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Final Budget

for Fiscal Year
2013-14

Town of Camp Verde, Arizona

473 S Main Street
Camp Verde, AZ 86322
(928) 554-0000
www.campverde.az.gov

The Center Of It All

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Chapter One

Introduction

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Town of Camp Verde

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

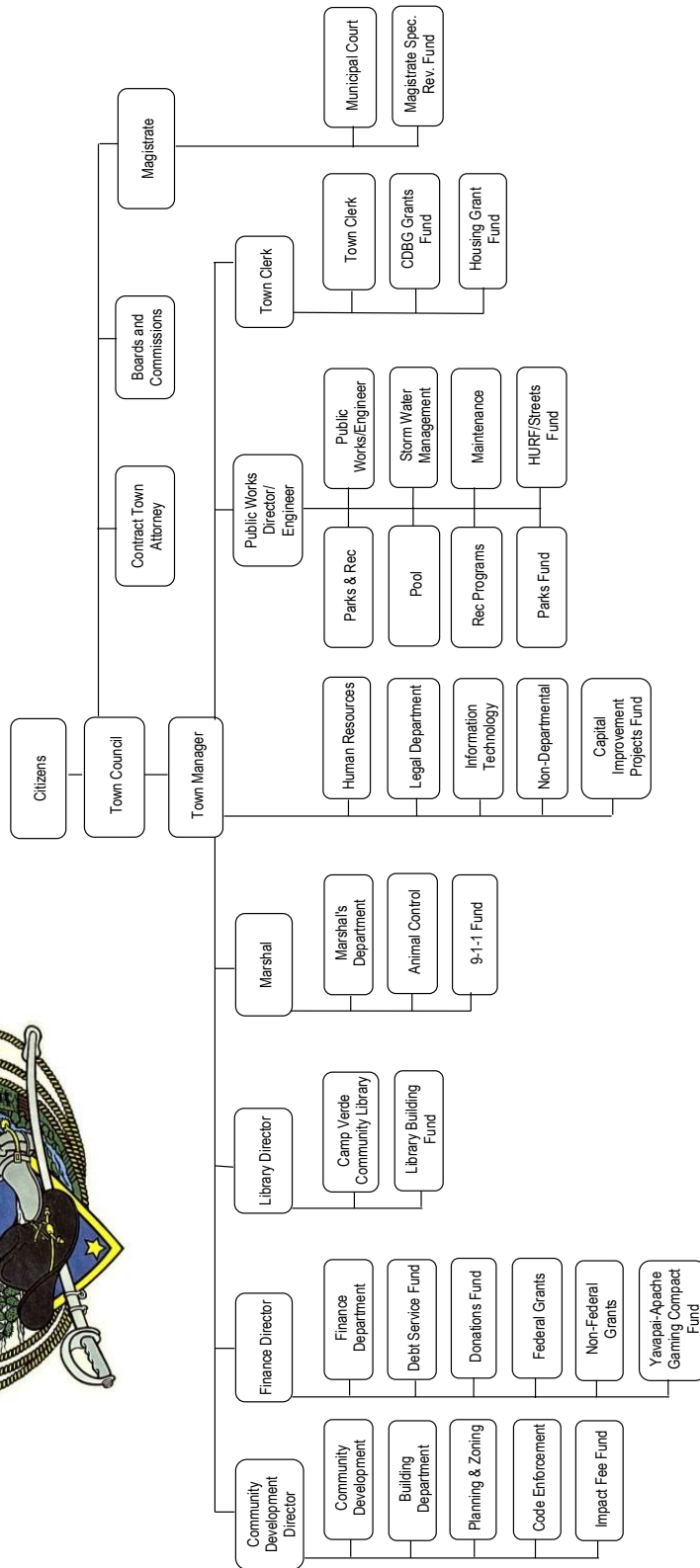
Charlie German, Mayor
Jackie Baker, Vice-Mayor
Carol German, Councilor
Bruce George, Councilor
Robin Whatley, Councilor
Jessie Jones, Councilor
Brad Gordon, Councilor

Department Heads

Russ Martin, Town Manager
Deborah Barber, Town Clerk
Mike Showers, Finance Director
Steve Ayers, 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

General Information

The Town of Camp Verde was incorporated on December 8, 1986. The 2012 Census Bureau estimates, list the population of Camp Verde at 10,925. 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 Wildlife Park.

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	2012
Town of Camp Verde	10,730	11,230	11,519	11,580	12,908	10,873	10,925

Economic Factors

Estimated Gross Taxable Sales (c)			Building Permits (c)		
FY	Amount		FY	Number	Value
2012	\$ 82,639,429		est. 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 Low (°F)	Avg High (°F)	Precip (in)
January	27	27	61	1.3
February	30	30	66	1.4
March	35	35	72	1.3
April	41	41	80	0.6
May	48	48	89	0.4
June	55	55	99	0.3
July	64	64	102	1.8
August	64	64	99	2.2
September	56	56	94	1.7
October	44	44	83	1.0
November	32	32	70	1.0
December	26	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

Financial Structure, Policy & Process

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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.				2013-14 COUNCIL ADOPTION
		2011-12 AUDITED ACTUALS	2012-13 COUNCIL ADOPTION	2012-13 ADJUSTED BUDGET	2012-13 ESTIMATED ACTUALS	
Expenditures						
Wages & Related						
Salaries						
Overtime						
FICA						
Medicare						
Retirement						
Unemployment Insurance						
Workman's Compensation						
Health, Dental, Life & STD Insurance						
Total Wages & Related		\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenditures						
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						
Total Operating Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditures						
Office Equipment/Furniture						
Computer / Network Infrastructure						
Total Equipment/Capital Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -
Revenues						
Departmental Revenues						
Copies						
Total Departmental Revenues		\$ -	\$ -	\$ -	\$ -	\$ -
Operating Transfers						
Op. Trans. In - YAN F07		33,268	60,000	60,000	60,000	24,674
Total Operating Transfers		\$ 33,268	\$ 60,000	\$ 60,000	\$ 60,000	\$ 24,674
Net Cost to General Fund		\$ (33,268)	\$ (60,000)	\$ (60,000)	\$ (60,000)	\$ (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 approved by Council 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. **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**
4. **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.

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.

Proprietary Funds

1. **Enterprise Fund** - Enterprise Funds are used to report any activity which a fee is charged to external users for goods or services. The Town accounts for the newly acquired Camp Verde Sanitary District operations as an Enterprise Fund. However, the debt related to the Sanitary District is considered separately as an Agency Fund as the debt is not tied to the Town of Camp Verde and is paid for through contractual tax levies on properties within the Sewer District.
 - * **Camp Verde Sanitary District Operations (Enterprise)**

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.
 - * **Employee Assistance Fund**
 - * **Camp Verde Sanitary District Debt (Agency)**



Town of Camp Verde

Proposed Budget Calendar for FY 2013-14 as approved by Council on February 20, 2013

Date	Task to be completed
Feb. 19 th	Finance Department distributes budget worksheets and instructions to department heads.
Feb. 20 th	Brief Council and obtain approval of the budget calendar
Mar. 25 th	Dept. worksheets due to Finance Director
Apr. 1st - 5th	Finance Dept. meets with Department Heads to review/discuss budget proposals.
Apr. 22 nd	Distribute draft budget with supplementary documentation to Council
Apr 26th & May 10th	Council budget work sessions in Council Chambers. -Meet with Dept. Heads (8:00 a.m. - 11:00 a.m.)
May 17 th	Council budget review w/Town Mngr & Finance Director (8:00 a.m. - 11:00 a.m.) -Council Chambers
June 19 th	Council Meeting: Final revisions and Possible Adoption of Tentative Budget
Jun 26th & Jul 3rd	Budget advertisement in local newspapers & Website
July 17 th	Special session to receive public input and Adopt Final Budget (re-scheduled to August 7 th)

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



Town of Camp Verde

Financial Policies

Fiscal Policies

ACCOUNTING

The Town's accounting and financial reporting systems will be maintained in conformance with Generally Accepted Accounting Principles and standards of the Government Accounting Standards Board. A fixed asset system will be maintained to identify all Town assets, their condition, historical cost, replacement value and useful life.

AUDIT

An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Comprehensive Annual Financial Report, including an audit opinion.

FINANCIAL

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

RESERVES

The Town will maintain General Fund reserves of unrestricted monies in the amount of \$500,000. The Finance Director will alert the Council anytime Unrestricted General Fund reserves drop below \$1,000,000 and will continue to update Council members until unrestricted General Fund reserves reach the \$1,000,000 threshold or until directed by Council that the reporting is no longer necessary. The Town will also maintain HURF Fund reserves in an amount equal to three (3) months of budgeted HURF expenditures. This reserve balance shall not be used without approval from the Council.

BUDGET POLICY

PURPOSE: To establish policies and procedures to carefully account for public funds, manage the finances wisely and plan for adequate funding of services that are desired by the public. The following budget policy provides guidance for preparing the Town of Camp Verde's annual budget (all funds) as well as adoption, implementation, and monitoring of the budget.

I. POLICIES

- A. BUDGET PHILOSOPHY. The Town of Camp Verde's budget philosophy includes funding the service delivery system using the resources provided through current revenue collection while planning for future needs through capital funding and maintenance.
- B. BALANCED BUDGET. Arizona law (Title 42 Arizona Revised Statutes) requires the Town Council to annually adopt a balanced budget. The Town of Camp Verde will develop a balanced budget by June 30th each year, where projected revenues meet or exceed projected expenditures. In the event that projected revenues are not adequate to sustain the service delivery system desired by the Town's citizens, a draw on fund balance may be authorized by the Town Council in accordance with Town Code Section 3-4-5 Fund Balance Policy. In addition, the Town will not use one-time (non-recurring) revenues to fund continuing (recurring) expenditures.
- C. CONSERVATIVE PROJECTIONS. Revenues and Expenditures will be determined through conservative projections. Current revenues will be sufficient to support current operating expenditures allowing the Town to maintain a positive operating position.
- D. USER FEES. User Fees will be adjusted as necessary to recover the full cost of services provided, except when the Town Council determines that a subsidy from the General Fund is in the public interest.

II. PROCEDURES

A. BUDGET PROCESS

1. The Town Manager will meet with all Department Directors to discuss his/her outlook for the coming year and give staff direction as to the financial direction of the new year's budget.
2. Department Heads will develop the budgets for their departments based on the recommended direction of the Town Manager.
3. Department Heads will enter their completed budget requests into the computer accounting system with appropriate notes for review by the Town Manager. Individual meetings are held with each of the Department Heads to discuss their budget requests and to assure that the Departments' narratives are complete.
4. The compiled preliminary draft budget is distributed to Council Members and Department Heads. Budget Work Sessions are scheduled to present each budgetary unit to Council, answer questions that may arise, make adjustments as directed, and obtain Council's preliminary approval of the requests. The Finance Department, with the Town Manager's direction, makes final adjustments to the budget and verifies that all information is properly included in the budget document.
5. In June, the Tentative Budget is approved by Council and the budget is advertised in the local newspapers for two consecutive weeks.
6. In July, Public Hearings on the Tentative Budget are held. If no changes have been directed, the Final Budget is adopted and implemented.

B. BUDGET AMENDMENT POLICY

1. Once the tentative budget is adopted, the expenditure limitation amount is set for the fiscal year. The Town Council may not approve additional appropriations above that amount.
2. Throughout the fiscal year, amendments may be made to the adopted budget. All budget amendments must be approved by the Town Council. Budget amendments include, but are not limited to, transfers of appropriations between departments, transfers of appropriations from the Contingency to departments and/or funds, and transfers of appropriations between funds.
3. The Town Manager may approve budget reallocations within functional department areas as follows:
 - a. General Government – All “100 & 900” department account numbers
 - b. Magistrate Court – All “300” department account numbers
 - c. Public Works – All “400” department account numbers
 - d. Community Development – All “500” department account numbers
 - e. Marshal’s Office – All “600” department account numbers
 - f. Library – All “700” department account numbers
 - g. Parks & Rec – All “800” department account numbers
4. A budget adjustment is requested with the Budget Change/Re-Appropriation Form. The form is submitted to the Finance Director for review.
5. The Finance Director shall submit the completed Budget Change/Re-Appropriation Form to Council for approval.
6. Approved changes to the budget shall be documented, signed and entered by the Finance Director and filed in an annual budget adjustment file.

C. BUDGET MONITORING

1. The Finance Department, along with each Department Head, monitors the budget continuously throughout the fiscal year. The Town focuses on the object level (total salary expenditures, total operational expenditures, etc.) of tracking rather than focusing on the sub-object level (each specific line item). This means that instead of tracking each line item to ensure that it remains within the budget appropriation, the focus is on whether the Department as a whole operates within its total budget appropriation.
2. Revenue projections are monitored monthly and statistically projected throughout the remainder of the fiscal year to determine the need to decrease expenditure appropriations in order to maintain a balanced budget.
3. Financial reports are given to the Town Council and Department Heads quarterly detailing the status of each department and the Town as a whole. Along with these reports, the Finance Department also presents a report to Council detailing the revenue projections through the end of the fiscal year and makes recommendations as needed to decrease appropriated expenditures, as a result of any shortfall in our revenue base, which may materialize.

D. BUDGET CALENDAR

1. In February of each year, the Finance Director shall obtain approval of the budget calendar for the following fiscal year.

E. CAPITAL IMPROVEMENTS

1. The Town will make all capital improvements in accordance with an adopted and funded capital improvement program (CIP). The CIP will provide for adequate design, construction, maintenance and replacement of the Town’s capital assets over a five-year period.

2. The Town will use intergovernmental assistance to finance only those capital improvements that is consistent with the Capital Improvement Plan and Town priorities, and who's operating and maintenance costs have been included in the budget.
3. The Town will coordinate development of the capital improvement budget with the development of the operating budget.
4. If funding new facilities, the Parks Fund and other special development impact funds may only be used if those new facilities are included in the Town's master plans.

F. FUND ACCOUNTING

1. The Town utilizes fund accounting, which is a method of tracking revenues and expenditures based on restrictions being placed on the revenues requiring that they be used for specific purposes only. Each fund is considered a separate accounting entity. All funds except agency funds are included in the budget document. Agency funds are not required to be included in the budget document as they are monies belonging to separate entities, which the Town holds in trust for them.

G. GOVERNMENTAL FUNDS

1. General Fund - The General Fund is the main operating fund of the Town of Camp Verde; it accounts for the majority of the departments within the Town.
2. Special Revenue Fund - Special Revenue Funds are separate accounting records used to track revenues (and the related expenditures) that are legally restricted for specific purposes.
3. Debt Service Fund - Debt Service Fund is used to account for the funding allocations and the payments of general long-term debt principal, interest and related costs.
4. Capital Project Fund - Capital Project Funds are used to track the financial resources to be used for the acquisition or construction of capital assets. A capital asset is defined by the Town as any item with an extended useful life whose purchase price (or value if donated) is \$5,000 or more.
5. All Governmental Funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Measurable means that the amount of the transaction can be determined. Available means that the funds are collectible within the current period or soon thereafter to pay liabilities of the current period. Expenditures are recognized when the related liability is incurred.

H. FIDUCIARY FUNDS

1. Agency Fund - The Agency Fund is used to account for monies belonging to other agencies that the Town holds in a trustee capacity.
2. Fiduciary Funds - Fiduciary Funds are accounted for using the accrual basis of accounting. This method of accounting recognizes the financial effects of transactions and other events and circumstances that have cash consequences in the periods in which transactions, events, and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

I. BUDGET BASIS

1. The Town maintains its financial records in accordance with Generally Accepted Accounting Principles (GAAP) for government entities. The budgets of General Government Funds are prepared on a modified accrual basis. This includes all fund types managed by the Town of Camp Verde.

DEBT POLICY

PURPOSE: To establish policies and procedures to provide for the preservation and eventual enhancement of the Town's bond ratings, the maintenance of adequate debt service reserves, compliance with debt instrument covenants and provisions and required disclosures to investors, underwriters, and rating agencies. These policy guidelines will also be used when evaluating the purpose, necessity, and condition under which debt will be issued. These policies are meant to supplement the legal framework of public debt laws provided by the Arizona Constitution, State Statutes, City Charter, federal tax laws, and the Town's current bond resolutions and covenants.

The Town utilizes long-term debt to finance capital projects with long useful lives. Financing capital projects with debt provides for an "intergenerational equity", as the actual users of the capital asset pay for its cost over time, rather than one group of users paying in advance for the cost of the asset.

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

I. POLICIES/PROCEDURES

- A. The overall debt management policy of the Town is to ensure that financial resources of Town are adequate in any general economic situation to not preclude the Town's ability to pay its debt when due.
- B. The Town will not use long-term debt to fund current operations or projects that can be financed from current revenues or resources. The Town will first attempt "pay as you go" capital financing.
- C. The Town does not intend to issue commercial paper (CP) or bond anticipation notes (BANs) for periods longer than two years or for the term of a construction project. If CP or a BAN is issued for a capital project, it will be converted to a long-term bond or redeemed at its maturity.
- D. Whenever the Town finds it necessary to issue revenue bonds, the following guidelines will be adhered to:
 1. Revenue Bonds are defined as bonds in which the debt service is payable from the revenue generated from the operation of the project being financed or a category of facilities, from other non-tax sources of the Town, or from other designated taxes such as Highway User's Revenues, excise tax, or special fees or taxes. For any bonds or lease-purchase obligations in which the debt service is paid from revenue generated by the project, that debt service is deemed to be revenue bonds and are excluded from the calculation of the annual debt service limitation.
 2. Revenue Bonds of the Town will be analyzed carefully by the Finance Department for fiscal soundness. The issuance of Revenue Bonds will be subject to the most careful review and must be secured by covenants sufficient to protect the bondholders and the name of the Town.
 3. Revenue Bonds should be structured to provide level annual debt service over the life of the issue.
 4. Debt Service Reserve Funds should be provided when required by rating agencies, bond insurers, or existing bond covenants.
 5. Interest earnings on the reserve fund balances will be used to pay debt service on the bonds unless otherwise committed for other uses or purposes of the project.
 6. The term of any revenue bond or lease obligation issue will not exceed the useful life of the capital project, facility or equipment for which the borrowing is intended.
 7. The target for the term of Revenue Bonds will typically be between twenty and thirty years. The target for the "average weighted maturities" for Revenue Bonds of the Town (except for those issued through the Arizona Water Infrastructure Finance Authority) will be twelve and one half (12 1/2) years.

- E. Improvement District (ID) and Community Facility District (CFD) Bonds shall be issued only when the formation of the district demonstrates a clear and significant purpose for the Town. It is intended that Improvement District and Community Facility District Bonds will be primarily issued for neighborhoods and business districts desiring improvements to their property such as roads, water lines, sewer lines, streetlights, and drainage. The District must provide a specific benefit to the property owner(s). The Town will review each project through active involvement of Town staff and/or selected consultants to prepare projections, review pro-forma information and business plans, perform engineering studies, and analyze minimum debt coverage and value to debt ratios, and other analyses necessary to consider the proposal against specific criteria. Both ID and CFD Bonds will be utilized only when it is expected that they will be outstanding for their full term.
- F. Refunding Bonds will be measured against a standard of the net present value debt service savings exceeding 5% of the debt service amount of the bonds being refunded, or if savings exceed \$750,000, or for the purpose of modifying restrictive covenants or to modify the existing debt structure to the benefit of the Town.
- G. The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness.
- H. The Town shall comply with all requirements of Title 15.1 Arizona Revised Statutes and other legal requirements regarding the issuance of bonds and certificates of the Town or its debt issuing authority.
- I. The Town will maintain regular contact with rating agencies through meetings and visits on and off-site. The Town will secure ratings on all bonds issued if economically feasible.

II. SHORT-TERM DEBT

- A. The Town may use short-term debt to cover temporary or emergency cash flow shortages. All short-term borrowing will be subject to Council approval by ordinance or resolution.
- B. The Town may issue inter-fund loans, rather than outside debt instruments to meet short-term cash flow needs. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operations.

III. LONG-TERM DEBT

- A. The Town will confine long-term borrowing to capital improvements that cannot be funded from current revenues.
- B. Where possible, the Town will use special assessment revenue or other self-supporting bonds instead of general obligation bonds.

INVESTMENT POLICIES

PURPOSE: To establish policies and procedures to create a guide for the investment of Town funds. The Town also desires to take advantage of resources not available to the Town through the Local Government Investment Pool.

Therefore, it is the investment policy of the Town and its designee, the Finance Director, to maintain the safety of principal, maintain liquidity to meet cash flow needs and provide competitive investment returns as identified below. The Finance Director will strive to invest with the judgment and care that prudent individuals would exercise in their own affairs.

I. POLICIES/PROCEDURES

A. GOVERNING AUTHORITY

1. The investment program of the Town shall be operated in conformance with Federal, State and other legal requirements, primarily outlined in A.R.S. §35–323.

B. APPROVAL OF THE INVESTMENT POLICY

1. The investment policy shall be formally approved and adopted by the Town Council and reviewed on or about July 1 of every odd numbered year by the Town Council or their designee.

C. SCOPE

1. The Town will consolidate cash and reserve balances from all funds in order to maximize investment earnings and to increase efficiencies with regard to investment management pricing, safekeeping costs and administration costs, except for cash in certain restricted and/or special funds, which are exempted from this policy.
2. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
3. The Finance Director will follow A.R.S. §35–323 and other investment guidelines mandated by statute. Investments that need to restrict yield for purposes of the Internal Revenue Service's Arbitrage Bond Regulations (Treasury Regulation Section 1.148-1 *et seq.*) will be deposited into a separate account and invested in a manner that meets arbitrage guidelines permitted by the IRS.

