



**AGENDA
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
TUESDAY, APRIL 07, 2019 AT 5:30 P.M.**

ZOOM MEETING LINK: <https://zoom.us/j/582521216>

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

- 1. Call to Order**
- 2. Roll Call.** Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German.
- 3. Pledge of Allegiance**
- 4. Day 1 Council Budget Presentations for Fiscal Year 2020-21 by various departments.**
- 5. Adjournment**

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashes on 04-06-2020 at 2:30 p.m.

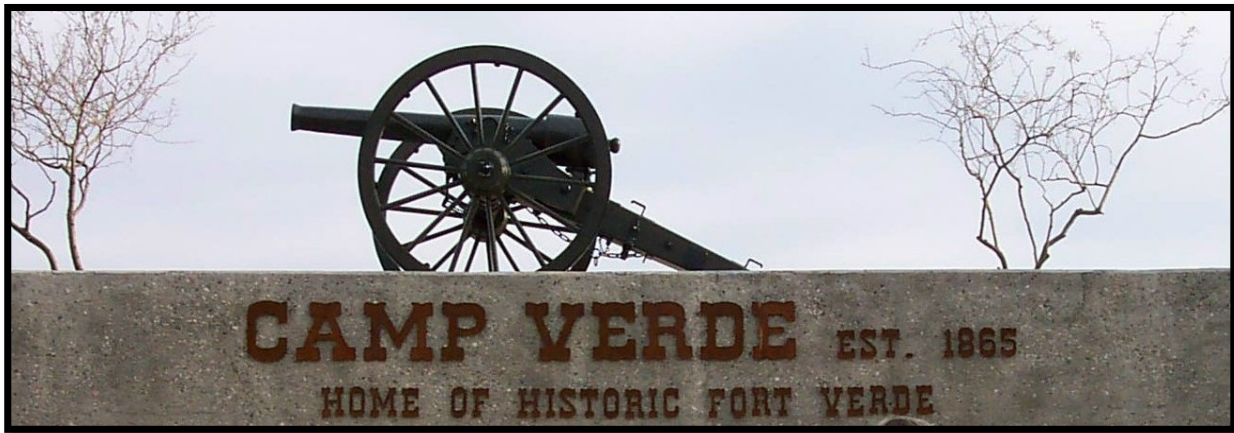
Cindy Pemberton

Cindy Pemberton, Town Clerk

Note: Pursuant to A.R.S. §38-431.03. (A)(1); (A)(2) and (A)(3), the Council may hold an Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021

[Page intentionally left blank]



Operations Presentations

General, Streets & Wastewater Funds

Fiscal Year - 2020/21

Town of Camp Verde, Arizona

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

The Center Of It All

Town of Camp Verde

Department Presentations (Day 1)

April 07, 2020

Overview

- Overview of Process
- General Fund Summaries pg. 3

Presentations

- Wastewater pg. 7
- Court pg. 9
- CVMO pg. 11
 - Restroom Break 5 mins
- Library pg. 15
- Non-Dept pg. 17
- HR pg. 18
- Risk Mgt pg. 21
- Finance pg. 25
- Council pg. 27
- Clerk pg. 29
- IT pg. 31
- Manager pg. 33

Day 1 Wrap-Up

Town of Camp Verde
Department Presentations (Day 2)
April 8, 2020

Presentations

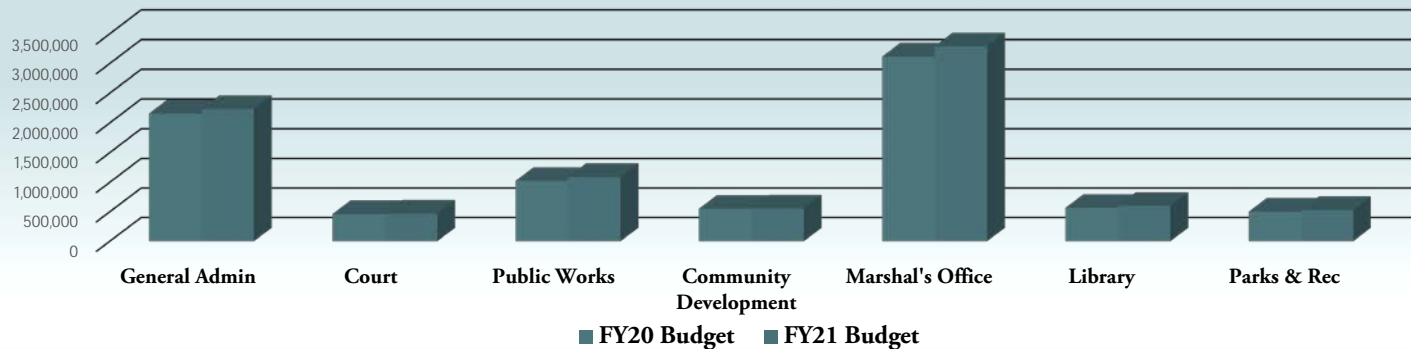
- ComDev pg. 35
- Econ Dev pg. 45
- PW-Eng pg. 47
- PW-Storm pg. 49
- HURF pg. 51
 - Restroom Break 5 mins
- Maint pg. 53
- P&R pg. 55
- Revenues pg. 63
- CIP N/A
- EE Increases N/A
- Debt (Reference Only) pg. 66

Day 2 Wrap-Up

General Fund FY21 Summary

FUNCTIONAL AREAS	2017-18	% Chng	2018-19	% of Bud	2019-20	2019-20	% of Bud	2020-21	% Chng	\$ Chng	2020-21	% Chng	\$ Chng
	AUDITED ACTUAL		AUDITED ACTUAL		ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST			MANAGER RECMN'D		
General Admin	1,958,896	7%	2,057,928	98%	2,155,510	1,030,392	48%	2,387,780	11%	232,270	2,232,293	4%	76,783
Court	349,667	-3%	399,550	95%	457,680	203,001	44%	465,910	2%	8,230	468,350	2%	10,670
Public Works	915,828	-3%	903,373	96%	1,022,345	431,086	42%	1,110,290	9%	87,945	1,087,000	6%	64,655
Community Development	495,699	-1%	525,620	98%	548,625	250,409	46%	558,050	2%	9,425	554,450	1%	5,825
Marshal's Office	2,563,136	-6%	2,809,199	97%	3,113,771	1,602,527	51%	3,442,850	11%	329,079	3,286,236	6%	172,465
Library	481,114	16%	531,499	95%	564,880	287,772	51%	662,840	17%	97,960	598,730	6%	33,850
Parks & Rec	344,225	11%	392,342	99%	500,165	259,052	52%	540,855	8%	40,690	529,815	6%	29,650
Total Expenses	7,108,565	0%	7,619,510	97%	8,362,976	4,064,239	49%	9,168,575	26%	805,599	8,756,874	20%	1,470,309
REVENUES													
State Revenues	3,233,989	4%	3,273,231	100%	3,681,920	1,701,809	46%	3,750,250	2%	68,330	3,750,250	2%	68,330
Local Taxes	4,642,673	24%	4,389,578	96%	4,845,750	2,205,049	46%	4,742,800	-2%	-102,950	4,742,800	-2%	-102,950
Departmental	701,764	-13%	785,579	93%	856,735	329,506	38%	842,360	-2%	-14,375	851,360	-1%	-5,375
Other	327,230	1%	494,362	135%	390,604	260,280	67%	399,000	2%	8,396	399,000	2%	8,396
Total Revenues	8,905,656	12%	8,942,750	99%	9,775,009	4,496,644	46%	9,734,410	17%	(40,599)	9,743,410	17%	(31,599)
Net Operating Transfers Out	1,374,325	-9%	1,680,968	93%	1,947,020	940,972	48%	1,174,630	-40%	(772,390)	1,174,630	-40%	(772,390)
Total General Fund	422,766	N/A	(357,728)	N/A	(534,987)	(508,567)	N/A	(608,795)		(73,808)	(188,094)		346,893

FY20 to FY21 General Fund Expense Budget



Department Expense Summaries by Function General Fund

FUNCTION / DEPARTMENT	2017-18 AUDITED ACTUAL	% Chng	2018-19 AUDITED ACTUAL	% of Bud	2019-20 ADJUSTED BUDGET	2019-20 THROUGH DEC-19	% of Bud	2020-21 DEPT REQUEST	% Chng	\$ Chng	2020-21 MANAGER RECMN'D	% Chng	\$ Chng
General Admin	1,958,896	7%	2,057,928	98%	2,155,510	1,030,392	48%	2,387,780	11%	232,270	2,232,293	4%	76,783
Mayor & Council													
Wages & ERE	24,355	-1%	24,272	98%	24,690	12,117	49%	24,685	0%	(\$5)	24,569	0%	(\$121)
Operations	16,990	-30%	21,967	90%	24,500	6,042	25%	24,700	1%	\$200	24,700	1%	\$200
Town Manager													
Wages & ERE	158,074	3%	163,732	99%	165,560	82,274	50%	166,605	1%	\$1,045	171,390	4%	\$5,830
Operations	15,236	26%	9,086	62%	10,100	5,408	54%	6,550	-35%	(\$3,550)	5,650	-44%	(\$4,450)
Town Clerk													
Wages & ERE	169,278	33%	173,929	101%	174,305	79,519	46%	243,130	39%	\$68,825	187,160	7%	\$12,855
Operations	13,362	-56%	31,508	64%	18,200	4,932	27%	28,200	55%	\$10,000	38,200	110%	\$20,000
Finance													
Wages & ERE	214,714	4%	219,579	97%	232,150	117,240	51%	282,491	22%	\$50,341	235,260	1%	\$3,110
Operations	91,374	-1%	94,986	97%	101,735	77,665	76%	105,130	3%	\$3,395	103,600	2%	\$1,865
Human Resources													
Wages & ERE	123,257	25%	144,996	101%	186,115	86,882	47%	221,910	19%	\$35,795	221,900	19%	\$35,785
Operations	17,579	14%	16,743	78%	31,900	13,265	42%	23,650	-26%	(\$8,250)	23,650	-26%	(\$8,250)
Risk Management													
Wages & ERE	94,219	3%	100,264	96%	105,190	52,043	49%	106,440	1%	\$1,250	106,385	1%	\$1,195
Operations	232,907	-5%	257,542	101%	254,135	131,938	52%	263,384	4%	\$9,249	263,384	4%	\$9,249
Economic Development													
Wages & ERE	189,784	6%	198,128	98%	213,695	95,302	45%	199,215	-7%	(\$14,480)	199,155	-7%	(\$14,540)
Operations	95,209	37%	91,107	103%	73,000	22,071	30%	69,600	-5%	(\$3,400)	69,600	-5%	(\$3,400)
Information Technology													
Wages & ERE	0	N/A	0	N/A	0	0	N/A	0	N/A	\$0	0	N/A	\$0
Operations	210,603	9%	209,010	120%	208,700	101,149	48%	281,400	35%	\$72,700	217,000	4%	\$8,300
Non Departmental													
Operations	291,955	10%	301,080	90%	331,535	142,545	43%	340,690	3%	\$9,155	340,690	3%	\$9,155

