscal Year 2011/2012:

1. Continue to learn all aspects for the Incode Software modules to include permitting revenue tracking, billing and receipting. Continue to refine the Development Standards Review Processes for time saving features.

### Significant Expenditure Changes:

- \* Through the months of February and March, 2012, Development Standards Reviews (Commercial Development) and Permitting have increased. Also, fuel costs have been increasing on a weekly basis.

### Fiscal Notes

As can be seen from the Accomplishment for the Fiscal Year 2011/2012 above, the current trend is indicating an increase in these types of projects. If this trend continues, additional operational costs are expected for Fiscal Year 2012/2013.

## Current Planning

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	42,456	39,151	39,151	13,208	39,427	34,024	34,024
FICA	2,525	2,427	2,427	775	2,444	2,109	2,109
Medicare	591	568	568	181	572	493	493
Retirement	4,185	3,954	3,954	1,551	4,396	3,794	3,794
Unemployment	102	60	60	31	73	73	73
Workman's Compensation	307	302	302	228	276	238	238
Health, Dental & Life Ins	7,068	7,301	7,301	2,022	5,888	5,888	5,888
<b>Total Wages &amp; Related</b>	<b>\$ 57,234</b>	<b>\$ 53,763</b>	<b>\$ 53,763</b>	<b>\$ 17,996</b>	<b>\$ 53,076</b>	<b>\$ 46,619</b>	<b>\$ 46,619</b>
<b>Operating Expenditures</b>							
Office Supplies	262	1,000	1,000	404	1,000	1,000	1,000
Printing	0	100	100	0	100	100	100
Advertising	284	1,000	1,000	199	1,000	1,000	1,000
Legal Services	3,431	5,000	5,000	444	5,000	3,000	3,000
Equipment Maint. Agreements	383	0	0	272	500	500	500
Maps / Cartography	0	25	25	0	25	25	25
Recording Fees	72	0	0	0	100	100	100
<b>Total Operating Expenditures</b>	<b>\$ 4,432</b>	<b>\$ 7,125</b>	<b>\$ 7,125</b>	<b>\$ 1,319</b>	<b>\$ 7,725</b>	<b>\$ 5,725</b>	<b>\$ 5,725</b>
<b>Equipment/Capital Expenditures</b>							
Equipment Lease	1,367	1,800	1,800	455	500	500	500
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 1,367</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ 455</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Total Departmental Expenditures</b>	<b>\$ 63,033</b>	<b>\$ 62,688</b>	<b>\$ 62,688</b>	<b>\$ 19,770</b>	<b>\$ 61,301</b>	<b>\$ 52,844</b>	<b>\$ 52,844</b>
<b>Revenues</b>							
Permit Fees	11,624	5,000	5,000	4,006	5,000	5,000	5,000
Recording Fees	196	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 11,820</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 4,006</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>Net Effect on General Fund</b>	<b>\$ 51,213</b>	<b>\$ 57,688</b>	<b>\$ 57,688</b>	<b>\$ 15,764</b>	<b>\$ 56,301</b>	<b>\$ 47,844</b>	<b>\$ 47,844</b>

# Long Range Planning

## Our Mission

The Town of Camp Verde's Community Development Department manages growth through planning, zoning and building services while providing professional, competent, and consistent service to the public in order to enhance the community and the lives of the residents while protecting our heritage and natural surroundings in a manner that will maintain a balance between the quality of life and the economic stability of the Town.

## Department Duties/Description

The Long Range Planning division of the Community Development Department coordinates, manages and updates the General Plan, Planning and Zoning Ordinances, and other related specific plans. This division also participates in regional planning activities with other agencies such as Yavapai County, ADOT, US Forest Service, local municipalities, and other State agencies.

### Department Staffing:

Community Development Director (0.20)  
Assistant Planner/Admin. Assistant (0.20)  
Permit Tech/Admin. Assistant (.10)

### Accomplishments for the Fiscal Year 2010/2011:

1. With the adoption of the new Planning & Zoning Ordinance and the effective date being June 25, 2011, the Long Range Planning
2. Division completed several small projects through the rest of the fiscal year as follows:
  - \* Analysis of possible annexation areas to the Town that could provide Economic Development opportunities.
  - \* Initiated a text amendment to the new Planning & Zoning Ordinance that provided the Community Wide (Event & Show) Temporary Sign areas as specified by the Town Council. Also, to allow for up to a 16 square foot Temporary Sign area in these specified areas.

### Performance Objectives for Fiscal Year 2011/2012:

1. Continue to learn all aspects for the Incode Software modules to include permitting revenue tracking, billing and receipting.
2. Begin compiling data for the required General Plan update or amendment with Public Community meetings to begin garnering public input.

### Significant Expenditure Changes:

- \* Outside services will be required to generate certain maps and graphics for the General Plan update or amendment. These services will be included in this Fiscal Budget. Also, advertisement and publishing costs will increase, which will be included in this budget.

### Fiscal Notes

- \* With the General Plan update process starting and continuing through this fiscal year, operational expenses will be increasing such as follows:  
Office Supply increase = \$2,000.00, Printing increase = \$500.00, Advertising increase = \$1,700.00, Consulting Services increase = \$8,000.00, Maps/Catography increase = \$2,800.00

# Long Range Planning

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	43,062	11,466	11,466	7,891	26,294	23,203	23,203
FICA	2,626	711	711	445	1,630	1,439	1,439
Medicare	614	166	166	104	381	336	336
Retirement	4,245	1,158	1,158	867	2,932	2,587	2,587
Unemployment	87	77	77	23	44	44	44
Workman's Compensation	234	65	65	188	316	278	278
Health, Dental & Life Ins	5,666	1,565	1,565	969	3,590	3,590	3,590
<b>Total Wages &amp; Related</b>	<b>\$ 56,534</b>	<b>\$ 15,208</b>	<b>\$ 15,208</b>	<b>\$ 10,487</b>	<b>\$ 35,187</b>	<b>\$ 31,477</b>	<b>\$ 31,477</b>
<b>Operating Expenditures</b>							
Office Supplies	33	200	200	0	2,000	1,000	1,000
Subscriptions/Memberships	352	0	0	0	0	0	0
Printing	0	0	0	0	500	100	100
Advertising	353	300	300	0	2,000	1,000	1,000
Postage	111	0	0	0	0	0	0
Computer Services/Software	706	0	0	0	0	0	0
Consulting Services	49,863	2,000	2,000	0	10,000	5,000	5,000
Legal Services	5,790	1,000	1,000	0	2,000	1,000	1,000
Equipment Maint. Agreements	0	0	0	0	840	840	840
Maps / Cartography	0	200	200	0	3,000	1,500	1,500
General Plan	182	500	500	0	1,000	500	500
<b>Total Operating Expenditures</b>	<b>\$ 57,390</b>	<b>\$ 4,200</b>	<b>\$ 4,200</b>	<b>\$ -</b>	<b>\$ 21,340</b>	<b>\$ 10,940</b>	<b>\$ 10,940</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 113,924</b>	<b>\$ 19,408</b>	<b>\$ 19,408</b>	<b>\$ 10,487</b>	<b>\$ 56,527</b>	<b>\$ 42,417</b>	<b>\$ 42,417</b>
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 113,924</b>	<b>\$ 19,408</b>	<b>\$ 19,408</b>	<b>\$ 10,487</b>	<b>\$ 56,527</b>	<b>\$ 42,417</b>	<b>\$ 42,417</b>

# Code Enforcement

## Our Mission

The Town of Camp Verde's Community Development Department manages growth through planning, zoning, and building services while providing professional, competent, and consistent service to the public in order to enhance the community and the lives of the residents while protecting our heritage and natural surroundings in a manner that will maintain a balance between the quality of life and the economic stability of the Town.

## Department Duties/Description

The Code Enforcement Division investigates and seeks compliance of Land Development Code violations; reviews Business and Liquor License applications, along with Special Event Permits; Zoning Clearances are conducted for all building permits both residential and commercial; research and document the Town's defense for any court challenges and provides expert testimony concerning zoning violations; and support of the Board of Adjustments.

### Department Staffing:

Community Development Director (1) (0.15)  
Assistant Planner/Admin. Asst. (.07)  
Chief Building Official (0.18)  
Permit Tech/ Admin. Assistant (0.07)  
Animal Control/Code Enforcement Officer (1.0)

### Accomplishments for the Fiscal Year 2010/2011:

1. With the Nuisance Violation Section being transferred to the Town Code, the processes for enforcement are different than under a Zoning Violation. The Community Development Department revised the enforcement violation documents to now address Nuisance & Zoning Violation individually.
2. A new item was also added to the Town Code for Off-Premise Solicitation (Signage). Documents and processes for enforcement have now been created to address this new item.
3. In the months of February and March of 2012, a significant increase in building permits and Development Standards Reviews has occurred. With this in mind, the Department has reorganized Code Enforcement to bring the entire staff into the process. This collaboration spreads the workloads for enforcement to achieve a better productivity while allowing staff members to complete their daily duties.

### Performance Objectives for Fiscal Year 2011/2012:

1. Continue to learn all aspect for the Incode Software nodules to include permitting revenue tracking, billing and receipting.
2. Through a collaboration with the Marshal's Office and approaching Code Enforcement from a fiscally responsible position, the Community Development Director and the Town Marshal have realized the benefit of sharing staff resources. This collaboration would add the responsibility of Zoning Code Enforcement to the Animal Control Officers of the Town. Ultimately, this would provide a full Code Enforcement Officer by sharing one of the two Animal Control Officers at any one time.

### Significant Expenditure Changes:

- \* By utilizing the Animal Control Officers, for Code Enforcement, a Town vehicle is already available thus reducing cost.
- \* With sharing of the Animal Control Officers, there will always be two (2) officers available for assistance and backup to Animal Control issues when needed.

### Fiscal Notes

- \* By sharing staff resources, duplicate expenses can be reduced by one full time person and a vehicle.

## Code Enforcement

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	11,057	18,247	18,247	6,112	54,582	51,693	51,693
FICA	656	1,131	1,131	348	3,384	3,205	3,205
Medicare	153	265	265	81	791	750	750
Retirement	1,090	1,843	1,843	652	6,086	5,764	5,764
Unemployment	22	24	24	12	131	131	131
Workman's Compensation	189	304	304	200	819	775	775
Health, Dental & Life Ins	1,778	3,199	3,199	919	10,555	10,555	10,555
<b>Total Wages &amp; Related</b>	<b>\$ 14,945</b>	<b>\$ 25,013</b>	<b>\$ 25,013</b>	<b>\$ 8,324</b>	<b>\$ 76,348</b>	<b>\$ 72,873</b>	<b>\$ 72,873</b>
<b>Operating Expenditures</b>							
Training	0	0	0	0	400	400	400
Travel	0	0	0	0	200	200	200
Office Supplies	186	100	100	15	300	100	100
Auto Repair/Maintenance	0	600	600	0	600	600	600
Fuel	289	600	600	600	840	600	600
Cell Phone	139	275	275	120	290	275	275
Legal Services	0	2,000	2,000	537	2,000	2,000	2,000
Equipment Maint. Agreements	235	0	0	0	500	500	500
Nuisance Abatement	0	0	0	0	10,000	5,000	5,000
Dangerous Bldg. Abatement	0	0	0	0	10,000	5,000	5,000
Recording Fees	0	0	0	0	200	200	200
<b>Total Operating Expenditures</b>	<b>\$ 849</b>	<b>\$ 3,575</b>	<b>\$ 3,575</b>	<b>\$ 1,272</b>	<b>\$ 25,330</b>	<b>\$ 14,875</b>	<b>\$ 14,875</b>
<b>Equipment/Capital Expenditures</b>							
Equipment Lease	0	1,000	1,000	818	500	500	500
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 818</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Total Departmental Expenditures</b>	<b>\$ 15,794</b>	<b>\$ 29,588</b>	<b>\$ 29,588</b>	<b>\$ 10,414</b>	<b>\$ 102,178</b>	<b>\$ 88,248</b>	<b>\$ 88,248</b>
<b>Revenues</b>							
Permit Fees	5,572	0	0	9,510	0	0	0
Zoning Fines	205	2,000	2,000	804	500	500	500
<b>Total Departmental Revenues</b>	<b>\$ 5,777</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 10,314</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Net Effect on General Fund</b>	<b>\$ 10,017</b>	<b>\$ 27,588</b>	<b>\$ 27,588</b>	<b>\$ 100</b>	<b>\$ 101,678</b>	<b>\$ 87,748</b>	<b>\$ 87,748</b>

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# Marshal's Department Summary



## Marshal's Office ♦ Animal Control

	2010-11 AUDITED ACTUALS	2011-12 FINAL BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQ'D	2012-13 MANAGER REC'D	2012-13 COUNCIL ADOPTED
<b>Expenditures</b>						
Wages & Related	\$ 1,712,621	\$ 1,849,688	\$ 1,772,879	\$ 1,833,160	\$ 1,824,452	\$ 1,825,352
Operating Expenditures	\$ 188,145	\$ 236,730	\$ 206,500	\$ 260,926	\$ 260,926	\$ 260,926
Equipment/Capital Expenditures	\$ 2,955	\$ 4,300	\$ 3,557	\$ 2,630	\$ 2,630	\$ 2,630
<b>Total Expenditures</b>	<b>\$ 1,903,721</b>	<b>\$ 2,090,718</b>	<b>\$ 1,982,936</b>	<b>\$ 2,096,716</b>	<b>\$ 2,088,008</b>	<b>\$ 2,088,908</b>
<b>Revenues</b>						
Total Revenues	\$ 86,720	\$ 89,475	\$ 106,153	\$ 84,400	\$ 84,400	\$ 84,400
<b>Operating Transfers</b>						
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Cost to General Fund</b>	<b>\$ 1,817,001</b>	<b>\$ 2,001,243</b>	<b>\$ 1,876,783</b>	<b>\$ 2,012,316</b>	<b>\$ 2,003,608</b>	<b>\$ 2,004,508</b>

### Staffing Summary

#### **Marshal's Department Employees (29)**

**Total Dept. FTE's: 29.0**

<u>Status</u>	<u>Position</u>	<u>Dept. FTE</u>	<u>FTE's Allocated to other Dept.'s</u>
FT	Marshal	1.00	N/A
FT	Commander	1.00	N/A
FT	Detective	1.00	N/A
FT	Sergeant (4)	4.00	N/A
FT	Deputy (11)	11.00	N/A
FT	Dispatch Supervisor	1.00	N/A
FT	Dispatcher (6)	6.00	N/A
FT	Admin Assistant	1.00	N/A
FT	Records Specialist	1.00	N/A
FT	Records Clerk	1.00	N/A
FT	Animal Control (2)	1.00	Community Development - 1.00

# Marshal's Department

## Our Mission

To value employees, work together in partnership with other law enforcement entities to be a model of excellence in policing, and embrace the community by delivering the highest level of professional service.

## Department Duties/Description

The Camp Verde Marshal's Office is responsible for providing law enforcement services to the citizens and visitors of the Town of Camp Verde twenty-four hours a day, seven days a week. Some of the law enforcement services include providing a 911 communications center, establishing community education on crime prevention, investigating crimes and traffic accidents, protecting life and property, enforcing federal, state, and local laws, upholding the constitutional rights of all persons, providing emergency management and animal control services. The department exists to serve the public improve the quality of life for all citizens.

### Department Staffing:

Town Marshal (1)	Dispatch Supervisor (1)
Commander (1)	Dispatcher (6) *1 vacant position
Sergeant (4)	Admin Assistant (1)
Deputy (11) *4 vacant positions	Records Specialist (1)
Detective (1)	Records Clerk (1)

### Accomplishments for the Fiscal Year 2011/2012:

1. Marshal's Office volunteers (VIPS) contributed over 2,341.5hours.
2. CVMO employees received 975 hours of training
3. Conducted 23 narcotic related search warrants that resulted in 38 arrests
4. Conducted annual Safety Fair at Bashas
5. Conducted annual National Night Out.

### Performance Objectives for Fiscal Year 2012/2013:

1. Increase business checks and neighborhood police presence, targeting crime areas to reduce criminal acts
2. Actively seek and apply for public safety grants.
3. Empower and guide employees to create and carry out required training to maintain certifications and levels of proficiency.
4. Implement uniforms for the volunteers.
5. Create a motor officer position
6. Replace the current K9 dog due to need for current K9 to retire
7. Work with CVFD to create an updated emergency plan for CVMO
8. Train employees on the new mobile data terminals for patrol vehicles.