D. INVESTMENT POLICY OBJECTIVES

1. The primary investment objectives of the Town in order of priority are:
 - a. Safety
 - b. Liquidity
 - c. Optimal yield
 - d. Collateralization
2. These objectives are defined below:
 - a. Safety - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to prudently mitigate credit risk and interest rate risk. It is understood by the Town that no investment is completely free of risk.
 - 1) Credit Risk - The Town will seek to mitigate credit risk, which is defined as the risk of loss due to the failure of the security issuer or backer. Mitigating credit risk is to be accomplished by:
 - a) Limiting investments in the portfolio to the asset classes designated as acceptable in A.R.S. §35-323;

- b) Diversifying the investment portfolio so that the impact of potential losses from any one individual issuer held in the portfolio will be limited. Specific diversification parameters will be noted in Section VIII. Portfolio Criteria;
 - c) Utilizing external research and advice regarding the current global economic condition and its impact on the outlook for domestic corporate credit quality.
- 2) Interest Rate Risk - The Town will seek to mitigate interest rate risk, which is defined as the risk that the market value of securities held in the portfolio will decline due to increases in market interest rates subsequent to their purchase. This mitigation will be accomplished by:
- a) Structuring the investment portfolio so that securities mature concurrent with the anticipated cash requirements for ongoing operations, thereby avoiding, as much as possible, the need to sell securities in an adverse market environment prior to maturity;
 - b) Investing funds primarily in shorter-term securities or similar investment pools and limiting the average maturity of the portfolio in accordance with the needs of the Town;
 - c) Utilizing external research and advice regarding the current interest rate outlook and global economic condition to optimize portfolio duration strategy.
- b. Liquidity - The investment portfolio shall remain sufficiently liquid to meet anticipated cash flow requirements. This is to be accomplished by structuring the portfolio so that securities mature concurrent with anticipated cash flow needs (static liquidity). Furthermore, because all possible cash demands cannot be anticipated, the portfolio should consist of securities for which there exist active secondary markets (dynamic liquidity). Alternately, a portion of the portfolio may be placed in money market mutual funds or the Local Government Investment Pool, which offers same-day liquidity for short-term funds.
- c. Optimal Yield - Return on investment is of lesser importance compared to the safety and liquidity objectives described above. The investment portfolio shall be designed to optimize the yield the Town obtains from the portfolio taking into account the criteria of the investment policy, the dynamic liquidity needs of the Town and the current interest rate outlook/economic condition.
- d. Collateralization – Securities will be registered in the name of the Town of Camp Verde.

E. INVESTMENT MANAGEMENT AUTHORITY

1. Authority to manage internally or to delegate the management of the investment program of the Town to an external manager is granted to the Finance Director. If authority to manage all or a part of the investment program of the Town is delegated to an external manager, the Finance Director is responsible for:
 - a. Periodic investment portfolio reporting;
 - b. Evaluating the performance of the externally managed portfolio;
 - c. Monitoring manager compliance with the investment policy;
 - d. Conveying the investment needs of the Town to the external manager;
 - e. Developing investment strategy with the external manager.

F. BROKERS/DEALERS

1. When the Town is investing directly with Brokers/Dealers, investment transactions shall only be conducted with financial institutions that are licensed, as may be required by law, to do business in Arizona. Primary government securities dealers or broker-dealers, engaged in the business of selling government securities, shall be registered in compliance with section 15 or 15C of the Securities Exchange Act of 1934 and registered pursuant to A.R.S. §44-3101, as amended. In addition, investment transactions shall be conducted only with those direct issuers who meet both credit and capital requirements established by the Finance Director. It shall be the responsibility of the broker-dealer to provide the following:
 - a. Audited, most recent annual financial statements within six months of the close of the fiscal year;
 - b. Unaudited, most recent quarterly financial statements;
 - c. Proof of National Association of Security Dealers certification;
 - d. Proof of Arizona registration (as needed);

- e. A signed letter acknowledging that they have read and agree to abide by the investment policy.

G. PORTFOLIO CRITERIA

1. Acceptable Asset Classes

As of 4/16/2007, A.R.S. §35-323A defines the acceptable asset classes available for the Town to invest in as follows:

- a. Certificates of deposit in eligible depositories.
- b. Certificates of deposit in one or more federally insured banks or savings and loan associations in accordance with the procedures prescribed in Section 35-323.01.
- c. Interest-bearing savings accounts in banks and savings and loan institutions doing business in this state whose accounts are insured by federal deposit insurance for their industry, but only if deposits in excess of the insured amount are secured by the eligible depository to the same extent and in the same manner as required under this article.
- d. Repurchase agreements with a maximum maturity of one hundred eighty days.
- e. The pooled investment funds established by the state treasurer pursuant to § 35-326.
- f. Obligations issued or guaranteed by the United States or any of the senior debt of its agencies, sponsored agencies, corporations, sponsored corporations or instrumentalities.
- g. Bonds or other evidences of indebtedness of this state or any of its counties, incorporated cities or towns or school districts.
- h. Bonds, notes or evidences of indebtedness of any county, municipal district, municipal utility or special taxing district within this state that are payable from revenues, earnings or a special tax specifically pledged for the payment of the principal and interest on the obligations, and for the payment of which a lawful sinking fund or reserve fund has been established and is being maintained, but only if no default in payment on principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if such obligations were issued less than five years before the date of investment, no default in payment of principal or interest has occurred on the obligations to be purchased nor any other obligations of the issuer within five years of the investment.
- i. Bonds, notes or evidences of indebtedness issued by any county improvement district or municipal improvement district in this state to finance local improvements authorized by law, if the principal and interest of the obligations are payable from assessments on real property within the improvement district. An investment shall not be made if:
 - 1) The face value of all such obligations, and similar obligations outstanding, exceeds fifty per cent of the market value of the real property, and if improvements on which the bonds or the assessments for the payment of principal and interest on the bonds are liens inferior only to the liens for general ad valorem taxes.
 - 2) A default in payment of principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if the obligations were issued less than five years before the date of investment, a default in the payment of principal or interest has occurred on the obligations to be purchased or on any other obligation of the issuer within five years of the investment.
- j. Commercial paper of prime quality that is rated "P1" by Moody's Investor Service or rated "A1" or better by Standard and Poor's rating service or their successors. All commercial paper must be issued by corporations organized and doing business in the United States.
- k. Bonds, debentures and notes that are issued by corporations organized and doing business in the United States and that are rated "A" or better by Moody's Investor Service or Standard and Poor's rating service or their successors.
- l. All other investments are thereby prohibited from consideration for investment. Furthermore, the Town may desire to be more conservative in its investment portfolio and restrict or prohibit certain of the investments listed above.

H. BENCHMARK

1. The performance of an actively managed portfolio on behalf of the Town will be expected to at least match the performance of the Local Government Investment Pool during any one-year period.
2. Occasionally, based on the liquidity needs and the portfolio strategy of the Town it may be reasonable and desirable to measure portfolio performance against a total return benchmark. The Finance Director shall define such a benchmark after consultation with professionals in the field of financial management and the Town Council.

I. MATURITY PARAMETERS

Funds Maximum Maturity:	3 Years
Maximum Maturity for Repurchase Agreements:	180 Days
Portfolio Duration Target:	To be defined by the Finance Director in consultation with the Town Council.
Portfolio Duration Range:	+ / - 20% of the Portfolio Duration Target

J. CONCENTRATION AND DIVERSIFICATION

1. At the time of purchase a maximum of 5% of the market value of the portfolio may be invested in debt issued by any single entity. Debt backed by the United States Treasury or GSE's are exempt from this concentration criterion.

K. MINIMUM ACCEPTABLE CREDIT QUALITY

1. As indicated in the table below, all corporate portfolio holdings at the time of purchase must have a minimum rating (*) by at least one of the Nationally Recognized Statistical Rating Organizations (NRSRO's).

	S & P	Moody's
Short Term Rating	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating * (see exhibit 1)	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating * (see exhibit 1)
Long Term Rating	One grade higher than the Town of Camp Verde current G.O. Bond Rating *	One grade higher than the Town of Camp Verde current G.O. Bond Rating *

*In no case shall the rating be lower than that required by A.R.S. §35-323, as amended.

L. SAFEKEEPING AND CUSTODY

1. Delivery vs. Payment - All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.
2. Safekeeping - Securities will be held by a custodian selected by the Town and evidenced by custodial reports. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

M. REPORTING

1. The Finance Director shall produce for the governing body of the Town or their designee a quarterly investment report.

N. CUSTODIAN RECONCILIATION

1. The report of investment holdings shall be reconciled within 30 days of the close of each month to the Finance Director's custodian bank. Discrepancies shall be reported to the Finance Director.

O. ETHICS AND CONFLICTS OF INTEREST

1. Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose, within ten (10) days, any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the Town.

P. POLICY CONSIDERATIONS

1. Exemption – Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy. Any deviation from the preceding policy shall require the prior specific written authority of the Town Council.

Q. INVESTMENT TRAINING

1. Investment officials shall have a finance, accounting or related degree and knowledge of treasury functions. Investment training must take place not less than once in a two-year period and receive no less than ten hours of instruction relating to investment responsibilities from an independent source such as Government Finance Officers Association, Municipal Treasurers Association, American Institute of Certified Public Accountants, Government Finance Officers Association-Arizona, Arizona Society of Public Accounting or other professional organizations.
2. The Chief Financial Officer and all investment officials of the Town shall attend at least one training session relating to their cash management and investment responsibilities within 12 months of assuming these duties for the Town. Training must include education in investment controls, security risks, strategy risks, market risks, and compliance with state investment statutes.
3. A report of the training(s) attended shall be submitted to Council at the time of the bi-annual review of the Investment Policy subject to Section 3-4-4.3.

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Chapter Three

General Fund

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General Fund

General Purpose Revenues

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Local Revenues				
Sales Taxes				
Town Sales Tax	1,536,345	1,522,119	2,187,500	2,467,921
Accommodation Tax	84,609	88,626	72,000	120,000
Construction Tax (2% CIP)	95,023	85,765	88,440	144,000
Construction Tax (1% Debt)	47,512	42,243	43,560	72,000
Total Sales Taxes	\$ 1,763,489	\$ 1,738,753	\$ 2,391,500	\$ 2,803,921
Franchise Fees				
APS Franchise Fee	199,115	204,722	200,000	210,000
Camp Verde Water Franchise Fee	21,308	21,769	21,000	22,050
NPG Cable Franchise Fee	14,050	10,468	10,000	10,500
UNS Gas Franchise Fee	8,880	8,542	8,000	8,400
Total Franchise Fees	\$ 243,353	\$ 245,501	\$ 239,000	\$ 250,950
Miscellaneous				
Yavapai County - Fort Verde IGA	22,500	30,000	30,000	0
Refunds & Reimbursements	992	11,121	0	0
Miscellaneous	9,686	2,281	0	0
Surplus Property Sales	17,161	1,350	0	0
Proceeds from Sale of Assets	15,245	4,287	0	0
Scrap Sales	0	1,448	0	0
Interest	8,976	5,665	20,000	25,000
Total Miscellaneous	\$ 74,560	\$ 56,152	\$ 50,000	\$ 25,000
Total Local Revenues	\$ 2,081,402	\$ 2,040,406	\$ 2,680,500	\$ 3,079,871
Intergovernmental Revenues				
Urban Revenue Sharing	1,044,381	917,689	1,110,000	1,213,000
State Sales Tax	821,815	849,619	909,000	915,000
Vehicle License Tax	575,293	558,632	565,000	565,000
Total Intergovernmental Revenues	\$ 2,441,489	\$ 2,325,940	\$ 2,584,000	\$ 2,693,000
Total General Purpose Revenues	\$ 4,522,891	\$ 4,366,346	\$ 5,264,500	\$ 5,772,871

General Fund

Departmental Expense Summaries & Operating Transfers

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
General Fund Net Department Cost				
Mayor & Council	17,151	22,881	27,284	44,004
Town Manager	197,486	195,617	190,965	207,545
Town Clerk	204,072	132,485	226,863	193,615
Finance	229,062	198,913	202,783	221,297
Human Resources	49,094	47,113	30,818	27,565
Risk Management	474,009	205,346	310,010	273,040
Economic Development	168,750	244,130	204,118	171,415
Information Technology	82,238	139,082	116,830	130,635
Magistrate Court	80,362	40,131	60,679	64,315
Public Works Engineer	100,910	70,442	91,489	109,955
Storm Water	39,850	31,684	39,000	93,295
Maintenance	381,797	399,316	431,492	488,425
Community Development	79,612	97,621	73,096	119,510
Building	26,411	(11,848)	38,131	3,580
Planning & Zoning	114,673	9,479	65,535	55,820
Code Enforcement	15,354	8,644	84,748	62,245
Marshal	1,703,643	1,826,578	1,982,050	2,087,903
Animal Control	113,358	117,200	70,750	71,550
Library	203,361	190,412	267,418	258,340
Parks & Rec	131,169	129,597	120,651	127,888
Pool	19,290	657	46,209	56,882
Children's Rec	26,886	4,314	13,566	8,015
Non Departmental	141,808	112,694	293,731	333,550
Total Net Departmental Costs	\$ 4,600,346	\$ 4,212,488	\$ 4,988,216	\$ 5,210,389
Non-Departmental Operating Transfers				
Transfer In from Y-A Gaming Fund	(27,279)	0	0	0
Transfer In from Employee Asst. Fund	0	(39,768)	0	0
Transfer Out to CIP Fund	100,173	959,616	195,799	163,000
Transfer Out to Non-Fed Grants Fund	0	5,566	0	0
Transfer Out to Fed Grants Fund	0	0	0	14,210
Transfer Out to Debt Serv. (All Const Tax)	0	0	0	216,000
Transfer Out to Debt Service Fund	201,003	243,165	290,165	169,272
Transfer Out to Library Bldg Fund	100	27,279	0	0
Total Non-Departmental Operating Transfers	\$ 273,997	\$ 1,195,858	\$ 485,964	\$ 562,482
Net Effect on General Fund Balance				
General Revenues	(4,522,891)	(4,366,346)	(5,264,500)	(5,772,871)
Net Departmental Costs & Transfers	4,874,343	5,408,346	5,474,180	5,772,871
Use of / (Surplus to) Fund Balance	\$ 351,452	\$ 1,042,000	\$ 209,680	\$ -

General Fund Expenditures by Category

EXPENSE CATEGORY	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Salary Related Expenditures				
Salaries	2,645,193	2,619,792	2,867,335	3,190,615
Pro Tem Judges	0	0	2,700	2,700
Overtime	34,236	45,586	41,000	41,000
Holiday Pay	15,367	29,173	31,000	11,400
Uniform Allowance	20,100	19,123	24,300	31,200
FICA	121,942	118,234	133,304	158,955
Medicare	38,224	38,344	41,578	47,540
Retirement	287,557	325,313	345,339	417,095
Unemployment Insurance	6,201	6,216	6,279	1,140
Workman's Compensation	43,648	69,491	66,610	78,905
Health, Dental, Life & STD Insurance	365,741	371,350	425,751	494,870
Total Salary Related Expenditures	\$ 3,578,209	\$ 3,642,622	\$ 3,985,197	\$ 4,475,420
Operational Expenditures				
Training	19,438	17,747	30,850	31,750
Tuition Reimbursement	0	4,397	5,000	2,500
Travel	4,180	13,273	22,020	23,050
Uniforms	2,623	7,465	2,400	2,400
Office Supplies	23,376	23,860	31,700	24,200
Subscriptions/Memberships	12,009	14,857	17,580	20,355
Books/Tapes/Publications	15,154	20,629	25,270	22,820
Printing	4,567	3,052	7,725	7,275
Advertising	4,405	3,255	24,250	17,200
Postage	8,485	3,212	5,000	7,050
Computer Services/Software	29,913	83,312	124,711	125,108
Auto Repair/Maintenance	32,148	53,792	53,050	20,950
Fuel	58,363	69,529	74,040	60,550
Utilities	162,413	163,415	149,111	151,329
Waste Removal	5,540	5,788	7,601	7,850
Cell Phone	2,516	3,576	3,600	13,100
Pest Control	3,596	2,878	3,360	3,200
Consulting Services	179,409	117,536	81,000	70,500
Legal Services	239,353	18,449	69,100	42,400
Contract Labor/Services	110,532	98,009	117,900	138,090
Interpreters	0	0	500	500
Equipment & Maint	15,133	14,607	35,395	32,090
Service Charges	8,821	6,616	5,000	5,500
Credit Card Processing Fees	7,170	5,928	1,500	1,500
Liability Insurance	182,745	163,283	190,000	172,200
Legal Defense	0	0	25,000	15,000
Safety / Security Program	0	0	4,000	5,500
Department Specific Expenditures	436,449	908,509	413,835	342,835
Employee Term Payouts	6,349	0	0	25,000
Contingency	0	0	165,761	200,000
Total Operational Expenditures	\$ 1,574,687	\$ 1,826,974	\$ 1,696,259	\$ 1,591,802
Equipment/Capital Expenditures				
Office Equipment/Furniture	0	14,531	0	0
Equipment Lease	13,699	9,165	9,925	5,400
Total Equipment/Capital Expenditures	\$ 13,699	\$ 23,696	\$ 9,925	\$ 5,400
Total General Fund Expenditures	\$ 5,166,595	\$ 5,493,292	\$ 5,691,381	\$ 6,072,622

General Government Summary



Departments

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

	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related	\$ 566,993	\$ 584,436	\$ 620,190	\$ 682,045
Operating Expenditures	\$ 1,007,249	\$ 750,356	\$ 1,003,162	\$ 959,121
Equipment/Capital Expenditures	\$ 7,106	\$ 14,766	\$ -	\$ -
Total Expenditures	\$ 1,581,348	\$ 1,349,558	\$ 1,623,352	\$ 1,641,166
Revenues				
Total Revenues	\$ 17,678	\$ 51,297	\$ 39,950	\$ 38,500
Operating Transfers				
Total Transfers	\$ -	\$ -	\$ 20,000	\$ -
Net Cost to General Fund	\$ 1,563,670	\$ 1,298,261	\$ 1,603,402	\$ 1,602,666

MAYOR & COUNCIL

473 S. MAIN ST. - (928) 554-0000



Mission

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 pain and suffering of the less fortunate; to recognize the worth of all people and value 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, businesses, and visitors while preserving our heritage, friendliness, historic character, rural western and small town atmosphere.

Responsibilities

The Mayor is the Chief Elected Official of the Town and serves a two-year term, while the six other Council members serve four-year terms. The Council, including the Mayor, advocates for and represents citizens at all levels of government, regardless of candidate or party affiliation. The Council performs legislative, budgetary, and policy-making functions, while directing the responsible use of Town resources. The Council establishes the vision and sets directions for department activities to plan for future community challenges and opportunities.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Continued the partnership with State Parks to keep Ft. Verde State Park open
2. Received "Center of State" designation
3. Completed the Copper Canyon Trailhead
4. Integrated the Camp Verde Sanitary District into Town operations
5. Revised and approved the Financial Operations Guide

Goals for the upcoming Fiscal Year 2013-14

1. Continue our commitment to fiscal responsibility. We will maintain a balanced budget to the extent possible without eliminating services.
2. Keep an active watch on legislative matters with potential impact to the Town of Camp Verde
3. Continue our strong commitment to citizen satisfaction
4. Work actively toward a building a strong economy

Personnel

Mayor

Charlie German

Vice-Mayor

Jackie Baker

Council Members: Carol German, Jessie Jones, Robin Whatley, Bruce George & Bradford Gordon

Statistics

- 27 New Resolutions and Ordinances
- 26 Liquor and Wine Festival Permits
- 43 Council Meetings, including Regular, Special, Work, and Executive Sessions

Mayor & Council

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	3,525	3,633	4,200	22,200
FICA	219	225	260	1,380
Medicare	51	51	61	325
Unemployment	47	54	53	45
Workman's Compensation	187	177	316	340
Total Wages & Related	\$ 4,029	\$ 4,140	\$ 4,890	\$ 24,290
Operating Expenditures				
Training	100	4,020	4,000	5,000
Travel	95	4,243	5,000	4,750
Office Supplies	0	129	0	0
Electric	1,597	1,661	1,300	1,300
Gas/Propane	310	250	309	309
Water	126	138	150	150
Sewer	411	412	380	450
Waste Removal	112	112	120	120
Pest Control	38	41	35	35
Legal Services	9,901	7,121	10,000	6,000
Public Relations	103	221	500	1,000
Dinner/Reception Expense	329	393	600	600
Total Operating Expenditures	\$ 13,122	\$ 18,741	\$ 22,394	\$ 19,714
Total Departmental Expenditures	\$ 17,151	\$ 22,881	\$ 27,284	\$ 44,004
Net Effect on General Fund	\$ 17,151	\$ 22,881	\$ 27,284	\$ 44,004

TOWN MANAGER

473 S. MAIN ST. - (928) 554-0000



Mission

To serve the citizens of Camp Verde in ways that will demonstrate our commitment to excellence and to ensure that the day-to-day operations of the Town Government are carried out in an efficient and effective manner.

Responsibilities

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.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Hired new Economic Development Director to pursue economic development initiatives with the economic development community
2. Partnered with local municipalities with respect to SR 260- 5 year plan for limited highway expansion that would afford all parties economic benefits
3. Completed the process for Camp Verde to be designated as the official Center of Arizona Community with a Centennial Legacy marker at Rezzonico Park
4. In partnership with IT, implemented a new telephone system/Microsoft Lync Program, which is in our existing software
5. Worked with Sanitary District and Town Clerk for the Town to accept Trusteeship of the District (voter approved 3/12/13).

Goals for the upcoming Fiscal Year 2013-14

1. Continue to represent the Town in the water rights negotiation process
2. Begin implementing Capital Improvement Projects (CIP) for the responsible use of public revenues (taxpayer dollars)
3. In partnership with Economic Development Director, develop fresh opportunities and ideas/marketing for Town activities
4. In partnership with the Library Director, obtain final Library design/build plans in order to go forward with project

Camp Verde Fun Facts

Camp Verde was designated as the Arizona's official 2012 Centennial Center of Arizona City on February 15, 2012. A monument displaying related information can be visited at Rezzonico Park.