FUNCTION / DEPARTMENT	2017-18 AUDITED ACTUAL	% Chng	2018-19 AUDITED ACTUAL	% of Bud	2019-20 ADJUSTED BUDGET	2019-20 THROUGH DEC-19	% of Bud	2020-21 DEPT REQUEST	% Chng	\$ Chng	2020-21 MANAGER RECMN'D	% Chng	\$ Chng
Court	349,667	-3%	399,550	95%	457,680	203,001	44%	465,910	2%	8,230	468,350	2%	10,670
Magistrate Court													
Wages & ERE	316,360	-5%	360,733	96%	409,800	182,914	45%	415,715	1%	\$5,915	418,155	2%	\$8,355
Operations	33,307	21%	38,817	86%	47,880	20,087	42%	50,195	5%	\$2,315	50,195	5%	\$2,315
Public Works	915,828	-3%	903,373	96%	1,022,345	431,086	42%	1,110,290	9%	87,945	1,087,000	6%	\$64,655
Engineering													
Wages & ERE	115,404	21%	106,308	103%	103,480	51,431	50%	106,890	3%	\$3,410	106,500	3%	\$3,020
Operations	5,657	-67%	8,208	88%	10,150	1,394	14%	7,250	-29%	(\$2,900)	7,250	-29%	(\$2,900)
Stormwater													
Wages & ERE	89,709	-3%	93,865	101%	93,555	45,816	49%	101,460	8%	\$7,905	95,360	2%	\$1,805
Operations	33,690	-73%	45,776	124%	46,250	17,524	38%	53,050	15%	\$6,800	53,050	15%	\$6,800
Maintenance													
Wages & ERE	495,610	7%	513,609	96%	587,505	241,465	41%	632,555	8%	\$45,050	620,755	6%	\$33,250
Operations	175,758	15%	135,607	82%	181,405	73,456	40%	209,085	15%	\$27,680	204,085	13%	\$22,680
Community Dev	495,699	-1%	525,620	98%	548,625	250,409	46%	558,050	2%	9,425	554,450	1%	\$5,825
Admin													
Wages & ERE	96,511	-27%	101,710	99%	103,075	51,165	50%	129,690	26%	\$26,615	129,305	25%	\$26,230
Operations	25,767	115%	23,792	92%	25,985	14,348	55%	24,260	-7%	(\$1,725)	24,260	-7%	(\$1,725)
Building													
Wages & ERE	226,934	-3%	230,277	97%	242,150	111,425	46%	259,620	7%	\$17,470	259,115	7%	\$16,965
Operations	7,438	-28%	16,340	94%	18,775	8,542	45%	19,570	4%	\$795	18,570	-1%	(\$205)
Planning & Zoning													
Wages & ERE	69,083	42%	70,515	99%	73,265	36,425	50%	29,730	-59%	(\$43,535)	29,510	-60%	(\$43,755)
Operations	2,474	-37%	3,689	59%	2,830	720	25%	3,385	20%	\$555	3,385	20%	\$555
Code Enforcement													
Wages & ERE	38,897	-9%	53,478	99%	56,390	23,544	42%	67,195	19%	\$10,805	67,705	20%	\$11,315
Operations	28,595	68%	25,819	109%	26,155	4,240	16%	24,600	-6%	(\$1,555)	22,600	-14%	(\$3,555)

FUNCTION / DEPARTMENT	2017-18 AUDITED ACTUAL	% Chng	2018-19 AUDITED ACTUAL	% of Bud	2019-20 ADJUSTED BUDGET	2019-20 THROUGH DEC-19	% of Bud	2020-21 DEPT REQUEST	% Chng	\$ Chng	2020-21 MANAGER RECMN'D	% Chng	\$ Chng
Marshal's Office	2,563,136	-6%	2,809,199		3,113,771	1,602,527		3,442,850	11%	\$329,079	3,286,236	6%	\$172,465
Marshal													
Wages & ERE	2,276,584	-2%	2,484,603	96%	2,801,470	1,403,222	50%	3,086,715	10%	\$285,245	2,920,046	4%	\$118,576
Operations	254,198	-22%	270,151	114%	245,941	179,920	73%	279,985	14%	\$34,044	289,985	18%	\$44,044
Animal Control													
Wages & ERE	23,521	-48%	46,592	91%	50,025	17,362	35%	60,310	21%	\$10,285	60,365	21%	\$10,340
Operations	8,833	-52%	7,852	47%	16,335	2,023	12%	15,840	-3%	(\$495)	15,840	-3%	(\$495)
Library	481,114	16%	531,499	95%	564,880	287,772	51%	662,840	17%	\$97,960	598,730	6%	\$33,850
Library													
Wages & ERE	390,893	17%	431,848	92%	471,660	229,589	49%	572,040	21%	\$100,380	507,330	8%	\$35,670
Operations	90,221	14%	99,651	110%	93,220	58,183	62%	90,800	-3%	(\$2,420)	91,400	-2%	(\$1,820)
Parks & Rec	344,225	11%	392,342	99%	500,165	259,052	52%	540,855	8%	\$40,690	529,815	6%	\$29,650
Parks & Rec													
Wages & ERE	104,415	17%	93,717	101%	87,210	43,354	50%	89,045	2%	\$1,835	88,820	2%	\$1,610
Operations	49,080	7%	49,937	92%	54,815	28,956	53%	61,415	12%	\$6,600	56,965	4%	\$2,150
Events													
Wages & ERE	0	N/A	0	N/A	53,765	26,899	N/A	54,680	N/A	\$915	54,520	N/A	\$755
Operations	0	N/A	0	N/A	37,080	18,454	N/A	43,100	N/A	\$6,020	43,100	N/A	\$6,020
Pool													
Wages & ERE	83,015	12%	97,503	109%	93,320	59,115	63%	106,170	14%	\$12,850	105,845	13%	\$12,525
Operations	26,987	-10%	34,694	120%	30,070	21,474	71%	38,585	28%	\$8,515	33,085	10%	\$3,015
Children's Rec													
Wages & ERE	42,577	10%	79,399	90%	114,205	53,053	46%	118,160	3%	\$3,955	117,780	3%	\$3,575
Operations	38,151	19%	37,092	86%	29,700	7,747	26%	29,700	0%	\$0	29,700	0%	\$0
Total General Fund	7,108,565	0%	7,619,510	97%	8,362,976	4,064,239	49%	9,168,575	10%	\$805,599	8,756,874	5%	\$393,898
Wages & ERE	5,343,194	2%	5,789,057	97%	6,442,580	3,102,156	48%	7,074,451	10%	\$631,871	6,726,930	4%	\$284,350
Operations	1,765,371	-4%	1,830,453	98%	1,920,396	962,083	50%	2,094,124	9%	\$173,728	2,029,944	6%	\$109,548

WASTEWATER

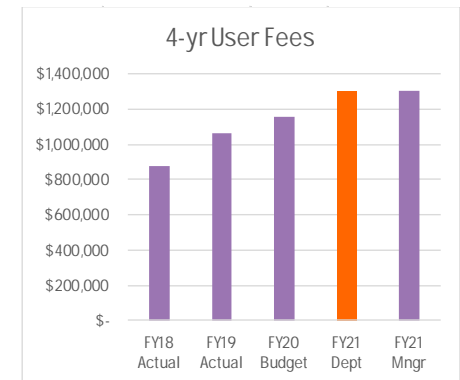
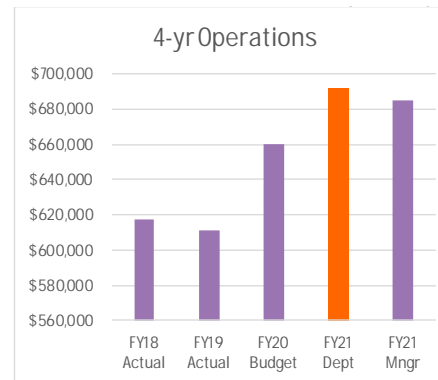
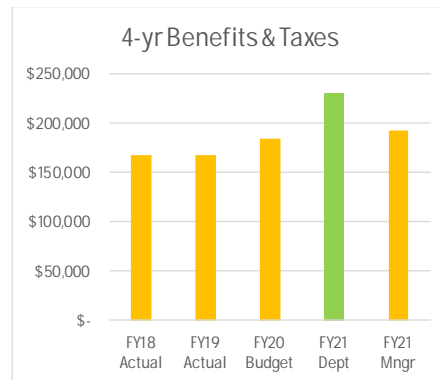
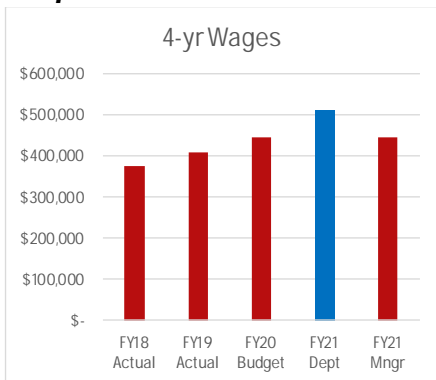
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 375,662	\$ 408,231	\$ 445,380	\$ 283,727	64%	\$ 511,904	15%	\$ 66,524	\$ 445,345	0%	\$ (35)
Taxes & Benefits	\$ 167,111	\$ 166,946	\$ 183,995	\$ 118,543	64%	\$ 230,085	25%	\$ 46,090	\$ 193,040	5%	\$ 9,045
Operations	\$ 617,010	\$ 610,918	\$ 660,204	\$ 489,360	74%	\$ 691,800	5%	\$ 31,596	\$ 684,800	4%	\$ 24,596
Capital	\$ 594,197	\$ 1,502,519	\$ 5,830,727	\$ 697,422	12%	\$ 556,000	-90%	\$(5,274,727)	\$ 756,000	-87%	\$(5,074,727)
Depreciation, Debt, Other	\$ 894,311	\$ 964,670	\$ 1,246,495	\$ 193,067	15%	\$ 212,825	-83%	\$(1,033,670)	\$ 212,825	-83%	\$(1,033,670)
Net Expenses	\$ 2,648,291	\$ 3,653,284	\$ 8,366,801	\$ 1,782,119	21%	\$ 2,202,614	-74%	\$(6,164,187)	\$ 2,292,010	-73%	\$(6,074,791)
REVENUES											
Monthly User Fees	\$ 872,680	\$ 1,062,916	\$ 1,151,400	\$ 826,482	72%	\$ 1,300,000	13%	\$ 148,600	\$ 1,300,000	13%	\$ 148,600
Other Fees	\$ 213,098	\$ 365,731	\$ 299,200	\$ 284,983	95%	\$ 453,600	52%	\$ 154,400	\$ 453,600	52%	\$ 154,400
Other Revenues	\$ 476,490	\$ 814,922	\$ 6,638,533	\$ 235,669	4%	\$ 809,200	-88%	\$(5,829,333)	\$ 809,200	-88%	\$(5,829,333)
Total Department Cost	1,086,023	1,409,715	277,668	434,985	157%	(360,186)	-230%	\$(637,854)	(270,790)	-198%	\$(548,458)

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	8.4	8.5	8.5	8.5	10.5	8.5
FT Positions	10	10	10	10	12	10
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

Graphs



PUBLIC WORKS DEPARTMENT

WASTEWATER DIVISION

Accomplishments for the Fiscal Year 2019-2020

1. Work continuing on the WIFA projects
 - a. Solar Panels Operational
 - b. Wastewater Plant has new lighting
 - c. Disk Filter and UV Disinfection units are operational.
 - d. Main Lift Station has 100 HP backup pump installed to allow overhaul of #1 pump
2. The plant remains in compliance with our Aquifer Protection Permit
3. Camera Van and Vacuum Truck in operation
4. Rebuilt water truck in use for dust control
5. Used Backhoe received from Streets department
6. Lift Station #2 installed
7. Applied for an Aquifer Protection Permit Amendment to produce treated effluent to a standard for use as Park irrigation
8. Continued to serve the community in a safe and professional manner
9. All Certified Operators received the Professional Development Hours required for the year

Performance Objectives for Fiscal Year 2020-2021

1. Continue to maintain the plant and collection system to ensure safe and efficient operations
2. Complete sludge drying beds
3. Build Lift Station #3 at Rezzonico Park
4. Increase operation of new Vacuum Truck and Camera Van
5. Receive an Aquifer Protection Permit Amendment to produce treated effluent to a standard for use as Park irrigation
6. Staff will continue to work on additional certifications and training to earn their Professional Development Hours