### Significant Expenditure Changes:

- \* Mobile data terminals for patrol
- \* Spillman server upgrade
- \* Salary adjustment for 4 deputies regarding wage compaction issue

### Fiscal Notes

- \* Workman's Compensation calculations include 22 volunteers per month calculated at a \$400 value per volunteer per month. This value is then multiplied by the rates set by the worker's compensation provider to find the actual premium paid. The volunteers include the Volunteers in Police Services (VIPS) members.
- \* Federal Grant funding for the PANT Officer will no longer be available and CVMO will be absorbing the cost of the PANT Officer.
- \* Funding for the mobile data computers for the patrol vehicles will be supplemented using RICO money.
- \* Computer server upgrade costs associated with Spillman will be split between four agencies

### Department Statistics FY 2011-2012

- |                             |                           |
|-----------------------------|---------------------------|
| * Homicides - 0             | * Domestic Violence - 109 |
| * Sexual Assaults - 17      | * DUI Arrests - 53        |
| * Residential Burglary - 32 | * Juvenile Arrests - 37   |
| * Commercial Burglary - 21  | * Adult Arrests - 305     |
| * Thefts - 152              | * Traffic Accidents - 184 |
| * Motor Vehicle Theft - 8   | * Citations Issued - 739  |

# Marshal's Department

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	1,156,293	1,196,633	1,196,633	1,146,424	1,226,699	1,226,699	1,226,699
Overtime	33,658	35,000	35,000	43,763	40,000	40,000	40,000
Holiday Pay	15,085	12,000	12,000	26,639	30,000	30,000	30,000
Uniform Allowance	18,300	20,400	20,400	17,323	22,500	21,600	22,500
FICA	31,878	32,770	32,770	30,421	33,734	33,734	33,734
Medicare	17,134	18,328	18,328	17,360	17,787	17,787	17,787
Retirement	150,457	188,709	188,709	175,987	177,084	177,084	177,084
Unemployment	2,414	1,693	1,693	2,325	2,400	2,400	2,400
Workman's Compensation	29,497	39,819	39,819	47,252	43,143	43,143	43,143
Health, Dental & Life Ins	163,235	207,632	207,632	170,071	192,663	184,855	184,855
<b>Total Wages &amp; Related</b>	<b>\$ 1,617,951</b>	<b>\$ 1,752,984</b>	<b>\$ 1,752,984</b>	<b>\$ 1,677,565</b>	<b>\$ 1,786,010</b>	<b>\$ 1,777,302</b>	<b>\$ 1,778,202</b>
<b>Operating Expenditures</b>							
Training	5,684	8,000	8,000	2,663	8,000	8,000	8,000
Travel	2,262	6,000	6,000	2,324	6,000	6,000	6,000
Uniforms	512	2,400	2,400	1,200	0	0	0
Office Supplies	4,695	8,000	8,000	6,988	6,000	6,000	6,000
Subscriptions/Memberships	270	990	990	1,177	750	750	750
Books/Tapes/Publications	177	500	500	183	0	0	0
Printing	2,262	2,500	2,500	62	2,500	2,500	2,500
Postage	169	0	0	10	0	0	0
Computer Services/Software	15,545	17,200	17,200	437	34,211	34,211	34,211
Auto Repair/Maintenance	26,322	35,000	35,000	43,000	40,000	40,000	40,000
Fuel	48,746	55,000	55,000	55,630	60,000	60,000	60,000
Electric	18,788	22,000	22,000	17,849	22,000	22,000	22,000
Gas/Propane	2,509	3,500	3,500	2,987	3,500	3,500	3,500
Water	2,866	3,000	3,000	2,852	3,000	3,000	3,000
Sewer	2,118	2,400	2,400	2,520	2,400	2,400	2,400
Waste Removal	600	1,600	1,600	600	1,800	1,800	1,800
Telephone	6,946	9,000	9,000	7,756	0	0	0
Cell Phone	404	500	500	365	500	500	500
Pest Control	350	315	315	329	315	315	315
Consulting Services	0	0	0	1,500	0	0	0
Legal Services	167	3,000	3,000	37	15,000	15,000	15,000
Equipment Maint. Agreements	1,397	3,000	3,000	412	4,150	4,150	4,150
Patrol/Investigation Equip.	4,234	5,000	5,000	5,231	5,800	5,800	5,800
Patrol/Investigation Equip. Maint	2,187	3,000	3,000	3,369	3,000	3,000	3,000
Communication Equipment	0	500	500	710	800	800	800
Communication Equip. Maint	2,907	2,000	2,000	0	2,000	2,000	2,000
Repeater/Generator Maint	1,559	1,400	1,400	5,944	1,800	1,800	1,800
Crime Prevention	0	500	500	0	500	500	500
Advocacy Center	2,646	2,700	2,700	2,656	2,700	2,700	2,700
Medical Supplies	720	1,000	1,000	397	1,000	1,000	1,000
K-9 Expenditures	542	1,000	1,000	1,832	1,000	1,000	1,000
<b>Total Operating Expenditures</b>	<b>\$ 157,584</b>	<b>\$ 201,005</b>	<b>\$ 201,005</b>	<b>\$ 171,021</b>	<b>\$ 228,726</b>	<b>\$ 228,726</b>	<b>\$ 228,726</b>
<b>Equipment/Capital Expenditures</b>							
Equipment Lease	2,955	4,300	4,300	3,557	2,630	2,630	2,630
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 2,955</b>	<b>\$ 4,300</b>	<b>\$ 4,300</b>	<b>\$ 3,557</b>	<b>\$ 2,630</b>	<b>\$ 2,630</b>	<b>\$ 2,630</b>
<b>Total Departmental Expenditures</b>	<b>\$ 1,778,490</b>	<b>\$ 1,958,289</b>	<b>\$ 1,958,289</b>	<b>\$ 1,852,143</b>	<b>\$ 2,017,366</b>	<b>\$ 2,008,658</b>	<b>\$ 2,009,558</b>
<b>Revenues</b>							
Copies	1,514	2,000	2,000	1,275	1,400	1,400	1,400
Fingerprint Fees	965	1,000	1,000	880	800	800	800
Miscellaneous	618	2,400	2,400	2,269	0	0	0
Yav-Apache Dispatch	71,750	72,675	72,675	92,725	73,600	73,600	73,600
<b>Total Departmental Revenues</b>	<b>\$ 74,847</b>	<b>\$ 78,075</b>	<b>\$ 78,075</b>	<b>\$ 97,149</b>	<b>\$ 75,800</b>	<b>\$ 75,800</b>	<b>\$ 75,800</b>
<b>Net Effect on General Fund</b>	<b>\$ 1,703,643</b>	<b>\$ 1,880,214</b>	<b>\$ 1,880,214</b>	<b>\$ 1,754,994</b>	<b>\$ 1,941,566</b>	<b>\$ 1,932,858</b>	<b>\$ 1,933,758</b>

# Animal Control / Code Enforcement

## Our Mission

The joint effort between the Community Development Department and the Marshal's Office is to balance the health, public safety, and welfare needs of citizens and the animals in our community. The officer will enforce town ordinances, town codes and state and local laws pertaining to animals, nuisance and town code violations involving property owners rights as well as the Town of Camp Verde's planning and zoning ordinance.

## Department Duties/Description

The Animal Control / Code Enforcement Officer is a division of the Marshal's Office and the Community Development department. The primary duties are to respond to calls for service involving animal problems, code enforcement violations / zoning code violations.

### Department Staffing:

Animal Control/ Code Enforcement Officer (2)

### Accomplishments for the Fiscal Year 2011/2012:

1. Impounded 361 animals.
2. Adopted out 15 animals
3. Relocated 68 animals to rescue shelters
4. Returned 70 dogs to their owners
5. Euthanized 63 dogs and 145 cats
6. Responded to 901 dog at large calls
7. Answered 110 barking dog calls
8. Handled 32 dog bite cases
9. Issued 1,400 dog licenses.
10. Participated in the Petapaloosa event
11. Hosted 6 spay / neuter clinics

### Performance Objectives for Fiscal Year 2012/2013:

1. Continue animal welfare programs by working with other organizations to offer clinics and community education
2. Train new animal control officer.
3. Review current facility and procedure of the animal control program for more efficient and economical process
4. Maintain relationship with WalMart who provides free dog and cat food.
5. Review animal control shelter program and present results to Council
6. Review and modify Animal Control policy and procedure
7. Implement new program of combining the animal control unit and code enforcement division
8. Provide training to combine the two divisions of enforcing town code, zoning ordinance, and state and local laws
9. Coordinate efforts with Community Development to outline Code Officers responsibilities

### Fiscal Notes

- \* Workman's Compensation calculations include one volunteer per month calculated at a \$400 value per volunteer per month. This value is then multiplied by the rates set by the worker's compensation provider to find the actual premium paid.

# Animal Control

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	66,051	65,366	65,366	64,563	29,213	29,213	29,213
Overtime	317	1,000	1,000	728	1,000	1,000	1,000
Holiday Pay	282	1,000	1,000	1,269	1,000	1,000	1,000
Uniform Allowance	1,800	1,800	1,800	1,800	1,800	1,800	1,800
FICA	4,244	4,288	4,288	4,220	1,811	1,811	1,811
Medicare	993	1,003	1,003	987	424	424	424
Retirement	6,571	6,804	6,804	6,506	3,257	3,257	3,257
Unemployment	175	113	113	214	89	89	89
Workman's Compensation	1,149	1,423	1,423	1,627	1,376	1,376	1,376
Health, Dental & Life Ins	13,088	13,907	13,907	13,400	7,180	7,180	7,180
<b>Total Wages &amp; Related</b>	<b>\$ 94,670</b>	<b>\$ 96,704</b>	<b>\$ 96,704</b>	<b>\$ 95,314</b>	<b>\$ 47,150</b>	<b>\$ 47,150</b>	<b>\$ 47,150</b>
<b>Operating Expenditures</b>							
Training	34	500	500	0	500	500	500
Travel	385	500	500	0	500	500	500
Office Supplies	90	250	250	0	250	250	250
Subscriptions/Memberships	95	50	50	0	50	50	50
Printing	445	625	625	589	1,500	1,500	1,500
Internet Wireless Access	439	500	500	4,224	0	0	0
Auto Repair/Maintenance	140	500	500	494	1,000	1,000	1,000
Fuel	2,269	2,500	2,500	2,413	3,000	3,000	3,000
Electric	2,782	2,900	2,900	2,482	0	0	0
Gas/Propane	1,830	2,700	2,700	2,364	0	0	0
Telephone	344	500	500	359	0	0	0
Legal Services	0	1,000	1,000	0	0	0	0
Animal Control Equipment	1,426	2,500	2,500	1,645	2,500	2,500	2,500
Animal Cremations	1,352	1,500	1,500	1,709	1,900	1,900	1,900
Facility Lease Payments	18,930	19,200	19,200	19,200	21,000	21,000	21,000
<b>Total Operating Expenditures</b>	<b>\$ 30,561</b>	<b>\$ 35,725</b>	<b>\$ 35,725</b>	<b>\$ 35,479</b>	<b>\$ 32,200</b>	<b>\$ 32,200</b>	<b>\$ 32,200</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 125,231</b>	<b>\$ 132,429</b>	<b>\$ 132,429</b>	<b>\$ 130,793</b>	<b>\$ 79,350</b>	<b>\$ 79,350</b>	<b>\$ 79,350</b>
<b>Revenues</b>							
Dog Licenses	7,748	5,700	5,700	6,494	5,400	5,400	5,400
Impound Fees	3,016	3,200	3,200	1,745	2,200	2,200	2,200
Adoption Fees	1,109	2,500	2,500	765	1,000	1,000	1,000
<b>Total Departmental Revenues</b>	<b>\$ 11,873</b>	<b>\$ 11,400</b>	<b>\$ 11,400</b>	<b>\$ 9,004</b>	<b>\$ 8,600</b>	<b>\$ 8,600</b>	<b>\$ 8,600</b>
<b>Net Effect on General Fund</b>	<b>\$ 113,358</b>	<b>\$ 121,029</b>	<b>\$ 121,029</b>	<b>\$ 121,789</b>	<b>\$ 70,750</b>	<b>\$ 70,750</b>	<b>\$ 70,750</b>

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# Community Library Summary



## Community Library ♦ Children's Library

	2010-11 AUDITED ACTUALS	2011-12 FINAL BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQ'D	2012-13 MANAGER REC'D	2012-13 COUNCIL ADOPTED
<b>Expenditures</b>						
Wages & Related	\$ 234,507	\$ 250,880	\$ 221,955	\$ 290,022	\$ 290,022	\$ 290,022
Operating Expenditures	\$ 58,591	\$ 75,405	\$ 57,354	\$ 92,566	\$ 72,866	\$ 72,866
Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 293,098</b>	<b>\$ 326,285</b>	<b>\$ 279,309</b>	<b>\$ 382,588</b>	<b>\$ 362,888</b>	<b>\$ 362,888</b>
<b>Revenues</b>						
Total Revenues	\$ 89,737	\$ 111,004	\$ 94,907	\$ 95,470	\$ 95,470	\$ 95,470
<b>Operating Transfers</b>						
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Cost to General Fund</b>	<b>\$ 203,361</b>	<b>\$ 215,281</b>	<b>\$ 184,402</b>	<b>\$ 287,118</b>	<b>\$ 267,418</b>	<b>\$ 267,418</b>

### Staffing Summary

#### **Community Library Employees (6)**

**Total Dept. FTE's: 5.4**

Status	Position	Dept. FTE	FTE's Allocated to other Dept.'s
FT	Director	1.00	N/A
FT	Library Specialist	1.00	N/A
FT	Senior Clerk (2)	2.00	N/A
FT	Library Clerk	.40	N/A
FT	Children's Librarian	1.00	N/A

# Camp Verde Community Library

## Our Mission

The Town of Camp Verde Community Library is the information center for the Camp Verde, and the surrounding areas. The Library will endeavor to provide a user-friendly place for people to gather and exchange ideas along with enabling people to access needed agencies and resources through community referrals. The Library is a cultural center for the community, reflecting the rich cultural diversity of the area.

## Department Duties/Description

The Camp Verde Community Library is the information center for Camp Verde, and the surrounding areas. Information is available in many formats to our patrons in a friendly, non-discriminating, efficient atmosphere. The Library provides a user-friendly place for people to gather and exchange ideas. The Library also enables people to access agencies and resources through community referral. The Library also is a cultural center for the community, bringing in speakers, exhibits, and programs of interest as well as providing a collection of materials reflecting the rich cultural diversity of the area.

### Department Staffing:

Library Director (0.75)  
Library Specialist (1) vacant  
Senior Clerk (2)  
Library Clerk (.40)

### Accomplishments for the Fiscal Year 2011/2012:

1. Presented revised population projections to determine future library needs.
2. Created and presented a new library program to educate our patrons in the use of ereaders and ebook.
3. Facilitated the formation of the Camp Verde Home Educators group with a series of library programs
4. Created and presented a new library program to educate our senior patrons in the use of computers.
5. Brought in the OneBookAZ author to speak to our patrons.
6. Added an outside bulletin board for community announcements.
7. Added a display case for our music CDs to allow for expansion of that collection.
8. Recruited 5 new volunteers to help with library operations
9. Brought in a program from the Verde Valley Archaeology Center for the newly formed Camp Verde Home Educators
10. With the help of the Library Endowment, we started a book rental program
11. Spent \$20,000 on books and other library materials to satisfy an obligation of our library service agreement with the Yavapai County Library District. \$13,500 was for the Camp Verde Community Library and \$6,500 was for the Children's Library

### Performance Objectives for Fiscal Year 2012/2013:

1. Explore Internet social medias a publicity tool and an avenue for patron service and communication.
2. Improve and enhance the library's web site.
3. Start building up staffing levels in anticipation of a new library building.
4. Continue Children's programs and expand adult programs under the concept of cost neutrality.
5. Plan for a new library building.
6. Open the library 5 days a week.

### Significant Expenditure Changes:

1. Books / Tapes / Publications line (01-700-20-703600) increased to satisfy the County requirement that we match their contribution to our book budget
2. \$500 has been added to Library Programs (01-700-20-764000) for the adult scrapbooking program

### Fiscal Notes

- \* Contract Labor/Services (line 01-700-20-712000) is used for courier services for inter-library loans and for the collection agency.
- \* Library Programs (01-700-20-764000) current consists of scrapbooking programs and minor expenses for new adult programs.
- \* Amazon.com Book Sales (01-700-40-481000) revenue line item is used to track book sales online.



# Library

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	129,657	111,892	111,892	123,415	153,535	153,535	153,535
FICA	8,039	6,937	6,937	7,652	9,519	9,519	9,519
Medicare	1,880	1,622	1,622	1,789	2,226	2,226	2,226
Retirement	11,767	11,180	11,180	11,243	16,142	16,142	16,142
Unemployment	383	237	237	360	333	333	333
Workman's Compensation	815	631	631	723	1,091	1,091	1,091
Health, Dental & Life Ins	19,366	33,029	33,029	18,104	25,130	25,130	25,130
<b>Total Wages &amp; Related</b>	<b>\$ 171,907</b>	<b>\$ 165,528</b>	<b>\$ 165,528</b>	<b>\$ 163,286</b>	<b>\$ 207,976</b>	<b>\$ 207,976</b>	<b>\$ 207,976</b>
<b>Operating Expenditures</b>							
Training	0	500	500	87	700	700	700
Travel	0	200	200	55	300	300	300
Office Supplies	5,589	5,000	5,000	4,555	6,000	6,000	6,000
Subscriptions/Memberships	263	0	0	107	0	0	0
Books/Tapes/Publications	13,591	13,500	13,500	14,991	26,000	15,000	15,000
Postage	2,981	3,500	3,500	3,288	4,000	3,000	3,000
Computer Services/Software	1,203	0	0	439	500	500	500
Electric	5,997	5,500	5,500	5,433	5,666	5,666	5,666
Gas/Propane	4,993	3,500	3,500	3,963	4,000	4,000	4,000
Water	464	750	750	358	750	750	750
Waste Removal	456	500	500	456	500	500	500
Telephone	1,631	1,500	1,500	1,723	0	0	0
Pest Control	205	200	200	205	200	200	200
Legal Services	148	500	500	685	0	0	0
Contract Labor/Services	4,863	5,000	5,000	4,360	5,600	5,000	5,000
Equipment Rental	670	3,000	3,000	1,000	2,000	2,000	2,000
Equipment Maint. Agreements	0	0	0	0	0	0	0
Office Equipment	0	0	0	334	500	500	500
Service Charges	4	0	0	0	0	0	0
Equipment Maintenance	258	500	500	0	500	500	500
Volunteer Expense	953	1,000	1,000	800	1,100	1,100	1,100
Library Programs	891	1,500	1,500	900	1,600	1,500	1,500
Amigo/Aznet Database	1,095	2,500	2,500	999	2,000	2,000	2,000
Dynix Automation	7,210	13,000	13,000	5,575	8,000	8,000	8,000
<b>Total Operating Expenditures</b>	<b>\$ 53,465</b>	<b>\$ 61,650</b>	<b>\$ 61,650</b>	<b>\$ 50,313</b>	<b>\$ 69,916</b>	<b>\$ 57,216</b>	<b>\$ 57,216</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 225,372</b>	<b>\$ 227,178</b>	<b>\$ 227,178</b>	<b>\$ 213,599</b>	<b>\$ 277,892</b>	<b>\$ 265,192</b>	<b>\$ 265,192</b>
<b>Revenues</b>							
Copies	731	627	627	1,175	1,100	1,100	1,100
Fee, Fines & Forfeitures	3,526	3,435	3,435	4,067	3,800	3,800	3,800
Book Rentals	0	0	0	0	0	0	0
Surplus Property Sales	726	1,000	1,000	673	770	770	770
Yav County Library District	84,754	105,942	105,942	88,992	89,800	89,800	89,800
<b>Total Departmental Revenues</b>	<b>\$ 89,737</b>	<b>\$ 111,004</b>	<b>\$ 111,004</b>	<b>\$ 94,907</b>	<b>\$ 95,470</b>	<b>\$ 95,470</b>	<b>\$ 95,470</b>
<b>Net Effect on General Fund</b>	<b>\$ 135,635</b>	<b>\$ 116,174</b>	<b>\$ 116,174</b>	<b>\$ 118,692</b>	<b>\$ 182,422</b>	<b>\$ 169,722</b>	<b>\$ 169,722</b>

# Camp Verde Children's Library

## Our Mission

The Town of Camp Verde Community Library is the information center for the Camp Verde and the surrounding areas. The Children's Area of the Library will endeavor to provide access to information, Library programs, and services to meet a wide variety of educational, informational, cultural and recreational needs. The Children's Area endeavors to provide a user-friendly place for people to gather and exchange ideas along with enabling people to access needed agencies and resources through community referrals. The Library also is a cultural center for the community, reflecting the rich cultural diversity of the area.

## Department Duties/Description

The Camp Verde Community Library Children's Library is the information center for the Camp Verde and the surrounding area. Information is available in many formats to our patrons in a friendly, efficient, non-discriminatory atmosphere. The Children's Area provides programs for the public and school groups. It encourages literacy and teaches various library skills. The Children's Area is a cultural center for the areas it serves bringing in programs and speakers and providing a collection of materials for many ages and reading levels. The Children's Library reflects the rich cultural diversity of our service area.

### Department Staffing:

Library Director (0.25)  
Children's Librarian (1)

### Accomplishments for the Fiscal Year 2011/2012:

1. Added 2 Children's Book Club programs
2. Added American Heritage Academy to our list of school visitors
3. Added 6 new volunteers to help with programing and shelving
4. Continued existing programs and added new programs with the help of volunteers (and no assistant).
5. Learned operation of eReaders.
6. Managed a successful Adult Scrapbooking Program with only the funds that were donated.