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	1.65	1.65	1.65
FT Pos's	2	2	2
PT Pos's	0	0	0
Seasonal Pos's	0	0	0

Town Manager

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	153,820	149,415	138,465	142,385
FICA	8,975	8,528	8,585	8,830
Medicare	2,099	1,994	2,008	2,065
Retirement	14,417	16,101	15,439	16,435
Unemployment	271	248	147	25
Workman's Compensation	250	441	374	385
Health, Dental & Life Ins	12,814	13,036	11,847	12,620
Total Wages & Related	\$ 192,646	\$ 189,763	\$ 176,865	\$ 182,745
Operating Expenditures				
Training	315	1,460	1,950	1,250
Travel	24	478	1,100	1,000
Office Supplies	1,038	426	1,500	750
Subscriptions/Memberships	25	50	1,200	1,200
Books/Tapes/Publications	0	0	200	200
Printing	68	0	500	500
Postage	6	0	0	50
Electric	1,027	1,068	1,000	1,000
Gas/Propane	199	160	200	200
Water	361	284	250	250
Sewer	265	265	250	300
Waste Removal	72	72	150	150
Cell Phone	850	1,263	1,050	1,200
Pest Control	24	26	50	50
Legal Services	111	19	200	200
Contract Labor/Services	0	0	3,500	15,500
Public Relations	455	283	1,000	1,000
Total Operating Expenditures	\$ 4,840	\$ 5,854	\$ 14,100	\$ 24,800
Total Departmental Expenditures	\$ 197,486	\$ 195,617	\$ 190,965	\$ 207,545
Net Effect on General Fund	\$ 197,486	\$ 195,617	\$ 190,965	\$ 207,545

TOWN CLERK

473 S. MAIN ST. - (928) 554-0000



Mission

We succeed when we meet or exceed the expectations of our citizens. We have a passion for excellence and endeavor to set and deliver the highest standards of service, value, integrity, and fairness. We celebrate the diversity and power of our democracy through its people, ideas, and cultures. We lead by examples of creativity, enthusiasm, and loyalty to our community in which we are honored to serve.

Responsibilities

The Clerk's Office serves as the Information Center of Town government. The department exists as a legislative branch of local government, ensuring that the public's business is conducted in public, while maintaining an open and fair process for citizen access to public information and records. The Clerk's function is very much entwined with the basic tenets of democracy. Some key attributes of these tenets include balance and 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. The Clerk assists in clarifying procedures and processes in dialogues that continually occur between administration, the Council, and the public. The Clerk is also responsible for municipal elections, records management, maintaining a true and accurate record of Council actions, permits and licenses, agendas, and agenda packets.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Relocated Town's records to a more suitable environment and secure location
2. Provided staff/Council training for Agenda Preparation and Records Management
3. Assisted Parks & Recreation & Building Dept. in preparing a Standard Procedures & Operations manual for their respective departments
4. Hired and trained Administrative Clerk

Goals for the upcoming Fiscal Year 2013-14

1. Bring the Town's records into compliance with State law
2. Provide one-on-one Records Management training to every department
3. Prepare for election cycle change from Spring to Fall, to include changes to the Town Code based on Council direction, and preparation for a possible 2014 Primary/General Election cycle.
4. Continue educational goals and inspire and guide staff in seeking training opportunities and certifications

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	2.0	2.8	2.8
FT Pos's	2	2	2
PT Pos's	0	1	1
Seasonal Pos's	0	0	0

Statistics

1. 675 Business Licenses on File
2. 27 New Resolutions and Ordinances
3. 23 Special Event Applications
4. 26 Liquor and Wine Festival Permits
5. 43 Council Meetings, including Regular, Special Work and Executive Session

Town Clerk

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	150,415	108,385	140,162	139,135
FICA	8,759	6,389	8,690	8,630
Medicare	2,077	1,612	2,032	2,020
Retirement	12,325	10,404	13,721	16,060
Unemployment	340	263	214	40
Workman's Compensation	266	287	378	380
Health, Dental & Life Ins	16,608	12,467	14,360	15,295
Total Wages & Related	\$ 190,790	\$ 139,807	\$ 179,558	\$ 181,560
Operating Expenditures				
Training	375	780	1,000	500
Travel	411	949	1,000	500
Office Supplies	940	1,989	1,800	1,500
Subscriptions/Memberships	300	565	500	500
Advertising	1,560	1,757	3,000	2,000
Computer Services/Software	545	430	0	0
Electric	1,826	2,017	1,800	1,800
Gas/Propane	381	304	500	500
Water	397	328	415	415
Sewer	500	501	500	600
Waste Removal	136	136	140	140
Pest Control	46	50	50	50
Legal Services	2,979	259	1,000	1,000
Contract Labor/Services	0	0	0	12,000
Elections	20,558	0	45,000	0
Recording Fees	6	4	50	50
Records Management	0	0	500	2,000
Total Operating Expenditures	\$ 30,960	\$ 10,069	\$ 57,255	\$ 23,555
Total Departmental Expenditures	\$ 221,750	\$ 149,876	\$ 236,813	\$ 205,115
Revenues				
Copies	33	11	0	0
Bus. License Fees	12,630	14,615	9,000	10,000
Liquor License Fees	3,215	2,740	950	1,500
Special Event Permits	1,800	25	0	0
Total Departmental Revenues	\$ 17,678	\$ 17,391	\$ 9,950	\$ 11,500
Net Effect on General Fund	\$ 204,072	\$ 132,485	\$ 226,863	\$ 193,615

FINANCE

395 S. MAIN ST. - (928) 554-0000



Mission

To administer the Town's financial affairs in a manner which comports with all Governmental Accounting and Auditing Standards and to provide a broad array of financial services to the departments which make up the Town's service delivery system in the areas of accounting, budget development and execution, financial reporting and management and payroll processing.

Responsibilities

The Finance Department is responsible for all financial aspects of the Town including;

- 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

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Received an Unqualified Opinion for FY12 Audit.
2. Completed major changes to the Financial Operations Guide.
3. First full year of new investment account has increased interest revenue over 300%.

Goals for the upcoming Fiscal Year 2013-14

1. Complete CAFR for FY13 Audit.
2. Integrate Sewer District into Town's accounting system.
3. Ready for new Arizona Open Books reporting requirements.
4. Continue to develop transparent reporting systems for staff, council and the public.

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	2.0	2.0	2.17
FT Pos's	2	2	3
PT Pos's	0	0	0
Seasonal Pos's	0	0	0

Camp Verde Fun Facts

Camp Verde's Town buildings on Main St. used to be the site of Camp Verde High School. In the 1980's, what is now the Clerk's office was English class while the Historical Society & Visitor's Center made up the two science rooms.

Finance

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	97,703	94,611	100,860	110,905
FICA	6,035	5,839	6,253	6,875
Medicare	1,411	1,357	1,462	1,610
Retirement	9,321	10,126	11,246	12,800
Unemployment	260	443	178	30
Workman's Compensation	206	217	272	300
Health, Dental & Life Ins	12,947	12,081	14,360	16,825
Total Wages & Related	\$ 127,883	\$ 124,674	\$ 134,631	\$ 149,345
Operating Expenditures				
Training	415	1,845	2,000	2,250
Travel	94	981	1,500	2,000
Office Supplies	1,563	1,856	2,000	2,500
Subscriptions/Memberships	1,020	280	1,080	1,080
Books/Tapes/Publications	0	167	250	250
Printing	795	543	1,500	600
Advertising	1,258	300	2,500	600
Postage	50	0	0	0
Computer Services/Software	2,372	0	0	0
Software Recurring Fees	0	0	15,000	23,800
Electric	539	574	580	580
Gas/Propane	106	129	150	140
Water	224	119	180	130
Sewer	88	88	90	110
Waste Removal	48	48	60	50
Telephone	370	369	0	0
Pest Control	8	9	12	12
Consulting Services	67,728	44,270	10,000	7,000
Legal Services	2,461	204	800	400
Contract Labor/Services	20,147	18,007	30,000	30,000
Equipment Maint. Agreements	360	105	450	450
Total Operating Expenditures	\$ 99,646	\$ 69,894	\$ 68,152	\$ 71,952
Equipment/Capital Expenditures				
Equipment Lease	1,533	1,361	0	0
Copier Purchase	0	2,984	0	0
Total Equipment/Capital Expenditures	\$ 1,533	\$ 4,345	\$ -	\$ -
Total Departmental Expenditures	\$ 229,062	\$ 198,913	\$ 202,783	\$ 221,297
Net Effect on General Fund	\$ 229,062	\$ 198,913	\$ 202,783	\$ 221,297

HUMAN RESOURCES

473 S. MAIN ST. - (928) 554-0000



Mission

To be a strategic partner in the development and accomplishment of the organization's objectives through training management, compensation management and organizational development.

Responsibilities

The Human Resource Department is responsible for the overall administration of all human resource related functions including: compensation issues, interpretation and development of personnel policies, staff development, benefits administration, recruitment and retention.

OBJECTIVES

Goals for the upcoming Fiscal Year 2013-14

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. Finalize employment exit process to include exit interview and property retrieval.

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	0.15	0.15	0.2
FT Pos's	1	1	1
PT Pos's	0	0	0
Seasonal Pos's	0	0	0

Camp Verde Fun Facts

On December 8, 1906, President Theodore Roosevelt celebrated the passage of the Antiquities Act by declaring four sites of historic and cultural significance as our nation's first National Monuments. Among these was Montezuma Castle, which the President identified as a place "of the greatest ethnological value and scientific interest."

**Source: nps.gov*

Human Resources

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	26,167	26,441	7,743	8,910
FICA	1,622	1,639	480	555
Medicare	379	383	113	130
Retirement	2,579	2,846	865	1,030
Unemployment	42	86	5	5
Workman's Compensation	54	61	20	25
Health, Dental & Life Ins	4,192	4,648	4,311	1,530
Total Wages & Related	\$ 35,035	\$ 36,104	\$ 13,538	\$ 12,185
Operating Expenditures				
Training	9,899	0	700	700
Tuition Reimbursement	0	4,397	5,000	2,500
Travel	0	0	300	300
Office Supplies	545	215	500	400
Subscriptions/Memberships	0	180	480	480
Advertising	922	940	1,000	1,500
Legal Services	111	296	2,500	1,000
Personnel Expenses	204	360	800	4,000
Recruitment Expenses	1,791	3,149	5,000	3,000
Employee Recognition	587	1,472	1,000	1,500
Total Operating Expenditures	\$ 14,059	\$ 11,009	\$ 17,280	\$ 15,380
Total Departmental Expenditures	\$ 49,094	\$ 47,113	\$ 30,818	\$ 27,565
Net Effect on General Fund	\$ 49,094	\$ 47,113	\$ 30,818	\$ 27,565

RISK MANAGEMENT

473 S. MAIN ST. - (928) 554-0000



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 operation of the Town Government.

Responsibilities

Risk Management is responsible for the control of risk and proactively focuses on the Town’s valuable human, financial and physical assets. The Risk Management process offers a variety of tools and services to help safeguard the Town’s small, rural budget including: risk assessment/ monitoring, risk transfer, loss control site reviews, contract and policy review relative to insurance, safety training, workers’ compensation and acts as liaison to insurance companies, Counsel and individuals with respect to risk matters.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Updated Bloodborne Pathogen (BBP) Program with new mandated forms and facilitated annual training
2. Created a policy with respect to establishing/building a reserve account for expenses to protect the Town’s common business interest
3. Began Implementation of the Global Harmonizing System (GHS)
4. In partnership with the Safety Committee and Town employees, received gold award for Zero (0) property and casualty claims and bronze award for keeping claims under a certain threshold within the Workers’ Compensation line of coverage
5. Completed OSHA 10 hr. Certification
6. Updated the Pandemic Influenza Response Plan

Goals for the upcoming Fiscal Year 2013-14

1. In partnership with the Town Marshal begin working on Emergency Operations Planning
2. Continue Implementing the Global Harmonizing System (GHS) and train end users to standard
3. Update ‘Hazard Communication Program’ replacing the ‘Hazard Communications System’
4. Update/revise SDS Binder with new format of SDS sheets/scan and place on the Town Network

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE’s	.35	.35	.35
FT Pos’s	1	1	1
PT Pos’s	0	0	0
Seasonal Pos’s	0	0	0

Camp Verde Fun Facts

Fort Verde Days began in 1957 and will hold its 57th annual event in October of 2013. The first Fort Verde Days event was a celebration to honor “all who had supported and visited that first museum”.

**Source: sedonaverdevalley.org*

Risk Management

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	375	290	17,230	17,745
FICA	23	18	1,068	1,100
Medicare	5	4	250	260
Retirement	0	32	1,921	2,050
Unemployment	4	0	31	5
Workman's Compensation	0	1	47	50
Health, Dental & Life Ins	0	0	2,513	2,680
Total Wages & Related	\$ 407	\$ 345	\$ 23,060	\$ 23,890
Operating Expenditures				
Training	0	0	600	600
Travel	0	0	200	200
Office Supplies	0	0	300	300
Subscriptions/Memberships	0	0	250	250
Books/Tapes/Publications	0	0	200	200
Printing	0	0	100	100
Advertising	0	0	200	200
Consulting Services	0	0	500	500
Legal Services	209,938	4,049	25,000	7,500
Contract Labor/Services	80,919	71,000	70,000	71,000
Office Equipment	0	0	0	0
Pers. Protection Equipment	0	0	300	300
Liability Insurance	182,745	163,283	190,000	172,200
Legal Defense	0	0	25,000	15,000
Safety / Security Program	0	0	4,000	5,500
Medical Supplies	0	0	300	300
Total Operating Expenditures	\$ 473,602	\$ 238,332	\$ 316,950	\$ 274,150
Total Departmental Expenditures	\$ 474,009	\$ 238,677	\$ 340,010	\$ 298,040
Revenues				
Liability Ins. Rebate	0	33,331	30,000	25,000
Total Departmental Revenues	\$ -	\$ 33,331	\$ 30,000	\$ 25,000
Net Effect on General Fund	\$ 474,009	\$ 205,346	\$ 310,010	\$ 273,040

ECONOMIC DEVELOPMENT

473 S. MAIN ST. - (928) 554-0000



Mission

Create and build a business environment that preserves, attracts and promotes sustainable growth and creates meaningful jobs

Responsibilities

Work with the local business community as well as regional partners, state and federal agencies, and non-governmental organizations to create economic opportunities that will grow Camp Verde's economic base while retaining its community identity, values and sense of place

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Broadened Camp Verde's regional participation through organizations such as Verde Valley Regional Economic Development Organization, Sustainable Economic Development Initiative and Northern Arizona Council of Governments
2. Created an Entertainment District designation in the downtown to eliminate restrictions on certain types of business that serve alcohol
3. Transferred the Visitor Center from the Chamber of Commerce to the town and relocated it in the Camp Verde Historical Society Museum
4. Formed a group known informally as the Heritage Committee to explore better ways of carrying out special events and explore opportunities for citizen participation in heritage-based projects

Goals for the upcoming Fiscal Year 2013-14

1. Develop a long-term strategic economic development plan
2. Develop a Web-based presence for both tourism and economic development
3. Develop an overall tourism marketing campaign
4. Develop a long term agreement with ASP that will cooperatively manage Fort Verde SHP
5. Actively recruit new businesses, while specifically targeting ones that fit our heritage development model
6. Create a master design plan for the Finnie Flat/Main Street Corridor
7. Work with the US Forest Service to bring jeep tours, market existing trails, enhance other trail opportunities and interpret archaeological sites at Clear Creek Ruin and the Verde Salt Mine.

Camp Verde Fun Facts

The historical Camp Verde Jail, located across from the Town gym on Hollomon St. was originally built in 1933 and was in use until 1961 when those services were moved to the Marshal's office.

*Source: examiner.com

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	1.0	1.0	1.0
FT Pos's	1	1	1
PT Pos's	0	0	0
Seasonal Pos's	0	0	0

Economic Development

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	0	62,196	64,961	80,300
FICA	0	3,856	4,028	4,980
Medicare	0	902	942	1,165
Retirement	0	6,685	7,243	7,540
Unemployment	0	0	89	30
Workman's Compensation	0	168	175	220
Health, Dental & Life Ins	0	6,579	7,180	7,650
Total Wages & Related	\$ -	\$ 80,386	\$ 84,618	\$ 101,885
Operating Expenditures				
Training	0	0	2,000	2,500
Office Supplies	0	0	500	300
Subscriptions/Memberships	0	0	0	400
Advertising	0	0	15,000	10,000
Consulting Services	0	0	0	5,000
Web Campaign	0	0	15,000	5,000
Business Recruitment & PR	0	0	2,000	2,000
Special Events	0	0	0	12,500
Incubator Feasibility Study	0	0	20,000	0
Projects	0	0	0	15,000
Visitor's Center	55,000	55,000	0	8,830
Tourism Marketing	25,000	25,000	0	0
Visitor's Center Pest Control	0	0	0	0
Fort Verde Operations	88,750	75,000	45,000	10,000
Initial Operating Costs	0	9,319	0	0
Total Operating Expenditures	\$ 168,750	\$ 164,319	\$ 99,500	\$ 71,530
Total Departmental Expenditures	\$ 168,750	\$ 244,705	\$ 184,118	\$ 173,415
Revenues				
Advertising Sponsorships	0	575	0	2,000
Total Departmental Revenues	\$ -	\$ 575	\$ -	\$ 2,000
Operating Transfers				
Transfer Out to Non-Fed Grants	0	0	20,000	0
Total Departmental Revenues	\$ -	\$ -	\$ 20,000	\$ -
Net Effect on General Fund	\$ 168,750	\$ 244,130	\$ 204,118	\$ 171,415

IT SERVICES

473 S. MAIN ST. - (928) 554-0000



Mission

To provide the highest quality technology-based services, in the most cost-effective manner, to facilitate the town's mission as it applies to the management, staff support, and community service.

Responsibilities

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.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Designed and Implemented Inter-site Enterprise Backup / Disaster Recovery Solution.
2. Upgraded Email System to Microsoft Exchange 2013.
3. Upgraded Town-wide Phone System.
4. Deployed Video / Screen share- Conferencing, in process of rolling out town-wide.
5. Upgraded Core Server Infrastructure to Windows Server 2012.
6. Commenced Office 2013 upgrades to all Town workstations.

Goals for the upcoming Fiscal Year 2013-14

1. Implement comprehensive Business Continuity Solution, with the primary objective of ensuring continued operations and accessibility of all systems in the event of a catastrophic disruption at our primary datacenter.
2. Deploy real-time monitoring and alerting solution for all critical infrastructure components.
3. Implement Workstation Lifecycle Management process to maintain consistent hardware baseline for all Town workstations and provide a Five-year procurement schedule for all Town PC Workstations and Laptops.
4. Upgrade Wireless Area Network (WAN) Infrastructure to increase site-to-site bandwidth, thereby improving quality Voice and Video communications and overall user experience for all facilities.

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	.10	.10	.10
FT Pos's	1	1	1
PT Pos's	0	0	0
Seasonal Pos's	0	0	0

Camp Verde Fun Facts

In 1911, Camp Verde became one of the first communities in the state to enact prohibition by popular vote, nearly eight years before the rest of the nation.

**Source: Steve Ayers & the Camp Verde Historical Society from the Book, "Images of America Camp Verde".*

IT Services

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	12,293	6,315	130	4,495
FICA	762	391	8	280
Medicare	178	92	2	65
Retirement	1,211	672	16	520
Unemployment	19	0	0	5
Workman's Compensation	20	17	1	15
Health, Dental & Life Ins	1,720	1,730	2,874	765
Total Wages & Related	\$ 16,203	\$ 9,217	\$ 3,030	\$ 6,145
Operating Expenditures				
Training	0	0	0	750
Computer Services/Software	0	67,133	15,000	14,940
Internet / Wireless / Telephone	8,276	10,521	26,500	26,500
Software Recurring Fees	827	0	32,300	36,800
Consulting Services	56,932	52,211	40,000	45,000
Office Equipment	0	0	0	500
Total Operating Expenditures	\$ 66,035	\$ 129,865	\$ 113,800	\$ 124,490
Total Departmental Expenditures	\$ 82,238	\$ 139,082	\$ 116,830	\$ 130,635
Net Effect on General Fund	\$ 82,238	\$ 139,082	\$ 116,830	\$ 130,635

NON-DEPARTMENTAL

473 S. MAIN ST. - (928) 554-0000



Description

Non-Departmental expenditures represent budget line items that are either not directly attributable to any one department or shared resource items that cannot or do not need to be allocated to any particular departments. Non-Departmental expenditures are better described as expenses of the Town rather than any individual department.



Personnel

The Non-Departmental "department" does not have any employee time allocated to it.