Department Statistics

- **1043** sewer connections. Approximately 700 connections pending with Red Moon and other developments.
- Permit allows 260,000 gallons per day for half the plant. Our average is 220,000. 85% of capacity for one side of Plant.
- **93.6** million gallons of sewage processed annually
- **2,843,000** gallons B+ water processed per year
- **33.8** miles of sewer pipe
- **16** tons of ammonia removed annually

MUNICIPAL COURT

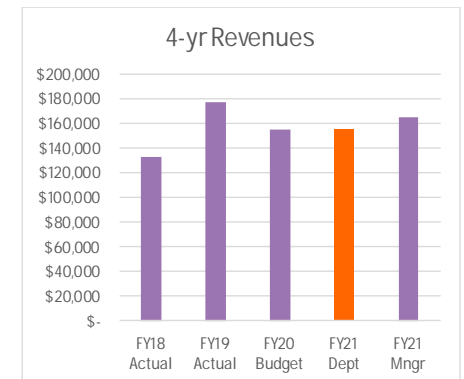
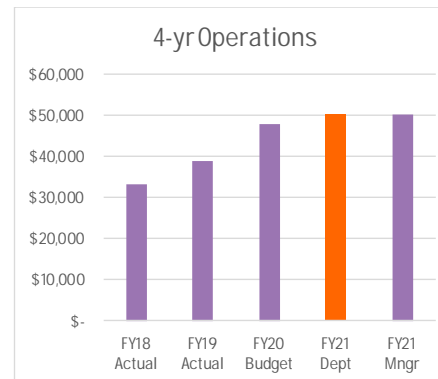
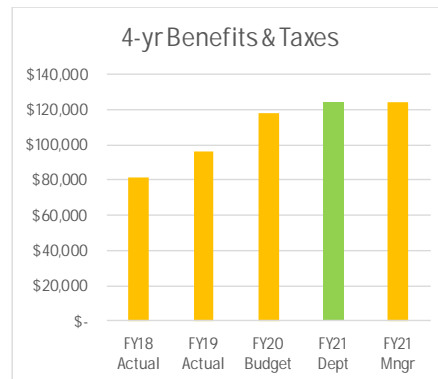
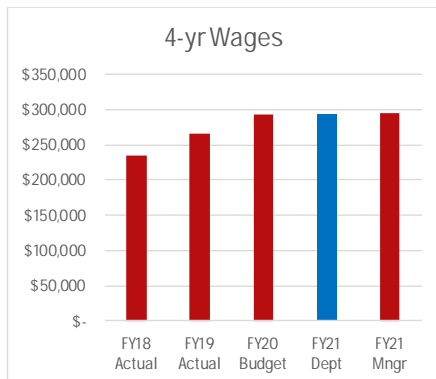
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 235,087	\$ 264,632	\$ 292,015	\$ 133,114	46%	\$ 291,875	0%	\$ (140)	\$ 293,955	1%	\$ 1,940
Taxes & Benefits	\$ 81,273	\$ 96,101	\$ 117,785	\$ 49,800	42%	\$ 123,840	5%	\$ 6,055	\$ 124,200	5%	\$ 6,415
Operations	\$ 33,307	\$ 38,817	\$ 47,880	\$ 20,087	42%	\$ 50,195	5%	\$ 2,315	\$ 50,195	5%	\$ 2,315
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 349,667	\$ 399,550	\$ 457,680	\$ 203,001	44%	\$ 465,910	2%	\$ 8,230	\$ 468,350	2%	\$ 10,670
Revenues	\$ 133,345	\$ 177,237	\$ 155,000	\$ 87,173	56%	\$ 155,000	0%	\$ -	\$ 165,000	6%	\$ 10,000
Total Department Cost	216,322	222,313	302,680	115,828	38%	310,910	3%	\$ 8,230	303,350	0%	\$ 670

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	4.7	5.7	6.2	6.2	6.2	6.2
FT Positions	4	5	5	5	5	5
PT Positions	1	1	2	2	2	2
Seasonal	0	0	0	0	0	0

Graphs



MUNICIPAL COURT

Accomplishments for the Fiscal Year 2019-20

1. Continued to work on the phased implementation of security standards; year 3 -Governance & Administration. –Security Officer hire and entry way screening.
2. Implemented the State wide AZPoint project for online petitions for Order of Protections/Injunctions against harassments.
3. PayNearMe initiative was launched for pay with cash at local convenient stores, ie., Family Dollar, CVS, 711.
4. All staff complied with yearly mandate of 16 Hr. COJET education and training.
5. Hired and filled part time Security Officer for the Court and complied with training for part of the final phase of year 3 Security Officer training/ firearms training
6. The court was awarded and received a state grant request. Court Screening Magnetometer and hand wand was purchased to comply with Court entry screening measure.

Performance Objectives for Fiscal Year 2020-21

1. Continue to work towards the final phase of security standards of year 3; Security Officer, training for security drills and testing of security equipment as well as working to finalizing entryway screening. – remodel of court entryway.
2. Continue the work on New Hire training- annual court employee training; task specific training and Facilities, specific mandatory 16 hrs. COJET
3. Remain in compliance with state law, Administrative Orders and Rules of Court both on a local and state level.
4. Keep an active watch on legislative matters with potential impact to the Town of Camp Verde Local Court as well as on a State level.

Department Statistics

	<u>2018</u>	<u>2019</u>	<u>2020 (8mn)</u>
Misdemeanor/FTA	368	674	562
DUI	50	59	57
Serious Traffic	8	8	2
Criminal Traffic	65	89	90
Civil Traffic	830	992	875
Harassment Injunction	54	37	26
Order of Protection	18	25	14

MARSHAL'S OFFICE

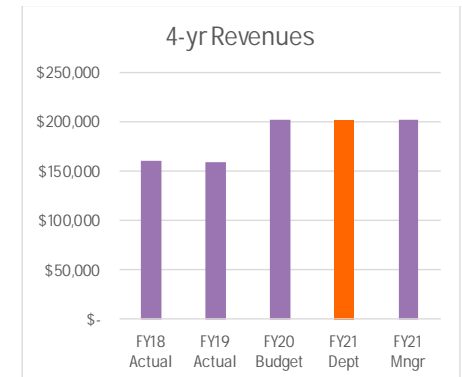
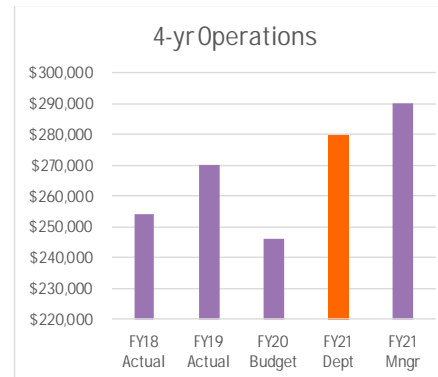
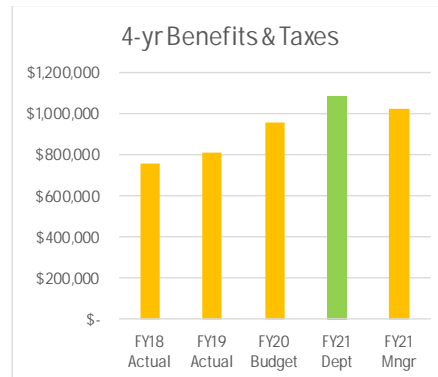
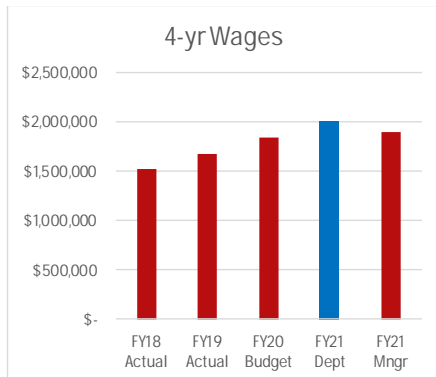
Budget

EXPENSE TYPE	2017-18 AUDITED ACTUAL	2018-19 AUDITED ACTUAL	2019-20 ADJUSTED BUDGET	2019-20 THROUGH DEC-19	% of Bud	2020-21 DEPT REQUEST	% Chng	\$ Chng	2020-21 MANAGER RECMN'D	% Chng	\$ Chng
Wages	\$ 1,521,542	\$ 1,674,098	\$ 1,845,220	\$ 951,092	52%	\$ 2,003,460	9%	\$ 158,240	\$ 1,898,975	3%	\$ 53,755
Taxes & Benefits	\$ 755,042	\$ 810,505	\$ 956,250	\$ 452,130	47%	\$ 1,083,255	13%	\$ 127,005	\$ 1,021,071	7%	\$ 64,821
Operations	\$ 254,198	\$ 270,151	\$ 245,941	\$ 178,574	73%	\$ 279,985	14%	\$ 34,044	\$ 289,985	18%	\$ 44,044
Capital	\$ -	\$ -	\$ -	\$ 1,346	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 2,530,782	\$ 2,754,754	\$ 3,047,411	\$ 1,583,142	52%	\$ 3,366,700	10%	\$ 319,289	\$ 3,210,031	5%	\$ 162,620
Revenues	\$ 160,503	\$ 158,791	\$ 201,800	\$ 22,009	11%	\$ 201,800	0%	\$ -	\$ 201,800	0%	\$ -
Total Department Cost	2,370,279	2,595,963	2,845,611	1,561,133	55%	3,164,900	11%	\$ 319,289	3,008,231	6%	\$ 162,620

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	31.6	33.5	35.0	35.0	38.3	36.0
Sworn	20	21	22	22	25	23
Non-sworn	11	13	13	13	14	13
Part-time	1	0	0	0	0	0

Graphs



MARSHAL'S DEPARTMENT

Accomplishments for the Fiscal Year 2019-2020

1. Purchase Single purpose narcotics dog
2. Upgrade and replace outdated in-car radios
3. Implement E-ticket warning/repair order forms
4. Implement Physical Fitness standards for sworn personnel
5. Create a new job classification to add a patrol lieutenant position
6. Purchase equipment surplus for the city in the amount of 500,000.00
7. Added eleven AED's for patrol
8. VIP's Increased Volunteer hours by 2000 hours this years for total 4328 hours

Performance Objectives for Fiscal Year 2020-2021

1. Complete Accreditation Process
2. Upgrade Command post
3. Go Paperless Department wide
4. Complete Audit of Property/Evidence
5. Obtain Grant for School Resource Officer
6. Begin Process for Public Safety Building

<i>Department Statistics</i>	<u><i>FY18</i></u>	<u><i>FY19</i></u>	<u><i>FY20 (8 months)</i></u>
Calls into Dispatch		40,000	32,000
Officer Reports Taken	9829	9914	6053
Arrests	395	425	275
Traffic Citations	2096	2472	1567
Traffic Collisions Investigated	203	201	142
Domestic Violence Calls	178	199	143