### Performance Objectives for Fiscal Year 2012/2013:

1. Provide quality Children's Programs
2. Make plans for a new Children's Library within a new library building

### Significant Expenditure Changes:

1. Books / Tapes / Publications line (01-710-20-703600) increased to satisfy the County requirement that we match their contribution to our book budget

### Fiscal Notes

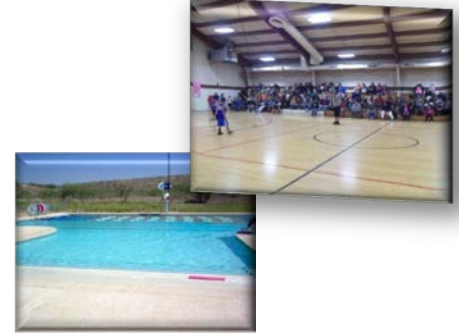
- \* Library Programs (01-710-20-7640) currently consists of story time, crafts, performers, and school visits as well as 2 Book Clubs, and social time for our patrons.

## Children's Library

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	47,702	58,946	58,946	43,732	61,085	61,085	61,085
FICA	2,954	3,655	3,655	2,708	3,787	3,787	3,787
Medicare	691	855	855	633	886	886	886
Retirement	4,550	5,953	5,953	4,704	6,811	6,811	6,811
Unemployment	89	113	113	86	111	111	111
Workman's Compensation	70	185	185	106	391	391	391
Health, Dental & Life Ins	6,544	15,645	15,645	6,700	8,975	8,975	8,975
<b>Total Wages &amp; Related</b>	<b>\$ 62,600</b>	<b>\$ 85,352</b>	<b>\$ 85,352</b>	<b>\$ 58,669</b>	<b>\$ 82,046</b>	<b>\$ 82,046</b>	<b>\$ 82,046</b>
<b>Operating Expenditures</b>							
Training	0	50	50	0	100	100	100
Travel	0	100	100	0	150	150	150
Books/Tapes/Publications	1,160	6,500	6,500	2,665	14,000	7,500	7,500
Electric	1,894	2,000	2,000	1,661	2,900	2,900	2,900
Gas/Propane	0	2,000	2,000	0	2,000	2,000	2,000
Water	136	150	150	112	150	150	150
Waste Removal	144	200	200	144	200	200	200
Telephone	515	650	650	544	0	0	0
Pest Control	65	105	105	64	650	650	650
Library Programs	1,212	2,000	2,000	1,849	2,500	2,000	2,000
<b>Total Operating Expenditures</b>	<b>\$ 5,126</b>	<b>\$ 13,755</b>	<b>\$ 13,755</b>	<b>\$ 7,041</b>	<b>\$ 22,650</b>	<b>\$ 15,650</b>	<b>\$ 15,650</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 67,726</b>	<b>\$ 99,107</b>	<b>\$ 99,107</b>	<b>\$ 65,710</b>	<b>\$ 104,696</b>	<b>\$ 97,696</b>	<b>\$ 97,696</b>
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 67,726</b>	<b>\$ 99,107</b>	<b>\$ 99,107</b>	<b>\$ 65,710</b>	<b>\$ 104,696</b>	<b>\$ 97,696</b>	<b>\$ 97,696</b>

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# Parks & Rec Summary



## Parks & Rec ♦ Heritage Pool Children's, Adult, Senior & Community Rec Programs

	2010-11 AUDITED ACTUALS	2011-12 FINAL BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQ'D	2012-13 MANAGER REC'D	2012-13 COUNCIL ADOPTED
<b>Expenditures</b>						
Wages & Related	\$ 137,070	\$ 119,610	\$ 105,397	\$ 138,207	\$ 138,207	\$ 138,207
Operating Expenditures	\$ 86,683	\$ 97,124	\$ 86,405	\$ 144,254	\$ 117,254	\$ 117,254
Equipment/Capital Expenditures	\$ 1,533	\$ 1,895	\$ 4,345	\$ 1,895	\$ 1,895	\$ 1,895
<b>Total Expenditures</b>	<b>\$ 225,286</b>	<b>\$ 218,629</b>	<b>\$ 196,147</b>	<b>\$ 284,356</b>	<b>\$ 257,356</b>	<b>\$ 257,356</b>
<b>Revenues</b>						
Total Revenues	\$ 28,110	\$ 35,450	\$ 25,530	\$ 40,030	\$ 40,030	\$ 40,030
<b>Operating Transfers</b>						
Total Transfers	\$ (19,831)	\$ (72,000)	\$ (47,600)	\$ (37,400)	\$ (37,400)	\$ (36,900)
<b>Net Cost to General Fund</b>	<b>\$ 177,345</b>	<b>\$ 111,179</b>	<b>\$ 123,017</b>	<b>\$ 206,926</b>	<b>\$ 179,926</b>	<b>\$ 180,426</b>

### Staffing Summary

#### **Community Library Employees (21)**

**Total Dept. FTE's: 5.2 (Season adjusted)**

<u>Status</u>	<u>Position</u>	<u>Dept. FTE</u>	<u>Typical Seasonal Timeframe</u>
FT	Recreation Supervisor	1.00	N/A
SN	Life Guard (11)	9.90	May – August (3 months)
SN	Life Guard/Shift Mngr (3)	2.70	May - August (3 months)
SN	Pool Cashier (3)	1.50	May - August (3 months)
SN	Scorekeeper (3)	.60	August – April (9 months)

\*Allocated Support from other Dept.'s: .25 FTE's

\*SN = Seasonal Employment

# Parks and Recreation

## Our Mission

The Town of Camp Verde Parks and Recreation Department is dedicated to providing quality recreational, educational, cultural, fitness, social and environmental opportunities. This department's goal is to meet the diverse needs of the community.

## Department Duties/Description

The Parks and Recreation Department is responsible for providing recreational and social programs and events for all ages. The Parks and Recreation Department is responsible for Parks and Recreation, and the Heritage Pool.

The Parks and Recreation Department is responsible for the following:

- \* Planning and implementing community events and programs.
- \* Scheduling and rental of facilities and ball fields.
- \* Scheduling ball field lights.
- \* Working with Little League, AYSO and Youth Football on the organization of field usage.
  
- \* Supervise part-time employees that include: referees, scorekeepers, umpires, seasonal teen employees at the pool and parks, and summer program staff.
- \*

## Department Staffing:

Public Works Director/Engineer (0.10)

Recreation Supervisor (0.90)

Parks & Recreation Administrative Assistant (0)-vacant

Receptionist (0) - vacant

## Accomplishments for the Fiscal Year 2011/2012:

1. Worked with local non-profits to assist with special events
2. Worked with the public to rent parks and facilities.
3. Worked with AYSO, Little League and Youth Football to schedule field usage and lights.
4. Worked with the AYSO, Little League and Youth Football to devise a way to cut light usage at Butler Park.
5. Schedule use of Town banner poles
6. Work with the School District to schedule use of buses and fields
7. Receipt all money for facility rental and programs
8. Provide good customer service and assist the public who come into our office.
9. Works with the Court and tracks community service hours and keeps log book current.
10. Takes requests from staff and generates work orders for Maintenance
11. Keeps the fleet maintenance log in lworqs
12. Processes payables for Parks and Maintenance
13. Schedules all facility rentals and keeps rental calendars current.
14. Works with South Verde High School to schedule use of gym and ball fields for their PE class and games.
15. Trained on Fort closure

## Performance Objectives for Fiscal Year 2012/2013:

1. Provide additional programs for the community.
2. Provide new mats and wall mats for the gym. Wall mats are a safety item.
3. Continue with all of the tasks listed above.

## Significant Expenditure Changes:

- \* New line item for OSHA Medical supplies in the amount of \$500. This is for the first aid cabinet in the Parks office. In the past it has been charged to Maintenance
- \* Re-activate line item 01-800-20-805000, Parks & Rec. Equipment and fund with \$5,880 for the purchase of new gym floor covers and wall mats for the gym.

# Parks & Rec

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	61,793	28,815	28,815	46,719	47,538	47,538	47,538
FICA	3,788	3,624	3,624	2,822	2,947	2,947	2,947
Medicare	886	847	847	660	689	689	689
Retirement	5,916	5,903	5,903	4,836	5,300	5,300	5,300
Unemployment	97	880	880	97	112	112	112
Workman's Compensation	1,195	1,563	1,563	1,420	1,669	1,669	1,669
Health, Dental & Life Ins	7,591	4,172	4,172	7,238	9,047	9,047	9,047
<b>Total Wages &amp; Related</b>	<b>\$ 81,266</b>	<b>\$ 45,804</b>	<b>\$ 45,804</b>	<b>\$ 63,792</b>	<b>\$ 67,302</b>	<b>\$ 67,302</b>	<b>\$ 67,302</b>
<b>Operating Expenditures</b>							
Training	0	350	350	0	0	0	0
Travel	0	250	250	0	0	0	0
Office Supplies	590	600	600	315	600	600	600
Subscriptions/Memberships	0	100	100	488	100	100	100
Electric	36,664	33,666	33,666	36,253	33,666	33,666	33,666
Gas/Propane	4,596	6,500	6,500	5,727	6,500	6,500	6,500
Water	2,590	3,000	3,000	2,851	3,000	3,000	3,000
Sewer	1,911	2,200	2,200	1,913	2,200	2,200	2,200
Waste Removal	3,042	3,150	3,150	2,935	3,150	3,150	3,150
Telephone	0	300	300	0	0	0	0
Pest Control	505	588	588	505	588	588	588
Legal Services	278	300	300	0	300	300	300
Equipment Maint. Agreements	360	0	0	105	450	450	450
Office Equipment	120	0	0	0	0	0	0
Rec. Equipment	0	0	0	0	5,880	5,880	5,880
Credit Card Processing Fees	781	0	0	200	0	0	0
OSHA Medical Supplies	0	0	0	0	500	500	500
Permits	0	0	0	0	400	400	400
<b>Total Operating Expenditures</b>	<b>\$ 51,437</b>	<b>\$ 51,004</b>	<b>\$ 51,004</b>	<b>\$ 51,292</b>	<b>\$ 57,334</b>	<b>\$ 57,334</b>	<b>\$ 57,334</b>
<b>Equipment/Capital Expenditures</b>							
Copier Purchase	0	0	0	2,984	0	0	0
Equipment Lease	1,533	1,895	1,895	1,361	1,895	1,895	1,895
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 1,533</b>	<b>\$ 1,895</b>	<b>\$ 1,895</b>	<b>\$ 4,345</b>	<b>\$ 1,895</b>	<b>\$ 1,895</b>	<b>\$ 1,895</b>
<b>Total Departmental Expenditures</b>	<b>\$ 134,236</b>	<b>\$ 98,703</b>	<b>\$ 98,703</b>	<b>\$ 119,429</b>	<b>\$ 126,531</b>	<b>\$ 126,531</b>	<b>\$ 126,531</b>
<b>Revenues</b>							
Facility Rental Fees	3,067	0	0	2,844	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 3,067</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,844</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 131,169</b>	<b>\$ 98,703</b>	<b>\$ 98,703</b>	<b>\$ 116,585</b>	<b>\$ 126,531</b>	<b>\$ 126,531</b>	<b>\$ 126,531</b>

# Camp Verde Heritage Pool

## Our Mission

The Camp Verde Heritage Pool's mission is to provide an aquatic facility that is affordable, provides recreational programs and services that enhance the physical, social and emotional well being of all residents. It is of utmost importance that we educate the community on water safety and teach every child to swim.

## Department Duties/Description

The Camp Verde Heritage Pool staff is responsible for the following:

- \* Supervise pool operations.
- \* Prevention of accidents through proper supervision of the pool and bath house.
- \* Greet pool patrons in a friendly, professional manner.
- \* Must be familiar with and follow pool cash handling procedures.
- \* Work with outside groups on pool rental and swim practice times.
- \* Keep pool office, pool deck, slide, restrooms and surrounding grounds clean and safe.
- \* Provide healthy outdoor recreational programs such as swim lessons, water aerobics, lap swim, and open swim.
- \* Providing swim lessons to the community.
- \* Promote water safety.
- \* Make sure life guard and life saving certifications are current.
- \* Report all emergencies, accidents, or first aid through incident reports.
- \* Protect the patrons of the pool through proper life guard techniques.
- \* Must be familiar with the American Red Cross life guarding regulations.

### Department Staffing:

Recreation Supervisor (.10)	Lifeguard (14)
Shift Managers (3)	Cashier (3)
Maintenance Worker (.15)	

### Accomplishments for the Fiscal Year 2011/2012:

1. Provided a safe, accident swim season

### Performance Objectives for Fiscal Year 2012/2013:

1. Provide a safe, fun accident free swim season
2. Replace Aerobics with Zumba Classes for all ages.
3. Hire a Pool Manager and Assistant Manager
4. Host two free family fun and BBQ nights
5. Develop a Pool Procedure Manual

### Significant Expenditure Changes:

- \* Increase line item 01-820-20-760100, Pool Supplies by \$3,200 for the purchase of vacuum heads, net attachments, brushes, 50 ft. handle, guard stools, 3 umbrellas and two free family fun nights.
- \* Increase line item 01-820-20-706100, Gas/Propane by \$3,000 for the increase in propane costs.

### Fiscal Notes

- \* The "Department Requested" column projects the pool opening for the regular season of Memorial Day weekend through Labor Day weekend in both the 2012 and 2013 seasons with the regular operating hours of:

#### Monday - Thursday

7:00 - 9:45am	Water exercise
7:00 - 9:00am	Lap Swim
9:45 - 12:00am	Swim Lessons
12:30 - 7:00pm	Open Swim

#### Friday

Noon - 7:00pm	Open Swim
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#### Saturday

Noon - 7:00pm	Open Swim
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#### Sunday

1:00 - 5:00pm	Open Swim
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In August, after school starts the pool will only be open on Sat. and Sun.

The Yavapai-Apache Nation typically provides funding to the Town in the Winter months. Monies are then held over for the next fiscal year for pool operations. For example, the Town received \$60,000 in January 2011. In addition to the remaining balance of \$33,368 from FY11 combined funds will almost completely fund the pool operations for FY 12.



# Heritage Pool

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	40,148	46,243	46,243	30,404	52,941	52,941	52,941
FICA	2,486	2,867	2,867	1,882	3,282	3,282	3,282
Medicare	581	671	671	440	768	768	768
Retirement	305	4,671	4,671	285	1,048	1,048	1,048
Unemployment	515	375	375	509	672	672	672
Workman's Compensation	1,074	2,572	2,572	2,172	1,858	1,858	1,858
Health, Dental & Life Ins	578	1,460	1,460	533	1,795	1,795	1,795
<b>Total Wages &amp; Related</b>	<b>\$ 45,687</b>	<b>\$ 58,859</b>	<b>\$ 58,859</b>	<b>\$ 36,225</b>	<b>\$ 62,364</b>	<b>\$ 62,364</b>	<b>\$ 62,364</b>
<b>Operating Expenditures</b>							
Training	225	500	500	0	500	500	500
Electric	4,441	3,800	3,800	6,533	3,800	3,800	3,800
Gas/Propane	9,890	10,000	10,000	4,000	13,000	13,000	13,000
Waste Removal	0	225	225	363	225	225	225
Telephone	312	400	400	300	400	400	400
Pest Control	330	220	220	302	220	220	220
Pool Chemicals	3,295	4,500	4,500	2,922	4,500	4,500	4,500
Pool Supplies	170	500	500	1,500	3,700	3,700	3,700
Equipment Maintenance	5,230	5,000	5,000	3,175	5,000	5,000	5,000
Concession Supplies	0	200	200	25	200	200	200
Permits	397	400	400	0	900	900	900
<b>Total Operating Expenditures</b>	<b>\$ 24,290</b>	<b>\$ 25,745</b>	<b>\$ 25,745</b>	<b>\$ 19,120</b>	<b>\$ 32,445</b>	<b>\$ 32,445</b>	<b>\$ 32,445</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 69,977</b>	<b>\$ 84,604</b>	<b>\$ 84,604</b>	<b>\$ 55,345</b>	<b>\$ 94,809</b>	<b>\$ 94,809</b>	<b>\$ 94,809</b>
<b>Revenues</b>							
User Fees	17,231	17,000	17,000	14,843	17,000	17,000	17,000
Concession Sales	188	0	0	390	200	200	200
<b>Total Departmental Revenues</b>	<b>\$ 17,419</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ 15,233</b>	<b>\$ 17,200</b>	<b>\$ 17,200</b>	<b>\$ 17,200</b>
<b>Operating Transfers</b>							
Transfer In from YAN Fund	(33,268)	(60,000)	(60,000)	(38,600)	(31,400)	(31,400)	(31,400)
<b>Total Departmental Revenues</b>	<b>\$ (33,268)</b>	<b>\$ (60,000)</b>	<b>\$ (60,000)</b>	<b>\$ (38,600)</b>	<b>\$ (31,400)</b>	<b>\$ (31,400)</b>	<b>\$ (31,400)</b>
<b>Net Effect on General Fund</b>	<b>\$ 19,290</b>	<b>\$ 7,604</b>	<b>\$ 7,604</b>	<b>\$ 1,512</b>	<b>\$ 46,209</b>	<b>\$ 46,209</b>	<b>\$ 46,209</b>

# Children's Recreational Programs

## Our Mission

The Town of Camp Verde Parks & Recreation Department provides positive programs for our youth and to give them the opportunity to have fun, while developing physically, emotionally, and socially.

## Department Duties/Description

The Parks & Recreation Department is responsible for providing recreational and social activities and events for the youth in the community. Children's Recreational Programs include:

- \* Grasshopper Basketball
- \* Trick or Treat Main Street

## Department Staffing:

Scorekeepers (3)

## Accomplishments for the Fiscal Year 2011/2012:

1. Provided a successful youth basketball program for kids in the 1st through 5th grades
2. Provided a safe place for the community children to trick or treat
3. Work with Coaches to schedule practice time for basketball practice
4. Schedules all referees and scorekeepers, as well as inputting time cards to accounts payable
5. Implemented a successful youth referee program to train high students to become referees and by doing so, also saved the Town money

## Performance Objectives for Fiscal Year 2012/2013:

1. Replace the 7th & 8th Grade B-Ball League with a Summer Teen League
2. Bring back the Youth Summer Program
3. Provide additional youth programs throughout the year.

## Significant Expenditure Changes:

- \* Increase line item 01-830-20-762000 by \$20,000 to fund a Youth Summer Program
- Increase line item 01-830-20-761000 by \$5,000 to fund new programs for the youth.