Non-Departmental

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures					
Operating Expenditures					
703200	Copier Paper	2,830	2,713	3,000	2,500
703500	Subscriptions/Memberships	8,644	10,681	11,500	11,500
703900	Postage	5,103	184	2,000	6,000
705000	Auto Repair/Maintenance	1,640	1,167	3,600	1,500
705500	Fuel	150	524	400	600
706000	Electric	5,774	5,943	7,000	9,150
706100	Gas/Propane	3,888	3,689	5,000	6,000
706200	Water	1,054	1,185	1,500	2,400
706300	Sewer	382	383	500	960
706400	Waste Removal	184	184	400	300
706500	Telephone	12,152	11,991	0	0
706700	Pest Control	925	981	950	600
710000	Consulting Services	41	0	10,000	0
713000	Equipment Rental	1,020	1,020	1,500	1,020
713100	Equipment Maint. Agreements	6,827	3,827	2,000	2,000
720000	Service Charges	8,817	6,616	5,000	5,500
751900	Office Equipment Maintenance	202	0	1,000	0
757300	Conference Room Supplies	46	79	200	200
782100	LTAF II Grant Matching	3,720	0	0	0
784000	Recycling	5,144	980	0	0
785000	Emergency Services Agreement	3,969	4,675	4,675	4,675
786000	Sanitary District IGA	0	0	100	0
789100	Bus. Incentive - Coury	31,856	1,303	22,000	25,000
791000	Stewards of Public Lands	444	0	1,500	1,500
793000	Verde Valley Senior Center	12,500	12,500	12,500	12,500
793500	DWR - State Imposed Fee	0	13,546	0	0
794000	Water Adjudication	3,053	10,101	20,000	3,000
796000	Yavapai County Water Advisor	10,000	8,000	11,645	11,645
799900	Miscellaneous	(479)	1	0	0
999800	Employee Termination Payouts	6,349	0	0	25,000
999900	Contingency	0	0	165,761	200,000
Total Operating Expenditures		\$ 136,235	\$ 102,273	\$ 293,731	\$ 333,550
Equipment/Capital Expenditures					
800000	Copier Purchase	0	8,563	0	0
802000	Equipment Lease	5,573	1,858	0	0
Total Equipment/Capital Expenditures		\$ 5,573	\$ 10,421	\$ -	\$ -
Total Departmental Expenditures		\$ 141,808	\$ 112,694	\$ 293,731	\$ 333,550
Net Effect on General Fund		\$ 141,808	\$ 112,694	\$ 293,731	\$ 333,550

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Magistrate Court Summary



Departments

◆ Magistrate Court ◆

	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related	\$ 269,859	\$ 280,004	\$ 328,119	\$ 335,255
Operating Expenditures	\$ 29,643	\$ 29,554	\$ 43,160	\$ 39,660
Equipment/Capital Expenditures	\$ -	\$ -	\$ 3,400	\$ 3,400
Total Expenditures	\$ 299,502	\$ 309,558	\$ 374,679	\$ 378,315
Revenues				
Total Revenues	\$ 219,140	\$ 269,427	\$ 314,000	\$ 314,000
Operating Transfers				
Total Transfers	\$ -	\$ -	\$ -	\$ -
Net Cost to General Fund	\$ 80,362	\$ 40,131	\$ 60,679	\$ 64,315

MUNICIPAL COURT

473 S. MAIN ST. - (928) 554-0030



Mission

To contribute to the quality of life in our community by fairly and impartially administering justice in the most effective, efficient and professional manner possible.

Responsibilities

The Camp Verde Municipal Court is responsible for misdemeanor and civil traffic complaints for matters occurring within the Town of Camp Verde precinct. The Court also issues protective orders along with search warrants. The Camp Verde Municipal Court is responsible for providing all individuals equal access, professionalism and impartial treatment, with just resolution to all court matters.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Attained compliance with administrative orders, rules of court (regarding the retention of records) and Court Order monitoring.
2. Acquired the necessary training to fulfill our yearly 12hr COJET training requirements.
3. Validated our warrant list and reconciled with AZ department of Public Safety and Camp Verde Marshal

Goals for the upcoming Fiscal Year 2013-14

1. Remain in compliance with state law , administrative orders and rules of court regarding record retention
2. Work with local law enforcement to implement an electronic document management system (EDMS) to handle document storage.
3. Continue to work with local law enforcement department on finalizing the ATTC for local parking ordinances.
4. Continue to monitor court orders
5. Begin the implementation of a Court operations/procedures manual to include court financial procedures

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	4.6	5.6	5.6
FT Pos's	4	5	5
PT Pos's	2	2	2
Seasonal Pos's	0	0	0

Statistics

Fiscal year to date 2013 from 7-1-2012 thru March 1, 2013

- Misdemeanor/FTA 558
- DUI 93
- Serious Traffic 11
- Criminal Traffic 166
- Civil traffic 1320
- Harassment injunction 23
- Order of protection 9

Municipal Court

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	208,779	213,516	243,260	246,245
Pro Tem Judge Salaries	0	0	2,700	2,700
FICA	12,265	12,763	15,082	15,435
Medicare	2,868	2,993	3,528	3,610
Retirement	19,723	22,600	26,603	28,420
Unemployment	413	448	534	85
Workman's Compensation	288	533	513	525
Health, Dental & Life Ins	25,523	27,151	35,900	38,235
Total Wages & Related	\$ 269,859	\$ 280,004	\$ 328,119	\$ 335,255
Operating Expenditures				
Training	600	0	1,500	1,500
Travel	437	0	2,500	1,000
Office Supplies	3,056	2,148	4,600	3,000
Subscriptions/Memberships	150	125	300	300
Books/Tapes/Publications	125	169	300	300
Printing	182	1,152	700	700
Electric	3,080	3,203	2,800	2,800
Gas/Propane	598	480	520	520
Water	804	879	765	765
Sewer	794	795	750	900
Waste Removal	216	216	240	240
Telephone	0	0	905	905
Pest Control	73	79	80	80
Legal Services	0	0	500	500
Contract Labor/Services	98	761	1,400	1,400
Interpreters	0	0	500	500
Equipment Rental	0	0	9,000	9,000
Office Equipment	514	507	500	500
Credit Card Processing Fees	4,274	4,562	0	0
Court Appointed Attorneys	14,543	14,465	14,000	14,000
Jury Fees	99	13	200	200
Recording System	0	0	550	0
Security System	0	0	350	350
Public Relations	0	0	200	200
Total Operating Expenditures	\$ 29,643	\$ 29,554	\$ 43,160	\$ 39,660
Equipment/Capital Expenditures				
Capital Lease	0	0	3,400	3,400
Total Equipment/Capital Expenditures	\$ -	\$ -	\$ 3,400	\$ 3,400
Total Departmental Expenditures	\$ 299,502	\$ 309,558	\$ 374,679	\$ 378,315
Revenues				
Fees, Fines & Forfeitures	208,762	256,159	300,000	300,000
Court Appointed Attorney Reimb's	10,378	13,268	14,000	14,000
Total Departmental Revenues	\$ 219,140	\$ 269,427	\$ 314,000	\$ 314,000
Net Effect on General Fund	\$ 80,362	\$ 40,131	\$ 60,679	\$ 64,315

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Public Works Summary



Departments

Engineer ♦ Stormwater ♦ Maintenance

	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related	\$ 399,494	\$ 389,815	\$ 448,281	\$ 561,450
Operating Expenditures	\$ 126,167	\$ 636,686	\$ 127,590	\$ 140,725
Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 525,661	\$ 1,026,501	\$ 575,871	\$ 702,175
Revenues				
Total Revenues	\$ 3,104	\$ 525,059	\$ -	\$ 500
Operating Transfers				
Total Transfers	\$ -	\$ -	\$ (13,890)	\$ (10,000)
Net Cost to General Fund	\$ 522,557	\$ 501,442	\$ 561,981	\$ 691,675

ENGINEERING

395 S. MAIN ST. - (928) 554-0820



Mission

Plans, develops and maintains streets, stormwater, sewer utilities, facilities & grounds and our parks to promote public health, personal safety, transportation economic growth and civic vitality.

Responsibilities

The Public Works Director is the Town Engineer and provides support to Community Development for Plan and Engineering Design Review, The department also assists with and manages a wide variety of Town related streets, stormwater and utility infrastructure projects. Director and staff work to maintain Town standards, codes and ordinances both as a guide for current projects and future development.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Completed the Tri-Intersection & Finnie Flat Road PARA Study
2. Completed the Holloman Street sidewalk project
3. Worked with NAU engineering students to design the Verde river low water crossing on Verde Lakes Drive
4. Completed the Archeological & Environmental studies required for the Community Park and Sewer District entrance road
5. Completed the Public Works yard renovation

Goals for the upcoming Fiscal Year 2013-14

1. Obtain ROW for Forest Service to widen and construct the entry to the community park
2. Continue to provide engineering support to Community Development
3. Complete Engineering Standards

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	.97	.97	1.12
FT Pos's	3	3	4
PT Pos's	0	0	0
Seasonal Pos's	0	0	0

Camp Verde Fun Facts

The Town of Camp Verde covers 43.14 square miles. That makes Camp Verde the 27th largest town/city within Arizona, right below Williams and just above Prescott.

**Source: factfinder2.census.gov*

Public Works Engineer

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	69,147	51,577	61,645	74,300
FICA	4,283	3,196	3,822	4,610
Medicare	1,002	748	894	1,080
Retirement	7,143	5,355	6,873	8,575
Unemployment	139	98	86	15
Workman's Compensation	643	484	1,029	1,455
Health, Dental & Life Ins	8,366	4,836	6,965	8,565
Total Wages & Related	\$ 90,723	\$ 66,294	\$ 81,314	\$ 98,600
Operating Expenditures				
Training	331	245	250	1,000
Travel	177	526	200	1,750
Office Supplies	862	521	300	400
Subscriptions/Memberships	278	360	400	400
Books/Tapes/Publications	101	282	100	250
Printing	129	149	100	150
Advertising	0	0	100	100
Auto Repair/Maintenance	0	0	50	50
Fuel	0	0	100	150
Electric	899	956	900	900
Gas/Propane	227	275	325	325
Water	369	193	200	200
Sewer	147	147	140	170
Waste Removal	80	81	90	90
Telephone	21	0	0	0
Pest Control	14	15	20	20
Consulting Services	3,418	5,223	2,500	2,500
Legal Services	3,093	870	4,000	3,000
Office Equipment	206	58	400	400
Total Operating Expenditures	\$ 10,352	\$ 9,901	\$ 10,175	\$ 11,855
Total Departmental Expenditures	\$ 101,075	\$ 76,195	\$ 91,489	\$ 110,455
Revenues				
Plan Review Fees	165	5,753	0	500
Total Departmental Revenues	\$ 165	\$ 5,753	\$ -	\$ 500
Net Effect on General Fund	\$ 100,910	\$ 70,442	\$ 91,489	\$ 109,955

STORMWATER

395 S. MAIN ST. - (928) 554-0820



Mission

To provide environmental protection, minimize the impacts to public and private property due to flooding from storms events and promote public health and safety through education and the implementation of stormwater regulations, policies and engineering.

Responsibilities

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. The Stormwater department 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

O B J E C T I V E S

Accomplishments for the past Fiscal Year 2012-13

1. Submitted the annual MS4 report to ADEQ and completed required street sweeping
2. Completed the Finnie Flats Channel Improvements Project
3. Continued support of the Stewards of Public Lands in clean –up events
4. Completed Phase I drainage improvements on Verde Lakes Drive

Goals for the upcoming Fiscal Year 2013-14

1. Complete Phase II Cliffs Parkway Drainage Improvements
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.

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE’s	.56	.72	1.3
FT Pos’s	7	7	10
PT Pos’s	0	0	0
Seasonal Pos’s	0	2	2

Fun Facts

In 1912, the Camp Verde School District organized its first high school class which had a total of 5 students. Algebra, geometry, Spanish, English and ancient history were the 5 classes taught.

**Source: Steve Ayers & the Camp Verde Historical Society from the Book, "Images of America Camp Verde".*

Stormwater

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	18,984	21,084	25,822	58,980
FICA	1,177	1,307	1,605	3,660
Medicare	275	306	375	855
Retirement	1,807	2,253	2,886	6,350
Unemployment	15	6	46	25
Workman's Compensation	569	1,459	432	2,025
Health, Dental & Life Ins	2,183	2,614	3,734	8,950
Total Wages & Related	\$ 25,010	\$ 29,029	\$ 34,900	\$ 80,845
Operating Expenditures				
Training	0	500	500	1,000
Travel	14	1,189	200	1,200
Office Supplies	85	41	50	250
Subscriptions/Memberships	0	0	100	100
Books/Tapes/Publications	0	102	100	100
Printing	235	0	50	150
Computer Services/Software	0	0	0	500
Cell Phone	0	0	0	450
Consulting Services	0	823	3,000	3,000
Legal Services	56	0	100	300
Office Equipment	0	0	0	200
Maintenance Equipment	0	0	0	200
Yav County Flood Control	17,389	519,306	0	0
Permits	0	0	0	5,000
Total Operating Expenditures	\$ 17,779	\$ 521,961	\$ 4,100	\$ 12,450
Total Departmental Expenditures	\$ 42,789	\$ 550,990	\$ 39,000	\$ 93,295
Revenues				
Yav County Flood Control	2,939	519,306	0	0
Total Departmental Revenues	\$ 2,939	\$ 519,306	\$ -	\$ -
Net Effect on General Fund	\$ 39,850	\$ 31,684	\$ 39,000	\$ 93,295

MAINTENANCE

395 S. MAIN ST. - (928) 554-0820



Mission

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

Responsibilities

The Maintenance Department is responsible for the general maintenance of all Town buildings, equipment, parks and recreational sites and facilities. Maintenance Personnel perform regular inspections of these areas and equipment as well as making sure all areas are safe and secure. The maintenance division is responsible for Main Street landscaping and decorations. Maintenance personnel also assist with special event and programs.

OBJECTIVES

Goals for the upcoming Fiscal Year 2013-14

1. New signage to Town Hall and Ramada, new lighting at Ramada
2. Town Grounds, grass and granite
3. Parapet wall on Public Works Building
4. Improvements to the Senior Center and Archeology Center
5. Butler Park improvements to restrooms, sidewalks, planters
6. Structural repairs to Weight room and Reading room

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	6.17	6.17	7.22
FT Pos's	8	8	11
PT Pos's	0	0	0
Seasonal Pos's	0	0	1

Statistics

187 Work Order Requests covering 545 hours

Town Departments: 160 requests - 391 hours
 Key sets: 15 requests - 17 hours
 Special events: 39 requests - 116 hours
 General repairs: 14 requests - 21 hours

Maintenance

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	202,236	206,306	231,866	266,980
Overtime	261	231	0	0
FICA	12,436	12,696	14,376	16,555
Medicare	2,908	2,969	3,362	3,870
Retirement	19,859	21,817	25,106	30,260
Unemployment	551	536	653	105
Workman's Compensation	5,567	8,600	7,881	10,170
Health, Dental & Life Ins	39,943	41,337	48,824	54,065
Total Wages & Related	\$ 283,761	\$ 294,492	\$ 332,067	\$ 382,005
Operating Expenditures				
Training	1,180	3,835	2,400	3,000
Travel	164	914	500	1,000
Uniforms	2,111	1,958	2,400	2,400
Office Supplies	243	259	300	300
Advertising	0	59	100	100
Software Recurring Fees	0	0	1,200	1,200
Auto Repair/Maintenance	3,264	7,799	6,000	2,500
Fuel	5,679	4,797	6,600	4,500
Electric	2,272	2,414	2,800	2,400
Gas/Propane	540	643	750	750
Water	559	803	750	750
Sewer	382	383	350	420
Waste Removal	218	200	250	250
Cell Phone	895	1,608	1,475	2,200
Pest Control	935	38	100	500
Legal Services	0	0	200	200
Equipment Rental	0	0	250	250
Office Equipment	0	0	100	100
Maintenance Equipment	2,421	3,354	3,500	3,500
Building Maintenance	43,060	47,566	38,000	48,000
Safety Equipment	295	643	500	600
OSHA Medical Supplies	968	607	800	800
Graffiti Clean-Up	0	431	200	200
Fire Extinguishers	1,501	1,780	4,300	2,400
Park Facilities Maintenance	9,547	1,901	13,890	10,000
Grounds Maintenance	8,506	7,234	8,500	10,000
Flags & Banners	0	0	1,400	1,400

Maintenance

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Operating Expenditures <i>(Continued)</i>				
Fertilizer / Herbicides	4,576	5,468	6,200	6,200
Visitor's Center Maintenance	616	1,841	800	800
Janitorial Supplies	5,595	6,126	6,000	7,000
Mats & Rugs	2,509	2,163	2,700	2,700
Total Operating Expenditures	\$ 98,036	\$ 104,824	\$ 113,315	\$ 116,420
Total Departmental Expenditures	\$ 381,797	\$ 399,316	\$ 445,382	\$ 498,425
Operating Transfers				
Transfer In from Parks Fund (Maint)	0	0	(13,890)	(10,000)
Total Departmental Revenues	\$ -	\$ -	\$ (13,890)	\$ (10,000)
Net Effect on General Fund	\$ 381,797	\$ 399,316	\$ 431,492	\$ 488,425

Community Development Summary



Departments

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

	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related	\$ 257,665	\$ 218,740	\$ 286,734	\$ 328,825
Operating Expenditures	\$ 78,209	\$ 34,579	\$ 71,301	\$ 61,355
Equipment/Capital Expenditures	\$ 2,105	\$ 2,076	\$ 2,000	\$ 2,000
Total Expenditures	\$ 337,979	\$ 255,395	\$ 360,035	\$ 392,180
Revenues				
Total Revenues	\$ 101,929	\$ 144,424	\$ 98,525	\$ 151,025
Operating Transfers				
Total Transfers	\$ -	\$ -	\$ -	\$ -
Net Cost to General Fund	\$ 236,050	\$ 110,971	\$ 261,510	\$ 241,155

COMMUNITY DEVELOPMENT

473 S. MAIN ST. - (928) 554-0050



Mission

To manage growth through planning, zoning and building services and protect the enjoyment of private property owners while providing professional, competent, and consistent service to the public in order to enhance the community and the lives of the residents.

Responsibilities

Oversees and prepares department procedures for the development process and code enforcement within the Town of Camp Verde. As the umbrella for the Building, Planning & Zoning and Code Enforcement Divisions, the Community Development Department performs the management activities and is the direct contact to the Town Council and the Town Manager. This umbrella department provides for and facilitates the activities and functions of the Planning & Zoning Commission and the Board of Adjustments for the public hearing process and training.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Revised and created new and easily understood processes for Nuisance Ordinance Enforcement in the Town Code and Zoning Violations in the Planning and Zoning Ordinance for an efficient process from the beginning to the end

Goals for the upcoming Fiscal Year 2013-14

1. Continue to review and process prior subdivisions for possible voiding of previously approved Preliminary Plats.
2. Facilitate the update of the General Plan

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	1.0	1.0	1.0
FT Pos's	1	1	1
PT Pos's	0	0	0
Seasonal Pos's	0	0	0

Camp Verde Fun Facts

Per the 2012 Census:

- The median value of owner-occupied housing within Camp Verde is just over \$150,000.
- There were 3,996 households in Camp Verde with an average of 2.64 people per household.

*Source: quickfacts.census.gov

Community Development

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	43,739	61,061	32,822	73,815
FICA	2,512	3,592	2,036	4,580
Medicare	588	840	475	1,070
Retirement	4,316	6,366	3,660	8,520
Unemployment	73	106	55	15
Workman's Compensation	369	577	1,145	1,465
Health, Dental & Life Ins	5,714	9,861	4,452	7,650
Total Wages & Related	\$ 57,311	\$ 82,403	\$ 44,645	\$ 97,115
Operating Expenditures				
Training	80	717	2,000	1,000
Travel	22	526	870	500
Office Supplies	50	120	400	200
Subscriptions/Memberships	362	544	570	600
Books/Tapes/Publications	0	0	120	120
Printing	0	2	50	50
Advertising	28	0	100	100
Auto Repair/Maintenance	9	384	800	400
Fuel	250	392	840	400
Electric	3,308	3,440	3,635	3,600
Gas/Propane	638	516	725	800
Water	729	679	810	1,000
Sewer	852	854	1,000	1,200
Waste Removal	232	232	276	500
Cell Phone	87	0	0	0
Pest Control	78	85	90	100
Legal Services	10,110	1,980	9,500	6,000
Equipment Maint. Agreements	1,238	1,520	2,840	2,000
Credit Card Processing Fees	2,115	1,166	1,500	1,500
Safety Equipment	75	0	300	300
Maps / Cartography	0	2	50	50
Recording Fees	13	0	0	0
Total Operating Expenditures	\$ 20,276	\$ 13,159	\$ 26,476	\$ 20,420
Equipment/Capital Expenditures				
Equipment Lease	2,105	2,076	2,000	2,000
Total Equipment/Capital Expenditures	\$ 2,105	\$ 2,076	\$ 2,000	\$ 2,000
Total Departmental Expenditures	\$ 79,692	\$ 97,638	\$ 73,121	\$ 119,535
Revenues				
Copies	80	17	25	25
Total Departmental Revenues	\$ 80	\$ 17	\$ 25	\$ 25
Net Effect on General Fund	\$ 79,612	\$ 97,621	\$ 73,096	\$ 119,510

BUILDING

473 S. MAIN ST. - (928) 554-0050



Mission

To provide the public with excellent customer service through our professionalism, dedication and commitment to excellence. We are committed to providing our customers the most successful permitting experience possible before, during and after construction with expedient permit processing, plan review and inspection services.

Responsibilities

The Building Division is responsible to effectively enforce 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.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Renewed ICC certification for Commercial Mechanical Inspector, Commercial Plumbing Inspector, Residential Building Inspector and Building Official.
2. Developed and RFP for the abatement of dangerous structures.
3. Initiated the dangerous buildings abatement program.
4. Provided public education brochures during Building Safety Month in May and throughout the year.
5. Continued to work toward the adoption of the 2012 Building Codes

Goals for the upcoming Fiscal Year 2013-14

1. Adoption of the 2012 Building Codes.
2. Renew personnel certifications

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	1.5	2.0	2.0
FT Pos's	2	2	2
PT Pos's	0	0	0
Seasonal Pos's	0	0	0

Fun Facts

Fort Verde was established in 1865 to provide military support to local settlers. It was abandoned in 1899 and sold at public auction.