ANIMAL CONTROL

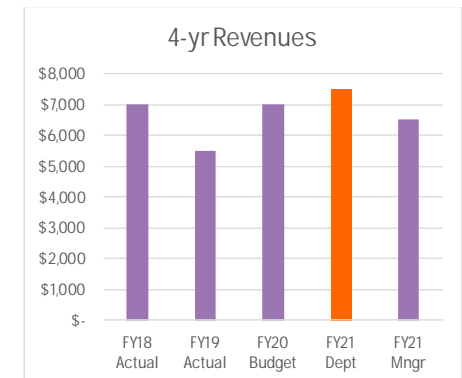
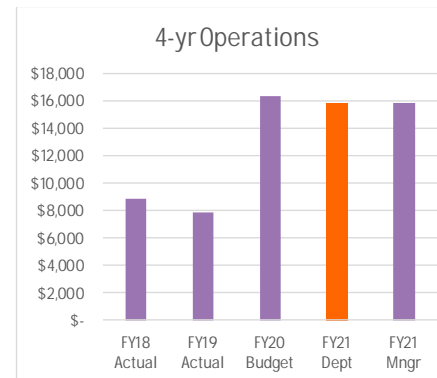
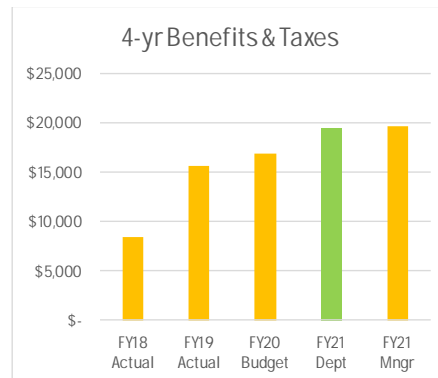
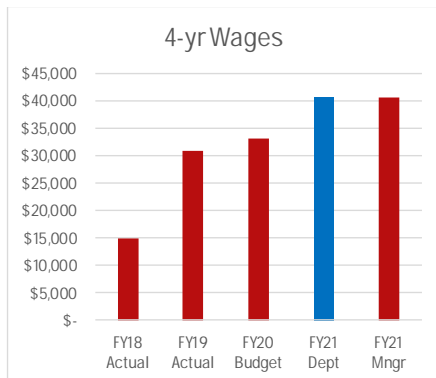
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 15,056	\$ 30,889	\$ 33,110	\$ 11,328	34%	\$ 40,740	23%	\$ 7,630	\$ 40,740	23%	\$ 7,630
Taxes & Benefits	\$ 8,465	\$ 15,703	\$ 16,915	\$ 6,034	36%	\$ 19,570	16%	\$ 2,655	\$ 19,625	16%	\$ 2,710
Operations	\$ 8,833	\$ 7,852	\$ 16,335	\$ 2,023	12%	\$ 15,840	-3%	\$ (495)	\$ 15,840	-3%	\$ (495)
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 32,354	\$ 54,444	\$ 66,360	\$ 19,385	29%	\$ 76,150	15%	\$ 9,790	\$ 76,205	15%	\$ 9,845
Revenues	\$ 6,985	\$ 5,515	\$ 7,000	\$ 701	10%	\$ 7,500	7%	\$ 500	\$ 6,500	-7%	\$ (500)
Total Department Cost	25,369	48,929	59,360	18,684	31%	68,650	16%	\$ 9,290	69,705	17%	\$ 10,345

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	0.3	0.8	1.0	1.0	1.0	1.0
FT Positions	1	1	1	1	1	1
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

Graphs



ANIMAL CONTROL

Accomplishments for the Fiscal Year 2019-2020

1. Train VIPs for animal control pickup
2. Create partnership with Pet Return. chapter for animal impounds
3. Continued TNR (trap neuter release) program for feral cats in Camp Verde.
4. Built Protective Awnings for outside kennels
5. Upgrade mulch in animal recreation yard

Performance Objectives for Fiscal Year 2020-2021

1. Continue to educate the citizens on town ordinances through the CVMO website, social media, and public outreach
2. Provide responsible pet ownership education at special events and during citizen contacts
3. To Partner with YAPD to provide backup and relief to CVMO ACO
4. Continual efforts to the TNR (trap neuter release) program for feral cats in Camp Verde.

<i>Department Statistics</i>	<u>FY18</u>	<u>FY19</u>	<u>FY20 (8 Months)</u>
Total Number of complaints	816	717	508
Number of Animal Bites	39	37	21
Number of Animal Abuse Calls	15	12	13
Number of Animal Noise Calls	103	129	45
Dogs impounded-	134	136	105
Dogs to rescue-	56	58	50
Dogs returned to owner-	78	72	50

LIBRARY

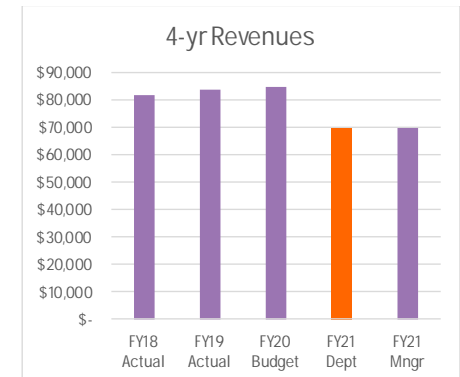
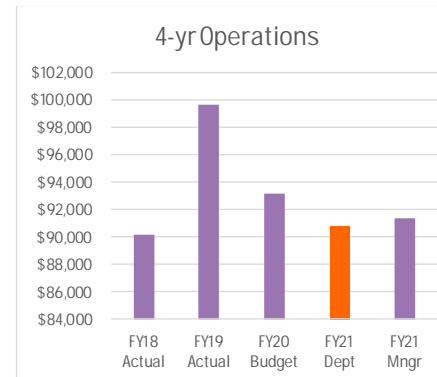
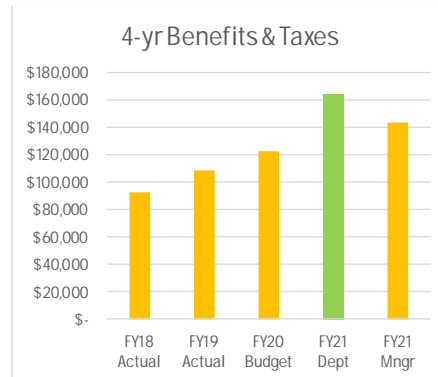
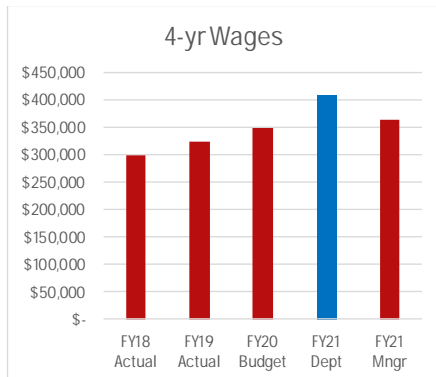
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 297,979	\$ 322,955	\$ 349,475	\$ 171,437	49%	\$ 408,005	17%	\$ 58,530	\$ 363,785	4%	\$ 14,310
Taxes & Benefits	\$ 92,914	\$ 108,893	\$ 122,185	\$ 58,152	48%	\$ 164,035	34%	\$ 41,850	\$ 143,545	17%	\$ 21,360
Operations	\$ 90,221	\$ 99,651	\$ 93,220	\$ 58,183	62%	\$ 90,800	-3%	\$ (2,420)	\$ 91,400	-2%	\$ (1,820)
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 481,114	\$ 531,499	\$ 564,880	\$ 287,772	51%	\$ 662,840	17%	\$ 97,960	\$ 598,730	6%	\$ 33,850
Revenues	\$ 81,905	\$ 83,681	\$ 84,500	\$ 44,492	53%	\$ 70,000	-17%	\$ (14,500)	\$ 70,000	-17%	\$ (14,500)
Total Department Cost	399,209	447,818	480,380	243,280	51%	592,840	23%	\$ 112,460	528,730	10%	\$ 48,350

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	7.5	8.3	8.8	9.3	10.3	9.3
FT Positions	4	6	6	7	8	7
PT Positions	7	5	6	5	5	5
Seasonal	0	0	0	0	0	0

Graphs



LIBRARY

Accomplishments for the Fiscal Year 2019-20

1. Played a key role in and hosted the Smithsonian Water|Ways Exhibition AND the Smithsonian Voices and Votes: Democracy in America Exhibition.
2. Minimized use of disposable water bottles, reduced the number of receipts and routing slips we print, and have stocked the kitchens with dishes and utensils to allow groups to reduce the use of paper plates, cups and dinnerware to be more environmentally responsible.
3. Partnered with Cottonwood Public Library to survey the Verde Valley Spanish-speaking community to determine how to better serve this population.
4. Removed barriers to community members using the library by going to fine-free library services.
5. Hosted our First Annual Game Con for all ages in the Verde Valley.

Performance Objectives for Fiscal Year 2020-21

1. Translate fliers, brochures, policies, etc. to Spanish and add a Spanish collection of books for adults.
2. Restructure staff positions to better meet the needs of an active library environment, create opportunities for advancement and plan for succession.
3. Create emergency preparedness kits covering, identifying and enhancing the library's role in disaster planning.
4. Seek State Grants in Aide construction grant with the aim of getting the sound absorbing system installed in the building.
5. Expand access to community resources that help individuals with housing, behavioral, economic, medical needs, etc.

Department Statistics

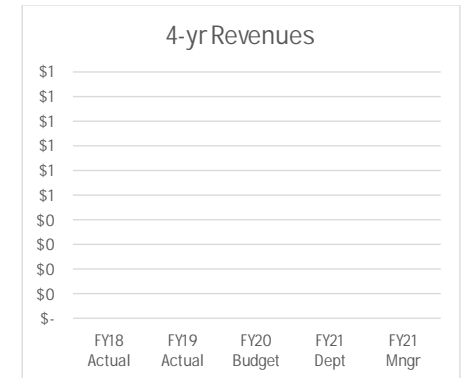
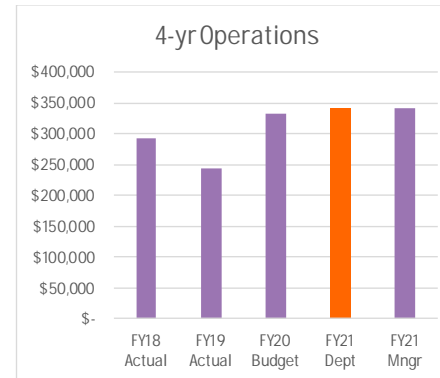
	<u>FY18</u>	<u>FY19</u>	<u>FY20 (6mn)</u>
Public PC Use	18,992	18,829	7,066
Traffic Count	95,490	101,854	51,526
Total Circulation	133,135	130,713	70,183
A/V Media Circulation	32,312	33,007	14,261
Total New Items	2,302	2,932	1,732
Programs	492	596	366
Program Attendance	4,440	6,116	5,209
Volunteer Hours	6,809	6,420	2,712

NON-DEPARTMENTAL

Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Taxes & Benefits	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Operations	\$ 291,955	\$ 243,273	\$ 331,535	\$ 142,545	43%	\$ 340,690	3%	\$ 9,155	\$ 340,690	3%	\$ 9,155
Capital	\$ -	\$ 57,807	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 291,955	\$ 301,080	\$ 331,535	\$ 142,545	43%	\$ 340,690	3%	\$ 9,155	\$ 340,690	3%	\$ 9,155
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	291,955	301,080	331,535	142,545	43%	340,690	3%	\$ 9,155	340,690	3%	\$ 9,155

Graphs



HUMAN RESOURCES

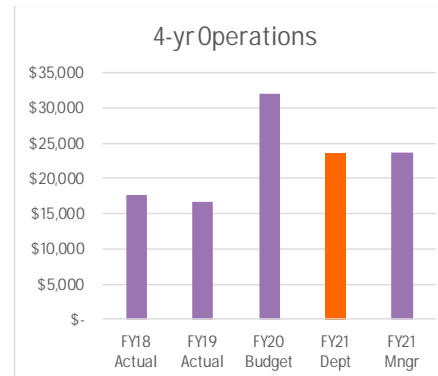
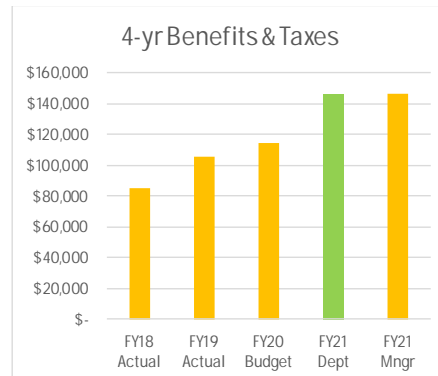
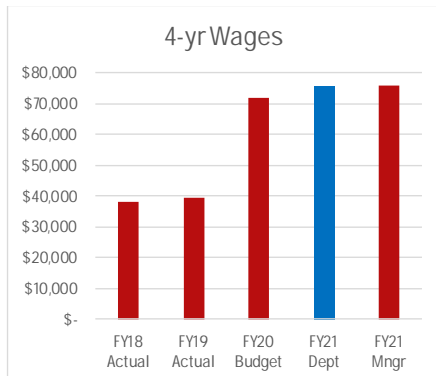
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 38,320	\$ 39,642	\$ 71,760	\$ 23,626	33%	\$ 75,715	6%	\$ 3,955	\$ 75,715	6%	\$ 3,955
Taxes & Benefits	\$ 84,937	\$ 105,354	\$ 114,355	\$ 63,256	55%	\$ 146,195	28%	\$ 31,840	\$ 146,185	28%	\$ 31,830
Operations	\$ 17,579	\$ 16,743	\$ 31,900	\$ 13,265	42%	\$ 23,650	-26%	\$ (8,250)	\$ 23,650	-26%	\$ (8,250)
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 140,836	\$ 161,739	\$ 218,015	\$ 100,147	46%	\$ 245,560	13%	\$ 27,545	\$ 245,550	13%	\$ 27,535
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	140,836	161,739	218,015	100,147	46%	245,560	13%	\$ 27,545	245,550	13%	\$ 27,535