## Children's Recreation

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	5,141	5,965	5,965	3,647	5,300	5,300	5,300
FICA	315	370	370	222	329	329	329
Medicare	74	86	86	52	77	77	77
Retirement	381	602	602	214	591	591	591
Unemployment	17	29	29	36	67	67	67
Workman's Compensation	179	321	321	213	547	547	547
Health, Dental & Life Ins	505	1,043	1,043	374	0	0	0
<b>Total Wages &amp; Related</b>	<b>\$ 6,612</b>	<b>\$ 8,416</b>	<b>\$ 8,416</b>	<b>\$ 4,758</b>	<b>\$ 6,911</b>	<b>\$ 6,911</b>	<b>\$ 6,911</b>
<b>Operating Expenditures</b>							
Contract Labor/Services	4,155	3,500	3,500	3,200	3,500	3,500	3,500
Rec. Equipment	0	800	800	1,163	800	800	800
Recreational Programs	2,487	3,500	3,500	2,765	8,500	3,000	3,000
Recreational Programs Sponsors	3,554	3,600	3,600	3,393	3,600	3,600	3,600
Summer Program	0	0	0	0	20,000	2,500	2,500
<b>Total Operating Expenditures</b>	<b>\$ 10,196</b>	<b>\$ 11,400</b>	<b>\$ 11,400</b>	<b>\$ 10,521</b>	<b>\$ 36,400</b>	<b>\$ 13,400</b>	<b>\$ 13,400</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 16,808</b>	<b>\$ 19,816</b>	<b>\$ 19,816</b>	<b>\$ 15,279</b>	<b>\$ 43,311</b>	<b>\$ 20,311</b>	<b>\$ 20,311</b>
<b>Revenues</b>							
Children's Rec Program	2,550	3,600	3,600	2,340	3,600	3,600	3,600
Children's Rec Program Sponsor	4,111	3,600	3,600	2,065	3,600	3,600	3,600
<b>Total Departmental Revenues</b>	<b>\$ 6,661</b>	<b>\$ 7,200</b>	<b>\$ 7,200</b>	<b>\$ 4,405</b>	<b>\$ 7,200</b>	<b>\$ 7,200</b>	<b>\$ 7,200</b>
<b>Operating Transfers</b>							
Transfer In from YAN Fund	0	(12,000)	(12,000)	(9,000)	(6,000)	(6,000)	(5,500)
Transfer Out to YAN Fund	13,437	0	0	0	0	0	0
<b>Total Operating Transfers</b>	<b>\$ 13,437</b>	<b>\$ (12,000)</b>	<b>\$ (12,000)</b>	<b>\$ (9,000)</b>	<b>\$ (6,000)</b>	<b>\$ (6,000)</b>	<b>\$ (5,500)</b>
<b>Net Effect on General Fund</b>	<b>\$ 23,584</b>	<b>\$ 616</b>	<b>\$ 616</b>	<b>\$ 1,874</b>	<b>\$ 30,111</b>	<b>\$ 7,111</b>	<b>\$ 7,611</b>

# Adult Recreational Programs

## Our Mission

The goal of the Adult Recreational Programs division of Parks and Recreation is to provide fun, safe, and affordable recreational opportunities that will enhance the quality of life and promote healthy lifestyles for the citizens of our community.

## Department Duties/Description

The Town of Camp Verde Parks and Recreation currently hosts four adult leagues. These include:

- \* Men's Basketball League
- \* Co-Rec Softball

## Department Staffing:

Scorekeepers (3)

## Accomplishments for the Fiscal Year 2011/2012:

1. Provide an adult Co-Rec Softball League (9 teams)
2. Work with Little League to schedule field time for adult league

## Performance Objectives for Fiscal Year 2012/2013:

1. Continue providing Adult Softball
2. Bring back Men's Basketball League.

## Adult Recreation

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	0	1,114	1,114	0	1,500	1,500	1,500
FICA	0	69	69	0	63	63	63
Medicare	0	16	16	0	22	22	22
Retirement	0	112	112	0	0	0	0
Unemployment	0	2	2	0	15	15	15
Workman's Compensation	0	58	58	0	30	30	30
Health, Dental & Life Ins	0	209	209	0	0	0	0
<b>Total Wages &amp; Related</b>	<b>\$ -</b>	<b>\$ 1,580</b>	<b>\$ 1,580</b>	<b>\$ -</b>	<b>\$ 1,630</b>	<b>\$ 1,630</b>	<b>\$ 1,630</b>
<b>Operating Expenditures</b>							
Contract Labor/Services	350	4,500	4,500	0	4,500	4,500	4,500
Rec. Equipment	0	450	450	0	450	450	450
Recreational Programs	410	100	100	0	300	300	300
<b>Total Operating Expenditures</b>	<b>\$ 760</b>	<b>\$ 5,050</b>	<b>\$ 5,050</b>	<b>\$ -</b>	<b>\$ 5,250</b>	<b>\$ 5,250</b>	<b>\$ 5,250</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 760</b>	<b>\$ 6,630</b>	<b>\$ 6,630</b>	<b>\$ -</b>	<b>\$ 6,880</b>	<b>\$ 6,880</b>	<b>\$ 6,880</b>
<b>Revenues</b>							
Adult Rec Program	275	6,900	6,900	1,275	6,880	6,880	6,880
<b>Total Departmental Revenues</b>	<b>\$ 275</b>	<b>\$ 6,900</b>	<b>\$ 6,900</b>	<b>\$ 1,275</b>	<b>\$ 6,880</b>	<b>\$ 6,880</b>	<b>\$ 6,880</b>
<b>Net Effect on General Fund</b>	<b>\$ 485</b>	<b>\$ (270)</b>	<b>\$ (270)</b>	<b>\$ (1,275)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

# Senior Recreational Programs

## Our Mission

The Town of Camp Verde Parks and Recreation Department provides affordable recreational opportunities for the mature adults in our community for enrichment of mind and body and quality of life.

## Department Duties/Description

Parks and Recreation has not offered any Senior programs in the past. In future fiscal years, we hope to be able to offer activities directed towards our mature adult population. While the Senior Center does provide services, they are not Town-sponsored at this time.

### Department Staffing:

None

### Accomplishments for the Fiscal Year 2011/2012:

1. Due to budgetary constraints, the Senior Recreational Programs division had no activity in the FY 2011-2012.

### Performance Objectives for Fiscal Year 2012/2013:

1. Would like to add money to the budget so that we can provide some programming for the senior population of the community.

### Significant Expenditure Changes:

- \* Re-activate this account and add \$4,000 so that Parks & Rec. can add programs for the senior population of the community.

## Senior Recreation Programs

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
Operating Expenditures							
Rec. Equipment	0	0	0	0	4,000	0	0
Total Operating Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Departmental Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
Total Departmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Effect on General Fund</b>	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -

# Community Programs

## Our Mission

The mission of the Community Programs division of Parks and Recreation is to provide affordable, cost effective, family oriented programs that will enhance the quality of life for the citizens of Camp Verde.

## Department Duties/Description

The Parks and Recreation Department is responsible for providing recreational and social programs as well as events for all ages. These programs include:

- \* Christmas Craft Bazaar and Parade of Lights

## Department Staffing:

None

## Accomplishments for the Fiscal Year 2011/2012:

1. Hosted a successful Craft Bazaar and Parade of Lights
2. Hosted three trips to the Arizona Diamondback games.
3. Worked with the School District for bus usage for the Diamondback trips

## Performance Objectives for Fiscal Year 2012/2013:

1. Provide additional bus trips for the community, not all would be D-Back Games
2. Improve Christmas programs by possibly bringing back Breakfast with Santa and Kids Ornament making
3. Bring back some events and programs for the community.



## Community Recreation

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	2,605	3,456	3,456	403	0	0	0
FICA	160	214	214	24	0	0	0
Medicare	38	50	50	6	0	0	0
Retirement	257	349	349	41	0	0	0
Unemployment	0	6	6	0	0	0	0
Workman's Compensation	98	181	181	80	0	0	0
Health, Dental & Life Ins	347	695	695	68	0	0	0
<b>Total Wages &amp; Related</b>	<b>\$ 3,505</b>	<b>\$ 4,951</b>	<b>\$ 4,951</b>	<b>\$ 622</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating Expenditures</b>							
Equipment Rental	0	325	325	327	325	325	325
Equipment Maint. Agreements	0	0	0	0	0	0	0
Recreational Programs	0	0	0	1,250	500	500	500
Recreational Programs Sponsors	0	3,600	3,600	3,895	8,000	8,000	8,000
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ 3,925</b>	<b>\$ 3,925</b>	<b>\$ 5,472</b>	<b>\$ 8,825</b>	<b>\$ 8,825</b>	<b>\$ 8,825</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 3,505</b>	<b>\$ 8,876</b>	<b>\$ 8,876</b>	<b>\$ 6,094</b>	<b>\$ 8,825</b>	<b>\$ 8,825</b>	<b>\$ 8,825</b>
<b>Revenues</b>							
Community Programs	688	750	750	1,353	750	750	750
Community Programs Sponsor	0	3,600	3,600	420	8,000	8,000	8,000
<b>Total Departmental Revenues</b>	<b>\$ 688</b>	<b>\$ 4,350</b>	<b>\$ 4,350</b>	<b>\$ 1,773</b>	<b>\$ 8,750</b>	<b>\$ 8,750</b>	<b>\$ 8,750</b>
<b>Net Effect on General Fund</b>	<b>\$ 2,817</b>	<b>\$ 4,526</b>	<b>\$ 4,526</b>	<b>\$ 4,321</b>	<b>\$ 75</b>	<b>\$ 75</b>	<b>\$ 75</b>

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# Chapter Six

## Capital Improvement Funds

	<u>Page #</u>
<b>Overview</b>	
Capital Improvement Funds Information	106
Capital Improvement Funds Summary	107
<b>Funds</b>	
Capital Improvement Projects Fund	108
Parks Fund	110

## ***Capital Improvement Funds***

The Town of Camp Verde's (Town) Capital Improvement Funds consists of the Capital Improvement Projects Fund and the Parks Fund. These funds are used for expenditures that are a structure, improvement, equipment or other major asset having a useful life of at least two years.

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. It effectively links long-range planning and decision making with the Town's annual budget process.

The Town's most recent 5-year CIP plan expired at the end of the 2006-07 fiscal year. However, during the 2012-13 fiscal year, staff and Council members began working on an updated CIP. While the plan is still in process, the items selected for this current year's CIP and Parks budgets came directly out of that planning process. The 5-year CIP is expected to be completed this Fall.

# Capital Improvement Funds Summary



## CIP Fund ♦ Parks Fund

	2010-11 AUDITED ACTUALS	2011-12 FINAL BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQ'D	2012-13 MANAGER REC'D	2012-13 COUNCIL ADOPTED
<b>Expenditures</b>						
Buildings & Improvements	\$ 128,155	\$ 77,500	\$ 76,230	\$ 87,000	\$ 87,000	\$ 87,000
Vehicles	\$ 21,814	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ 60,000
Equipment	\$ 334,466	\$ 313,016	\$ 317,919	\$ 34,406	\$ 34,406	\$ 34,406
Land & Improvements	\$ 1,486,690	\$ 1,420,100	\$ 642,340	\$ 882,400	\$ 882,400	\$ 882,400
Streets	\$ 400	\$ 201,000	\$ 11,990	\$ 186,000	\$ 186,000	\$ 186,000
Community Parks	\$ 32,919	\$ 52,890	\$ 28,197	\$ 226,200	\$ 226,200	\$ 226,200
<b>Total Expenditures</b>	<b>\$ 2,004,444</b>	<b>\$ 2,064,506</b>	<b>\$ 1,076,676</b>	<b>\$ 1,476,006</b>	<b>\$ 1,476,006</b>	<b>\$ 1,476,006</b>

### FY13 Project Highlights

<u>Type</u>	<u>Project</u>	<u>Budget</u>	<u>Grant \$'s</u>
Land Imprv	Cliffs / Finnie Flat Drainage Project Completed	\$ 600,000	\$ 283,000
Land Imprv	Finnie Flat Sidewalk Enhancement	\$ 136,000	
Land Imprv	Murdock Rd. Water Extension	\$ 130,000	
Parks	Pool Resurfacing & Facility Improvements	\$ 94,000	
Land Imprv	Public Works Yard Improvements	\$ 90,000	
Parks	Community Park Pre-Development Costs	\$ 86,200	
Bldg Imprv	Replace 3 HVAC A/C Units	\$ 75,000	
Parks	Butler & Rezzonico Park Improvements	\$ 46,000	

# Capital Improvement Projects Fund

## Department Duties/Description

The Town of Camp Verde's Capital Improvement Projects (CIP) Fund was established to provide for the infrastructure and capital needs of the Town. Two percent of the Town's three percent construction tax is transferred into the CIP Fund each year to help fund the various capital projects. The remaining funding is through operating transfers from various other funds including Federal & Non-Federal grants, HURF and the General Fund.

### Accomplishments for the Fiscal Year 2011-12:

1. Painted Town building exteriors
2. Installed safety shutters in the Parks & Rec and IT rooms
3. Remodeled Pool showers and water heater
4. Purchased and installed new accounting software
5. Upgraded the phone system
6. Began work on the Cliffs/Finnie Flat drainage project
7. Completed the Tres Rios ditch crossing project
8. Began improvements on the new public works yard property
9. Completed the sprinkler/irrigation system at Town Hall

### Performance Objectives for Fiscal Year 2012-13:

1. Complete the Cliffs/Finnie Flat drainage project
2. Construction of Finnie Flat sidewalk from Cliffs Parkway to Main St.
3. Install Murdock Rd. water line
4. Resurface the Pool along with other facility improvements
5. Place the public works yard into service after finishing improvements
6. Begin work on new community park
7. Improvement projects at Butler and Rezzonico Parks
8. Pave Hollamon and visitors center parking lots
9. Complete the Verde Lakes Drive culvert project
10. Purchase /upgrade HURF and Maintenance Dept. equipment
11. Fully insulate the Public Works/Finance Bldg. attic

### Fiscal Notes

- \* Carry-over projects from FY12 account for \$1,013,000 of the \$1,476,000 FY13 CIP budget
- \* \$750,000 of the \$1,050,000 Cliffs / Finnie Flat drainage project came from a county stormwater grant.

**CIP Fund**

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Operating Expenditures</b>							
Building Maint HVAC Units	0	0	0	0	75,000	75,000	75,000
Park Facilities Maint - Pool Resurface	0	0	0	0	80,000	80,000	80,000
Park Facilities Maint - Pool Upgrades	0	0	0	0	14,000	14,000	14,000
Park Facilities Maint - Butler Park Improvements	0	0	0	0	21,000	21,000	21,000
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 190,000</b>	<b>\$ 190,000</b>	<b>\$ 190,000</b>
<b>Capital Expenditures</b>							
Rio Verde Plaza Improvements	29,537	0	0	0	0	0	0
Rain Gutters: Marshal's Off & Hist Society	6,970	0	0	0	0	0	0
Replace Carpet in Town Hall	22,661	0	0	0	0	0	0
Exterior Painting of Town Buildings	0	17,500	17,500	57,136	0	0	0
Re-Roof of Town Buildings	37,407	37,000	37,000	0	0	0	0
Removal of Old CVMO Trailer	31,580	0	0	0	0	0	0
P&R and IT Rooms Security Roll Shutters	0	10,000	10,000	9,411	0	0	0
Library Annex Rplace Heat Pump	0	8,000	8,000	6,478	0	0	0
Repair and Cool Coat Existing Foam Roof	0	5,000	5,000	3,205	0	0	0
Pool Rmdl Showers & Replace Water Heater	0	6,000	6,000	15,697	0	0	0
300 Bldg Attic Insulation	0	0	0	0	12,000	12,000	12,000
Administration Vehicles	2,700	0	0	0	0	0	0
HURF Fleet Upgrades	0	0	0	0	60,000	60,000	60,000
Incode Software	172,985	184,405	184,405	185,326	0	0	0
Computer/networking infrastructure upgrades	113,543	103,611	103,611	66,164	0	0	0
Maint Vehicle - 1/2 Ton 2-Wheel Drive Truck	19,114	0	0	0	0	0	0
Warranty and Re-Lamp at Butler Park	18,576	0	0	0	0	0	0
Pool Cover	6,805	0	0	0	0	0	0
Vermeer Chipper	0	25,000	25,000	28,810	0	0	0
New Phone System	0	0	0	37,619	0	0	0
Maint Equipment /Fleet Update	0	0	0	0	34,406	34,406	34,406
Purchase 15 Acres Public Works Yard	1,459,178	0	0	0	0	0	0
Taxes on 15 Acre Purchase	25,000	0	0	0	0	0	0
Taxes on 15 Acre Purchase	0	5,800	5,800	0	0	0	0
Tres Rios Rd. Replace Ditch Crossing	0	25,000	25,000	25,000	0	0	0
411: Cliffs/Finnie Flat Drainage Project	0	1,023,000	1,023,000	467,376	580,000	580,000	580,000
411: Basha's Drain Channel Project	0	25,000	25,000	5,097	20,000	20,000	20,000
PW Yard Facility Improvements	0	180,000	180,000	84,029	90,000	90,000	90,000
PW Yard Utility Development	0	25,000	25,000	30,988	0	0	0
Murdock Rd Water Extension Project	0	43,300	43,300	0	130,000	130,000	130,000
Rezzonico Park - Fencing, Signage, Etc.	0	0	0	0	25,000	25,000	25,000
Sprinkler System for Town Grounds	0	13,000	13,000	12,231	0	0	0
Library Enhancement	2,512	0	0	0	0	0	0
Verde Lakes Drive Culverts	0	80,000	80,000	17,619	62,400	62,400	62,400
Finnie Flat Sidewalk Enhancement	400	136,000	136,000	0	136,000	136,000	136,000
Hollamon & VC Parking Lots	0	50,000	50,000	0	50,000	50,000	50,000
Uninterrupted Power Source for Traffic Signals	0	15,000	15,000	11,990	0	0	0
CommPark: Pre Development Costs	0	35,000	35,000	3,800	86,200	86,200	86,200
Capital Leases	47,938	0	0	0	0	0	0
<b>Total Capital Expenditures</b>	<b>\$ 1,996,906</b>	<b>\$ 2,052,616</b>	<b>\$ 2,052,616</b>	<b>\$ 1,067,976</b>	<b>\$ 1,286,006</b>	<b>\$ 1,286,006</b>	<b>\$ 1,286,006</b>
<b>Revenues</b>							
Misc - APS Rebate	12,086	0	0	0	0	0	0
Donation Rev - Donated Property	58,300	0	0	0	0	0	0
Other Financing Sources - Bond Proceeds	1,005,000	0	0	0	0	0	0
<b>Total Revenues</b>	<b>\$ 1,075,386</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating Transfers</b>							
Transfer In from General Fund	(100,173)	(959,616)	(959,616)	(959,616)	(195,799)	(195,799)	(195,799)
Transfer In from Parks Fund	0	0	0	0	(226,200)	(226,200)	(226,200)
Transfer In from Non-Fed Grants Fund (Channel)	0	(743,000)	(743,000)	(467,376)	(283,000)	(283,000)	(283,000)
Other Financing Sources - Div'd Cap Lease	(200,324)	0	0	0	0	0	0
Transfer In from HURF Fund	0	(350,000)	(350,000)	(350,800)	(80,000)	(80,000)	(80,000)
<b>Total Operating Transfers</b>	<b>\$ (300,497)</b>	<b>\$ (2,052,616)</b>	<b>\$ (2,052,616)</b>	<b>\$ (1,777,792)</b>	<b>\$ (784,999)</b>	<b>\$ (784,999)</b>	<b>\$ (784,999)</b>
<b>Net Effect on CIP Fund</b>							
	<b>\$ 621,023</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (709,816)</b>	<b>\$ 691,007</b>	<b>\$ 691,007</b>	<b>\$ 691,007</b>
Prior Year Ending CIP Fund Balance	\$ 602,214	\$ (18,809)	\$ (18,809)	\$ (18,809)	\$ 691,007	\$ 691,007	\$ 691,007
Estimated Ending CIP Fund Balance	<b>\$ (18,809)</b>	<b>\$ (18,809)</b>	<b>\$ (18,809)</b>	<b>\$ 691,007</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Parks Fund

## Our Mission

The mission of the Camp Verde Parks & Recreation Department is to provide the best possible recreational facilities for its citizens. We are dedicated to maintaining and creating quality parks and outdoor recreational facilities.