**Source: campverdebugleonline.com*

Building Department

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	77,883	76,098	80,130	93,765
FICA	4,779	4,345	4,967	5,815
Medicare	1,116	1,016	1,163	1,360
Retirement	7,679	8,219	8,934	10,820
Unemployment	178	175	167	30
Workman's Compensation	562	851	1,075	1,170
Health, Dental & Life Ins	13,365	13,610	13,570	15,295
Total Wages & Related	\$ 105,562	\$ 104,314	\$ 110,006	\$ 128,255
Operating Expenditures				
Training	200	1,530	1,750	1,750
Travel	95	730	1,500	1,000
Office Supplies	719	238	1,500	750
Subscriptions/Memberships	250	275	300	300
Books/Tapes/Publications	0	772	1,500	0
Printing	451	2	525	525
Advertising	0	0	250	300
Postage	65	0	0	0
Auto Repair/Maintenance	773	251	1,000	500
Fuel	980	1,048	2,500	2,400
Cell Phone	141	191	300	300
Consulting Services	1,427	15,009	10,000	2,500
Total Operating Expenditures	\$ 5,101	\$ 20,046	\$ 21,125	\$ 10,325
Total Departmental Expenditures	\$ 110,663	\$ 124,360	\$ 131,131	\$ 138,580
Revenues				
Plan Review Fees	24,312	50,814	33,000	50,000
Building Permits	59,940	85,394	60,000	85,000
Total Departmental Revenues	\$ 84,252	\$ 136,208	\$ 93,000	\$ 135,000
Net Effect on General Fund	\$ 26,411	\$ (11,848)	\$ 38,131	\$ 3,580

PLANNING & ZONING

473 S. MAIN ST. - (928) 554-0050



Mission

To manage growth through current and long range planning processes while providing professional, competent and consistent service to the public in order to enhance the community and the lives of the residents and protecting the heritage and natural surroundings in a manner that will maintain a balance between the quality of life and the economic stability of the Town.

Responsibilities

Reviews and processes all new development proposals and applications. Manages and updates the General Plan, Planning & Zoning Ordinances and the regional planning activities with other agencies.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Continued to recommend text changes to the Planning & Zoning Ordinance to address conflicts and changes discovered with the interpretations of the current ordinance.
2. Identified and facilitated expiring Use Permits within the Town which brought back the applicant to renew their Use Permit to the current condition.

Goals for the upcoming Fiscal Year 2013-14

1. Continue to represent the Town in the water rights negotiation process.
2. Begin implementing Capital Improvement Projects (CIP) for the responsible use of public revenues (taxpayer dollars).
3. In partnership with Economic Development Director, develop fresh opportunities and ideas/marketing for Town activities.
4. In partnership with the Library Director, obtain final Library design/build plans in order to go forward with the new library building project.

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	1.0	1.0	1.0
FT Pos's	1	1	1
PT Pos's	0	0	0
Seasonal Pos's	0	0	0

Fun Facts

Camp Verde National Bank, owned by Robert Wingfield, opened in 1916. It closed in 1920 after being being robbed. The bank was located at the Northern end of the current Wingfield Plaza building on Main street.

**Source: Steve Ayers & the Camp Verde Historical Society from the Book, "Images of America Camp Verde".*

Planning & Zoning

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	59,680	17,209	43,305	38,965
FICA	3,575	1,002	2,685	2,420
Medicare	837	235	627	565
Retirement	5,883	1,992	4,829	4,500
Unemployment	137	40	91	15
Workman's Compensation	401	311	349	105
Health, Dental & Life Ins	9,334	2,409	7,324	7,650
Total Wages & Related	\$ 79,847	\$ 23,198	\$ 59,210	\$ 54,220
Operating Expenditures				
Office Supplies	295	552	2,000	1,000
Subscriptions/Memberships	352	0	0	0
Printing	0	0	200	2,000
Advertising	637	199	2,000	2,000
Postage	111	0	0	0
Computer Services/Software	706	0	0	0
Consulting Services	49,863	0	5,000	5,000
Maps / Cartography	0	0	1,525	1,500
General Plan	182	0	500	5,000
Recording Fees	72	0	100	100
Total Operating Expenditures	\$ 52,218	\$ 751	\$ 11,325	\$ 16,600
Total Departmental Expenditures	\$ 132,065	\$ 23,949	\$ 70,535	\$ 70,820
Revenues				
Permit Fees	17,196	14,470	5,000	15,000
Recording Fees	196	0	0	0
Total Departmental Revenues	\$ 17,392	\$ 14,470	\$ 5,000	\$ 15,000
Net Effect on General Fund	\$ 114,673	\$ 9,479	\$ 65,535	\$ 55,820

CODE ENFORCEMENT

473 S. MAIN ST. - (928) 554-0050



Mission

To manage code enforcement with the intent of preserving the peaceful enjoyment of private properties within the Town while providing professional, competent, courteous and consistent service to the public.

Responsibilities

To investigate and seek compliance with the Town's Zoning and Nuisance Ordinances. Issue Courtesy and Violation Notices when necessary as well as citations for zoning violations and abatement.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Initiated a Pilot program that combined the Animal Control Officer's duties with the Code Enforcement Officer. This combination of duties eliminated one full time position and a vehicle expense for the Town providing a significant savings.
2. Responded to and resolved over 100 complaints issued to the division. Out of these 100 complaints, 7 of them were actual abatements where the property owners failed to meet compliance.
3. Successfully integrated the new inter-departmental Code Enforcement position sharing time with the Marshal's office.

Goals for the upcoming Fiscal Year 2013-14

1. Begin a comprehensive sign enforcement initiative for education and enforcement of Town signage code.

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	.5	1.0	1.0
FT Pos's	1	0	0
PT Pos's	0	2	2
Seasonal Pos's	0	0	0

Camp Verde Fun Facts

The Camp Verde Salt Mine is one of the oldest known mines in the United States. Rare artifacts show that the mine was being worked before the arrival of Columbus.

**Source: mindat.org*

Code Enforcement

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	11,057	6,528	51,693	34,300
FICA	656	373	3,205	2,130
Medicare	153	87	750	500
Retirement	1,090	699	5,764	3,960
Unemployment	22	12	131	15
Workman's Compensation	189	207	775	680
Health, Dental & Life Ins	1,778	919	10,555	7,650
Total Wages & Related	\$ 14,945	\$ 8,825	\$ 72,873	\$ 49,235
Operating Expenditures				
Training	0	0	400	500
Travel	0	0	200	500
Office Supplies	186	67	100	200
Auto Repair/Maintenance	0	0	600	0
Fuel	289	440	600	0
Cell Phone	139	116	275	450
Nuisance Abatement	0	0	5,000	5,000
Dangerous Bldg. Abatement	0	0	5,000	7,000
Recording Fees	0	0	200	360
Total Operating Expenditures	\$ 614	\$ 623	\$ 12,375	\$ 14,010
Total Departmental Expenditures	\$ 15,559	\$ 9,448	\$ 85,248	\$ 63,245
Revenues				
Zoning Fines	205	804	500	1,000
Total Departmental Revenues	\$ 205	\$ 804	\$ 500	\$ 1,000
Net Effect on General Fund	\$ 15,354	\$ 8,644	\$ 84,748	\$ 62,245

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Marshal's Department Summary



Departments

Marshal's Office ♦ Animal Control

	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related	\$ 1,712,621	\$ 1,822,514	\$ 1,873,644	\$ 2,132,700
Operating Expenditures	\$ 188,145	\$ 225,035	\$ 260,926	\$ 216,953
Equipment/Capital Expenditures	\$ 2,955	\$ 2,510	\$ 2,630	\$ -
Total Expenditures	\$ 1,903,721	\$ 2,050,059	\$ 2,137,200	\$ 2,349,653
Revenues				
Total Revenues	\$ 86,720	\$ 106,281	\$ 84,400	\$ 190,200
Operating Transfers				
Total Transfers	\$ -	\$ -	\$ -	\$ -
Net Cost to General Fund	\$ 1,817,001	\$ 1,943,778	\$ 2,052,800	\$ 2,159,453

MARSHAL'S OFFICE

473 S. MAIN ST. - (928) 554-8300



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 to improve the quality of life for all citizens.

Responsibilities

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. The Marshal's Office provides a 911 communications center, furthers community education and crime prevention, investigates crimes and traffic accidents, protects life and property, enforces federal, state, and local laws, upholds the constitutional rights of all persons, and provides emergency management and animal control services.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Conducted annual National Night Out & Safety Fair events.
2. Met with local school officials in reference to active shooter training
3. Purchased mobile data terminals
4. Uniform committee formed and new Uniforms adopted
5. Formed new Traffic Unit with a Motor Officer.

Goals for the upcoming Fiscal Year 2013-14

- 1.

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	26.0	26.1	33.7
FT Pos's	26	27	35
PT Pos's	0	0	0
Seasonal Pos's	0	0	0

Statistics

Total Citations Issued - 406	
Homicide - 1	Domestic Violence - 115
Sexual Assaults - 22	DUI Arrests - 29
Residential Burglary - 32	Juvenile Arrests - 48
Commercial Burglary - 4	Adult Arrests - 191
Thefts - 159	Traffic Accidents - 122
Motor Vehicle Theft - 15	

Marshal's Department

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	1,156,293	1,185,224	1,271,929	1,406,045
Overtime	33,658	44,627	40,000	40,000
Holiday Pay Premium	15,085	27,904	30,000	11,000
Uniform Allowance	18,300	17,323	22,500	29,400
FICA	31,878	31,495	34,416	47,905
Medicare	17,134	17,942	18,443	21,550
Retirement	150,457	179,846	177,084	199,480
Retirement Penalty	0	0	0	26,550
Unemployment	2,414	2,338	2,400	440
Workman's Compensation	29,497	48,242	44,867	56,635
Health, Dental & Life Ins	163,235	170,755	184,855	240,495
Total Wages & Related	\$ 1,617,951	\$ 1,725,696	\$ 1,826,494	\$ 2,079,500
Operating Expenditures				
Training	5,684	2,693	8,000	6,000
Travel	2,262	2,505	6,000	6,000
Uniforms	512	4,910	0	0
Office Supplies	4,695	7,535	6,000	6,000
Subscriptions/Memberships	270	1,177	750	1,295
Books/Tapes/Publications	177	183	0	600
Printing	2,262	62	2,500	1,250
Postage	169	10	0	0
Computer Services/Software	15,545	4,437	34,211	19,868
Auto Repair/Maintenance	26,322	43,681	40,000	15,000
Fuel	48,746	60,116	60,000	50,000
Electric	18,788	20,309	22,000	20,000
Gas/Propane	2,509	2,776	3,500	3,500
Water	2,866	2,876	3,000	3,000
Sewer	2,118	2,503	2,400	2,880
Waste Removal	600	600	1,800	1,800
Telephone	6,946	7,762	0	0
Cell Phone	404	398	500	8,500
Pest Control	350	357	315	315
Legal Services	167	2,966	15,000	15,000
Equipment Maint. Agreements	1,397	1,596	4,150	1,440
Office Equipment	0	0	0	2,630
Patrol/Investigation Equip.	4,234	5,787	5,800	7,500
Patrol/Investigation Equip. Maint	2,187	7,258	3,000	3,000

Marshal's Department

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Operating Expenditures (Continued)				
Communication Equipment	0	710	800	800
Communication Equip. Maint	2,907	755	2,000	2,000
Repeater/Generator Maint	1,559	5,944	1,800	1,800
Crime Prevention	0	790	500	1,500
Advocacy Center	2,646	2,646	2,700	2,825
Volunteers	0	0	0	2,000
Medical Supplies	720	397	1,000	1,000
K-9 Expenditures	542	1,930	1,000	2,500
Total Operating Expenditures	\$ 157,584	\$ 195,669	\$ 228,726	\$ 190,003
Equipment/Capital Expenditures				
Equipment Lease	2,955	2,510	2,630	0
Total Equipment/Capital Expenditures	\$ 2,955	\$ 2,510	\$ 2,630	\$ -
Total Departmental Expenditures	\$ 1,778,490	\$ 1,923,875	\$ 2,057,850	\$ 2,269,503
Revenues				
Copies	1,514	1,309	1,400	1,400
Fingerprint Fees	965	880	800	800
Auto Impound Fees	0	0	0	800
Miscellaneous	618	2,383	0	0
Yav-Apache Dispatch	71,750	92,725	73,600	178,600
Total Departmental Revenues	\$ 74,847	\$ 97,297	\$ 75,800	\$ 181,600
Net Effect on General Fund	\$ 1,703,643	\$ 1,826,578	\$ 1,982,050	\$ 2,087,903

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ANIMAL CONTROL

646 S. FIRST ST. - (928) 554-8300



Mission

To balance the health, public safety, and welfare needs of citizens and the animals in our community.

Responsibilities

To respond to calls for service involving animal problems, code enforcement violations / zoning code violations.

O B J E C T I V E S

Accomplishments for the past Fiscal Year 2012-13

1. Arizona pet License Plate grant \$2000 (Feral cat neuter release) 27 altered cats
2. Arizona Pet License plate grant \$3000 (Household Animals) spay / neuter 100 animals
3. Hosted 2 vaccination clinics
4. Implemented a successful program combining the animal control unit and code enforcement
5. Reviewed and modified Animal Control policy and procedure

Goals for the upcoming Fiscal Year 2013-14

1. Continue animal welfare programs by working with other organizations to offer clinics and community education
2. Continue educating citizens on responsible pet ownership
3. Move current impound to industrial park
4. Apply for grant funding spay / neuter

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	2.0	1.0	1.0
FT Pos's	2	2	2
PT Pos's	0	0	0
Seasonal Pos's	0	0	0

Statistics

1. 123 animals impounded
2. 78 animals adopted / rescued
3. 24 dogs returned to owner
4. 21 dogs taken to Humane Society
5. 380 dog at large calls
6. 17 dog bite cases
7. 1150 dog license issued

Animal Control

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	66,051	65,632	29,213	34,910
Overtime	317	728	1,000	1,000
Holiday Pay Premium	282	1,269	1,000	400
Uniform Allowance	1,800	1,800	1,800	1,800
FICA	4,244	4,282	1,811	2,365
Medicare	993	1,001	424	555
Retirement	6,571	6,625	3,257	4,400
Unemployment	175	226	89	15
Workman's Compensation	1,149	1,639	1,376	105
Health, Dental & Life Ins	13,088	13,616	7,180	7,650
Total Wages & Related	\$ 94,670	\$ 96,818	\$ 47,150	\$ 53,200
Operating Expenditures				
Training	34	35	500	500
Travel	385	177	500	500
Uniforms	0	597	0	0
Office Supplies	90	0	250	250
Subscriptions/Memberships	95	25	50	150
Printing	445	1,142	1,500	1,250
Internet Wireless Access	439	352	0	0
Auto Repair/Maintenance	140	510	1,000	1,000
Fuel	2,269	2,212	3,000	2,500
Electric	2,782	2,568	0	1,500
Gas/Propane	1,830	1,643	0	0
Telephone	344	360	0	300
Office Equipment	0	0	0	2,000
Animal Control Equipment	1,426	1,745	2,500	4,000
Animal Cremations	1,352	1,568	1,900	1,000
Facility Lease Payments	18,930	16,432	21,000	12,000
Total Operating Expenditures	\$ 30,561	\$ 29,366	\$ 32,200	\$ 26,950
Total Departmental Expenditures	\$ 125,231	\$ 126,184	\$ 79,350	\$ 80,150
Revenues				
Dog Licenses	7,748	6,494	5,400	5,400
Impound Fees	3,016	1,795	2,200	2,200
Adoption Fees	1,109	695	1,000	1,000
Total Departmental Revenues	\$ 11,873	\$ 8,984	\$ 8,600	\$ 8,600
Net Effect on General Fund	\$ 113,358	\$ 117,200	\$ 70,750	\$ 71,550

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Community Library Summary



Departments

Community Library ♦ Children's Library

	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related	\$ 234,507	\$ 226,216	\$ 290,022	\$ 293,360
Operating Expenditures	\$ 58,591	\$ 59,437	\$ 72,866	\$ 59,600
Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 293,098	\$ 285,653	\$ 362,888	\$ 352,960
Revenues				
Total Revenues	\$ 89,737	\$ 95,242	\$ 95,470	\$ 94,620
Operating Transfers				
Total Transfers	\$ -	\$ -	\$ -	\$ -
Net Cost to General Fund	\$ 203,361	\$ 190,411	\$ 267,418	\$ 258,340

LIBRARY

130 N. BLACK BRIDGE ROAD - (928) 554-8380



Mission

To make Camp Verde Community Library the preferred destination for community members by delivering outstanding value, an exceptional patron experience and continuous innovation.

Responsibilities

In addition to providing materials in many formats and for a variety of ages and reading levels, the library offers a friendly place for people to gather and exchange ideas or use technology to access information and resources. CVCL uses the best library practices to promote literacy, empower individuals, enrich lives, improve the quality of life and support local educational and cultural opportunities that reflect the rich cultural diversity and interests of the service area.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Opened the library 5 days a week.
2. Added a Saturday story time and monthly dance and music programs for babies and young children. A Kid's book club and a teen book/movie club met monthly at the library and monthly school visits continued.
3. Spaces were provided for patrons to plug in and use their own wireless devices.
4. Monthly teen game days began in November using a donated Wii and PS3.
5. Reorganized out-of-date areas within the Library providing easier and more functional access to patrons.

Goals for the upcoming Fiscal Year 2013-14

1. Improve and enhance the Library's website utilizing Internet social media links and updates
2. Explore offering services to Spanish-speaking families
3. Build the new library and have the grand opening by the end of FY2014
4. Convert the collection to RFID, purchase and install systems that use RFID technology in the new library building
5. Begin Baby Literacy programing and outreach to young families
6. Launch a Library Teen Advisory Board to inform the design of the Teen Area in the new library

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	5.3	5.3	5.8
FT Pos's	4	4	4
PT Pos's	3	3	4
Seasonal Pos's	0	0	0

Fun Facts

"Black Bridge", built in 1911, was the first bridge to cross the Verde River. The bridge remained in use for over 60 years until being replaced in 1974 with the now current concrete structure.

**Source: Steve Ayers & the Camp Verde Historical Society from the Book, "Images of America Camp Verde".*

Library

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	177,359	170,739	214,620	222,105
FICA	10,993	10,582	13,306	13,770
Medicare	2,571	2,475	3,112	3,225
Retirement	16,317	16,329	22,953	22,100
Unemployment	472	459	444	110
Workman's Compensation	885	827	1,482	1,460
Health, Dental & Life Ins	25,910	24,805	34,105	30,590
Total Wages & Related	\$ 234,507	\$ 226,216	\$ 290,022	\$ 293,360
Operating Expenditures				
Training	0	87	800	600
Travel	0	55	450	450
Office Supplies	5,589	4,675	6,000	3,000
Subscriptions/Memberships	263	107	0	1,700
Books/Tapes/Publications	14,751	18,954	22,500	20,800
Postage	2,981	3,018	3,000	1,000
Computer Services/Software	1,203	439	500	1,500
Electric	7,891	7,591	8,566	6,500
Gas/Propane	4,993	3,633	6,000	3,000
Water	600	467	900	750
Waste Removal	600	600	700	700
Telephone	2,146	2,267	0	0
Pest Control	270	292	850	500
Legal Services	148	685	0	1,000
Contract Labor/Services	4,863	4,741	5,000	5,500
Equipment Rental	670	670	2,000	0
Office Equipment	0	294	500	500
Service Charges	4	0	0	0
Equipment Maintenance	258	0	500	500
Volunteer Expense	953	867	1,100	1,100
Library Programs	2,103	3,049	3,500	3,500
Records Cataloging	1,095	1,372	2,000	1,000
Library Network Services	7,210	5,575	8,000	6,000
Total Operating Expenditures	\$ 58,591	\$ 59,438	\$ 72,866	\$ 59,600
Total Departmental Expenditures	\$ 293,098	\$ 285,654	\$ 362,888	\$ 352,960
Revenues				
Copies	731	1,206	1,100	50
Fines & Forfeitures	3,526	4,237	3,800	3,800
Book Rentals	0	69	0	0
Surplus Property Sales	726	738	770	770
Yav County Library District	84,754	88,992	89,800	90,000
Total Departmental Revenues	\$ 89,737	\$ 95,242	\$ 95,470	\$ 94,620
Net Effect on General Fund	\$ 203,361	\$ 190,412	\$ 267,418	\$ 258,340

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Parks & Rec Summary



Departments

Administration ♦ Heritage Pool
Programs

	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related	\$ 137,070	\$ 120,897	\$ 138,207	\$ 141,785
Operating Expenditures	\$ 86,683	\$ 91,326	\$ 117,254	\$ 114,388
Equipment/Capital Expenditures	\$ 1,533	\$ 4,344	\$ 1,895	\$ -
Total Expenditures	\$ 225,286	\$ 216,567	\$ 257,356	\$ 256,173
Revenues				
Total Revenues	\$ 28,110	\$ 28,999	\$ 40,030	\$ 48,400
Operating Transfers				
Total Transfers	\$ (19,831)	\$ (53,000)	\$ (36,900)	\$ (14,988)
Net Cost to General Fund	\$ 177,345	\$ 134,568	\$ 180,426	\$ 192,785

PARKS & REC ADMIN

395 S. MAIN ST. - (928) 554-0828



Mission

To provide quality recreational, educational, cultural, fitness, social and environmental opportunities that meet the diverse needs of the community.

Responsibilities

To provide recreational programs and events for all ages including:

- Planning and implementing community events and programs alone or with partnership organizations.
- Scheduling and rental of facilities and ball fields.
- Working with Little League, AYSO and Youth Football and other user groups to schedule field usage and lighting at Butler Park fields.
- Hire and supervise part-time and seasonal employees in various Program Areas such as: referees, scorekeepers, umpires, lifeguards and summer program staff.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Worked with local non-profits and other stakeholders to assist with special events usage of Parks & Recreation facilities and fields.
2. Worked with Little League, AYSO and Youth Football and other user groups to schedule field usage and lights.
3. Provided excellent customer service to the public and other internal and external customers
4. Purchased new protective floor covering material for Gym floor.
5. Coordinated with Facilities Maintenance to ensure preparations for events, facility rentals and program needs.

Goals for the upcoming Fiscal Year 2013-14

1. Increase partnership relationships to provide additional opportunities without increasing budgetary costs.

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	0.9	0.9	0.9
FT Pos's	1	1	1
PT Pos's	0	0	0
Seasonal Pos's	0	0	0

Fun Facts

Camp Verde, later Fort Verde, was originally founded as a recreation area for soldiers. You could say the current Town grew as a means of supporting the mission of Parks & Recreation.