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	1.0	1.0	1.0	1.0	1.0	1.0
FT Positions	1	1	1	1	1	1
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

Graphs



HUMAN RESOURCES

Accomplishments for the Fiscal Year 2019-2020

1. Completed All Hands Training November 2019-Team Building/Sent out information for April 2020 meeting
2. Implementing Employee Engagement Opportunities (Valentine's Day), 1000th Employee (News Article), Email Recognition of Departments of Individuals who go above and beyond
3. Prepared Service Awards 2019, ordered and assisted in Christmas Party Planning
4. Added to committee for Social Media/Communications and New Website
5. Attended many council meetings for better understanding of government processes/procedures
6. Attended PSPRS/Kairos/AMRRP Risk Trainings to keep up to date on compliance, employment laws and HR Costs
7. Participated in Risk Pool Discussions on completion of Renewal Process/Additions & Deletions of Equipment on policy
8. Participated in Workers Comp Discussions, Trainings on Daily Risk Manager Duties, SOP's, Contacts for AMRRP, Town Attorney and Risk Pool Attorneys
9. Received all information on PSPRS Local Board (Board Secretary) to get this back up and running properly
10. Collaborated with Risk Manager to add FMLA as Safe Personnel Training for February 2020
11. Collaborated with KAIROS Coordinator for benefits Open Enrollment Planning for March 2020 (Contacted Nationwide, Wells Fargo, and AFLAC to attend)
12. Completed Salary surveys from League of Cities/NACOG to maintain/achieve competitive wages
13. Collaborated with Parks & Rec, Library for development of New Volunteer Process/Procedures for 2020
14. Completed NEOGov Trainings & In-process on implementation for fiscal year 2020-2021
15. Collaborated with Department Heads on hiring practices/interviewing techniques, attended most interview processes
16. Completed Job Description Updates for all departments and salary range changes that were approved by Council on Feb 5, 2020.
17. Utilizing Facebook (Updated), Yavapai and Coconino College, Employment Network, NEW Employment Opportunity Flyer as a source of recruitment AND Community engagement.

Performance Objectives for Fiscal Year 2020-21

1. Develop Curriculum for a Management Leadership Program
2. Implement Management Leadership Program by January 2021
3. Develop/Implement a Monthly New Hire Orientation Program by July 2020
4. Continue to elevate our All Hands Programming/Design
5. Implement Benefits/HR Quarterly Newsletter by Fall 2020
6. Continue to elevate employee culture thru engagement and recognition (Monthly/Quarterly)
7. Meet compliance standards as well as extend recruitment efforts with online application system and social media (Full Implementation of NEOGov)
8. Implement Employee Engagement Surveys (July 2020) on a 12 month basis for analysis
9. Accurately report and track Applications, New Hires, Terms, Retention, Turnover Rates
10. Implement New Candidate Report Tracking for Managers (When NeoGov is Implemented)
11. Continue to participate in salary surveys to maintain/achieve competitive wages
12. Work in partnership with Northern Arizona Human Resources (Virtual Board Member) and facilitate college trainings
13. Attend trainings (ie-webinars, free workshops) to maintain and keep updated with employment & Risk Pool laws
14. Maintain SHRM Membership for the latest updates and information of the HR world.

Budget Points of Interest

1. 10% increase in Medical and 3% increase in Dental coverage premiums for 2020-2021 Enrollment Period with KAIROS
2. Additional Full Time HR Staff Member Requested

Department Statistics

	<u>2018</u>	<u>2019 July-February</u>	<u>2020 Jan-February</u>
Applications Processed	225	697	148
New Hires	15	9	6
Terminations (Seasonal not included)	8	11	4
Retention Rate	88.4%	87.4%	96.5%
Turnover Rate	11.6%	12.6%	3.5%

RISK MANAGEMENT

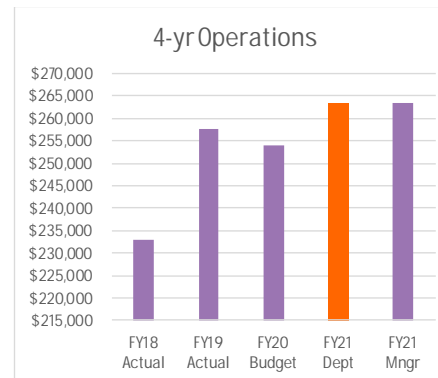
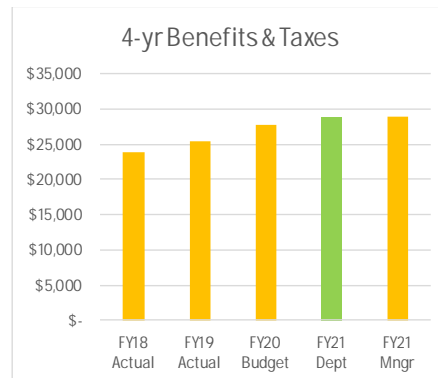
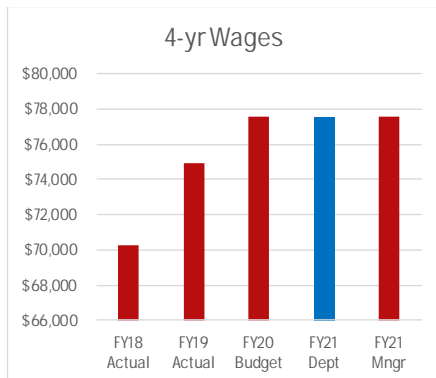
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 70,292	\$ 74,951	\$ 77,550	\$ 38,452	50%	\$ 77,530	0%	\$ (20)	\$ 77,530	0%	\$ (20)
Taxes & Benefits	\$ 23,927	\$ 25,313	\$ 27,640	\$ 13,591	49%	\$ 28,910	5%	\$ 1,270	\$ 28,855	4%	\$ 1,215
Operations	\$ 232,907	\$ 257,542	\$ 254,135	\$ 131,938	52%	\$ 263,384	4%	\$ 9,249	\$ 263,384	4%	\$ 9,249
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 327,126	\$ 357,806	\$ 359,325	\$ 183,981	51%	\$ 369,824	3%	\$ 10,499	\$ 369,769	3%	\$ 10,444
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	327,126	357,806	359,325	183,981	51%	369,824	3%	\$ 10,499	369,769	3%	\$ 10,444

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	1.1	1.2	1.2	1.2	1.2	1.2
FT Positions	2	2	2	2	2	2
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

Graphs



RISK MANAGEMENT

Accomplishments for the Fiscal Year 2019-20

1. Completed Continuity of Operations Plan (COOP); written plan guiding Town before/during/after a hazard/disaster.
2. Completed Risk Register; this document will be an ongoing record of solutions to mitigate risk.
3. Partnered with Marshal Rowley to enhance Emergency Operation Center capabilities and conduct exercise(s).
4. Low E-mod - .73; savings in workers' compensation premiums.

Performance Objectives for the Fiscal Year 2020-21

1. Retain dedicated, risk manager's position to ensure streamlined risk services in order to proactively manage risk.
2. Continue efforts to keep Workers' Compensation e-mod low in order to use unencumbered funding to hire exemplary employees and complete capital improvement projects.
3. Continue supporting Enterprise Risk Management (ERM) as this is a team effort to provide the best level of PREVENTION in all areas.
4. Encourage a Town councilmember to apply for the Arizona Municipal Risk Retention Pool Board of Trustees in the annual call for board members.

Budget Points of Interest

1. Increased deductible threshold for one line of insurance coverage; planned risk financing

Department Statistics

	<u>2018</u>	<u>2019</u>	<u>2020 (6mn)</u>
Worker's Comp Loss Ratio	.2%	.2%	.2%
Worker's Comp E-mod	.74	.71	.73
Work Related Injuries	9	6	3
Certificates of Liability Ins./ Endorsements	179	185	68

Risk Manager's Hub and Spoke Relationship



	A	B	C	D	E	F	G	H	I	J
1										
2		Risk Management FY 21 Budget Presentation								
3										
4	STAFFING FOR RISK MGMT./HR AND ATTORNEY									
5										
6										
7	Sister City Resources									
8	Attorney F-T 3 X CV's expense									
9	HR Dir. F-T									
10	HR Spec. F-T									
11	Procurement Officer F-T									
12	Admin. Assist. 1/2 time									
13	Safety Officer - P-T									
14										
15	Camp Verde Resources									
16	Attorney P-T expenses below									
17	HR Dir. F-T									
18	Risk Mgr. F-T									
19	Safety Officer P-T									
20										
21	OPTIMIZED RISK	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
22	Workers' Compensation	\$ 77,705	\$ 81,369	no data	\$ 90,369	\$ 106,826	\$ 110,856	\$ 78,737	\$ 74,794	\$ 76,901
23	savings v. 2017							\$ 32,119	\$ 36,062	\$ 33,955
24	E-MOD	1.16	1.13	1.27	0.88	1.19	0.91	0.74	0.71	0.73
25	Funds Collected							\$ 452,692	\$ 72,458	\$ 14,569
26	Claims against the Town	1	3	0	1	1	0	2	0	0
27	Litigation							\$ 0.50		
28	Attorney Fees	data unav.	\$ 25,039	\$ 33,673	\$ 50,897	\$ 42,266	\$ 22,919	\$ 35,947	\$ 28,374	\$ 21,021

FINANCE

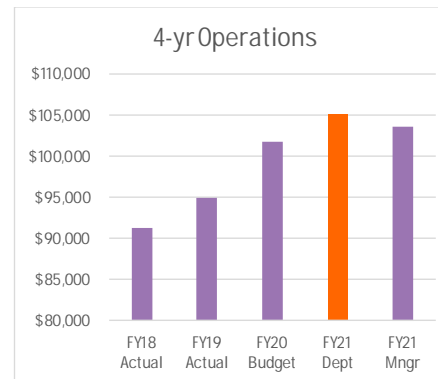
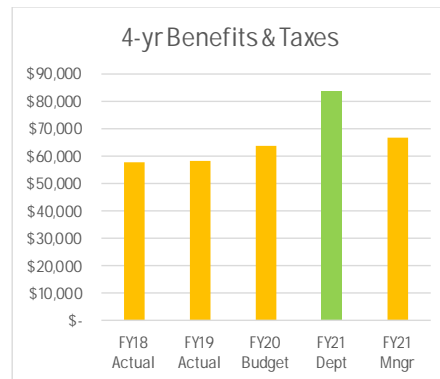
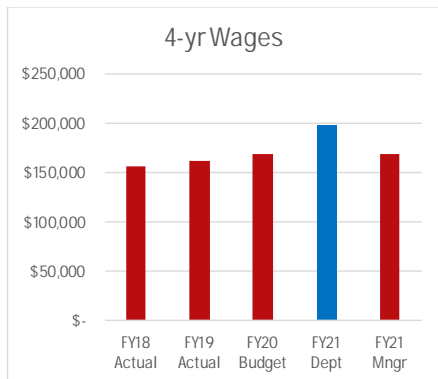
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 156,981	\$ 161,312	\$ 168,480	\$ 85,697	51%	\$ 198,640	18%	\$ 30,160	\$ 168,480	0%	\$ -
Taxes & Benefits	\$ 57,733	\$ 58,267	\$ 63,670	\$ 31,543	50%	\$ 83,851	32%	\$ 20,181	\$ 66,780	5%	\$ 3,110
Operations	\$ 91,374	\$ 94,986	\$ 101,735	\$ 77,665	76%	\$ 105,130	3%	\$ 3,395	\$ 103,600	2%	\$ 1,865
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 306,088	\$ 314,565	\$ 333,885	\$ 194,905	58%	\$ 387,621	16%	\$ 53,736	\$ 338,860	1%	\$ 4,975
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	306,088	314,565	333,885	194,905	58%	387,621	16%	\$ 53,736	338,860	1%	\$ 4,975

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	3.0	3.0	3.0	3.0	4.0	3.0
FT Positions	3	3	3	3	4	3
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

Graphs



FINANCE

Accomplishments for the Fiscal Year 2016-17

1. Received an Unqualified opinion for FY19 CAFR.
2. Received the GFOA CAFR award for FY18; 6-time recipient.
3. Received the GFOA Budget award for FY19; 4-time recipient.