## Department Duties/Description

- \* Maintain current parks and outdoor recreational facilities.
- \* Establishment of new park development.

### Accomplishments for the Fiscal Year 2011-12:

1. We have begun the process of developing the new Community Park
2. The Center of Arizona Marker was placed at Rezzonico Park

### Performance Objectives for Fiscal Year 2012-13:

1. Complete planned upgrade items to Butler and Rezzonico Parks
2. Continue progress on new Community Park

### Significant Expenditure Changes:

- \* Maintenance Expenses have been moved to the Public Works Maintenance Budget and are covered through Operating Transfers
- \* Operating Transfers will be used to move Park funds to the functional areas where the budgeted expenses are taking place

### Fiscal Notes

- \* Butler Park improvements (\$21,000) includes sidewalk, drinking fountain and cosmetic improvements
- \* Rezzonico Park improvements (\$25,000) includes perimeter fencing and a break-away gate
- \* Community Park improvements (\$86,200) includes both the water and easement studies
- \* Pool Improvements (\$94,000) include resurfacing the pool and other general improvements



## Parks Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Project Expenditures</b>							
Community Park Development	140	0	0		0	0	0
Local Park Improvements	5,566	10,000	10,000	7,000	0	0	0
Rezzonico Park	1,832	1,890	1,890	1,700	0	0	0
Interfund Loan Repayment (General Fund)		0	0		0	0	0
<b>Total Project Expenditures</b>	<b>\$ 7,538</b>	<b>\$ 11,890</b>	<b>\$ 11,890</b>	<b>\$ 8,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenues</b>							
Public Works Projects	0	0	0	2,000	0	0	0
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating Transfers</b>							
Transfer to Gen Fund for Park Maint					13,890	13,890	13,890
Transfer to CIP for Rezzonico & Butler Imprvs					46,000	46,000	46,000
Transfer to CIP for Community Park Imprvs					86,200	86,200	86,200
Transfer to CIP for Pool Imprvs					94,000	94,000	94,000
Transfer to Debt Service Fund		5,400	5,400	5,400	0	0	0
<b>Total Operating Transfers</b>	<b>\$ -</b>	<b>\$ 5,400</b>	<b>\$ 5,400</b>	<b>\$ 5,400</b>	<b>\$ 240,090</b>	<b>\$ 240,090</b>	<b>\$ 240,090</b>
<b>Net Effect on Parks Fund</b>	<b>\$ 7,538</b>	<b>\$ 17,290</b>	<b>\$ 17,290</b>	<b>\$ 12,100</b>	<b>\$ 240,090</b>	<b>\$ 240,090</b>	<b>\$ 240,090</b>
Prior Year Ending Parks Fund Balance	\$ 291,909	\$ 284,371	\$ 284,371	\$ 284,371	\$ 272,271	\$ 272,271	\$ 272,271
<b>Estimated Ending Parks Fund Balance</b>	<b>\$ 284,371</b>	<b>\$ 267,081</b>	<b>\$ 267,081</b>	<b>\$ 272,271</b>	<b>\$ 32,181</b>	<b>\$ 32,181</b>	<b>\$ 32,181</b>

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# Chapter Seven

## Special Revenue Funds

	<u>Page #</u>
<b>Overview</b>	
Special Revenue Funds Information	114
Special Reserve Funds Summary	115
<b>Funds</b>	
Magistrate Special Revenue Fund	116
Non-Federal Grants Fund	118
Yavapai-Apache Gaming Compact Fund	120
Federal Grants Fund	122
CDBG Grants Fund	124
9-1-1 Fund	126
Library Building Fund	128
Impact Fee Fund	130
Housing Grant Fund	132
Donations Fund	134
Highway User's Revenue Fund (HURF/Streets)	136

## ***Special Revenue Funds***

The Town of Camp Verde's (Town) 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. **Yavapai-Apache Gaming Compact:** Accounts for the gaming compact revenues received from the Yavapai-Apache Tribe.
4. **Federal Grants:** Accounts for all federal grants received by the Town.
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. **Library Building:** Accounts for monies given the Community Library.
8. **Impact Fees:** Accounts for development impact fees.
9. **Housing:** Accounts for both Home Grant and Revolving Loan Funds
10. **Donations & Restricted Monies:** Accounts for gifts and special funds received by the town.
11. **Highway Users Revenue (HURF):** Accounts for all Highway Users Revenue received from the state.

The HURF Fund is the only Special Revenue Fund which has a budget for employee wages with 5.1 total FTE's.

# Special Revenue Funds Summary



Magistrate ♦ Grants & Donations ♦ Yavapai-Apache Gaming  
 Library Bldg ♦ Impact Fees ♦ Revolving Loan ♦ HURF

	2010-11 AUDITED ACTUALS	2011-12 FINAL BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQ'D	2012-13 MANAGER REC'D	2012-13 COUNCIL ADOPTED
<b>Expenditures</b>						
Wages & Related	\$ 352,635	\$ 346,357	\$ 354,811	\$ 337,951	\$ 328,894	\$ 328,894
Operating Expenditures	509,749	1,032,586	323,858	1,369,026	1,344,026	1,344,026
Equipment/Capital Expenditures	3,909	1,053,004	116,850	1,169,791	1,169,791	1,170,291
Operating Transfers Out	55,893	1,201,489	890,244	576,987	576,987	576,987
<b>Total Expenditures</b>	<b>\$ 922,186</b>	<b>\$ 3,633,436</b>	<b>\$ 1,685,763</b>	<b>\$ 3,453,754</b>	<b>\$ 3,419,697</b>	<b>\$ 3,420,197</b>
<b>Revenues</b>						
Total Revenues	\$ 1,455,991	\$ 3,100,871	\$ 1,923,300	\$ 2,089,380	\$ 2,089,379	\$ 2,089,379
<b>Net Dec/(Inc) in Fund Balances</b>	<b>\$ (533,805)</b>	<b>\$ 532,565</b>	<b>\$ (237,537)</b>	<b>\$ 1,364,374</b>	<b>\$ 1,330,318</b>	<b>\$ 1,330,818</b>

## HURF Staffing Summary

### **HURF Employees (5)**

**Total Dept. FTE's: 5.1 (Season adjusted)**

<u>Status</u>	<u>Position</u>	<u>Dept. FTE</u>	<u>FTE's Allocated to other Dept.'s</u>
FT	Project Manager	.65	Public Works - .35
FT	Streets Inspector	.96	Public Works - .04
FT	Senior Equip. Operator	.96	Public Works - .04
FT	Medium Equip. Operat.	.96	Public Works - .04
FT	Streets Laborer	.96	Public Works - .04

*\*Allocated Support from other Dept.'s: .60 FTE's*

# Magistrate Special Revenue Fund

## Department Duties/Description

- \* The purpose of the Magistrate Special Revenue Fund is to help the Court finance and achieve some needs that might not be possible without them. They are placed in individual numbered account for tracking the funds. Each fund is authorized by State or local law.
- \* Local (Municipal) Court Enhancement Funds are collected by the Court as per Ordinance No. 2001-A182 (3). It states that the funds shall be used exclusively to enhance the technological, operational and security capabilities of the Court.
- \* Local Judicial Collections Enhancement Fund (JCEF) is collected by the Court as per ARS 12.113 for the purpose of improving, maintaining and enhancing the ability to collect and manage monies assessed or received by the Courts including restitution, child support, fines and civil penalties; and to improve court automation projects likely to improve case processing or the administration of justice.
- \* Fill the Gap Fund is collected by the Court as per ARS 12-102.102 to allocate funds to counties for the purpose of planning and implementing collaborative projects that are designed to improve the processing of criminal cases.
- \* Fill the Gap and JCEF funds must be requested through a "grant process" to the Supreme Court for approval of how the Court wishes to spend the funds. There are no match funds. Spending must meet the criteria of the legislative intent.

### Fiscal Notes:

- \* Fill the Gap funds will be utilized to pay for annual audio/visual maintenance fees, monthly DSL fees, copier lease and computer equipment lease. Paying our copier lease and computer equipment lease from this fund is only temporary. This fund can not tolerate more than two years.
- \* The Court Enhancement Fund is being utilized to pay for legal research extras for court security or case flow. It includes a .5 FTE clerk position. **training, travel and interpreters.**
- \* Local JCEF is currently being used to provide a field trainer for each court in Yavapai County

## Magistrate Special Revenue Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Local JCEF (310)</b>							
Operating Expenditures							
Local JCEF	1,480	1,800	1,800	1,550	0	0	0
Training					2,000	2,000	2,000
Total Operating Expenditures	\$ 1,480	\$ 1,800	\$ 1,800	\$ 1,550	\$ 2,000	\$ 2,000	\$ 2,000
Total Departmental Expenditures	\$ 1,480	\$ 1,800	\$ 1,800	\$ 1,550	\$ 2,000	\$ 2,000	\$ 2,000
Revenues							
Local JCEF	3,909	2,400	2,400	3,415	4,720	4,720	4,720
Net JCEF Program	\$ (2,429)	\$ (600)	\$ (600)	\$ (1,865)	\$ (2,720)	\$ (2,720)	\$ (2,720)
Local JCEF Year End Balance Estimate							
Prior Year Ending Local JCEF Balance	28,771	31,200	31,200	31,200	33,065	33,065	33,065
Estimated Ending Local JCEF Balance	\$31,200	\$31,800	\$31,800	\$33,065	\$35,785	\$35,785	\$35,785
<b>Fill the GAP (320)</b>							
Operating Expenditures							
Fill the GAP	1,119	13,260	13,260	13,790	0	0	0
Total Operating Expenditures	\$ 1,119	\$ 13,260	\$ 13,260	\$ 13,790	\$ -	\$ -	\$ -
Total Departmental Expenditures	\$ 1,119	\$ 13,260	\$ 13,260	\$ 13,790	\$ -	\$ -	\$ -
Revenues							
Fill the GAP	2,734	2,800	2,800	2,345	3,150	3,150	3,150
Net Fill the GAP Program	\$ (1,615)	\$ 10,460	\$ 10,460	\$ 11,445	\$ (3,150)	\$ (3,150)	\$ (3,150)
Fill the GAP Year End Balance Estimate							
Prior Year Ending Fill the GAP Balance	17,956	19,571	19,571	19,571	8,126	8,126	8,126
Estimated Ending Fill the GAP Balance	\$19,571	\$9,111	\$9,111	\$8,126	\$11,276	\$11,276	\$11,276
<b>Court Enhancement (330)</b>							
Operating Expenditures							
Court Enhancement	10,758	7,761	7,761	5,525	0	0	0
Legal					1,700	1,700	1,700
Equipment	7,913				0	0	0
Miscellaneous					1,950	1,950	1,950
Total Operating Expenditures	\$ 18,671	\$ 7,761	\$ 7,761	\$ 5,525	\$ 3,650	\$ 3,650	\$ 3,650
Equipment/Capital Expenditures							
Capital Lease	1,924	0	0	0	0	0	0
Total Equipment/Capital Expenditures	\$ 1,924	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Departmental Expenditures	\$ 20,595	\$ 7,761	\$ 7,761	\$ 5,525	\$ 3,650	\$ 3,650	\$ 3,650
Revenues							
Court Enhancement	35,826	20,800	20,800	34,477	48,602	48,602	48,602
Other Financing Sources	7,913				0	0	0
Total Department Revenues	\$ 43,739	\$ 20,800	\$ 20,800	\$ 34,477	\$ 48,602	\$ 48,602	\$ 48,602
Net Court Enhancement Program	\$ (23,144)	\$ (13,039)	\$ (13,039)	\$ (28,952)	\$ (44,952)	\$ (44,952)	\$ (44,952)
Court Enhancement Year End Balance Estimate							
Prior Year Ending Court Enhancement Balance	22,828	45,972	45,972	45,972	74,924	74,924	74,924
Estimated Ending Court Enhancement Balance	\$45,972	\$59,011	\$59,011	\$74,924	\$119,876	\$119,876	\$119,876
<b>Net Effect on Magistrate SR Fund</b>	<b>\$ (27,188)</b>	<b>\$ (3,179)</b>	<b>\$ (3,179)</b>	<b>\$ (19,372)</b>	<b>\$ (50,822)</b>	<b>\$ (50,822)</b>	<b>\$ (50,822)</b>

# Non-Federal Grants

## Department Duties/Description

The Non-Federal Grants Fund tracks expenditures and revenues for grants not issued by the Federal Government.

### Current Grants

- \* **LTA II Grant:** These monies are received from the Arizona lottery and are for funding a travel voucher program for low-income individuals. The LTA II grant expired in FY11 and is now just exhausting funds through contract.
- \* **Yavapai County Flood Control:** This grant is used in conjunction with General & HURF Funds to complete the Cliffs Drainage project.

### Grants in application process

- \* **Arizona Commerce Authority (ACA) Rural Development Grant:** This grant would be received from the State of Arizona and would be used to remodel the Rio Verde Plaza location to make it ready for use as an incubator project for the Town.
- \* **Animal Control Grant:** This grant would be received from the Arizona Companion Animals Spay & Neuter program and would be used to help cover the spay & neuter costs of stray animals.
- \* **100 Club Grant:** This grant would be received from the 100 Club and would be used to pay for a new police K-9.
- \* **Volunteers in Policing Grant:** This grant would be received from Homeland Security and would be used to purchase equipment for the marshal's Office.
- \* **Yavapai County Anti-Racketeering (RICO):** These monies received from Yavapai County are used to fund Marshal's office related costs. In this coming year, we are expecting to use \$70,000 of these funds in conjunction with another supporting grant to fund the purchase of mobile computers for police vehicles.



## Non-Federal Grants Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>ACA Development Grant (171)</b>							
Expenditures	0	0	0	0	220,000	220,000	220,000
ACA Grant Rev's	0	0	0	0	(200,000)	(200,000)	(200,000)
Operating Transfers In from Gen Fund	0	0	0	0	(20,000)	(20,000)	(20,000)
<b>Net ACA Development Program</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>LTAIF II Grant (400)</b>							
LTAIF II Grant Expenditures	14,880	18,600	18,600	18,600	12,118	12,118	12,118
LTAIF II Grant Revenues	(14,880)	(9,316)	(9,316)	(13,034)			0
<b>Net LTAIF II Program</b>	<b>\$ -</b>	<b>\$ 9,284</b>	<b>\$ 9,284</b>	<b>\$ 5,566</b>	<b>\$ 12,118</b>	<b>\$ 12,118</b>	<b>\$ 12,118</b>
<b>LTAIF II Year End Balance Estimate</b>							
Prior Year Ending LTAIF II Balance	0	0	0	0	(5,566)	(5,566)	(5,566)
Estimated Ending LTAIF II Balance	\$0	(\$9,284)	(\$9,284)	(\$5,566)	(\$17,684)	(\$17,684)	(\$17,684)
<b>Yavapai County Flood Control Grant (410)</b>							
Drainage Channel Project (CIP Fund)	0	0	0	0	0	0	0
Yavapai County Flood Control Grant	0	(743,000)	(743,000)	(467,376)	(283,000)	(283,000)	(283,000)
Transfer Out to CIP Fund	0	743,000	743,000	467,376	283,000	283,000	283,000
<b>Net ACA Development Program</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>School Resource Officer (620)</b>							
Wages & ERE	59,608				0	0	0
SRO Grant	(59,608)				0	0	0
<b>Net SRO Program</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>100 Club Grant (621)</b>							
K9 Replacement	0				5,000	5,000	5,000
Grant Revenues	0				(5,000)	(5,000)	(5,000)
<b>Net Animal Control Program</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Volunteer in Policing Grant (622)</b>							
Equipment	0				25,000	25,000	25,000
Grant Revenues	0				(25,000)	(25,000)	(25,000)
<b>Net Animal Control Program</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Animal Control Grant (623)</b>							
Spay Neuter costs	0				3,000	3,000	3,000
Grant Revenues	0				(3,000)	(3,000)	(3,000)
<b>Net Animal Control Program</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RICO Grant (640)</b>							
<b>Expenditures</b>							
Ballistic Vests	52,088	58,000	58,000	21,448	3,000	3,000	3,000
Mobile Computers (CVMO Autos)					150,000	150,000	150,000
Yav. County Anti-Racketeering Rev's	(52,088)	(20,000)	(20,000)	(94,859)	(80,000)	(80,000)	(80,000)
<b>Net RICO Program</b>	<b>\$ -</b>	<b>\$ 38,000</b>	<b>\$ 38,000</b>	<b>\$ (73,411)</b>	<b>\$ 73,000</b>	<b>\$ 73,000</b>	<b>\$ 73,000</b>
<b>RICO Year End Balance Estimate</b>							
Prior Year Ending RICO Balance	53,359	53,359	53,359	53,359	126,770	126,770	126,770
Estimated Ending RICO Balance	\$53,359	\$15,359	\$15,359	\$126,770	\$53,770	\$53,770	\$53,770
<b>Net Effect on Non-Fed Grants Fund</b>	<b>\$ -</b>	<b>\$ 47,284</b>	<b>\$ 47,284</b>	<b>\$ (67,845)</b>	<b>\$ 85,118</b>	<b>\$ 85,118</b>	<b>\$ 85,118</b>

# Yavapai-Apache Gaming Compact

## Department Duties/Description

The Yavapai-Apache Gaming Compact Fund tracks the monies given to the Town of Camp Verde by the Yavapai-Apache Nation through the State's Gaming Compact. These monies are given to the Town with a suggested designation for certain usage by the Nation. Some of the funds are passed through to other agencies and some funds are retained by the Town of Camp Verde. The Yavapai-Apache Gaming Compact Fund allows for the tracking of monies received and to ensure the proper usage of the funds.