Parks & Rec

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	61,793	55,468	47,538	52,975
FICA	3,788	3,364	2,947	3,285
Medicare	886	787	689	770
Retirement	5,916	5,779	5,300	5,645
Unemployment	97	97	112	25
Workman's Compensation	1,195	1,565	1,669	355
Health, Dental & Life Ins	7,591	7,922	9,047	8,795
Total Wages & Related	\$ 81,266	\$ 74,982	\$ 67,302	\$ 71,850
Operating Expenditures				
Training	0	0	0	350
Travel	0	0	0	400
Office Supplies	590	376	600	600
Subscriptions/Memberships	0	488	100	100
Advertising	0	0	0	300
Electric	36,664	39,334	33,666	40,000
Gas/Propane	4,596	5,281	6,500	6,000
Water	2,590	2,831	3,000	3,000
Sewer	1,911	1,913	2,200	2,400
Waste Removal	3,042	2,944	3,150	3,150
Pest Control	505	548	588	588
Legal Services	278	0	300	300
Equipment Maint. Agreements	360	105	450	450
Office Equipment	120	0	0	0
Credit Card Processing Fees	781	200	0	0
OSHA Medical Supplies	0	0	500	500
Permits	0	0	400	400
Total Operating Expenditures	\$ 51,437	\$ 54,020	\$ 51,454	\$ 58,538
Equipment/Capital Expenditures				
Copier Purchase	0	2,984	0	0
Equipment Lease	1,533	1,360	1,895	0
Total Equipment/Capital Expenditures	\$ 1,533	\$ 4,344	\$ 1,895	\$ -
Total Departmental Expenditures	\$ 134,236	\$ 133,346	\$ 120,651	\$ 130,388
Revenues				
Facility Rental Fees	3,067	3,749	0	2,500
Total Departmental Revenues	\$ 3,067	\$ 3,749	\$ -	\$ 2,500
Net Effect on General Fund	\$ 131,169	\$ 129,597	\$ 120,651	\$ 127,888

HERITAGE POOL

290 W. APACHE TRAIL - (928) 567-0288



Mission

To provide an aquatic facility that is safe and affordable while providing recreational programs and services that enhance the physical, social and emotional well-being of all residents.

Responsibilities

The Heritage Pool Program is responsible for the management, supervision and operation of the pool. This includes the following duties:

- Hiring, training and supervising seasonal pool staff
- Providing a safe, clean and professional environment for pool users and employees.
- Providing aquatic recreational opportunities such as swim lessons, lap swim, open swim and aquatic fitness.
- Being prepared and equipped to respond to emergencies at the pool by ensuring adequate supervision, training, preparation and supplies for pool staff.
- Work with outside groups to schedule pool rental and swim practice times.
- Coordinate with Facilities Maintenance to ensure compliance with pool water quality standards.
- Work with outside groups to schedule pool rental and swim practice times.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Provided a safe, fun swim season

Goals for the upcoming Fiscal Year 2013-14

1. Increase professionalism of pool operations
2. Increase number of free family fun nights.
3. Reduce energy use while maintaining standards

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	N/A	N/A	N/A
FT Pos's	0	0	0
PT Pos's	0	0	0
Seasonal Pos's	15	15	13

Fun Facts

The Camp Verde Heritage Pool was built in 1996 through a combination of a Heritage grant and local residents fundraising efforts.

**Source: Campverdebugleonline.com & Town records.*

Heritage Pool

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	40,148	34,014	52,941	52,770
FICA	2,486	2,106	3,282	3,275
Medicare	581	492	768	765
Retirement	305	312	1,048	1,080
Unemployment	515	545	672	45
Workman's Compensation	1,074	2,511	1,858	910
Health, Dental & Life Ins	578	533	1,795	1,915
Total Wages & Related	\$ 45,687	\$ 40,513	\$ 62,364	\$ 60,760
Operating Expenditures				
Training	225	0	500	1,000
Electric	4,441	6,960	3,800	5,000
Gas/Propane	9,890	3,524	13,000	8,000
Waste Removal	0	363	225	360
Telephone	312	299	400	350
Pest Control	330	357	220	350
OSHA Med Supplies	0	0	0	150
Pool Chemicals	3,295	4,202	4,500	5,500
Pool Supplies	170	2,026	3,700	3,700
Equipment Maintenance	5,230	3,298	5,000	3,000
Concession Supplies	0	25	200	200
Permits	397	0	900	900
Total Operating Expenditures	\$ 24,290	\$ 21,054	\$ 32,445	\$ 28,510
Total Departmental Expenditures	\$ 69,977	\$ 61,567	\$ 94,809	\$ 89,270
Revenues				
User Fees	17,231	16,520	17,000	17,000
Concession Sales	188	390	200	400
Total Departmental Revenues	\$ 17,419	\$ 16,910	\$ 17,200	\$ 17,400
Operating Transfers				
Transfer In from YAN Fund	(33,268)	(44,000)	(31,400)	(14,988)
Total Operating Transfers	\$ (33,268)	\$ (44,000)	\$ (31,400)	\$ (14,988)
Net Effect on General Fund	\$ 19,290	\$ 657	\$ 46,209	\$ 56,882

PROGRAMMING

395 S. MAIN ST. - (928) 554-0828



Mission

To provide a variety of affordable opportunities and positive programs for residents of all ages to have fun while developing physically, emotionally and socially.

Responsibilities

Organizing and overseeing various community programs. Children’s programs include Grasshopper basketball, summer field trips and working with partners such as Little League, AYSO and Youth Football. Adult recreation usually takes the form of recreation leagues such as basketball, softball, volleyball and other team sports. Community recreation includes Trick or Treat on Main, Parade of Lights, sports trips and health education workshops. Most adult & community programs are intended to support themselves through user fees.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Conducted a successful co-ed youth basketball program for 92, 1st – 4th graders & 52, 5th – 8th graders.
2. Worked with the Library Endowment and other non-profit groups to provide refreshments at basketball games as a fundraising opportunity.
3. Worked with Library to hold Children’s events at Community Center to allow for larger attendance and events which needed more space.
4. Provided a safe and enjoyable Trick or Treat community event, Christmas Bazaar and Parade of Lights.
5. Worked with Area Agency on Aging to provide programs on Healthy Living.

Goals for the upcoming Fiscal Year 2013-14

1. Work with Camp Verde High School to provide educational internship opportunities to students which would allow increased part-time and seasonal personnel available to Parks & Recreation.
2. Provide bus trips for children summer programs and additional community on a self-supporting revenue/expense basis.
3. Continue and expand Grasshopper Basketball program, Trick or Treat on Main, Parade of Lights and Christmas Bazaar.
4. Provide organized men’s, women’s and co-ed sports leagues
5. Continue working with partners to provide opportunities for the community.

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE’s	N/A	N/A	N/A
FT Pos’s	0	0	0
PT Pos’s	0	0	0
Seasonal Pos’s	5	5	5

Fun Facts

Camp Verde has more than 18 miles of the Verde River within its Town limits.

Spanish explorers Antonio Espejo and Marcos Farfan were the first known “outsiders” to visit the Verde River in 1583 and 1599 respectively.

Programming

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	7,746	4,050	6,800	8,385
FICA	475	246	392	520
Medicare	112	58	99	125
Retirement	638	255	591	0
Unemployment	17	36	82	15
Workman's Compensation	277	316	577	130
Health, Dental & Life Ins	852	441	0	0
Total Wages & Related	\$ 10,117	\$ 5,402	\$ 8,541	\$ 9,175
Operating Expenditures				
Contract Labor/Services	4,505	3,500	8,000	2,690
Equipment Rental	0	327	325	1,000
Rec. Equipment	0	1,224	7,130	3,650
Children's Programs	6,041	6,183	6,600	5,000
Adult Programs	410	0	300	300
Community Programs	0	5,018	8,500	6,100
Summer Program	0	0	2,500	8,600
Total Operating Expenditures	\$ 10,956	\$ 16,252	\$ 33,355	\$ 27,340
Total Departmental Expenditures	\$ 21,073	\$ 21,654	\$ 41,896	\$ 36,515
Revenues				
Children's Rec Program	2,550	2,340	3,600	13,600
Adult Rec Program	275	2,162	6,880	3,800
Community Programs	688	1,353	750	5,000
Child Rec Program Support	4,111	2,065	3,600	2,100
Child Rec Tuition Support	0	0	0	1,500
Community Program Support	0	420	8,000	2,500
Total Departmental Revenues	\$ 7,624	\$ 8,340	\$ 22,830	\$ 28,500
Operating Transfers				
Transfer In from YAN Fund	0	(9,000)	(5,500)	0
Transfer Out to YAN Fund	13,437	0	0	0
Total Operating Transfers	\$ 13,437	\$ (9,000)	\$ (5,500)	\$ -
Net Effect on General Fund	\$ 26,886	\$ 4,314	\$ 13,566	\$ 8,015

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Chapter Four

Capital Improvement Funds

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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



Departments

Capital Improvement Projects Fund ♦ Parks Fund

	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Buildings & Improvements	\$ 128,155	\$ 76,231	\$ 87,000	\$ 71,000
Vehicles	\$ 21,814	\$ -	\$ 60,000	\$ -
Equipment	\$ 334,466	\$ 300,091	\$ 34,406	\$ 45,000
Land & Improvements	\$ 1,486,690	\$ 177,701	\$ 882,400	\$ 77,400
Streets	\$ 400	\$ 11,990	\$ 186,000	\$ 227,831
Community Parks	\$ 32,919	\$ 28,483	\$ 232,119	\$ 166,700
Total Expenditures	\$ 2,004,444	\$ 594,496	\$ 1,481,925	\$ 587,931

CIP Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Operating Expenditures				
Office Equipment	0	11,082	0	0
Building Maint HVAC Units	0	0	75,000	0
Building Maint Resurface Gym Floor	0	0	0	17,000
Park Facilities Maint - Pool Upgrades	0	0	120,919	30,000
Total Operating Expenditures	\$ -	\$ 11,082	\$ 195,919	\$ 47,000
Capital Expenditures				
Exterior Painting of Town Buildings	0	57,137	0	0
P&R and IT Rooms Security Roll Shutters	0	9,411	0	0
Library Annex Rplace Heat Pump	0	6,478	0	0
Repair and Cool Coat Existing Foam Roof	0	3,205	0	0
Pool Rmdl Showers & Water Heater	0	15,697	0	0
300 Bldg Attic Insulation	0	0	12,000	0
3 New Gym Doors	0	0	0	20,000
Public Works Office Changes	0	0	0	19,000
Transit Stop	0	0	0	15,000
Administration Vehicles	2,700	0	0	
HURF Fleet Upgrades	0	0	60,000	0
Incode Software	172,985	6,473	0	0
Computer/networking infrastructure upgrades	113,543	42,620	0	0
Vermeer Chipper	0	28,810	0	0
New Phone System	0	26,536	0	0
Maint Equipment /Fleet Update	0	0	34,406	0
New Gym Bleachers	0	0	0	45,000
Purchase 15 Acres Public Works Yard	1,459,178	0	0	
Taxes on 15 Acre Purchase	25,000	0	0	
Tres Rios Rd. Replace Ditch Crossing	0	27,177	0	0
411: Cliffs/Finnie Flat Drainage Project	0	7,806	580,000	0
411: Basha's Drain Channel Project	0	0	20,000	15,000
PW Yard Facility Improvements	0	78,771	90,000	0
PW Yard Utility Development	0	31,097	0	0
Murdock Rd Water Extension Project	0	3,000	130,000	0
Rezzonico Park - Fencing, Signage, Etc.	0	0	25,000	25,000
Field Electric Expansion	0	0	0	12,000
Sprinkler System for Town Grounds	0	12,231	0	0
Verde Lakes Drive Culverts	0	17,619	62,400	62,400
Finnie Flat Sidewalk Enhancement	400	0	136,000	180,831
Hollamon & VC Parking Lots	0	0	50,000	47,000
Uninterrupted Power Source for Traffic Signals	0	11,990	0	0
CommPark: Pre Development Costs	0	3,800	86,200	79,700
Material for Comm Park Entrance	0	0	0	20,000
Capital Leases	47,938	195,652	0	0
Total Capital Expenditures	\$ 1,996,906	\$ 585,510	\$ 1,286,006	\$ 540,931

CIP Fund

(Continued)

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Revenues				
Misc - APS Rebate	12,086	0	0	
Donation Rev - Donated Property	58,300	0	0	
Other Financing Sources - Bond Proceeds	1,005,000	0	0	
Total Revenues	\$ 1,075,386	\$ -	\$ -	\$ -
Operating Transfers				
Transfer In from General Fund	(100,173)	(959,616)	(195,799)	(163,000)
Transfer In from Parks Fund	0	0	(226,200)	0
Transfer In from Non-Fed Grants Fund	0	0	(283,000)	0
Other Financing Sources - Div'd Cap Lease	(200,324)	0	0	0
Transfer In from HURF Fund	0	(350,000)	(80,000)	(28,000)
Transfer In from HURF Fund (Reserve only)	0	0	0	(92,000)
Total Operating Transfers	\$ (300,497)	\$ (1,309,616)	\$ (784,999)	\$ (283,000)
Net Effect on CIP Fund				
	\$ 621,023	\$ (713,024)	\$ 696,926	\$ 304,931
Prior Year Ending CIP Fund Balance	\$ 602,214	\$ (18,809)	\$ 694,215	\$ 424,400
Estimated Ending CIP Fund Balance	\$ (18,809)	\$ 694,215	\$ (2,711)	\$ 119,469

Parks Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Project Expenditures				
Community Park Development	140	0	0	0
Local Park Improvements	5,566	7,086	0	0
Rezzonico Park	1,832	1,900	0	0
Interfund Loan Repayment (General Fund)	0	0	0	0
Total Project Expenditures	\$ 7,538	\$ 8,986	\$ -	\$ -
Revenues				
Public Works Projects	0	2,000	0	0
Total Revenues	\$ -	\$ 2,000	\$ -	\$ -
Operating Transfers				
Transfer to Gen Fund for Park Maint	0		13,890	10,000
Transfer to CIP for Rezzonico & Butler Imprvs	0		46,000	0
Transfer to CIP for Community Park Imprvs	0		86,200	0
Transfer to CIP for Pool Imprvs	0		94,000	0
Transfer to Debt Service Fund	0	5,400	0	0
Total Operating Transfers	\$ -	\$ 5,400	\$ 240,090	\$ 10,000
Net Effect on Parks Fund	\$ 7,538	\$ 12,386	\$ 240,090	\$ 10,000
Prior Year Ending Fund Balance	\$ (344,561)	\$ (352,099)	\$ (364,485)	\$ (604,575)
Estimated Ending Parks Fund Cash Balance	\$ (352,099)	\$ (364,485)	\$ (604,575)	\$ (614,575)



Chapter Five

Special Revenue Funds

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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



Funds

Magistrate ♦ Restricted Monies ♦ Yavapai-Apache Gaming
 Library Bldg ♦ Impact Fees ♦ Revolving Loan ♦ HURF
 Federal & Non-Federal Grants ♦ CDBG ♦ 911

	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related	\$ 352,635	\$ 370,460	\$ 328,894	\$ 493,895
Operating Expenditures	397,704	325,669	\$ 628,936	\$ 626,508
Equipment/Capital Expenditures	115,954	150,825	\$ 1,838,916	\$ 1,548,226
Operating Transfers Out	47,010	395,423	482,300	287,096
Total Expenditures	\$ 913,303	\$ 1,242,377	\$ 3,279,046	\$ 2,955,725
Revenues				
Total Revenues	\$ 1,511,574	\$ 1,422,553	\$ 2,089,379	\$ 1,805,755
Net Dec/(Inc) in Fund Balances	\$ (598,271)	\$ (180,176)	\$ 1,189,667	\$ 1,149,970

HURF/STREETS

395 S. MAIN ST. - (928) 554-0820



Mission

To provide the highest quality public roads through the prudent use of resources, technology, innovations, teamwork and coordination with Town employees and public agencies. We recognize the importance of preserving the Town's major investments in streets infrastructure.

Responsibilities

The HURF/Streets division is responsible for all maintenance and development of roadways within the Town maintaining over 110 Miles of paved roads and several miles of dirt roads.

OBJECTIVES

Accomplishments for the past Fiscal Year 2012-13

1. Completed Public Works yard remodel; cleared site, set perimeter fencing, secured buildings and built out for office space and equipment storage.
2. Completed Hollamon Street sidewalk project
3. Completed annual street striping & slurry seal programs
4. Applied for and received Highway Safety Improvement Program Grant in the amount of \$75,000
5. Completed the Planning Assistance for Rural Areas (PARA) Grant resulting in a conceptual design for the Tri-Intersection

Goals for the upcoming Fiscal Year 2013-14

1. Plan and complete the slurry seal, chip seal and street striping programs
2. Identify and participate in training in order to learn new techniques and retain current certifications
3. Work with ADOT for the successful completion of Finnie Flat sidewalk project
4. Install signs received from the Highway Safety Improvement Program Grant

Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	5.09	5.79	6.2
FT Pos's	7	7	10
PT Pos's	0	0	0
Seasonal Pos's	0	2	1

Fun Facts

The Camp Verde Historical Society and Visitor's Center are housed in what was Camp Verde's first schoolhouse, constructed in 1914.

**Source: Steve Ayers & the Camp Verde Historical Society from the Book, "Images of America Camp Verde".*

HURF Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Project Expenditures				
Salaries	165,415	215,299	221,223	261,540
Overtime	0	176	0	0
FICA	10,254	13,359	13,716	16,215
Medicare	2,398	3,124	3,208	3,795
Retirement	15,512	20,283	22,436	29,600
Unemployment Insurance	456	632	453	90
Workman's Compensation	8,002	12,691	19,910	16,955
Health Insurance	24,853	30,075	35,948	46,190
Total Salary Expenditures	\$ 226,890	\$ 295,639	\$ 316,894	\$ 374,385
Operational Expenditures				
Training	175	590	1,900	500
Travel	65	524	1,430	500
Uniforms	3,427	3,734	3,500	3,500
Office Supplies	970	465	500	600
Subscriptions/Memberships	0	0	300	300
Books/Tapes/Publications	0	0	100	100
Printing	52	19	200	200
Advertising	193	118	800	500
Computer Services/Software	1,800	0	1,200	1,200
Auto Repair/Maintenance	11,342	24,610	30,000	15,000
Fuel	12,197	16,499	15,000	18,000
Electric	1,972	2,484	2,650	3,000
Gas/Propane	955	997	2,000	3,000
Water	1,111	1,220	1,300	1,300
Sewer	147	147	3,200	1,440
Waste Removal	742	80	300	600
Telephone	491	521	600	0
Cell Phone	1,224	1,712	1,640	2,800
Pest Control	455	307	300	600
Consulting Services	0	4,650	0	0
Legal Services	352	278	2,000	2,000
Contract Labor/Services	0	1,630	5,000	5,000
Equipment Rental	0	0	1,200	1,200
Equipment Maint. Agreements	356	105	450	450
Office Equipment	0	74	600	600
Maintenance Equipment	64	4,375	2,500	2,500
Liability Insurance	0	12,378	10,000	10,000
OSHA Medical Supplies	532	844	1,650	1,650
Street Yard Lease Payments	33,660	0	0	0
Mapping	0	39	200	200
Recording Fees	32	18	300	300
Street Maintenance	45,504	74,541	60,000	60,000
Street Striping	0	116	25,000	25,000
Chip Seal / Maintenance	0	24,812	65,000	65,000
Right-of-Way Acquisition	0	0	3,000	3,000

HURF Fund (pg. 1)

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Operational Expenditures (Continued)				
Street & Safety Signing	3,015	10,017	10,000	5,000
Traffic Signal Maintenance	2,359	2,515	8,000	4,000
Traffic Signal Electricity	8,069	7,266	8,300	9,000
Main Street Lights/Irrigation Electricity	10,936	11,201	10,000	10,000
Small Tools	1,227	2,794	2,500	2,500
Litter Abatement	0	0	500	500
Total Operational Expenditures	\$ 143,424	\$ 211,680	\$ 283,120	\$ 261,040
Equipment/Capital Expenditures				
Office Equipment/Furniture	0	2,984	0	0
Equipment Lease	1,538	1,361	0	0
Vehicles	0	8,500	15,000	0
Street Construction	27	3,287	50,000	50,000
Street Paving	0	0	25,000	25,000
Finnie Flat Sidewalk	420	4,794	12,000	0
Finnie Flat Sidewalk RoWay	0	0	3,200	0
Total Equipment/Capital Expenditures	\$ 1,985	\$ 20,926	\$ 105,200	\$ 75,000
Total Expenditures	\$ 372,299	\$ 528,245	\$ 705,214	\$ 710,425
Revenues				
HURF Revenue	796,016	688,134	725,000	750,000
Refunds/Reimbursements	325	190	800	800
Miscellaneous	0	106	0	0
Surplus Property Sales	0	0	600	600
Interest	17	4,006	5,000	5,000
Total Departmental Revenues	\$ 796,358	\$ 692,436	\$ 731,400	\$ 756,400
Operating Transfers				
Transfer In from Fed Grants Fund	(8,783)	0	0	0
Transfer Out to CIP Fund	0	350,000	80,000	28,000
Transfer Out to CIP Fund (Reserve)	0	0	0	92,000
Transfer Out to CDBG Fund	0	0	66,934	0
Transfer Out to Fed Grants Fund	0	0	7,253	7,253
Transfer Out to Debt Service Fund	0	25,268	102,400	166,318
Total Operating Transfers	\$ (8,783)	\$ 375,268	\$ 256,587	\$ 293,571
Net Effect on HURF Fund	\$ (432,842)	\$ 211,077	\$ 230,401	\$ 247,596
Beg. Available HURF Fund Balance (Est'd)	\$ 924,322	\$ 1,357,164	\$ 1,146,087	\$ 915,686
10-year Repayment Plan Set-aside	\$ -	\$ 565,000	\$ 514,000	\$ 464,000
Ending Available HURF Fund Balance (Est'd)	\$ 1,357,164	\$ 581,087	\$ 401,686	\$ 204,090