Performance Objectives for Fiscal Year 2017-18

1. Continued recipient of GFOA CAFR & Budget Awards.
2. Work with Department Heads to fully implement digital media storage Town-wide.
3. Roll-out credit card processing capabilities to all departments including online, recurring and event based payments.

Points of Interest

1. Request for new Finance Employee position – Finance Clerk.

Statistics

	<u>FY18</u>	<u>FY19</u>	<u>FY20 (as of Feb)</u>
•Regular AP Checks	2,486	2,412	1,565
•Total AP Credit Card Use	701	797	1,999
•Avg# of Ee's per month	109	115	112

MAYOR & COUNCIL

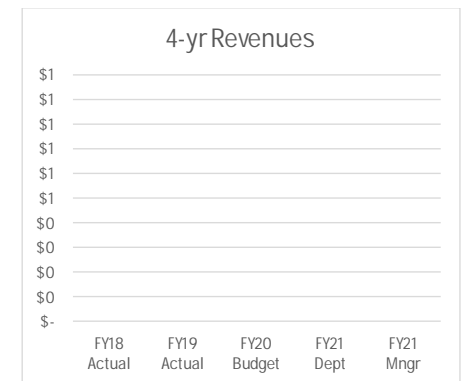
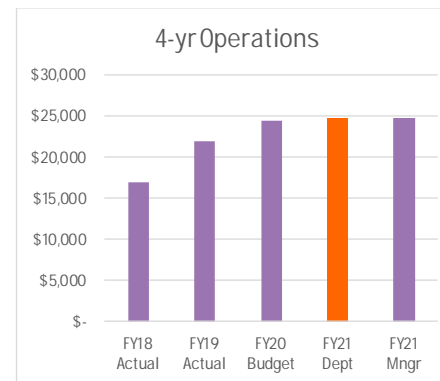
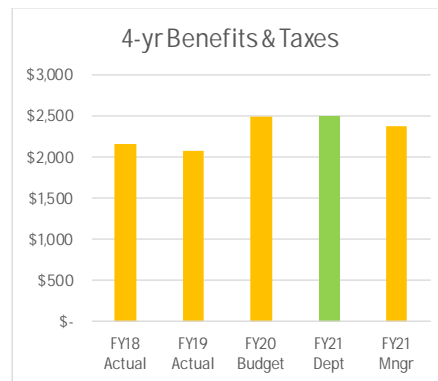
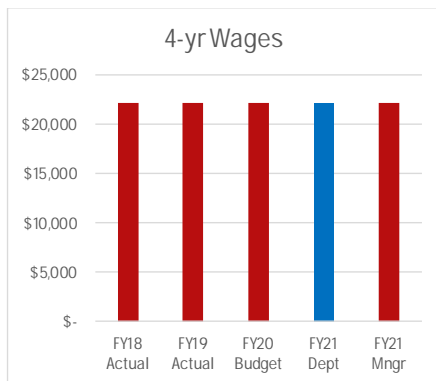
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 22,200	\$ 22,200	\$ 22,200	\$ 11,100	50%	\$ 22,200	0%	\$ -	\$ 22,200	0%	\$ -
Taxes & Benefits	\$ 2,155	\$ 2,072	\$ 2,490	\$ 1,017	41%	\$ 2,485	0%	\$ (5)	\$ 2,369	-5%	\$ (121)
Operations	\$ 16,990	\$ 21,967	\$ 24,500	\$ 6,042	25%	\$ 24,700	1%	\$ 200	\$ 24,700	1%	\$ 200
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 41,345	\$ 46,239	\$ 49,190	\$ 18,159	37%	\$ 49,385	0%	\$ 195	\$ 49,269	0%	\$ 79
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	41,345	46,239	49,190	18,159	37%	49,385	0%	\$ 195	49,269	N/A	\$ 79

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act		FY21 Dept		FY21 Mngr
Council Members	7	7	7	7		7		7

Graphs



TOWN COUNCIL

Accomplishments for the Fiscal Year 2019-20

1. Held a strong commitment to citizen satisfaction.
2. Maintained a balanced budget while completing capital projects.
3. Worked collaboratively with ADOT through the widening of Highway 260.
4. Maintained an active watch on legislation.
5. Development of community recreational open space, including completion of Phase I of the Sports Complex.

Performance Objectives for Fiscal Year 2020-21

1. Continue our commitment to fiscal responsibility. We will maintain a balanced budget to the extent possible, without eliminating services.
2. Continue our strong commitment to citizen satisfaction.
3. Continue development of community recreational open space including Phase II of the Sports Complex.
4. Keep an active watch on legislative matters with potential impact to the Town of Camp Verde.
5. Work actively with the Yavapai-Apache Nation and local businesses to develop and maintain a strong, sustainable and healthy economy.
6. On-going evaluation of Town Codes and Policies for best practices and legislative adjustments.
7. Work on drainage and storm-water solutions.

Budget Points of Interest

1. \$25,000 Capital Improvement Project – Improve Council Chambers

Department Statistics

	<u>2018</u>	<u>2019</u>	<u>2020 (6mn)</u>
Business Licenses on File	820	803	807
New Resolutions & Ord's	41	29	25 (13 Ordinances 12 Resolutions)
New Liquor Permits	25	25	20
Total Council Meetings	58	51	64

TOWN CLERK

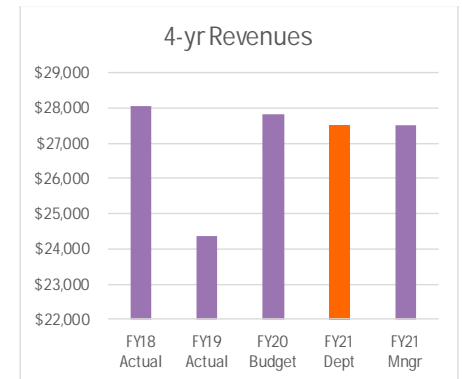
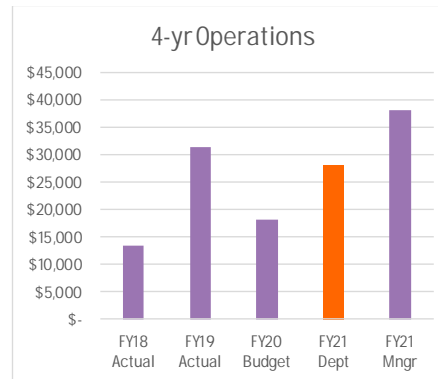
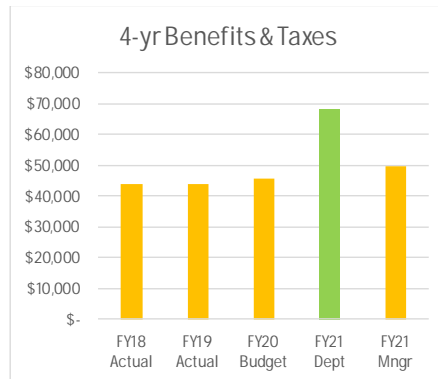
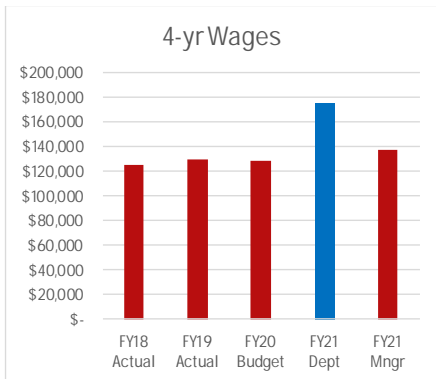
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 125,605	\$ 129,862	\$ 128,590	\$ 60,228	47%	\$ 175,015	36%	\$ 46,425	\$ 137,575	7%	\$ 8,985
Taxes & Benefits	\$ 43,673	\$ 44,067	\$ 45,715	\$ 19,291	42%	\$ 68,115	49%	\$ 22,400	\$ 49,585	8%	\$ 3,870
Operations	\$ 13,362	\$ 31,508	\$ 18,200	\$ 4,932	27%	\$ 28,200	55%	\$ 10,000	\$ 38,200	110%	\$ 20,000
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 182,640	\$ 205,437	\$ 192,505	\$ 84,451	44%	\$ 271,330	41%	\$ 78,825	\$ 225,360	17%	\$ 32,855
Revenues	\$ 28,057	\$ 24,367	\$ 27,800	\$ 11,000	40%	\$ 27,500	-1%	\$ (300)	\$ 27,500	-1%	\$ (300)
Total Department Cost	154,583	181,070	164,705	73,451	45%	243,830	48%	\$ 79,125	197,860	20%	\$ 33,155

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	2.0	2.0	2.0	2.0	3.0	2.0
FT Positions	2.0	2.0	2.0	2.0	3.0	2.0
PT Positions	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal	0.0	0.0	0.0	0.0	0.0	0.0

Graphs



TOWN CLERK

Accomplishments for the Fiscal Year 2019-20

1. Trainings/Conferences: Elections Training, Athenian Dialogue, AZ League Conference, Three (3) Region I Meetings.
2. Worked with IT to incorporate new changes to the Council Chambers to include: Power Point clicker and a conduit used to capture sound to the laptop for presentations.
3. Assisted with the new rollout of the Towns upcoming website design
4. Incorporated new administrative practices to capture agenda items, changed the face of the Council Agenda.

Performance Objectives for Fiscal Year 2020-21

1. Successfully conduct Candidate Elections – Primary and General.
2. Digitize all Records within the Town Clerk's Office.
3. Develop Public Records Management Training/Orientation for Employees.
4. Attend Elections Training/Clerk's Academy and Best Practices Trainings.
5. Conduct OML/Policies Rules and Procedures training for Council Members.