### Accomplishments for the Fiscal Year 2011/12:

1. Provided funding for the Grasshopper Basketball program and other recreational opportunities for youth
2. Provided funding to Mingus Union High School for its Native American tutoring program
3. Subsidized the entire pool budget for FY12

### Funded Programs for Fiscal Year 2012/13:

1. Grasshopper basketball program
2. Support to 3 local schools tutoring programs: CVHS, MUHS & Clarkdale-Jerome
3. Heritage Pool subsidies
4. Camp Verde Senior Center

### Fiscal Notes:

- \* FY13 distributions/expenditures are based on the monies received through the end of FY12.

## Yavapai-Apache Nation Gaming Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Project Expenditures</b>							
CVHS Tutor	33,000	0	0	0	16,639	16,639	16,639
MUHS Tutor	56,058	55,658	55,658	39,615	45,000	45,000	45,000
Senior Center	0	0	0	0	7,000	7,000	7,000
Clarkdale-Jerome School	0	0	0	0	10,000	10,000	10,000
<b>Total Project Expenditures</b>	<b>\$ 89,058</b>	<b>\$ 55,658</b>	<b>\$ 55,658</b>	<b>\$ 39,615</b>	<b>\$ 78,639</b>	<b>\$ 78,639</b>	<b>\$ 78,639</b>
<b>Operating Transfers</b>							
Transfer Out to Gen Fund: Heritage Pool	33,268	60,000	60,000	38,600	31,400	31,400	31,400
Transfer Out to Gen Fund: Children's Rec	(13,437)	12,000	12,000	9,000	6,000	6,000	5,500
Transfer Out to Library Bldg Fund	27,279	13,021	13,021	0	0	0	500
<b>Total Operating Transfers</b>	<b>\$ 47,110</b>	<b>\$ 85,021</b>	<b>\$ 85,021</b>	<b>\$ 47,600</b>	<b>\$ 37,400</b>	<b>\$ 37,400</b>	<b>\$ 37,400</b>
<b>Revenues</b>							
Yav-Apache Gaming Compact Revenues	140,679	140,679	140,679	79,297	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 140,679</b>	<b>\$ 140,679</b>	<b>\$ 140,679</b>	<b>\$ 79,297</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on YAN Gaming Funds</b>	<b>\$ (4,511)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,918</b>	<b>\$ 116,039</b>	<b>\$ 116,039</b>	<b>\$ 116,039</b>
Prior Year Ending YAN Gaming Fund Balance	\$ 179,309	\$ 183,820	\$ 183,820	\$ 183,820	\$ 175,902	\$ 175,902	\$ 175,902
<b>Estimated Ending YAN Gaming Fund Balance</b>	<b>\$ 183,820</b>	<b>\$ 183,820</b>	<b>\$ 183,820</b>	<b>\$ 175,902</b>	<b>\$ 59,863</b>	<b>\$ 59,863</b>	<b>\$ 59,863</b>

Project Balances	2010-11 Balance	2011-12 Est'd Used	2011-12 New	2011-12 Est'd Balance	2012-13 Budget	2012-13 Est'd Balance
CVHS Tutor	0	0	16,639	16,639	16,639	0
MUHS Tutor	111,820	39,615	32,658	104,863	45,000	59,863
Heritage Pool	60,000	38,600	10,000	31,400	31,400	0
Children's Rec	12,000	9,000	2,500	5,500	5,500	0
Library	0	0	500	500	500	0
Senior Center	0	0	7,000	7,000	7,000	0
Clarkdale-Jerome School	0	0	10,000	10,000	10,000	0
<b>Total Funds</b>	<b>183,820</b>	<b>87,215</b>	<b>79,297</b>	<b>175,902</b>	<b>116,039</b>	<b>59,863</b>

# Federal Grants

## Department Duties/Description

The Federal Grants Fund tracks expenditures and revenues for grants issued by the Federal Government.

### Current Grants

- \* **ADOT Black Bridge Grant:** These monies are received from ADOT and are for funding repair work on Black Bridge. Our match for this grant is \$7,253.
- \* **PANT Grant:** This program has been discontinued.

### Grants in application process

- \* **Highway Safety Improvement Program (HSIP):** This grant is administered through ADOT and will be used to upgrade Town signage.
- \* **Governor's Office of Highway Safety Grant (GOHS):** This grant would allow for the purchase of a motorcycle for the Marshal's Office as well as providing for overtime towards DUI enforcement.

## Federal Grants Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>HSIP Grant (001)</b>							
Street & Safety Signing	0	0	0	0	75,000	75,000	75,000
HSIP Grant Revenues	0	0	0	0	(75,000)	(75,000)	(75,000)
Net HSIP Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ADOC Energy Grant (420)</b>							
ADOC Grant Expenditures	78,834	91,151	91,151	0	0	0	0
ADOC Grant Revenues	(78,834)	(91,151)	(91,151)	0	0	0	0
Net ADOC Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Finnie Flat Sidewalk Grant (461)</b>							
Operating Transfers Out to HURF	8,783	0	0	0	0	0	0
Finnie Flat Sidewalk Grant Revenues	(8,783)	0	0	0	0	0	0
Net Finnie Flat Sidewalk Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ADOT Black Bridge Grant (492)</b>							
ADOT Black Bridge Grant Expenditures		843,504	843,504	0	127,253	127,253	127,253
ADOT Black Bridge Grant Revenues		(795,000)	(795,000)	0	(120,000)	(120,000)	(120,000)
Op. Transfer In from HURF		0	0	0	(7,253)	(7,253)	(7,253)
Net ADOT Black bridge Grant	\$ -	\$ 48,504	\$ 48,504	\$ -	\$ -	\$ -	\$ -
<b>PANT Grant (630)</b>							
Wages & ERE	61,443	62,659	62,659	62,659	0	0	0
PANT Grant Revenues	(61,443)	(62,657)	(62,657)	(62,659)	0	0	0
Net PANT Grant	\$ -	\$ 2	\$ 2	\$ -	\$ -	\$ -	\$ -
<b>Gov's Office of Highway Safety Grant (650)</b>							
GOHS Grant Expenditures	11,742	8,400	8,400	0	0	0	0
Motorcycle Purchase	0	0	0	0	35,347	35,347	35,347
Overtime for DUI Enforcement	0	0	0	0	12,000	12,000	12,000
GOHS Grant Revenues	(11,742)	(8,400)	(8,400)	0	(47,347)	(47,347)	(47,347)
Net GOHS Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Gov's Office of Econ Recovery Grant (670)</b>							
GOER Grant Expenditures	46,800	0	0	0	0	0	0
GOER Grant Revenues	(46,800)	0	0	0	0	0	0
Net Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Library Services &amp; Technology Grant (700)</b>							
LSTA Grant Expenditures	15,487	15,575	15,575	0	0	0	0
LSTA Grant Revenues	(15,487)	(15,575)	(15,575)	0	0	0	0
Net Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Effect on Fed Grants Fund</b>	\$ -	\$ 48,506	\$ 48,506	\$ -	\$ -	\$ -	\$ -

# CDBG Fund

## Our Mission

To further the development of a viable and sustainable community, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.

## Department Duties/Description

- \* To carry out all activities related to CDBG administration and activity implementation.
- \* To ensure that each project meets a National Objective.
- \* To encourage maximum public participation in project selection.
- \* To ensure the project has a positive impact for the citizens we serve and the community as a whole.

### Department Staffing:

Town Clerk (0.064)  
Public Works Director/Engineer (0.05)  
Building Inspector (0.02)  
Town Manager/Finance Director (0.005)  
Administrative Assistant (0.067)

### Accomplishments for the Fiscal Year 2011/2012:

1. Received Council direction to proceed with land exchange to improve Hollamon St. project

### Performance Objectives for Fiscal Year 2012/2013:

1. Complete the Hollamon Street project (CDBG) to include construction of curbs, overlay, gutters, and sidewalks on the North Side of Hollamon to connect Main Street to 7th Street.

Note: depending on the actual project costs the sidewalk may not be able to extend to 7<sup>th</sup> Street.

## CDBG Grants Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Project Expenditures</b>							
Salaries	0	12,500	12,500	0	0	0	0
FICA	0	775	775	0	0	0	0
Medicare	0	181	181	0	0	0	0
Retirement	0	1,263	1,263	0	0	0	0
Unemployment	0	12	12	0	0	0	0
Worker's Compensation	0	70	70	0	0	0	0
Health Insurance	0	1,319	1,319	0	0	0	0
Allocated Wage & ERE	1,695	0	0	0	0	0	0
Hollamon St. Improvements	5,239	319,448	319,448	0	386,382	386,382	386,382
Hollamon Grant Administration	0	24,725	24,725	6,044	34,195	34,195	34,195
<b>Total Project Expenditures</b>	<b>\$ 6,934</b>	<b>\$ 360,293</b>	<b>\$ 360,293</b>	<b>\$ 6,044</b>	<b>\$ 420,577</b>	<b>\$ 420,577</b>	<b>\$ 420,577</b>
<b>Revenues</b>							
Hollamon St. Improv's Revenue	0	319,448	319,448	0	319,448	319,448	319,448
Hollamon Grant Admin Revenue	6,934	52,025	52,025	6,044	34,195	34,195	34,195
<b>Total Revenues</b>	<b>\$ 6,934</b>	<b>\$ 371,473</b>	<b>\$ 371,473</b>	<b>\$ 6,044</b>	<b>\$ 353,643</b>	<b>\$ 353,643</b>	<b>\$ 353,643</b>
<b>Operating Transfers</b>							
Transfers In from HURF Fund	0	0	0	0	(66,934)	(66,934)	(66,934)
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (66,934)</b>	<b>\$ (66,934)</b>	<b>\$ (66,934)</b>
<b>Net Effect on CDBG Fund</b>	<b>\$ -</b>	<b>\$ (11,180)</b>	<b>\$ (11,180)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 9-1-1 Fund

### Department Duties/Description

The 9-1-1 Fund was established to track the monies received from the State of Arizona that are designated to be used solely for the purpose of 9-1-1 dispatch related expenditures. In the past, these funds have been used for 9-1-1 training costs.

The 9-1-1 Funds distributed are calculated using a percentage allocation of the 1% of the 9-1-1 funds collected annually by the State 9-1-1 Office within the Arizona Department of Administration.

#### Accomplishments for the Fiscal Year 2011/2012:

1. No monies have been spent from the 9-1-1 Fund to date.

#### Performance Objectives for Fiscal Year 2012/2013:

1. To enhance 9-1-1 operations if needed

#### Significant Expenditure Changes:

- \* 9-1-1 Expenditures are allocated to allow for 9-1-1 training or other related expenditures.

#### Fiscal Notes:

- \* Funds for this category have not been received for several years due to the change in direction of this program. Monies in this fund are left over from earlier periods and will be expensed if and as needed.



# 911 Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
Project Expenditures							
911 Expenditures	0	0	0	0	0	0	0
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenues</b>							
911 Distributions	0	0	0	0	0	0	0
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Effect on 911 Fund</b>							
Net Increase / (Decrease) in 911 Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Year Ending 911 Fund Balance	\$ 3,410	\$ 3,410	\$ 3,410	\$ 3,410	\$ 3,410	\$ 3,410	\$ 3,410
Estimated Ending 911 Fund Balance	\$ 3,410	\$ 3,410	\$ 3,410	\$ 3,410	\$ 3,410	\$ 3,410	\$ 3,410

# Library Building Fund

## Department Duties/Description

The Library Building Fund is comprised of monies donated to the Town of Camp Verde with the express intention of being used to fund the construction of a new library facility. The majority of these monies were received as the result of the Camp Verde Public Library being named as the beneficiary of an estate. The Town received quarterly distributions from the trust that is currently managing the estate. In addition to the monies received from the estate, other donations received from the public with the intent of being used for the construction of a new library are also included in this fund.

## Fiscal Note

- \* The Library Building Fund was established to track monies given to the Camp Verde Community Library. The monies in this fund are being held for the development of a new Library.
- \* A donation received in FY12 for \$349,234 from the Jacquelyn Boaz Crut Trust bringing the total balance of this fund to over \$635,000.

## Library Building Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
Project Expenditures							
Library Building					696,991	696,991	697,491
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 696,991	\$ 696,991	\$ 697,491
<b>Revenues</b>							
Donations	9,660	12,000	12,000	357,105	10,000	10,000	10,000
Interest	482	700	700	257	5,000	5,000	5,000
Total Departmental Revenues	\$ 10,142	\$ 12,700	\$ 12,700	\$ 357,362	\$ 15,000	\$ 15,000	\$ 15,000
<b>Operating Transfers</b>							
Transfers In from YAN Fund	(100)	(13,021)	(13,021)	(27,279)	0	0	(500)
Transfers In from Impact Fee Fund	0	0	0	0	(46,465)	(46,465)	(46,465)
Total Operating Transfers	\$ (100)	\$ (13,021)	\$ (13,021)	\$ (27,279)	\$ (46,465)	\$ (46,465)	\$ (46,965)
<b>Net Effect on Fund</b>							
	\$ (10,242)	\$ (25,721)	\$ (25,721)	\$ (384,641)	\$ 635,526	\$ 635,526	\$ 635,526
Prior Year Ending Library Fund Balance	\$ 240,643	\$ 250,885	\$ 250,885	\$ 250,885	\$ 635,526	\$ 635,526	\$ 635,526
Estimated Ending Library Fund Balance	\$ 250,885	\$ 276,606	\$ 276,606	\$ 635,526	\$ -	\$ -	\$ -

# Impact Fees

## Department Duties/Description

The voters of the Town of Camp Verde approved Development Impact Fees in March 2006. The purposes and intent of the Town's Development Fee Code are as follows:

- A. To establish uniform procedures for the imposition, calculation, collection, expenditure and administration of any development fees imposed on New Development.
- B. To implement the goals, objectives and policies of the Town of Camp Verde General Plan, as amended from time to time, to assure that New Development contributes its fair share towards the costs of providing Public Facilities or Services reasonably necessitated by such New Development.
- C. To ensure that New Development obtains a reasonable benefit by the Public Facilities or Services provided with the proceeds of Development Fees.
- D. To ensure that all applicable and appropriate legal standards and criteria relating to the imposition of Development Fees are properly incorporated into the Town Code.

### Fiscal Note

- \* On January 7th, 2012 a moratorium was placed on the Town's Impact Fees by Ordinance 2011-A378. This was done in response to the States passing of senate bill 15-25 which would require the Town to spend additional monies to update and further develop their Nexus studies and fee schedules. The Town felt that the benefit of the impact fee would be overshadowed significantly by the cost of the updates.

## Impact Fees Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>General Gov't (199)</b>							
General Gov't Expenditures	0	0	0	0	0	0	0
Impact Fee Revenue - Gen. Gov't	(4,872)	(4,927)	(4,927)	(930)	0	0	0
Interest	(129)	(175)	(175)	(200)	(145)	(145)	(145)
<b>Net General Gov't</b>	<b>\$ (5,001)</b>	<b>\$ (5,102)</b>	<b>\$ (5,102)</b>	<b>\$ (1,130)</b>	<b>\$ (145)</b>	<b>\$ (145)</b>	<b>\$ (145)</b>
<b>Gen. Gov't Year End Balance Estimate</b>							
Prior Year Ending Gen. Gov't Balance	62,471	67,472	67,472	67,472	68,602	68,602	68,602
Estimated Ending Gen. Gov't Balance	<b>\$67,472</b>	<b>\$72,574</b>	<b>\$72,574</b>	<b>\$68,602</b>	<b>\$68,747</b>	<b>\$68,747</b>	<b>\$68,747</b>
<b>Police Services (699)</b>							
CVMO Vehicles	0	0	0	0	74,048	74,048	74,048
Impact Fee Revenue - CVMO	(2,319)	(2,345)	(2,345)	(550)	0	0	0
Interest	(144)	(185)	(185)	(250)	(151)	(151)	(151)
<b>Net Police Services</b>	<b>\$ (2,463)</b>	<b>\$ (2,530)</b>	<b>\$ (2,530)</b>	<b>\$ (800)</b>	<b>\$ 73,897</b>	<b>\$ 73,897</b>	<b>\$ 73,897</b>
<b>Police Services Year End Balance Estimate</b>							
Prior Year Ending Police Services Balance	70,634	73,097	73,097	73,097	73,897	73,897	73,897
Estimated Ending Police Services Balance	<b>\$73,097</b>	<b>\$75,627</b>	<b>\$75,627</b>	<b>\$73,897</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Library (799)</b>							
Operating Transfer Out to Library Fund	0	0	0	0	46,465	46,465	46,465
Impact Fee Revenue - Library	(4,629)	(4,681)	(4,681)	(549)	0	0	0
Interest	(86)	(105)	(105)	(250)	(101)	(101)	(101)
<b>Net Library</b>	<b>\$ (4,715)</b>	<b>\$ (4,786)</b>	<b>\$ (4,786)</b>	<b>\$ (799)</b>	<b>\$ 46,364</b>	<b>\$ 46,364</b>	<b>\$ 46,364</b>
<b>Library Year End Balance Estimate</b>							
Prior Year Ending Library Balance	40,850	45,565	45,565	45,565	46,364	46,364	46,364
Estimated Ending Library Balance	<b>\$45,565</b>	<b>\$50,351</b>	<b>\$50,351</b>	<b>\$46,364</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1</b>
<b>Parks &amp; Rec (899)</b>							
Parks & Rec Expenditures	0	0	0	0	0	0	0
Impact Fee Revenue - Gen. Gov't	(10,074)	(10,445)	(10,445)	(1,225)	0	0	0
Interest	(192)	(240)	(240)	(103)	(224)	(224)	(224)
<b>Net Parks &amp; Rec</b>	<b>\$ (10,266)</b>	<b>\$ (10,685)</b>	<b>\$ (10,685)</b>	<b>\$ (1,328)</b>	<b>\$ (224)</b>	<b>\$ (224)</b>	<b>\$ (224)</b>
<b>Parks &amp; Rec Year End Balance Estimate</b>							
Prior Year Ending P&R Balance	91,288	101,554	101,554	101,554	102,882	102,882	102,882
Estimated Ending P&R Balance	<b>\$101,554</b>	<b>\$112,239</b>	<b>\$112,239</b>	<b>\$102,882</b>	<b>\$103,106</b>	<b>\$103,106</b>	<b>\$103,106</b>
<b>Net Effect on Fund</b>	<b>\$ (22,445)</b>	<b>\$ (23,103)</b>	<b>\$ (23,103)</b>	<b>\$ (4,057)</b>	<b>\$ 119,891</b>	<b>\$ 119,891</b>	<b>\$ 119,892</b>

# Housing Grant / Revolving Loan Fund

## Our Mission

The Town of Camp Verde's Housing Grant / Revolving Loan Fund's mission is to promote and preserve community enhancement through Owner Occupied Home Rehabilitation activities to preserve decent, safe and attainable housing for low income Camp Verde citizens.

### Department Staffing:

Owner Occupied Home Rehabilitation Specialist (Consultant)

Finance Clerk (payment and account tracking as well as annual reporting requirements)

### Accomplishments for the Fiscal Year 2011/2012:

1. Maintained four (4) open loans payable to the Revolving Loan Fund (RLF).
2. Completed on-going grant obligations (e.g. furthering fair housing, RLF reporting, etc.)