Yavapai-Apache Nation Gaming Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Project Expenditures				
CVHS Tutor	33,000	0	16,639	15,000
MUHS Tutor	56,058	39,615	45,000	74,863
Clarkdale-Jerome School	0	0	10,000	0
Sunny Side Charter School	0	0	0	15,000
Mountain View Preparatory	0	0	0	5,700
Camp Verde Senior Center	0	0	7,000	7,500
Total Project Expenditures	\$ 89,058	\$ 39,615	\$ 78,639	\$ 118,063
Operating Transfers				
Transfer Out to Gen Fund: Heritage Pool	33,268	44,000	31,400	14,988
Transfer Out to Gen Fund: Children's Rec	(13,437)	9,000	5,500	0
Transfer Out to Library Bldg Fund	27,279	0	500	0
Total Operating Transfers	\$ 47,110	\$ 53,000	\$ 37,400	\$ 14,988
Revenues				
Yav-Apache Gaming Compact Revenues	140,679	79,297	0	0
Total Departmental Revenues	\$ 140,679	\$ 79,297	\$ -	\$ -
Net Effect on YAN Gaming Funds	\$ (4,511)	\$ 13,318	\$ 116,039	\$ 133,051
Prior Year Ending YAN Gaming Fund Balance	\$ 179,309	\$ 183,820	\$ 170,502	\$ 133,051
Estimated Ending YAN Gaming Fund Balance	\$ 183,820	\$ 170,502	\$ 54,463	\$ -

Magistrate Special Revenue Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Local JCEF (310)				
Operating Expenditures				
Local JCEF	1,480	1,550	0	0
Training	0	0	2,000	2,000
Total Operating Expenditures	\$ 1,480	\$ 1,550	\$ 2,000	\$ 2,000
Equipment/Capital Expenditures				
N/A			0	0
	\$ -	\$ -	\$ -	\$ -
Total Departmental Expenditures	\$ 1,480	\$ 1,550	\$ 2,000	\$ 2,000
Revenues				
Local JCEF	3,909	4,055	4,720	4,720
Net JCEF Program	\$ (2,429)	\$ (2,505)	\$ (2,720)	\$ (2,720)
Local JCEF Year End Balance Estimate				
Prior Year Ending Local JCEF Balance	28,771	31,200	33,705	35,773
Estimated Ending Local JCEF Balance	\$31,200	\$33,705	\$36,425	\$38,493
Fill the GAP (320)				
Operating Expenditures				
Fill the GAP	1,119	13,139	0	0
Total Operating Expenditures	\$ 1,119	\$ 13,139	\$ -	\$ -
Total Departmental Expenditures	\$ 1,119	\$ 13,139	\$ -	\$ -
Revenues				
Fill the GAP	2,734	3,371	3,150	3,150
Net Fill the GAP Program	\$ (1,615)	\$ 9,768	\$ (3,150)	\$ (3,150)
Fill the GAP Year End Balance Estimate				
Prior Year Ending Fill the GAP Balance	17,956	19,571	9,803	12,492
Estimated Ending Fill the GAP Balance	\$19,571	\$9,803	\$12,953	\$15,642

Magistrate Special Revenue Fund

(Continued)

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Court Enhancement (330)				
Operating Expenditures				
Court Enhancement	10,758	7,061	0	0
Legal	0	0	1,700	1,700
Equipment	7,913	0	0	0
Miscellaneous	0	0	1,950	2,250
Total Operating Expenditures	\$ 18,671	\$ 7,061	\$ 3,650	\$ 3,950
Equipment/Capital Expenditures				
Capital Lease	1,924	0	0	0
Total Equipment/Capital Expenditures	\$ 1,924	\$ -	\$ -	\$ -
Total Departmental Expenditures	\$ 20,595	\$ 7,061	\$ 3,650	\$ 3,950
Revenues				
Court Enhancement	35,826	40,685	48,602	48,600
Other Financing Sources	7,913	0	0	0
Total Department Revenues	\$ 43,739	\$ 40,685	\$ 48,602	\$ 48,600
Net Court Enhancement Program	\$ (23,144)	\$ (33,624)	\$ (44,952)	\$ (44,650)
Court Enhancement Year End Balance Estimate				
Prior Year Ending Court Enhancement Balance	22,828	45,972	79,596	114,851
Estimated Ending Court Enhancement Balance	\$45,972	\$79,596	\$124,548	\$159,501
Net Effect on Magistrate SR Fund	\$ (27,188)	\$ (26,361)	\$ (50,822)	\$ (50,520)

Federal Grants Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
HSIP Grant				
Street & Safety Signing	0	0	75,000	75,000
HSIP Grant Revenues	0	0	(75,000)	(75,000)
Net HSIP Grant	\$ -	\$ -	\$ -	\$ -
ADOT Black Bridge Grant				
ADOT Black Bridge Grant Expenditures	0	0	127,253	127,253
ADOT Black Bridge Grant Revenues	0	0	(120,000)	(120,000)
Op. Transfer In from HURF	0	0	(7,253)	(7,253)
Net ADOT Black bridge Grant	\$ -	\$ -	\$ -	\$ -
School Resource Officer				
Wages & ERE	0	0	0	56,835
SRO Grant	0	0	0	(42,625)
Operating Transfer in from General Fund	0	0	0	(14,210)
Net SRO Program	\$ -	\$ -	\$ -	\$ -
PANT Grant				
Wages & ERE	61,443	64,004	0	62,675
PANT Grant Revenues	(61,443)	(64,004)	0	(62,675)
Net PANT Grant	\$ -	\$ -	\$ -	\$ -
Gov's Office of Highway Safety Grant				
GOHS Grant Expenditures	11,742	0	0	50,000
Motorcycle Purchase	0	0	35,347	0
Overtime for DUI Enforcement	0	0	12,000	0
GOHS Grant Revenues	(11,742)	0	(47,347)	(50,000)
Net GOHS Grant	\$ -	\$ -	\$ -	\$ -
Homeland Security Grant				
Expenditures	0	0	0	90,000
Revenues	0	0	0	(90,000)
Net Program Revenues	\$ -	\$ -	\$ -	\$ -
Library Services & Technology Grant				
LSTA Grant Expenditures	15,487	0	0	33,455
LSTA Grant Revenues	(15,487)	0	0	(33,455)
Net Program Revenues	\$ -	\$ -	\$ -	\$ -

Federal Grants Fund

(Continued)

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
ADOC Energy Grant				
ADOC Grant Expenditures	78,834	0	0	0
ADOC Grant Revenues	(78,834)	(12,316)	0	0
Net ADOC Grant	\$ -	\$ (12,316)	\$ -	\$ -
Finnie Flat Sidewalk Grant				
Operating Transfers Out to HURF	8,783		0	0
Sidewalk Grant Exps	0	35,829	0	0
Finnie Flat Sidewalk Grant Revenues	(8,783)	(9,530)	0	0
Net Finnie Flat Sidewalk Grant	\$ -	\$ 26,299	\$ -	\$ -
DOJ Grant				
Uniforms / Vests	0	2,465	0	0
Grant Revenues	0	(2,465)	0	0
Net PANT Grant	\$ -	\$ -	\$ -	\$ -
Gov's Office of Econ Recovery Grant				
GOER Grant Expenditures	46,800	0	0	0
GOER Grant Revenues	(46,800)	0	0	0
Net Program Revenues	\$ -	\$ -	\$ -	\$ -
Net Effect on Fed Grants Fund	\$ -	\$ 13,983	\$ -	\$ -

Non-Federal Grants Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
RICO Grant				
Expenditures				
Grant Exps	52,088	21,448	3,000	112,052
Mobile Computers (CVMO Autos)	0	0	150,000	0
Yav. County Anti-Racketeering Rev's	(52,088)	(21,448)	(80,000)	(50,000)
Net RICO Program	\$ -	\$ -	\$ 73,000	\$ 62,052
RICO Year End Balance Estimate				
Prior Year Ending RICO Balance	53,359	53,359	53,359	61,763
Estimated Ending RICO Balance	\$ 53,359.00	\$ 53,359.00	\$ (19,641.00)	\$ (289.00)
Yavapai County Flood Control Grant				
Drainage Channel Project (CIP Fund)	0	0	0	75,000
Yavapai County Flood Control Grant	0	0	(283,000)	(75,000)
Transfer Out to CIP Fund	0	0	283,000	0
Net ACA Development Program	\$ -	\$ -	\$ -	\$ -
Animal Control Grant				
Spay Neuter costs	0	0	3,000	15,000
Grant Revenues	0	0	(3,000)	(15,000)
Net Animal Control Program	\$ -	\$ -	\$ -	\$ -
100 Club Grant				
K9 Replacement	0	0	5,000	5,000
Grant Revenues	0	0	(5,000)	(5,000)
Net Animal Control Program	\$ -	\$ -	\$ -	\$ -
ACA Development Grant				
Expenditures	0	0	220,000	0
ACA Grant Rev's	0	0	(200,000)	0
Operating Transfers In from Gen Fund	0	0	(20,000)	0
Net ACA Development Program	\$ -	\$ -	\$ -	\$ -
LTAF II Grant				
LTAF II Grant Expenditures	14,880	18,600	12,118	0
LTAF II Grant Revenues	(14,880)	(13,034)	0	0
Operating Transfers In from Gen Fund	0	(5,566)	0	0
Net LTAF II Program	\$ -	\$ -	\$ 12,118	\$ -
School Resource Officer				
Wages & ERE	59,608	0	0	0
SRO Grant	(59,608)	0	0	0
Net SRO Program	\$ -	\$ -	\$ -	\$ -
Volunteer in Policing Grant				
Equipment	0	0	25,000	0
Grant Revenues	0	0	(25,000)	0
Net Animal Control Program	\$ -	\$ -	\$ -	\$ -
Net Effect on Non-Fed Grants Fund	\$ -	\$ -	\$ 85,118	\$ 62,052

CDBG Grants Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
<i>Expenditures</i>				
Project Expenditures				
Allocated Wage & ERE	1,695	0	0	0
Hollamon St. Improvements	5,239	4,911	386,382	0
Hollamon Grant Administration	0	4,710	34,195	0
Total Project Expenditures	\$ 6,934	\$ 9,621	\$ 420,577	\$ -
<i>Revenues</i>				
Hollamon St. Improv's Revenue	0	0	319,448	0
Hollamon Grant Admin Revenue	6,934	9,621	34,195	0
Total Revenues	\$ 6,934	\$ 9,621	\$ 353,643	\$ -
<i>Operating Transfers</i>				
Transfers In from HURF Fund	0	0	(66,934)	0
Total Revenues	\$ -	\$ -	\$ (66,934)	\$ -
<i>Net Effect on CDBG Fund</i>	\$ -	\$ -	\$ -	\$ -

Library Building Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Project Expenditures				
Library Building	0	0	697,491	946,560
Total Project Expenditures	\$ -	\$ -	\$ 697,491	\$ 946,560
Revenues				
Donations	9,660	356,503	10,000	350,000
Miscellaneous	0	251	0	0
Interest	482	1,107	5,000	2,000
Total Departmental Revenues	\$ 10,142	\$ 357,861	\$ 15,000	\$ 352,000
Operating Transfers				
Transfers In from YAN Fund	(100)	(27,279)	(500)	0
Transfers In from Impact Fee Fund	0	0	(46,465)	(46,434)
Total Operating Transfers	\$ (100)	\$ (27,279)	\$ (46,965)	\$ (46,434)
Net Effect on Library Fund	\$ (10,242)	\$ (385,140)	\$ 635,526	\$ 548,126
Prior Year Ending Library Fund Balance	\$ 240,643	\$ 250,885	\$ 636,025	\$ 514,018
Estimated Ending Library Fund Balance	\$ 250,885	\$ 636,025	\$ 499	\$ (34,108)

Impact Fees Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
General Gov't (199)				
General Gov't Expenditures	0	0	0	0
Impact Fee Revenue - Gen. Gov't	(4,872)	(930)	0	0
Interest	(129)	(192)	(145)	(300)
Net General Gov't	\$ (5,001)	\$ (1,122)	\$ (145)	\$ (300)
Police Services (699)				
CVMO Vehicles	0	0	74,048	63,983
Impact Fee Revenue - CVMO	(2,319)	(550)	0	0
Interest	(144)	(207)	(151)	0
Net Police Services	\$ (2,463)	\$ (757)	\$ 73,897	\$ 63,983
Library (799)				
Operating Transfer Out to Library Fund	0	0	46,465	46,434
Impact Fee Revenue - Library	(4,629)	(549)	0	0
Interest	(86)	(130)	(101)	(100)
Net Library	\$ (4,715)	\$ (679)	\$ 46,364	\$ 46,334
Parks & Rec (899)				
Parks & Rec Expenditures	0	0	0	0
Impact Fee Revenue - Gen. Gov't	(10,074)	(1,225)	0	0
Interest	(192)	(289)	(224)	(700)
Net Parks & Rec	\$ (10,266)	\$ (1,514)	\$ (224)	\$ (700)
Net Effect on Fund	\$ (22,445)	\$ (4,072)	\$ 119,892	\$ 109,317

Donations & Restricted Monies Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Safety Equipment Program				
Expenses	0	0	2,515	4,400
Revenues	0	(1,054)	(1,400)	(1,600)
Net Volunteers	\$ -	\$ (1,054)	\$ 1,115	\$ 2,800
VIP Year End Balance Estimate				
Prior Year Ending VIP Balance	0	0	1,054	2,800
Estimated Ending VIP Balance	\$ -	\$ 1,054	\$ (61)	\$ -
Volunteers in Police Services				
Expenses	0	0	250	430
Donations	(150)	(100)	0	0
Net Volunteers	\$ (150)	\$ (100)	\$ 250	\$ 430
VIP Year End Balance Estimate				
Prior Year Ending VIP Balance	100	250	350	430
Estimated Ending VIP Balance	\$250	\$350	\$100	\$0
General CVMO				
Expenses	0	0	1,000	930
Donations	0	0	0	0
Net CVMO	\$ -	\$ -	\$ 1,000	\$ 930
CVMO Year End Balance Estimate				
Prior Year Ending CVMO Balance	1,000	1,000	1,000	930
Estimated Ending CVMO Balance	\$1,000	\$1,000	\$0	\$0
K-9				
Expenses	0	1,779	1,800	1,815
Donations	(1,380)	(890)	0	0
Net K-9	\$ (1,380)	\$ 889	\$ 1,800	\$ 1,815
K-9 Year End Balance Estimate				
Prior Year Ending K-9 Balance	1,270	2,650	1,761	1,815
Estimated Ending K-9 Balance	\$ 2,650	\$ 1,761	\$ (39)	\$ -

Donations & Restricted Monies Fund

(Continued)

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Animal Shelter				
Expenses	864	6,483	7,862	5,000
Donations	(4,813)	2,591	0	0
Net Animal Shelter	\$ (3,949)	\$ 9,074	\$ 7,862	\$ 5,000
Animal Shelter Year End Balance Estimate				
Prior Year Ending Animal Shelter Balance	6,913	10,862	1,788	5,000
Estimated Ending Animal Shelter Balance	\$ 10,862	\$ 1,788	\$ (6,074)	\$ -
Book Purchases				
Book Purchases	363	0	637	13
Donations	(1,000)	0	0	0
Net Book Purch's	\$ (637)	\$ -	\$ 637	\$ 13
Book Purch's Year End Balance Estimate				
Prior Year Ending Book Purch's Balance	0	637	637	13
Estimated Ending Book Purch's Balance	\$637	\$637	\$0	\$0
General Library				
Computer Purchases	26,629	0	0	0
Expenditures	1,728	1,719	1,393	6,800
Donations	(27,449)	(4,336)	0	(2,000)
Net General Library	\$ 908	\$ (2,617)	\$ 1,393	\$ 4,800
Library Year End Balance Estimate				
Prior Year Ending Library Balance	3,801	2,893	5,510	4,800
Estimated Ending Library Balance	\$2,893	\$5,510	\$4,117	\$0
Parks & Rec				
Expenditures	0	0	2,952	4,000
Donations	(100)	(1,000)	0	0
Net Parks & Rec	\$ (100)	\$ (1,000)	\$ 2,952	\$ 4,000
Parks & Rec Year End Balance Estimate				
Prior Year Ending Parks & Rec Balance	2,852	2,952	3,952	4,000
Estimated Ending Parks & Rec Balance	\$2,952	\$3,952	\$1,000	\$0
Net Effect on Fund				
	\$ (5,308)	\$ 5,192	\$ 17,009	\$ 19,788

Home Grant/Revolving Loan Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Revolving Loan (158)				
New Project Expenditures	1,343	630	104,000	95,430
Loan Payments	(94,119)	(14,194)	(15,432)	(15,430)
Home Sale	0	0	(50,000)	0
Interest on Cash	(2,959)	(2,191)	(2,064)	(2,000)
Net Revolving Loan Grant	\$ (95,735)	\$ (15,755)	\$ 36,504	\$ 78,000
Revolving Loan Year End Balance Estimate				
Prior Year Ending Revolving Loan Balance	(5,178)	90,557	106,312	78,000
Estimated Ending Revolving Loan Balance	\$90,557	\$106,312	\$69,808	\$0
Home Grant (159)				
Wages & ERE	2,999	10,817	0	0
Home Grant Admin Exp's	0	2,645	0	0
Home Grant Rehab Exp's	0	81,174	25,000	0
Home Grant Rehab Rev's	0	(75,000)	(25,000)	0
Home Grant Admin Rev's	(2,999)	(7,002)	0	0
Net Home Grant	\$ -	\$ 12,634	\$ -	\$ -
Net Effect on Fund	\$ (95,735)	\$ (3,121)	\$ 36,504	\$ 78,000

911 Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Project Expenditures				
911 Expenditures	0	130	0	2,560
Total Project Expenditures	\$ -	\$ 130	\$ -	\$ 2,560
Revenues				
911 Distributions	0	0	0	0
Total Revenues	\$ -	\$ -	\$ -	\$ -
Net Effect on 911 Fund	\$ -	\$ 130	\$ -	\$ 2,560
Prior Year Ending 911 Fund Balance	\$ 3,410	\$ 3,410	\$ 3,280	\$ 2,560
Estimated Ending 911 Fund Balance	\$ 3,410	\$ 3,280	\$ 3,280	\$ -

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Chapter Six

Other Funds

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Debt Service Fund Summary



Debt Summary

<u>Inception</u>	<u>Purpose</u>	<u>Face Value</u>	<u>Current Value</u>	<u>Payoff Date</u>
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
May 2013	Equipment Lease/Purch	\$ 764,664	\$ 764,664	Jan 2018

	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Principal	\$ 145,231	\$ 147,514	\$ 219,178	\$ 376,929
Interest & Charges	\$ 153,172	\$ 126,318	\$ 173,387	\$ 174,661
Total Expenditures	\$ 298,403	\$ 273,832	\$ 392,565	\$ 551,590

Debt Service Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Sanitary District				
Principal	56,282	58,161	60,102	62,110
Interest	62,549	60,639	57,662	56,626
Total Sanitary District Expenditures	\$ 118,831	\$ 118,800	\$ 117,764	\$ 118,736
2011 Rev Bond - Public Works Yard				
Principal	0	0	63,800	70,116
Interest	0	23,468	38,048	35,430
Misc. Charges	0	1,800	1,800	1,800
Total PW Yard Expenditures	\$ -	\$ 25,268	\$ 103,648	\$ 107,346
GADA Loan - Marshal's Office				
Principal	85,000	85,000	90,000	95,000
Interest	88,450	38,600	75,000	70,325
Misc. Charges	711	711	800	800
Total Marshal's Office Expenditures	\$ 174,161	\$ 124,311	\$ 165,800	\$ 166,125
Butler Park				
Principal	3,949	4,353	5,276	0
Interest	1,219	805	44	0
Misc. Charges	243	295	33	0
Total Butler Park Expenditures	\$ 5,411	\$ 5,453	\$ 5,353	\$ -
Equipment Lease Purchase				
Principal	0	0	0	149,703
Interest	0	0	0	9,680
Total Lease Expenditures	\$ -	\$ -	\$ -	\$ 159,383
Total Debt Expenditures	\$ 298,403	\$ 273,832	\$ 392,565	\$ 551,590
Operating Transfers				
Transfers In from Gen Fund	(113,491)	(200,495)	(246,605)	(169,272)
Transfers In from Gen Fund (Const Tax)	(87,512)	(42,669)	(43,560)	(216,000)
Transfers In from Park Fund	(5,400)	(5,400)	0	0
Transfers In from HURF Fund		(25,268)	(102,400)	(166,318)
Total Operating Transfers	\$ (206,403)	\$ (273,832)	\$ (392,565)	\$ (551,590)
Net Effect on Debt Service Fund	\$ 92,000	\$ -	\$ -	\$ -