Budget Points of Interest

1. \$40,000 One (1) Full-Time Executive Assistant
2. \$20,000 Elections

Department Statistics

	<u>2018</u>	<u>2019</u>	<u>2020 (6mn)</u>
Business Licenses on File	820	803	807
New Resolutions & Ord's	41	29	25 (13 Ordinances 12 Resolutions)
New Liquor Permits	25	25	20
Total Council Meetings	58	51	64

INFORMATION TECHNOLOGY

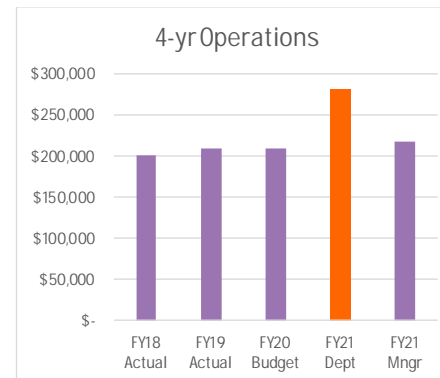
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Taxes & Benefits	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Operations	\$ 200,732	\$ 209,010	\$ 208,700	\$ 101,149	48%	\$ 281,400	35%	\$ 72,700	\$ 217,000	4%	\$ 8,300
Capital	\$ 9,871	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 210,603	\$ 209,010	\$ 208,700	\$ 101,149	48%	\$ 281,400	35%	\$ 72,700	\$ 217,000	4%	\$ 8,300
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	210,603	209,010	208,700	101,149	48%	281,400	35%	\$ 72,700	217,000	4%	\$ 8,300

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	Outsourced	Outsourced	Outsourced	Outsourced	Outsourced	Outsourced
FT Positions						
PT Positions						
Seasonal						

Graphs



INFORMATION TECHNOLOGY

Accomplishments for the Fiscal Year 2019-2020

1. Upgraded a portion of computers throughout organization.
2. Implemented additional building security throughout Town Hall campus.
3. Continue upgrades with consistent hardware baseline for all Town workstations and provide a Five-year procurement schedule for all Town PC Workstations and Laptops.

Performance Objectives for Fiscal Year 2020-2021

1. Continue upgrades with consistent hardware baseline for all Town workstations and provide a Five-year procurement schedule for all Town PC Workstations and Laptops.
2. Continue progress on campus-wide Security upgrades.
3. Begin considering on-site full-time IT staff

Department Statistics

None

TOWN MANAGER

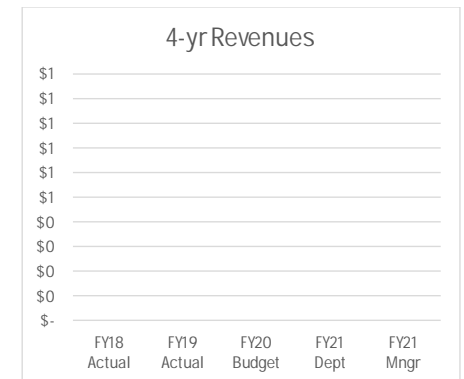
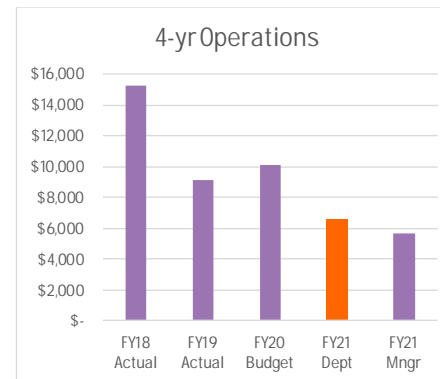
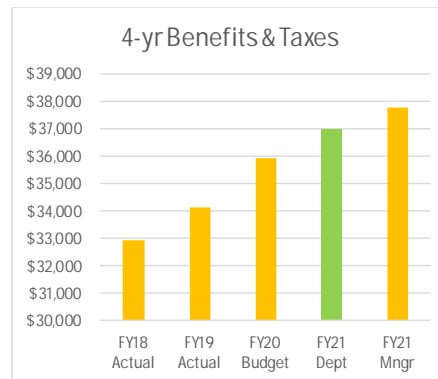
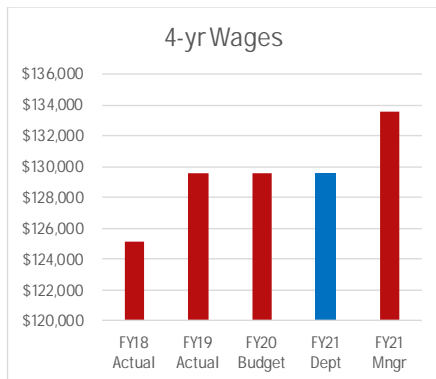
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 125,133	\$ 129,605	\$ 129,605	\$ 64,802	50%	\$ 129,605	0%	\$ -	\$ 133,600	3%	\$ 3,995
Taxes & Benefits	\$ 32,941	\$ 34,127	\$ 35,955	\$ 17,472	49%	\$ 37,000	3%	\$ 1,045	\$ 37,790	5%	\$ 1,835
Operations	\$ 15,236	\$ 9,086	\$ 10,100	\$ 5,408	54%	\$ 6,550	-35%	\$ (3,550)	\$ 5,650	-44%	\$ (4,450)
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 173,310	\$ 172,818	\$ 175,660	\$ 87,682	50%	\$ 173,155	-1%	\$ (2,505)	\$ 177,040	1%	\$ 1,380
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	173,310	172,818	175,660	87,682	50%	173,155	-1%	\$ (2,505)	177,040	1%	\$ 1,380

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	1.0	1.0	1.0	1.0	1.0	1.0
FT Positions	1.0	1.0	1.0	1.0	1.0	1.0
PT Positions	0.0	0.0	0.0	0.0	0.0	0.0
Seasonal	0.0	0.0	0.0	0.0	0.0	0.0

Graphs



TOWN MANAGER

Accomplishments for the Fiscal Year 2019-2020

1. Upgraded HR services/management and transitioned 3 department managers.
2. Continued development of long-term plan for sewer.
3. Completed nearly all required Sewer Improvement projects from WIFA loan.
4. Completed initial phase of Park development.

Performance Objectives for Fiscal Year 2020-2021

1. Update HR Policies and procedures.
2. Work to secure our water future through due diligence on water company purchase.
3. Develop long-term financing plan for Capital Projects
4. Complete first phase of Park development.
5. Complete Sewer Improvement projects.

Department Statistics

None

COMMUNITY DEVELOPMENT

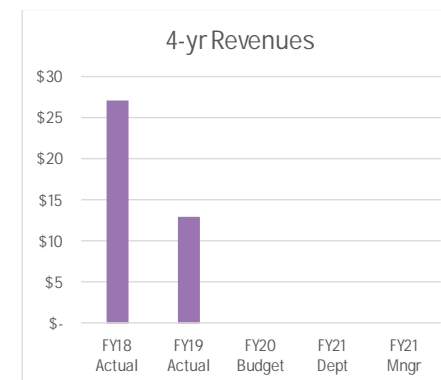
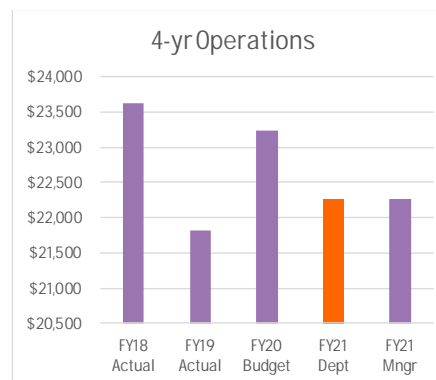
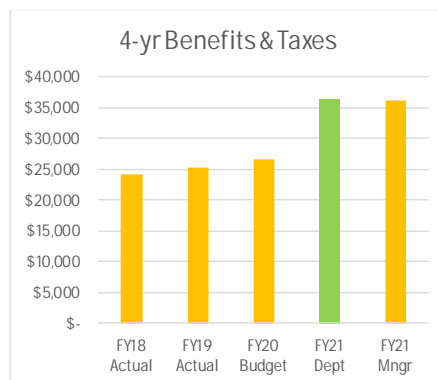
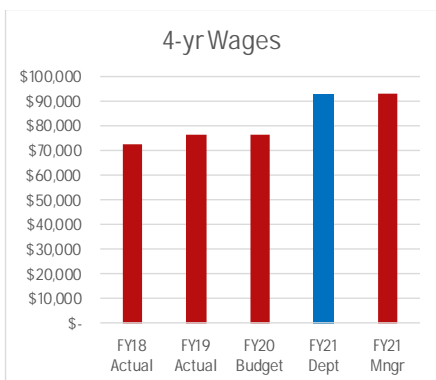
Budget

EXPENSE TYPE	2017-18 AUDITED ACTUAL	2018-19 AUDITED ACTUAL	2019-20 ADJUSTED BUDGET	2019-20 THROUGH DEC-19	% of Bud	2020-21 DEPT REQUEST	% Chng	\$ Chng	2020-21 MANAGER RECMN'D	% Chng	\$ Chng
Wages	\$ 72,342	\$ 76,540	\$ 76,540	\$ 38,220	50%	\$ 93,290	22%	\$ 16,750	\$ 93,290	22%	\$ 16,750
Taxes & Benefits	\$ 24,169	\$ 25,170	\$ 26,535	\$ 12,945	49%	\$ 36,400	37%	\$ 9,865	\$ 36,015	36%	\$ 9,480
Operations	\$ 23,629	\$ 21,824	\$ 23,225	\$ 13,388	58%	\$ 22,260	-4%	\$ (965)	\$ 22,260	-4%	\$ (965)
Capital	\$ 2,138	\$ 1,968	\$ 2,760	\$ 960	35%	\$ 2,000	-28%	\$ (760)	\$ 2,000	-28%	\$ (760)
Net Expenses	\$ 122,278	\$ 125,502	\$ 129,060	\$ 65,513	51%	\$ 153,950	19%	\$ 24,890	\$ 153,565	19%	\$ 24,505
Revenues	\$ 27	\$ 13	\$ -	\$ 72	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	122,251	125,489	129,060	65,441	51%	153,950	19%	\$ 24,890	153,565	19%	\$ 24,505

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	1.0	1.0	1.0	1.0	1.5	1.5
FT Positions	1	1	1	1	2	2
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

Graphs



COMMUNITY DEVELOPMENT

Accomplishments for the Fiscal Year 2019-20

1. Maintained a strong commitment to citizen satisfaction.
2. Continued to improve technology to be more efficient.
3. Continued to improve development by proposing code amendments based on changing social, economic and governmental trends.
4. Continued to promote quality development by adhering to adopted codes.
5. Implemented and expanded the department permit program with IWorq, which has increased efficiency, documentation, and overall tracking.

Performance Objectives for Fiscal Year 2020-21

1. Evaluate departmental workflows to reorganize staffing, to improve efficiencies in service to Customers and promote public awareness
2. Continue our commitment to fiscal responsibility. We will maintain a balanced budget to the extent possible without eliminating services.
3. Continue our strong commitment to citizen satisfaction.
4. Work actively toward a building a strong economy through quality development.
5. Work actively with the residents and local businesses to cultivate and maintain sustainable development.