### Performance Objectives for Fiscal Year 2012/2013:

1. Maintain four (4) open loans payable to the Revolving Loan Fund (RLF)
2. Complete on-going grant obligations (e.g. furthering fair housing, RLF reporting, etc)
3. Verify owner occupancy of Home Rehabilitation Program participants.
4. Administer HOME & State Housing Fund Grant. (\$100,000 OOHR)

## Home Grant/Revolving Loan Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Revolving Loan (158)</b>							
New Project Expenditures	1,343	95,000	95,000	568	104,000	104,000	104,000
Loan Payments	(94,119)	(18,201)	(18,201)	(15,427)	(15,432)	(15,432)	(15,432)
Home Sale	0	0	0	0	(50,000)	(50,000)	(50,000)
Interest on Cash	(2,959)	(900)	(900)	(800)	(2,064)	(2,064)	(2,064)
<b>Net Revolving Loan Grant</b>	<b>\$ (95,735)</b>	<b>\$ 75,899</b>	<b>\$ 75,899</b>	<b>\$ (15,659)</b>	<b>\$ 36,504</b>	<b>\$ 36,504</b>	<b>\$ 36,504</b>
<b>Revolving Loan Year End Balance Estimate</b>							
Prior Year Ending Revolving Loan Balance	(5,178)	90,557	90,557	90,557	106,216	106,216	106,216
Estimated Ending Revolving Loan Balance	<b>\$90,557</b>	<b>\$14,658</b>	<b>\$14,658</b>	<b>\$106,216</b>	<b>\$69,712</b>	<b>\$69,712</b>	<b>\$69,712</b>
<b>Home Grant (159)</b>							
Wages & ERE	2,999	0	0	8,645	0	0	0
Home Grant Admin Exp's	0	10,000	10,000	2,392	0	0	0
Home Grant Rehab Exp's	0	100,000	100,000	80,992	25,000	25,000	25,000
Home Grant Rehab Rev's	0	(100,000)	(100,000)	(80,992)	(25,000)	(25,000)	(25,000)
Home Grant Admin Rev's	(2,999)	(10,000)	(10,000)	(11,812)	0	0	0
<b>Net Home Grant</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (775)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on Fund</b>	<b>\$ (95,735)</b>	<b>\$ 75,899</b>	<b>\$ 75,899</b>	<b>\$ (16,434)</b>	<b>\$ 36,504</b>	<b>\$ 36,504</b>	<b>\$ 36,504</b>

## Donations & Restricted Monies Fund

### Department Duties/Description

The Donations & Restricted Monies Fund was established to accurately track donations given to the Town of Camp Verde that are designated for a specific purpose. It also tracks other various restricted monies received by the Town such as funds directed for safety equipment purchases at the Marshal's Office.

### Fiscal Notes

- \* In the 2012-13 fiscal year, the Town Manager's Recommendation allows for the Departments to expend the prior year's fund balances along with the anticipated donation revenues in the 2012-13 fiscal year.



**Donations & Restricted Monies Fund**

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Safety Equipment Program (601)</b>							
Expenses	0	0	0	0	2,515	2,515	2,515
Revenues	0	0	0	(1,115)	(1,400)	(1,400)	(1,400)
Net Volunteers	\$ -	\$ -	\$ -	\$ (1,115)	\$ 1,115	\$ 1,115	\$ 1,115
VIP Year End Balance Estimate							
Prior Year Ending VIP Balance	0	0	0	0	1,115	1,115	1,115
Estimated Ending VIP Balance	\$0	\$0	\$0	\$1,115	\$0	\$0	\$0
<b>Volunteers in Police Services (607)</b>							
Expenses	0	200	200	0	250	250	250
Donations	(150)	(200)	(200)	(100)	0	0	0
Net Volunteers	\$ (150)	\$ -	\$ -	\$ (100)	\$ 250	\$ 250	\$ 250
VIP Year End Balance Estimate							
Prior Year Ending VIP Balance	100	250	250	250	350	350	350
Estimated Ending VIP Balance	\$250	\$250	\$250	\$350	\$100	\$100	\$100
<b>General CVMO (608)</b>							
Expenses	0	1,000	1,000	0	1,000	1,000	1,000
Donations	0	(1,000)	(1,000)	0	0	0	0
Net CVMO	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
CVMO Year End Balance Estimate							
Prior Year Ending CVMO Balance	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Estimated Ending CVMO Balance	\$1,000	\$1,000	\$1,000	\$1,000	\$0	\$0	\$0
<b>K-9 (609)</b>							
Expenses	0	1,500	1,500	1,779	1,800	1,800	1,800
Donations	(1,380)	(1,000)	(1,000)	(929)	0	0	0
Net K-9	\$ (1,380)	\$ 500	\$ 500	\$ 850	\$ 1,800	\$ 1,800	\$ 1,800
K-9 Year End Balance Estimate							
Prior Year Ending K-9 Balance	1,270	2,650	2,650	2,650	1,800	1,800	1,800
Estimated Ending K-9 Balance	\$2,650	\$2,150	\$2,150	\$1,800	\$0	\$0	\$0
<b>Animal Shelter (619)</b>							
Expenses	864	5,000	5,000	5,328	7,862	7,862	7,862
Donations	(4,813)	(2,000)	(2,000)	(2,591)	0	0	0
Net Animal Shelter	\$ (3,949)	\$ 3,000	\$ 3,000	\$ 2,737	\$ 7,862	\$ 7,862	\$ 7,862
Animal Shelter Year End Balance Estimate							
Prior Year Ending Animal Shelter Balance	6,913	10,862	10,862	10,862	8,125	8,125	8,125
Estimated Ending Animal Shelter Balance	\$10,862	\$7,862	\$7,862	\$8,125	\$263	\$263	\$263
<b>Book Purchases (701)</b>							
Book Purchases	363	0	0	0	637	637	637
Donations	(1,000)	0	0	0	0	0	0
Net Book Purch's	\$ (637)	\$ -	\$ -	\$ -	\$ 637	\$ 637	\$ 637
Book Purch's Year End Balance Estimate							
Prior Year Ending Book Purch's Balance	0	637	637	637	637	637	637
Estimated Ending Book Purch's Balance	\$637	\$637	\$637	\$637	\$0	\$0	\$0
<b>General Library (709)</b>							
Computer Purchases	26,629	0	0	0	0	0	0
Expenditures	1,728	1,500	1,500	1,719	1,393	1,393	1,393
Donations	(27,449)	0	0	(4,301)	0	0	0
Net General Library	\$ 908	\$ 1,500	\$ 1,500	\$ (2,582)	\$ 1,393	\$ 1,393	\$ 1,393
Library Year End Balance Estimate							
Prior Year Ending Library Balance	3,801	2,893	2,893	2,893	5,475	5,475	5,475
Estimated Ending Library Balance	\$2,893	\$1,393	\$1,393	\$5,475	\$4,082	\$4,082	\$4,082
<b>Parks &amp; Rec (809)</b>							
Expenditures	0	0	0	0	2,952	2,952	2,952
Donations	(100)	0	0	(1,000)	0	0	0
Net Parks & Rec	\$ (100)	\$ -	\$ -	\$ (1,000)	\$ 2,952	\$ 2,952	\$ 2,952
Parks & Rec Year End Balance Estimate							
Prior Year Ending Parks & Rec Balance	2,852	2,952	2,952	2,952	3,952	3,952	3,952
Estimated Ending Parks & Rec Balance	\$2,952	\$2,952	\$2,952	\$3,952	\$1,000	\$1,000	\$1,000
<b>Net Effect on Fund</b>	<b>\$ (5,308)</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ (1,210)</b>	<b>\$ 17,009</b>	<b>\$ 17,009</b>	<b>\$ 17,009</b>

# Highway User's Revenue Fund (HURF/Streets)

## Our Mission

The mission of the Streets Division is 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 investment in streets infrastructure. We will continue to educate management, elected officials and the public of the importance of their roads and the potential impact of decisions they make.

## Department Duties/Description

Streets is a division of Public Works, it is funded through the Highway Users Revenue Fund (HURF); the division receives no funding from the General Fund. With a crew of four, and support of the Public Works Project Manager, the division maintains over 110 miles of paved roads, and several miles of dirt roads.

### Department Staffing:

Public Works Director/Engineer (0.20)

Streets Foreman (0.96)

Public Works Project Manager (0.65)

Senior Equipment Operator (.96)

Medium Equipment Operator (.96)

Streets Laborer (.96)

Administrative Assistant (0.40)

### Accomplishments for the Fiscal Year 2011/2012:

1. Applied for and received Planning Assistance for Rural Areas (PARA) Grant in the amount of \$250,000
2. Applied for and received Highway Safety Improvement Program Grant in the amount of \$75,000
3. Completed purchase of Property for Public Works Yard, cleared site, perimeter fencing, secured buildings and built out for office space and equipment storage at yard
4. Installed battery back-up for two traffic signals
5. Completed: Salt Mine Rd Stabilization, Phase I of Verde Lakes Dr. Culverts and Tres Rios widening

### Performance Objectives for Fiscal Year 2012/2013:

1. Plan and complete the Slurry Seal, Chip Seal programs and Street Striping
2. Identify and participate in training in order to learn new techniques and keep current certifications
3. Work with NACOG for the successful completion of the Hollamon Sidewalk project
4. Work with ADOT for the successful completion of the Finnie Flat Sidewalk Project

### Fiscal Notes:

HURF Revenues are restricted monies received from the State that can only be used for transportation related expenditures. The State provides annual estimates of the amounts that each municipality will receive during the fiscal year. HURF Revenues are derived from gasoline tax and a number of additional transportation related fees. One-half of monies received are distributed based on the population, the other half are allocated based on "county of origin" of gasoline sales. 2012/2013 revenue reflects the anticipated reduced funding. We have planned reserves in the HURF Fund Balance to account for this reduction, and are requesting \$276,833 for the 12/13 operational budget.

### Pavement Management Plan:

The Town of Camp Verde has over 110 miles of paved roadways, valued in excess of \$16,800,000. With proper maintenance and preservation work, this valuable asset has a life of 15 to 20 years. Every \$1.00 spent in the first 15 years of the service life of a paved road, saves the Town \$5.00 in future rehabilitation costs. Any Pavement Maintenance Program will address each of the following:

- Routine maintenance such as street sweeping, clearing roadside ditches/structures, signage maintenance, crack fill and pothole patching.
- Preventative maintenance is the most cost effective. Preventative maintenance includes fog seal, crack seal, chip seal and hot mix overlay.
- Rehabilitation is the structural enhancement that extends the service life of existing pavement by increasing the thickness to accommodate existing and projected traffic conditions.

Money spent to develop and pave our infrastructure assets is wasted when the preventative maintenance portion of the Pavement Management Plan is un-funded. Establishing a chip seal program wherein the Town would chip seal 7.5 miles of road each year on a 15 year rotation would cost approximately \$750,000 per year (based on 2012 costs). This program would allow for the proper preventative maintenance of the Town's current paved roadways, but will require a financial commitment from the General Fund.

**HURF Fund (pg. 1)**

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Project Expenditures</b>							
Salaries	165,415	193,877	193,877	204,686	228,310	221,223	221,223
Overtime		2,000	2,000	176	0	0	0
FICA	10,254	12,144	12,144	12,701	14,155	13,716	13,716
Medicare	2,398	2,840	2,840	2,971	3,310	3,208	3,208
Retirement	15,512	19,582	19,582	19,177	23,227	22,436	22,436
Unemployment Insurance	456	248	248	631	453	453	453
Workman's Compensation	8,002	8,848	8,848	13,090	20,548	19,910	19,910
Health Insurance	24,853	28,039	28,039	30,075	35,948	35,948	35,948
<b>Total Salary Expenditures</b>	<b>\$ 226,890</b>	<b>\$ 267,578</b>	<b>\$ 267,578</b>	<b>\$ 283,507</b>	<b>\$ 325,951</b>	<b>\$ 316,894</b>	<b>\$ 316,894</b>
<b>Operational Expenditures</b>							
Training	175	1,500	1,500	590	1,900	1,900	1,900
Travel	65	200	200	524	1,430	1,430	1,430
Uniforms	3,427	3,000	3,000	3,415	3,500	3,500	3,500
Office Supplies	927	800	800	462	500	500	500
Subscriptions/Memberships	0	100	100	0	300	300	300
Books/Tapes/Publications	0	100	100	0	100	100	100
Printing	52	200	200	19	200	200	200
Advertising	193	1,000	1,000	118	800	800	800
Postage	43	0	0	0			0
Computer Services/Software	1,800	0	0	0	1,200	1,200	1,200
Auto Repair/Maintenance	11,342	35,000	35,000	24,000	30,000	30,000	30,000
Fuel	12,197	40,000	40,000	17,000	25,000	15,000	15,000
Electric	1,972	2,100	2,100	2,347	2,650	2,650	2,650
Gas/Propane	955	1,100	1,100	1,000	2,000	2,000	2,000
Water	1,111	1,200	1,200	1,179	1,300	1,300	1,300
Sewer	147	3,200	3,200	147	3,200	3,200	3,200
Waste Removal	742	300	300	81	300	300	300
Telephone	491	500	500	520	600	600	600
Cell Phone	1,224	1,300	1,300	1,693	1,640	1,640	1,640
Pest Control	455	300	300	284	300	300	300
Consulting Services	0	15,000	15,000	11,556	15,000	0	0
Legal Services	352	2,000	2,000	0	2,000	2,000	2,000
Contract Labor/Services	0	3,000	3,000	1,630	5,000	5,000	5,000
Equipment Rental	0	1,200	1,200	1,361	1,200	1,200	1,200
Equipment Maint. Agreements	356	500	500	105	450	450	450
Office Equipment	0	200	200	3,061	600	600	600
Maintenance Equipment	64	0	0	4,375	2,500	2,500	2,500
Liability Insurance	0	12,378	12,378	12,378	10,000	10,000	10,000
OSHA Medical Supplies	532	1,200	1,200	844	1,650	1,650	1,650
Street Yard Lease Payments	33,660	0	0	0	0	0	0
Mapping	0	200	200	39	200	200	200
Recording Fees	32	300	300	18	300	300	300
Street Maintenance	45,504	60,000	60,000	61,412	60,000	60,000	60,000
Street Striping		25,000	25,000	116	25,000	25,000	25,000
Chip Seal / Maintenance		59,000	59,000	24,812	65,000	65,000	65,000
Right-of-Way Aquisition		3,000	3,000	0	3,000	3,000	3,000
Street & Safety Signing	3,015	10,000	10,000	10,107	10,000	10,000	10,000
Traffic Signal Maintenance	2,359	9,000	9,000	2,515	8,000	8,000	8,000
Traffic Signal Electricity	8,069	8,300	8,300	7,006	8,300	8,300	8,300
Main Street Lights/Irrigation Electricity	10,936	10,000	10,000	10,384	10,000	10,000	10,000
Small Tools	1,227	1,800	1,800	2,794	2,500	2,500	2,500
Litter Abatement	0	30	30	0	500	500	500
<b>Total Operational Expenditures</b>	<b>\$ 143,424</b>	<b>\$ 314,008</b>	<b>\$ 314,008</b>	<b>\$ 207,892</b>	<b>\$ 308,120</b>	<b>\$ 283,120</b>	<b>\$ 283,120</b>

(Continues on next page)

**HURF Fund (pg. 2)**

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Equipment/Capital Expenditures</b>							
Office Equipment/Furniture	0	0	0	2,983	0	0	0
Equipment Lease	1,538	4,500	4,500	1,361	0	0	0
Vehicles	0	0	0	8,500	15,000	15,000	15,000
Street Construction	27	50,000	50,000	3,935	50,000	50,000	50,000
Street Paving	0	20,000	20,000	0	25,000	25,000	25,000
Finnie Flat Sidewalk	420	25,000	25,000	13,487	12,000	12,000	12,000
Finnie Flat Sidewalk RoWay	0	0	0	3,200	3,200	3,200	3,200
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 1,985</b>	<b>\$ 99,500</b>	<b>\$ 99,500</b>	<b>\$ 33,466</b>	<b>\$ 105,200</b>	<b>\$ 105,200</b>	<b>\$ 105,200</b>
<b>Total Expenditures</b>	<b>\$ 372,299</b>	<b>\$ 681,086</b>	<b>\$ 681,086</b>	<b>\$ 524,865</b>	<b>\$ 739,271</b>	<b>\$ 705,214</b>	<b>\$ 705,214</b>
<b>Revenues</b>							
HURF Revenue	796,016	648,254	648,254	677,563	725,000	725,000	725,000
Refunds/Reimbursements	325	250	250	245	800	800	800
Surplus Property Sales	0	0	0	0	600	600	600
Interest	17	12	12	1,500	5,000	5,000	5,000
<b>Total Departmental Revenues</b>	<b>\$ 796,358</b>	<b>\$ 648,516</b>	<b>\$ 648,516</b>	<b>\$ 679,308</b>	<b>\$ 731,400</b>	<b>\$ 731,400</b>	<b>\$ 731,400</b>
<b>Operating Transfers</b>							
Transfer In from Fed Grants Fund	(8,783)	0	0	0	0	0	0
Transfer Out to CIP Fund (*A)	0	350,000	350,000	350,000	80,000	80,000	80,000
Transfer Out to CDBG Fund (*B)	0	0	0	0	66,934	66,934	66,934
Transfer Out to Fed Grants Fund (*C)	0	0	0	0	7,253	7,253	7,253
Transfer Out to Debt Service Fund (*D)	0	23,468	23,468	25,268	102,400	102,400	102,400
<b>Total Operating Transfers</b>	<b>\$ (8,783)</b>	<b>\$ 373,468</b>	<b>\$ 373,468</b>	<b>\$ 375,268</b>	<b>\$ 256,587</b>	<b>\$ 256,587</b>	<b>\$ 256,587</b>
<b>Net Effect on HURF Fund</b>	<b>\$ (432,842)</b>	<b>\$ 406,038</b>	<b>\$ 406,038</b>	<b>\$ 220,825</b>	<b>\$ 264,458</b>	<b>\$ 230,401</b>	<b>\$ 230,401</b>
Beginning Available HURF Fund Balance (Est'd)	\$ 924,322	\$ 1,357,164	\$ 1,357,164	\$ 1,357,164	\$ 571,339	\$ 571,339	\$ 571,339
10-year Repayment Plan Set-aside	\$ -	\$ -	\$ -	\$ 565,000	\$ 565,000	\$ 565,000	\$ 565,000
<b>Ending Available HURF Fund Balance (Est'd)</b>	<b>\$ 1,357,164</b>	<b>\$ 951,126</b>	<b>\$ 951,126</b>	<b>\$ 571,339</b>	<b>\$ 306,881</b>	<b>\$ 340,938</b>	<b>\$ 340,938</b>

\*A - Transfer out of \$80,000 to CIP Fund includes: \$60,000 for Fleet Upgrades and \$20,000 as pledge for use in Cliffs Drainage Project.

\*B - Support for Hollamon St. Improvements.

\*C - \$7,253 for Black Bridge scour prevention ADOT grant match.

\*D - \$102,400 to cover Public Works / Streets Yard bond payments.