GADA Loan

DETAILED BOND DEBT SERVICE

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

Dated Date 2/23/2005
 Delivery Date 2/23/2005

Serial Bond

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
2/23/2005					
2/1/2006			86,706.39	86,706.39	
8/1/2006	35,000	5.000%	46,175.00	81,175.00	167,881.39
2/1/2007			45,300.00	45,300.00	
8/1/2007	80,000	2.375%	45,300.00	125,300.00	170,600.00
2/1/2008			44,350.00	44,350.00	
8/1/2008	80,000	2.750%	44,350.00	124,350.00	168,700.00
2/1/2009			43,250.00	43,250.00	
8/1/2009	80,000	3.125%	43,250.00	123,250.00	166,500.00
2/1/2010			42,000.00	42,000.00	
8/1/2010	85,000	3.000%	42,000.00	127,000.00	169,000.00
2/1/2011			40,725.00	40,725.00	
8/1/2011	85,000	5.000%	40,725.00	125,725.00	166,450.00
2/1/2012			38,600.00	38,600.00	
8/1/2012	90,000	5.000%	38,600.00	128,600.00	167,200.00
2/1/2013			36,350.00	36,350.00	
8/1/2013	95,000	5.000%	36,350.00	131,350.00	167,700.00
2/1/2014			33,975.00	33,975.00	
8/1/2014	100,000	5.000%	33,975.00	133,975.00	167,950.00
2/1/2015			31,475.00	31,475.00	
8/1/2015	105,000	5.000%	31,475.00	136,475.00	167,950.00
2/1/2016			28,850.00	28,850.00	
8/1/2016	110,000	5.000%	28,850.00	138,850.00	167,700.00
2/1/2017			26,100.00	26,100.00	
8/1/2017	115,000	5.000%	26,100.00	141,100.00	167,200.00
2/1/2018			23,225.00	23,225.00	
8/1/2018	120,000	5.000%	23,225.00	143,225.00	166,450.00
2/1/2019			20,225.00	20,225.00	
8/1/2019	125,000	5.000%	20,225.00	145,225.00	165,450.00
2/1/2020			17,100.00	17,100.00	
8/1/2020	135,000	4.000%	17,100.00	152,100.00	169,200.00
2/1/2021			14,400.00	14,400.00	
8/1/2021	140,000	5.000%	14,400.00	154,400.00	168,800.00
2/1/2022			10,900.00	10,900.00	
8/1/2022	145,000	5.000%	10,900.00	155,900.00	166,800.00
2/1/2023			7,275.00	7,275.00	
8/1/2023	155,000	5.000%	7,275.00	162,275.00	169,550.00
2/1/2024			3,400.00	3,400.00	
8/1/2024	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
7/22/2009

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

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

Equipment Lease/Purchase

DEBT SERVICE SCHEDULE
Town of Camp Verde, Arizona

Payment No.	Due Date	Lease Payment	Principal Portion	Interest Portion	Termination Amount (After Making Payment for said Due Date)
1	28-07-2013	79 691.00	75 578.20	4112.80	689 085 .86
2	28-01-2014	79 691.00	74124.09	5 566.91	614 961.77
3	28-07-2014	79 691.00	74 722.92	4 968.08	540 238.85
4	28-01-2015	79 691.00	75 326.58	4 364.42	464 912.27
5	28-07-2015	79 691.00	75 935.12	3 755.88	388 977.16
6	28-01-2016	79 691.00	76 548.57	3 142.43	312 428.58
7	28-07-2016	79 691.00	77 166.99	2 524.01	235 261.59
8	28-01-2017	79 691.00	77 790.39	1900.61	157,471.20
9	28-07-2017	79 691.00	78 418.84	1272.16	79 052.36
10	28-01-2018	79 691.00	79 052.36	638.64	0.00
TOTALS:		796,910.00	764,664.06	32 245.94	

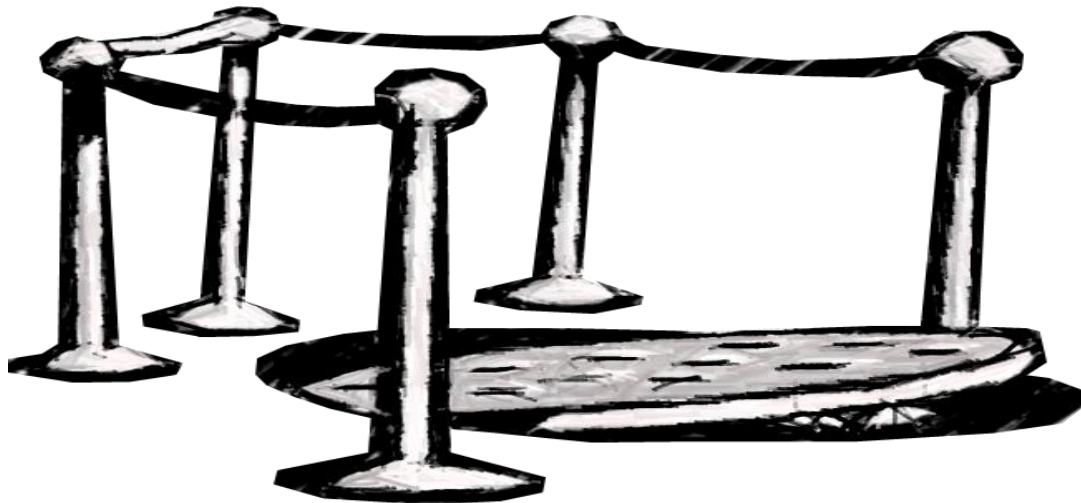
SEWER

1000 E. STATE ROUTE 260 - (928) 567-6794



Camp Verde Sanitary District Take-Over

Through the passage of Resolution 2013-888 by General Election on March 12, 2013, the Town has taken over the Camp Verde Sanitary District (District) operations and is acting as Trustee for the remaining debt outstanding on District assets. All District employees are now Town of Camp Verde employees and the governing board of the District has become an advisory board to the Town Council. Take-over of operations and employees officially took place July 1, 2013. The Operating and Debt budgets of the District are included here in the Town budget as Enterprise and Agency Funds respectively. Historical information for the District is included in the budget information for comparative purposes only and is greatly summarized for the previous two years audits from differences in the chart of accounts. The District completed their own audits separately, up through and including, this past fiscal year, 2012-13.



Personnel

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
FTE's	7.0	7.0	7.03
FT Pos's	7	7	8
PT Pos's	0	0	0
Seasonal Pos's	0	0	0

Fun Facts

Capt. Charles King published two of his several novels based on experiences he had while stationed at Fort Verde. One of those books, *The Colonel's Daughter*, was the inspiration behind the title awarded to one young lady each year during Fort Verde Days.

*Source: Steve Ayers & the Camp Verde Historical Society from the Book, "Images of America Camp Verde".

Sewer

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Expenditures				
Wages & Related				
Salaries	251,933	255,119	265,400	282,790
FICA	15,370	15,567	16,205	17,530
Medicare	3,600	3,646	3,795	4,110
Retirement			10,600	32,640
Unemployment	2,141	2,169	0	965
Workman's Compensation	7,558	7,654	6,000	9,540
Health, Dental & Life Ins	40,889	77,422	80,000	53,550
Total Wages & Related	\$ 321,491	\$ 361,577	\$ 382,000	\$ 401,125
Operating Expenditures				
Training			3,000	2,500
Travel			1,000	1,000
Office Supplies			6,000	8,000
Subscriptions/Memberships			1,500	1,500
Postage			4,000	4,200
Internet Wireless Access			2,200	2,050
Auto Repair/Maintenance			6,000	6,000
Fuel			12,000	10,000
Electric - Admin			3,000	3,500
Electric - Operations	120,916	143,352	93,000	97,000
Telephone			4,450	4,500
Consulting Services	30,124	55,645	5,000	1,000
Legal Services			3,000	4,000
Audit			13,500	13,000
Equipment Rental			6,900	0
Service Charges			1,000	1,500
Liability Insurance			27,500	28,000
Lab Equipment			2,000	2,000
Lab Services			24,000	28,000
Lab Supplies			5,500	5,500
Collections			35,000	35,000
Mosquito Control			6,000	5,500
Sludge Removal			500	10,000
Outside Services			19,000	19,000
Plant Operations	379,578	261,278	135,000	170,000
Permits	27,396	33,917	16,000	10,000
Total Operating Expenditures	\$ 558,014	\$ 494,192	\$ 436,050	\$ 472,750

Sewer

(Continued)

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 AUDITED ACTUALS	2012-13 ADJUSTED BUDGET	2013-14 COUNCIL ADOPTED
Equipment/Capital Expenditures				
Vehicles & Equipment	0	0	0	50,000
Capital Improvements	0	0	30,000	72,050
Total Equipment/Capital Expenditures	\$ -	\$ -	\$ 30,000	\$ 122,050
Total Departmental Expenditures	\$ 879,505	\$ 855,769	\$ 848,050	\$ 995,925
Revenues				
Operating Fees				
User Fees	592,250	622,660	593,000	801,435
Account Transfer Fees	0	0	1,260	2,520
Septage Fees	147,013	94,932	67,200	100,000
W.A.S. Fees	0	0	10,000	59,000
Port-a-Potty Fees	0	0	6,800	9,000
Connection Fees	67,845	16,411	10,000	3,500
Inspection Fees	0	0	250	160
Late Fees	7,489	6,454	5,000	6,700
Other Operating Revenues	0	0	0	0
Total Operating Fees	\$ 814,597	\$ 740,457	\$ 693,510	\$ 982,315
Net Operating (Gain)/Loss	\$ 64,908	\$ 115,312	\$ 154,540	\$ 13,610
Non-Operating Items				
Depreciation	692,283	713,649	720,000	720,000
Grant Revenue	(4,888)	0	0	0
Interest	(4,798)	(2,954)	(2,000)	(4,000)
Other Income	(176,796)	0	0	0
Total Non-Operating Items	\$ 505,801	\$ 710,695	\$ 718,000	\$ 716,000
Net Effect on Sewer Fund	\$ 570,709	\$ 826,007	\$ 872,540	\$ 729,610

Sewer District Debt Service Fund

ACCOUNT TITLE	2010-11 Adjusted ACTUALS	2011-12 Adjusted ACTUALS	2012-13 APPROVED BUDGET	2013-14 COUNCIL ADOPTED
<i>Principal & Interest</i>				
Debt Principle Payments	503,404	515,533	418,000	662,000
Interest on Debt	539,504	526,262	525,000	525,000
Total Principal & Interest	\$ 1,042,908	\$ 1,041,795	\$ 943,000	\$ 1,187,000
<i>Tax Levy & IGA</i>				
Property Taxes	1,224,023	1,099,666	1,084,938	1,167,000
Property Tax Allowance for Bad Debt	0	0	0	(75,000)
IGA	119,771	119,771	119,771	119,771
Total Tax Levy & IGA	\$ 1,343,794	\$ 1,219,437	\$ 1,204,709	\$ 1,211,771
<i>Net Adjustment to Fund Balance</i>	\$ 300,886	\$ 177,642	\$ 261,709	\$ 24,771



Chapter Seven

Appendix

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Schedule D	132
Schedule E	133
Schedule G	134

Town of Camp Verde
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2014

FUND	ADOPTED BUDGETED EXPENDITURES/EXPENSES* 2013	ACTUAL EXPENDITURES/EXPENSES** 2013	FUND BALANCE/NET POSITION*** July 1, 2013**	PROPERTY TAX REVENUES 2014	ESTIMATED REVENUES OTHER THAN PROPERTY TAXES 2014	OTHER FINANCING 2014		INTERFUND TRANSFERS 2014		TOTAL FINANCIAL RESOURCES AVAILABLE 2014	BUDGETED EXPENDITURES/EXPENSES 2014
						SOURCES <USES>	IN <OUT>				
1. General Fund	\$ 5,697,300	\$ 5,124,387	\$ 2,629,426	Primary: \$ Secondary:	\$ 6,610,116	\$	\$	\$ 24,988	\$ 562,482	\$ 8,702,048	\$ 6,072,622
2. Special Revenue Funds	2,843,211	1,303,091	2,708,413		1,792,015			67,897	354,993	4,213,332	2,668,629
3. Debt Service Funds Available	392,565	337,760						551,590		551,590	551,590
4. Less: Amounts for Future Debt Retirement											
5. Total Debt Service Funds	392,565	337,760						551,590		551,590	551,590
6. Capital Projects Funds	1,476,006	965,429	(276,295)					283,000	10,000	(3,295)	587,931
7. Permanent Funds											
8. Enterprise Funds Available			9,610							995,925	995,925
9. Less: Amounts for Future Debt Retirement											
10. Total Enterprise Funds			9,610							995,925	995,925
11. Internal Service Funds											
12. TOTAL ALL FUNDS	\$ 10,409,081	\$ 7,730,667	\$ 5,071,154		\$ 9,388,446	\$	\$	\$ 927,475	\$ 927,475	\$ 14,459,600	\$ 10,876,697

EXPENDITURE LIMITATION COMPARISON

	2013	2014
1. Budgeted expenditures/expenses	\$ 10,409,081	\$ 10,876,697
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	10,409,081	10,876,697
4. Less: estimated exclusions	834,146	1,253,992
5. Amount subject to the expenditure limitation	\$ 9,574,935	\$ 9,622,705
6. EEC or voter-approved alternative expenditure limitation	\$ 11,161,575	\$ 11,385,842

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes Expenditure/Expense Adjustments Approved in 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 Position 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).

**Town of Camp Verde
Revenues Other Than Property Taxes
Fiscal Year 2014**

SOURCE OF REVENUES	ESTIMATED REVENUES 2013	ACTUAL REVENUES* 2013	ESTIMATED REVENUES 2014
GENERAL FUND			
Local taxes			
Transaction Priviledge (Sales) Taxes	\$ 2,391,500	\$ 2,538,036	\$ 2,803,921
Franchise Fees	239,000	253,291	250,950
Licenses and permits			
Building Fees & Permits	98,000	202,730	150,000
Business License & Events	9,950	18,365	11,500
Pet License	5,400	5,021	5,400
Intergovernmental			
State Shared Rev's	1,110,000	1,110,654	1,213,000
Vehicle License Tax	565,000	567,026	565,000
State Sales Tax	909,000	886,490	915,000
Other	89,800	112,469	90,000
Charges for services			
Dispatch Services	73,600	73,600	178,600
Other	60,555	58,855	71,175
Fines and forfeits			
Magistrate Court	300,000	200,000	300,000
Other	4,300	4,252	4,800
Interest on investments			
Interest	20,000	21,242	25,000
In-lieu property taxes			
Contributions			
Grants	0	0	0
Miscellaneous			
Miscellaneous	30,770	9,755	25,770
Total General Fund	\$ 5,906,875	\$ 6,061,786	\$ 6,610,116

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

**Town of Camp Verde
Revenues Other Than Property Taxes
Fiscal Year 2014**

SOURCE OF REVENUES	ESTIMATED REVENUES 2013	ACTUAL REVENUES* 2013	ESTIMATED REVENUES 2014
SPECIAL REVENUE FUNDS			
Magistrate Fund	\$	\$	\$
Local JCEF	(2,720)	(2,068)	(2,720)
Fill The Gap	(3,150)	(2,689)	(3,150)
Court Enhancement	48,602	35,620	48,600
	\$ 42,732	\$ 30,863	\$ 42,730
Non-Federal Grants Fund	\$	\$	\$
County Grants	283,000	230,694	75,000
State Grants	113,000	104,892	70,000
Non-Governmental Grants	200,000	0	0
	\$ 596,000	\$ 335,586	\$ 145,000
Yavpai-Apache Gaming Compact Fund	\$ 0	\$ 73,188	\$ 0
Federal Grants Fund	242,347	35,932	473,755
CDBG Fund	353,643	348,978	0
Donations Fund	1,400	5,690	3,600
	\$ 597,390	\$ 463,788	\$ 477,355
Impact Fees Fund	\$	\$	\$
Interest	621	824	1,100
	\$ 621	\$ 824	\$ 1,100
HURF Fund	\$	\$	\$
State HURF Revenues	725,000	748,825	750,000
Interest & Other	6,400	16,307	6,400
	\$ 731,400	\$ 765,132	\$ 756,400
Library Bldg. Fund	\$	\$	\$
Donations	10,000	10,788	350,000
Interest	5,000	4,600	2,000
	\$ 15,000	\$ 15,388	\$ 352,000
Home Grant Fund	\$	\$	\$
Loan Payments	15,432	15,621	15,430
Home Sale	50,000	(41,794)	
Interest	2,064	2,021	2,000
Home Grant Funds	25,000	25,000	
	\$ 92,496	\$ 848	\$ 17,430
Total Special Revenue Funds	\$ 2,075,639	\$ 1,612,429	\$ 1,792,015

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

**Town of Camp Verde
Revenues Other Than Property Taxes
Fiscal Year 2014**

SOURCE OF REVENUES	ESTIMATED REVENUES 2013	ACTUAL REVENUES* 2013	ESTIMATED REVENUES 2014
DEBT SERVICE FUNDS			
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
Total Debt Service Funds	\$ _____	\$ _____	\$ _____
CAPITAL PROJECTS FUNDS			
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
Total Capital Projects Funds	\$ _____	\$ _____	\$ _____
PERMANENT FUNDS			
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
Total Permanent Funds	\$ _____	\$ _____	\$ _____
ENTERPRISE FUNDS			
Operating Revenues	\$ _____	\$ _____	\$ 982,315
Interest	_____	_____	4,000
_____	_____	_____	_____
Total Enterprise Funds	\$ _____	\$ _____	\$ 986,315
INTERNAL SERVICE FUNDS			
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
Total Internal Service Funds	\$ _____	\$ _____	\$ _____
TOTAL ALL FUNDS	\$ <u>7,982,514</u>	\$ <u>7,674,215</u>	\$ <u>9,388,446</u>

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

**Town of Camp Verde
Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2014**

FUND	OTHER FINANCING 2014		INTERFUND TRANSFERS 2014	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND				
CIP Fund	\$	\$	\$	\$ 163,000
Federal Grants Fund				14,210
Debt Service Fund				385,272
Parks Fund			10,000	
Library			14,988	
Total General Fund	\$	\$	\$ 24,988	\$ 562,482
SPECIAL REVENUE FUNDS				
YAN Fund	\$	\$	\$	\$ 14,988
HURF				293,571
General Fund			14,210	
Impact Fee Fund				46,434
Library Fund			46,434	
Federal Grants Fund			7,253	
Total Special Revenue Funds	\$	\$	\$ 67,897	\$ 354,993
DEBT SERVICE FUNDS				
Debt Service Fund	\$	\$	\$ 385,272	\$
HURF Fund			166,318	
Total Debt Service Funds	\$	\$	\$ 551,590	\$
CAPITAL PROJECTS FUNDS				
General Fund	\$	\$	\$ 163,000	\$
HURF Fund			120,000	
Parks Fund				10,000
Total Capital Projects Funds	\$	\$	\$ 283,000	\$ 10,000
PERMANENT FUNDS				
	\$	\$	\$	\$
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
	\$	\$	\$	\$
Total Enterprise Funds	\$	\$	\$	\$
INTERNAL SERVICE FUNDS				
	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$	\$	\$ 927,475	\$ 927,475

**Town of Camp Verde
Expenditures/Expenses by Fund
Fiscal Year 2014**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2013	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2013	ACTUAL EXPENDITURES/ EXPENSES* 2013	BUDGETED EXPENDITURES/ EXPENSES 2014
GENERAL FUND				
General Admin	\$ 1,701,194	\$	\$ 1,318,231	\$ 1,641,166
Magistrate Court	369,651		351,992	378,315
Public Works	557,268		550,314	702,175
Community Development	360,035		335,815	392,180
Marshal's Office	2,088,908		2,044,229	2,349,653
Library	362,888		333,726	352,960
Parks & Rec	257,356		190,080	256,173
Total General Fund	\$ 5,697,300	\$	\$ 5,124,387	\$ 6,072,622
SPECIAL REVENUE FUNDS				
Magistrate Special Revenue	\$ 5,650	\$	\$ 1,988	\$ 5,950
Non-Federal Grants Fund	418,118		41,762	207,052
Federal Grants Fund	249,600		31,838	495,218
Yavapai-Apache Gaming Fund	78,639		64,735	118,063
CDBG Fund	420,577		372,388	0
911 Fund			720	2,560
Library Fund	697,491		137,895	946,560
Impact Fee Fund	120,513		14,726	63,983
Housing Grant Fund	129,000		107,897	95,430
Donations Fund	18,409		7,566	23,388
HURF Fund	705,214		521,576	710,425
Total Special Revenue Funds	\$ 2,843,211	\$	\$ 1,303,091	\$ 2,668,629
DEBT SERVICE FUNDS				
Debt Service Fund	\$ 392,565	\$	\$ 337,760	\$ 551,590
Total Debt Service Funds	\$ 392,565	\$	\$ 337,760	\$ 551,590
CAPITAL PROJECTS FUNDS				
Capital Improvement Projects	\$ 1,476,006	\$	\$ 965,429	\$ 587,931
Parks Fund	0		0	0
Total Capital Projects Funds	\$ 1,476,006	\$	\$ 965,429	\$ 587,931
PERMANENT FUNDS				
	\$ 0	\$	\$ 0	\$ 0
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
Sewer Fund Operations	\$ 0	\$	\$ 0	\$ 995,925
Total Enterprise Funds	\$	\$	\$	\$ 995,925
INTERNAL SERVICE FUNDS				
	\$ 0	\$	\$ 0	\$ 0
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$ 10,409,081	\$	\$ 7,730,667	\$ 10,876,697

* 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.

**Town of Camp Verde
Full-Time Employees and Personnel Compensation
Fiscal Year 2014**

FUND	Full-Time Equivalent (FTE) 2014	Employee Salaries and Hourly Costs 2014	Retirement Costs 2014	Healthcare Costs 2014	Other Benefit Costs 2014	Total Estimated Personnel Compensation 2014
GENERAL FUND	71	\$ 3,276,915	\$ 417,095	\$ 494,870	\$ 80,045	= \$ 4,268,925
SPECIAL REVENUE FUNDS						
HURF Fund	6	\$ 261,540	\$ 29,600	\$ 46,190	\$ 17,045	= \$ 354,375
Federal Grants Fund	2	81,140	12,850	15,200	4,080	= 113,270
Total Special Revenue Funds	8	\$ 342,680	\$ 42,450	\$ 61,390	\$ 21,125	= \$ 467,645
DEBT SERVICE FUNDS						
Total Debt Service Funds		\$	\$	\$		= \$
CAPITAL PROJECTS FUNDS						
Total Capital Projects Funds		\$	\$	\$		= \$
PERMANENT FUNDS						
Total Permanent Funds		\$	\$	\$		= \$
ENTERPRISE FUNDS						
Sewer	7	\$ 282,790	\$ 32,640	\$ 53,550	\$ 10,505	= \$ 379,485
Total Enterprise Funds	7	\$ 282,790	\$ 32,640	\$ 53,550	\$ 10,505	= \$ 379,485
TOTAL ALL FUNDS	86	\$ 3,902,385	\$ 492,185	\$ 609,810	\$ 111,675	= \$ 5,116,055