# Chapter Eight

## Debt Service Fund

	<u>Page #</u>
Debt Service Fund Summary	141
Debt Service Fund	142
Debt Service Schedules	144

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# Debt Service Fund Summary



	2010-11 AUDITED ACTUALS	2011-12 FINAL BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQ'D	2012-13 MANAGER REC'D	2012-13 COUNCIL ADOPTED
<b>Expenditures</b>						
Principal	\$ 145,231	\$ 211,592	\$ 147,792	\$ 219,178	\$ 219,178	\$ 219,178
Interest & Charges	\$ 153,172	\$ 184,933	\$ 125,835	\$ 173,387	\$ 173,387	\$ 173,387
<b>Total Expenditures</b>	<b>\$ 298,403</b>	<b>\$ 396,525</b>	<b>\$ 273,627</b>	<b>\$ 392,565</b>	<b>\$ 392,565</b>	<b>\$ 392,565</b>

## Debt Summary

<u>Inception</u>	<u>Purpose</u>	<u>Face Value</u>	<u>Current Value</u>	<u>Payoff Date</u>
July 1998	Butler Park	\$ 40,000	\$ 5,200	July 2012
Feb. 2005	Marshal's Office	\$ 2,040,000	\$ 1,595,000	Aug. 2024
July 2009	Sanitary District IGA	\$ 1,902,000	\$ 1,787,557	July 2032
May 2011	Public Works Yard	\$ 1,005,000	\$ 1,005,000	July 2023

## Debt Service Fund

### Department Duties/Description

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The Town of Camp Verde currently has three (4) long-term debt obligations; the GADA loan for the Camp Verde Marshal's Office Facility, WIFA for the Sanitary District Funding Agreement, Pledged Revenue Bonds for the public works yard and Chicago Title for the soccer field at Butler Park.

#### Greater Arizona Development Authority (GADA)

The Town of Camp Verde obtained \$2,150,000 from the Greater Arizona Development Authority (GADA) on February 28, 2005 for the purpose of constructing a new Marshal's Department Facility. The funds received were part of an Excise Tax Revenue Bond series in which the Town agreed to use a portion of the Town Sales Taxes collected to make the required payments.

The first payment was made to US Bank on February 1, 2006. Payments are made bi-annually; one payment consists of principle and interest, the other bi-annual payment consists of only interest. The complete Schedule of Payments is listed on page 8-5. The Schedule of Payments for the next four years is as follows:

Date	Amount	Interest	Principal
07/01/2012	\$ 128,600.00	\$ 38,600.00	\$ 90,000.00
01/01/2013	\$ 36,350.00	\$ 36,350.00	-
07/01/2013	\$ 131,350.00	\$ 36,350.00	\$ 95,000.00
01/01/2014	\$ 33,975.00	\$ 33,975.00	-
07/01/2014	\$ 133,975.00	\$ 33,975.00	\$ 100,000.00
01/01/2015	\$ 31,475.00	\$ 31,475.00	-
07/01/2015	\$ 136,475.00	\$ 31,475.00	\$ 105,000.00
01/01/2016	\$ 28,850.00	\$ 28,850.00	-

#### Camp Verde Sanitary District IGA (WIFA)

The Town of Camp Verde (Town) entered into an Intergovernmental Agreement (IGA) with the Camp Verde Sanitary District (District) on May 17, 2007 wherein the Town pledged \$135,000 per year to the District to be used in connection with the construction of a wastewater treatment plant. The District refinanced the loan originally secured through Koch Financial to secure savings through reduced interest rates. The loan was refinanced with the Water Infrastructure Finance Authority (WIFA).

The Town made the first payment to WIFA on December 22, 2009 and has continued to make the bi-annual payments as scheduled. The complete Loan Repayment Schedule is listed on page 8-6. The Schedule of Lease Payments for the Water Infrastructure Finance Authority for the next four years are as follows:

Date	Amount	Interest	Principal
07/01/2012	\$ 89,936.45	\$ 29,834.33	\$ 60,102.12
01/01/2013	\$ 28,831.22	\$ 28,831.22	-
07/01/2013	\$ 90,939.56	\$ 28,831.22	\$ 62,108.34
01/01/2014	\$ 27,794.64	\$ 27,794.64	-
07/01/2014	\$ 91,976.14	\$ 27,794.64	\$ 64,181.50
01/01/2015	\$ 26,723.45	\$ 26,723.45	-
07/01/2015	\$ 93,047.33	\$ 26,723.45	\$ 66,323.88
01/01/2016	\$ 25,616.50	\$ 25,616.50	-

#### Industrial Ground Lease Purchase

The Town of Camp Verde obtained \$1,005,000 from Pinnacle Public Finance on May 26, 2011 for the purpose of purchasing land for use with the Streets & Public Works departments. The funds received were part of a Pledged Revenue Obligation Bond series in which the Town agreed to use a portion of Town Sales Taxes and State shared revenues to make the required payments.

The first payment was made to US Bank on January 1, 2012. Payments are made bi-annually; one payment consists of principle and interest, the other bi-annual payment consists of only interest. The complete Schedule of Payments is listed on page 8-7. The Schedule of Payments for the next four years is as follows:

Date	Amount	Interest	Principal
07/01/2012	\$ 83,448.05	\$ 19,647.75	\$ 63,800.30
01/01/2013	\$ 18,400.45	\$ 18,400.45	-
07/01/2013	\$ 88,515.75	\$ 18,400.45	\$ 70,115.30
01/01/2014	\$ 17,029.70	\$ 17,029.70	-
07/01/2014	\$ 89,886.50	\$ 17,029.70	\$ 72,856.80
01/01/2015	\$ 15,605.35	\$ 15,605.35	-
07/01/2015	\$ 91,310.85	\$ 15,605.35	\$ 75,705.50
01/01/2016	\$ 14,125.31	\$ 14,125.31	-

#### Chicago Title/NoteWorld (Butler Park)

The Town of Camp Verde purchased the Butler Park Soccer Field on July 28, 1998 for the purchase price of \$42,000. Since that time, the Town has been making monthly payments to Chicago Title/NoteWorld who processes the payments to the mortgage holder.

The Town does not have an amortization schedule for the loan on the Butler Park Soccer Field, only a payment booklet. The entire balance for this loan will be paid off in July of 2012. The expected payoff will be \$5,276 for principal and \$242 for interest and closing fees.



## Debt Service Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Sanitary District (490)</b>							
Principal	56,282	58,161	58,161	58,161	60,102	60,102	60,102
Interest	62,549	60,639	60,639	60,639	57,662	57,662	57,662
	<b>\$ 118,831</b>	<b>\$ 118,800</b>	<b>\$ 118,800</b>	<b>\$ 118,800</b>	<b>\$ 117,764</b>	<b>\$ 117,764</b>	<b>\$ 117,764</b>
<b>2011 Rev Bond - Public Works Yard (491)</b>							
Principal	0	63,800	63,800	0	63,800	63,800	63,800
Interest	0	43,200	43,200	23,468	38,048	38,048	38,048
Misc. Charges	0	0	0	1,800	1,800	1,800	1,800
	<b>\$ -</b>	<b>\$ 107,000</b>	<b>\$ 107,000</b>	<b>\$ 25,268</b>	<b>\$ 103,648</b>	<b>\$ 103,648</b>	<b>\$ 103,648</b>
<b>GADA Loan - Marshal's Office (690)</b>							
Principal	85,000	85,000	85,000	85,000	90,000	90,000	90,000
Interest	88,450	79,375	79,375	38,600	75,000	75,000	75,000
Misc. Charges	711	950	950	286	800	800	800
	<b>\$ 174,161</b>	<b>\$ 165,325</b>	<b>\$ 165,325</b>	<b>\$ 123,886</b>	<b>\$ 165,800</b>	<b>\$ 165,800</b>	<b>\$ 165,800</b>
<b>Butler Park (890)</b>							
Principal	3,949	4,631	4,631	4,631	5,276	5,276	5,276
Interest	1,219	769	769	769	44	44	44
Misc. Charges	243	0	0	273	33	33	33
	<b>\$ 5,411</b>	<b>\$ 5,400</b>	<b>\$ 5,400</b>	<b>\$ 5,673</b>	<b>\$ 5,353</b>	<b>\$ 5,353</b>	<b>\$ 5,353</b>
	<b>\$ 298,403</b>	<b>\$ 396,525</b>	<b>\$ 396,525</b>	<b>\$ 273,627</b>	<b>\$ 392,565</b>	<b>\$ 392,565</b>	<b>\$ 392,565</b>
<b>Revenues</b>							
Interest - GADA Loan	0	400	400	0	0	0	0
	<b>\$ -</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating Transfers</b>							
Transfers In from Gen Fund	(113,491)	(124,925)	(124,925)	(90,934)	(246,605)	(246,605)	(246,605)
Transfers In from Gen Fund (Const Tax)	(87,512)	(40,000)	(40,000)	(40,000)	(43,560)	(43,560)	(43,560)
Transfers In from Gen Fund (Sanitary Dist)		(118,800)	(118,800)	(118,800)	0	0	0
Transfers In from Park Fund	(5,400)	(5,400)	(5,400)	(5,400)	0	0	0
Transfers In from HURF Fund		(23,468)	(23,468)	(25,268)	(102,400)	(102,400)	(102,400)
	<b>\$ (206,403)</b>	<b>\$ (312,593)</b>	<b>\$ (312,593)</b>	<b>\$ (280,402)</b>	<b>\$ (392,565)</b>	<b>\$ (392,565)</b>	<b>\$ (392,565)</b>
<b>Net Effect on Debt Service Fund</b>	<b>\$ 92,000</b>	<b>\$ 83,532</b>	<b>\$ 83,532</b>	<b>\$ (6,775)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# GADA Loan

## DETAILED BOND DEBT SERVICE

Greater Arizona Development Authority  
 Town of Camp Verde, Arizona  
 Excise Tax Revenue Bonds, Series 2005

Dated Date 02/23/2005  
 Delivery Date 02/23/2005

### Serial Bond

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/23/2005					
02/01/2006			86,706.39	86,706.39	
08/01/2006	35,000	5.000%	46,175.00	81,175.00	167,881.39
02/01/2007			45,300.00	45,300.00	
08/01/2007	80,000	2.375%	45,300.00	125,300.00	170,600.00
02/01/2008			44,350.00	44,350.00	
08/01/2008	80,000	2.750%	44,350.00	124,350.00	168,700.00
02/01/2009			43,250.00	43,250.00	
08/01/2009	80,000	3.125%	43,250.00	123,250.00	166,500.00
02/01/2010			42,000.00	42,000.00	
08/01/2010	85,000	3.000%	42,000.00	127,000.00	169,000.00
02/01/2011			40,725.00	40,725.00	
08/01/2011	85,000	5.000%	40,725.00	125,725.00	166,450.00
02/01/2012			38,600.00	38,600.00	
08/01/2012	90,000	5.000%	38,600.00	128,600.00	167,200.00
02/01/2013			36,350.00	36,350.00	
08/01/2013	95,000	5.000%	36,350.00	131,350.00	167,700.00
02/01/2014			33,975.00	33,975.00	
08/01/2014	100,000	5.000%	33,975.00	133,975.00	167,950.00
02/01/2015			31,475.00	31,475.00	
08/01/2015	105,000	5.000%	31,475.00	136,475.00	167,950.00
02/01/2016			28,850.00	28,850.00	
08/01/2016	110,000	5.000%	28,850.00	138,850.00	167,700.00
02/01/2017			26,100.00	26,100.00	
08/01/2017	115,000	5.000%	26,100.00	141,100.00	167,200.00
02/01/2018			23,225.00	23,225.00	
08/01/2018	120,000	5.000%	23,225.00	143,225.00	166,450.00
02/01/2019			20,225.00	20,225.00	
08/01/2019	125,000	5.000%	20,225.00	145,225.00	165,450.00
02/01/2020			17,100.00	17,100.00	
08/01/2020	135,000	4.000%	17,100.00	152,100.00	169,200.00
02/01/2021			14,400.00	14,400.00	
08/01/2021	140,000	5.000%	14,400.00	154,400.00	168,800.00
02/01/2022			10,900.00	10,900.00	
08/01/2022	145,000	5.000%	10,900.00	155,900.00	166,800.00
02/01/2023			7,275.00	7,275.00	
08/01/2023	155,000	5.000%	7,275.00	162,275.00	169,550.00
02/01/2024			3,400.00	3,400.00	
08/01/2024	160,000	4.250%	3,400.00	163,400.00	166,800.00
	<u>2,040,000</u>		<u>1,147,881.39</u>	<u>3,187,881.39</u>	<u>3,187,881.39</u>

# Camp Verde Sanitary District IGA

Section 2: Loan Repayment Schedule  
Camp Verde Sanitary District  
07/22/2009

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	01/01/2010	3.338%	27,688.15		
1	2	07/01/2010	3.338%	31,744.38	56,282.02	115,714.55
2	3	01/01/2011	3.338%	30,805.03		
2	4	07/01/2011	3.338%	30,805.03	58,160.72	119,770.78
3	5	01/01/2012	3.338%	29,834.33		
3	6	07/01/2012	3.338%	29,834.33	60,102.12	119,770.78
4	7	01/01/2013	3.338%	28,831.22		
4	8	07/01/2013	3.338%	28,831.22	62,108.34	119,770.78
5	9	01/01/2014	3.338%	27,794.64		
5	10	07/01/2014	3.338%	27,794.64	64,181.50	119,770.78
6	11	01/01/2015	3.338%	26,723.45		
6	12	07/01/2015	3.338%	26,723.45	66,323.88	119,770.78
7	13	01/01/2016	3.338%	25,616.50		
7	14	07/01/2016	3.338%	25,616.50	68,537.78	119,770.78
8	15	01/01/2017	3.338%	24,472.61		
8	16	07/01/2017	3.338%	24,472.61	70,825.56	119,770.78
9	17	01/01/2018	3.338%	23,290.53		
9	18	07/01/2018	3.338%	23,290.53	73,189.72	119,770.78
10	19	01/01/2019	3.338%	22,068.99		
10	20	07/01/2019	3.338%	22,068.99	75,632.80	119,770.78
11	21	01/01/2020	3.338%	20,806.68		
11	22	07/01/2020	3.338%	20,806.68	78,157.42	119,770.78
12	23	01/01/2021	3.338%	19,502.24		
12	24	07/01/2021	3.338%	19,502.24	80,766.30	119,770.78
13	25	01/01/2022	3.338%	18,154.25		
13	26	07/01/2022	3.338%	18,154.25	83,462.28	119,770.78
14	27	01/01/2023	3.338%	16,761.26		
14	28	07/01/2023	3.338%	16,761.26	86,248.26	119,770.78
15	29	01/01/2024	3.338%	15,321.78		
15	30	07/01/2024	3.338%	15,321.78	89,127.22	119,770.78
16	31	01/01/2025	3.338%	13,834.25		
16	32	07/01/2025	3.338%	13,834.25	92,102.28	119,770.78
17	33	01/01/2026	3.338%	12,297.06		
17	34	07/01/2026	3.338%	12,297.06	95,176.66	119,770.78
18	35	01/01/2027	3.338%	10,708.55		
18	36	07/01/2027	3.338%	10,708.55	98,353.68	119,770.78
19	37	01/01/2028	3.338%	9,067.03		
19	38	07/01/2028	3.338%	9,067.03	101,636.72	119,770.78
20	39	01/01/2029	3.338%	7,370.72		
20	40	07/01/2029	3.338%	7,370.72	105,029.34	119,770.78
21	41	01/01/2030	3.338%	5,617.78		
21	42	07/01/2030	3.338%	5,617.78	108,535.22	119,770.78
22	43	01/01/2031	3.338%	3,806.32		
22	44	07/01/2031	3.338%	3,806.32	112,158.14	119,770.78
23	45	01/01/2032	3.338%	1,934.41		
23	46	07/01/2032	3.338%	1,934.41	115,902.04	119,770.86
				848,671.79	1,902,000.00	2,750,671.79

# Industrial Ground Lease Purchase

DEBT SERVICE SCHEDULE  
Town of Camp Verde, Arizona

Pledged Revenue Obligation, Series 2011 (Private Placement)

Year	Period	Semi-Annual		Principal	Annual		Annual Total Repayment
		Payment Dates	Interest Rate		Interest Payment	Debt Service	
1	1	01/01/2012			\$ 23,468.15	\$ 23,468.15	
1	2	07/01/2012	3.91%	\$ 63,800.30	\$ 19,647.75	\$ 83,448.05	\$ 106,916.20
2	3	01/01/2013			\$ 18,400.45	\$ 18,400.45	
2	4	07/01/2013	3.91%	\$ 70,115.30	\$ 18,400.45	\$ 88,515.75	\$ 106,916.20
3	5	01/01/2014			\$ 17,029.70	\$ 17,029.70	
3	6	07/01/2014	3.91%	\$ 72,856.80	\$ 17,029.70	\$ 89,886.50	\$ 106,916.20
4	7	01/01/2015			\$ 15,605.35	\$ 15,605.35	
4	8	07/01/2015	3.91%	\$ 75,705.50	\$ 15,605.35	\$ 91,310.85	\$ 106,916.20
5	9	01/01/2016			\$ 14,125.31	\$ 14,125.31	
5	10	07/01/2016	3.91%	\$ 78,665.60	\$ 14,125.31	\$ 92,790.91	\$ 106,916.22
6	11	01/01/2017			\$ 12,587.39	\$ 12,587.39	
6	12	07/01/2017	3.91%	\$ 81,741.40	\$ 12,587.39	\$ 94,328.79	\$ 106,916.18
7	13	01/01/2018			\$ 10,989.35	\$ 10,989.35	
7	14	07/01/2018	3.91%	\$ 84,937.50	\$ 10,989.35	\$ 95,926.85	\$ 106,916.20
8	15	01/01/2019			\$ 9,328.82	\$ 9,328.82	
8	16	07/01/2019	3.91%	\$ 88,258.50	\$ 9,328.82	\$ 97,587.32	\$ 106,916.14
9	17	01/01/2020			\$ 7,603.37	\$ 7,603.37	
9	18	07/01/2020	3.91%	\$ 91,709.40	\$ 7,603.37	\$ 99,312.77	\$ 106,916.14
10	19	01/01/2021			\$ 5,810.45	\$ 5,810.45	
10	20	07/01/2021	3.91%	\$ 95,295.30	\$ 5,810.45	\$ 101,105.75	\$ 106,916.20
11	21	01/01/2022			\$ 3,947.43	\$ 3,947.43	
11	22	07/01/2022	3.91%	\$ 99,021.30	\$ 3,947.43	\$ 102,968.73	\$ 106,916.16
12	23	01/01/2023			\$ 2,011.56	\$ 2,011.56	
12	24	07/01/2023	3.91%	\$ 102,893.10	\$ 2,011.56	\$ 104,904.66	\$ 106,916.22
				\$ 1,005,000.00	\$ 277,994.26	\$ 1,282,994.26	\$ 1,282,994.26

Prepared by Stone & Youngberg LLC