Budget Points of Interest

1. Implement department reorganization and conduct public awareness campaigns.

Department Statistics

	<u>FY18</u>	<u>FY19</u>	<u>FY20 (6mn)</u>
Permits Issued	449	480	193
P&Z Sessions	11	8	3
Board of A&A Sessions	2	1	0
Council Sessions	5	8	3

BUILDING

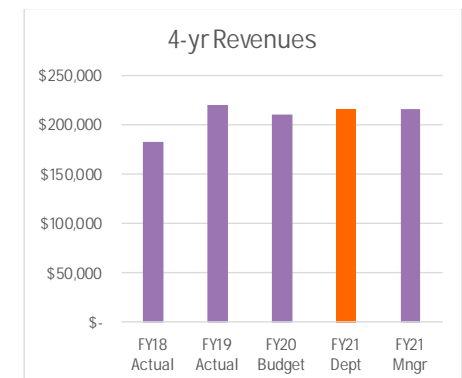
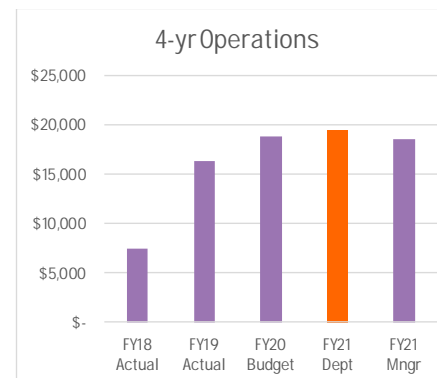
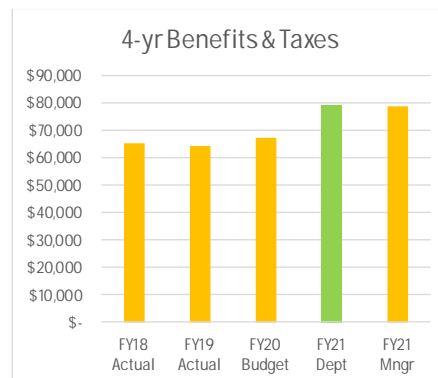
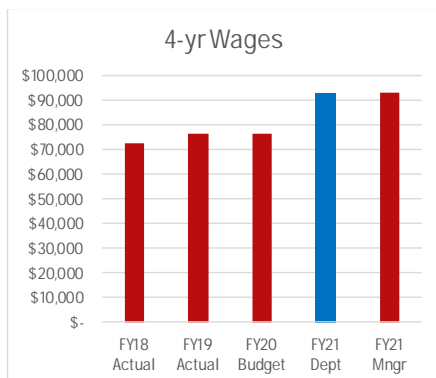
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 161,587	\$ 166,213	\$ 175,015	\$ 79,201	45%	\$ 180,125	3%	\$ 5,110	\$ 180,125	3%	\$ 5,110
Taxes & Benefits	\$ 65,347	\$ 64,064	\$ 67,135	\$ 32,224	48%	\$ 79,493	18%	\$ 12,358	\$ 78,990	18%	\$ 11,855
Operations	\$ 7,438	\$ 16,340	\$ 18,775	\$ 8,542	45%	\$ 19,570	4%	\$ 795	\$ 18,570	-1%	\$ (205)
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 234,372	\$ 246,617	\$ 260,925	\$ 119,967	46%	\$ 279,188	7%	\$ 18,263	\$ 277,685	6%	\$ 16,760
Revenues	\$ 183,048	\$ 220,635	\$ 210,000	\$ 97,383	46%	\$ 216,300	3%	\$ 6,300	\$ 216,300	3%	\$ 6,300
Total Department Cost	51,324	25,982	50,925	22,584	44%	62,888	23%	\$ 11,963	61,385	N/A	\$ 10,460

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	3.9	3.8	3.8	3.8	3.8	3.8
FT Positions	4	4	4	4	4	4
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

Graphs



BUILDING

Accomplishments for the Fiscal Year 2019-20

1. Worked with local contractors and developers on the implementation of the 2018 Building Codes.
2. Upgraded iWorQ's software to allow for online application submittals.
3. Increased customer satisfaction by adding a desk in our lobby for them to sit at and complete paperwork.
4. Added an additional computer at the front desk to speed up customer wait time.
5. Created fillable applications for ease-of-use.
6. Worked with Yavapai College on 3D printing.
7. Attended the Fall AZBO training for Building Division staff.

Performance Objectives for Fiscal Year 2020-21

1. Keep our strong commitment to citizen satisfaction and maintain a high level of customer service by delivering timely and accurate information and permit processing.
2. Educate the public on new technology and services.
3. Continue to develop and cross train staff according to need, interest and skill level; acquiring certifications, as required.
4. Work closely with and assist the Town Risk Manager on Town employee safety.
5. Continue to cooperate and work closely with outside agencies; adapting to new technologies and ensuring compliance with IGA/ISA agreements.

Department Statistics

	<u>FY18</u>	<u>FY19</u>	<u>FY20 (6 mn)</u>
Permits Applied for	436	442	179
Permits Issued	428	408	166
Inspections	1,333	2,010	829

PLANNING & ZONING

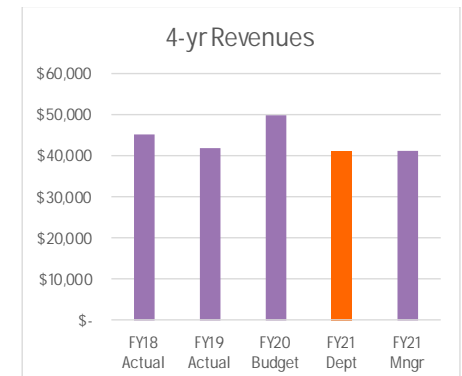
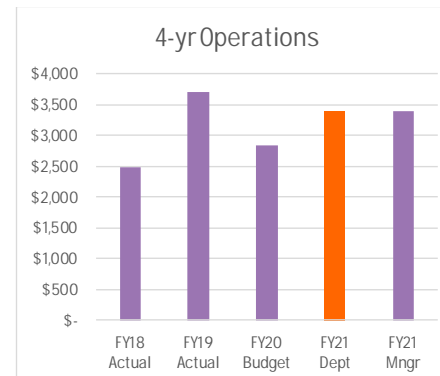
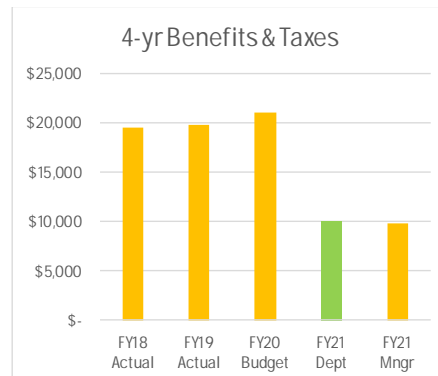
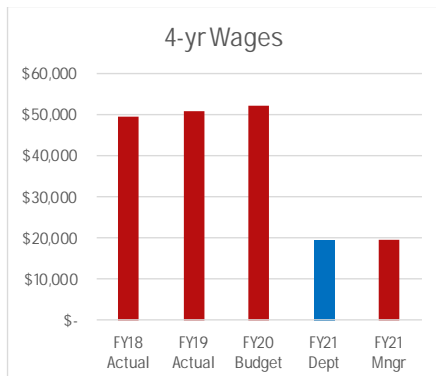
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 49,587	\$ 50,686	\$ 52,205	\$ 26,052	50%	\$ 19,660	-62%	\$ (32,545)	\$ 19,660	-62%	\$ (32,545)
Taxes & Benefits	\$ 19,496	\$ 19,829	\$ 21,060	\$ 10,373	49%	\$ 10,070	-52%	\$ (10,990)	\$ 9,850	-53%	\$ (11,210)
Operations	\$ 2,474	\$ 3,689	\$ 2,830	\$ 720	25%	\$ 3,385	20%	\$ 555	\$ 3,385	20%	\$ 555
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 71,557	\$ 74,204	\$ 76,095	\$ 37,145	49%	\$ 33,115	-56%	\$ (42,980)	\$ 32,895	-57%	\$ (43,200)
Revenues	\$ 45,189	\$ 41,996	\$ 50,000	\$ 20,878	42%	\$ 41,200	-18%	\$ (8,800)	\$ 41,200	-18%	\$ (8,800)
Total Department Cost	26,368	32,208	26,095	16,267	62%	(8,085)	-131%	\$ (34,180)	(8,305)	-132%	\$ (34,400)

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	1.0	1.0	1.0	1.0	0.5	0.5
FT Positions	1	1	1	1	1	1
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

Graphs



PLANNING & ZONING

Accomplishments for the Fiscal Year 2019-20

1. In addition to the statistics provided below, Current Planning is experiencing an increase in Pre-Development meeting requests for both commercial and residential. We continue to see changes in properties through Minor Land Divisions and Lot Line Adjustments, and requests for Temporary Use Permits. Accessory Dwelling Unit Rental permits have slowed down; it appears the existing stock of units has been covered. There continue to be increases in the number of walk-in customers and phone calls, which are expected to continue through this fiscal year. The Planning & Zoning Division is facilitated Zoning Code Amendments, including a Sign Ordinance Update, to reflect current trends in development and remove extra layers of government processes.
2. Working to integrate GIS mapping for Addressing, Streets, Zoning, and Land Use.

Performance Objectives for Fiscal Year 2020-21

1. Continue research potential updates to the Planning & Zoning Ordinance addressing clarifications to improve enforcement. Specific areas of concern are enforcement of the new sign code, lighting ordinance, parking lot standards, and updates to landscape/screening standards.
2. Process Annexations to include Town properties that house Town facilities, and for Alcantara Vineyards/Thousand Trails RV Park.
3. Provide assistance with rezoning of properties along Aultman Parkway for better development potential, due to recent street right-of-way dedications and improvements.

Budget Points of Interest

1. Adjustments to Planning, Zoning, and Land Use fees to align with actual processes.
2. Reorganize department workflows for processing of Planning, Zoning, and Land Use applications.

Department Statistics

	<u>FY18</u>	<u>FY19</u>	<u>FY20 (6 months)</u>
Permits Issued	21	44	27
Ord's & Resolutions	13	9	6
Res. Zoning Clearances	152	160	80
Comm. Zoning Clearances	51	39	27

CODE ENFORCEMENT

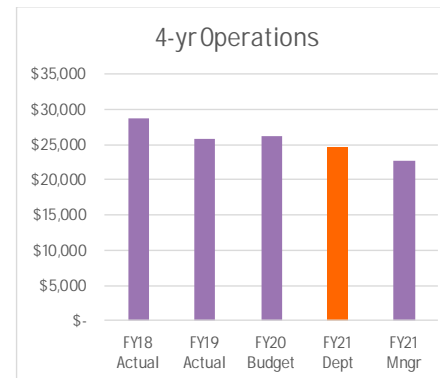
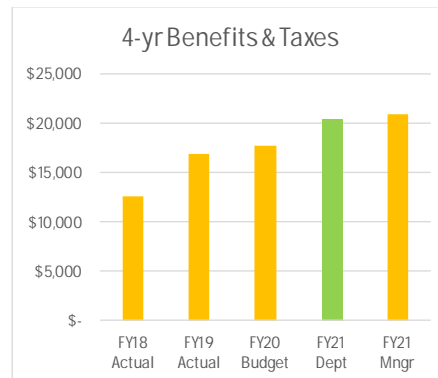
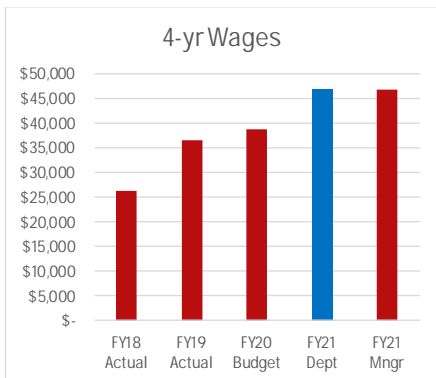
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 26,264	\$ 36,577	\$ 38,665	\$ 15,749	41%	\$ 46,800	21%	\$ 8,135	\$ 46,800	21%	\$ 8,135
Taxes & Benefits	\$ 12,633	\$ 16,901	\$ 17,725	\$ 7,795	44%	\$ 20,395	15%	\$ 2,670	\$ 20,905	18%	\$ 3,180
Operations	\$ 28,595	\$ 25,819	\$ 26,155	\$ 4,240	16%	\$ 24,600	-6%	\$ (1,555)	\$ 22,600	-14%	\$ (3,555)
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 67,492	\$ 79,297	\$ 82,545	\$ 27,784	34%	\$ 91,795	11%	\$ 9,250	\$ 90,305	9%	\$ 7,760
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	67,492	79,297	82,545	27,784	34%	91,795	11%	\$ 9,250	90,305	9%	\$ 7,760

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	0.6	1.0	1.0	1.0	1.0	1.0
FT Positions	0	1	1	1	1	1
PT Positions	2	0	0	0	0	0
Seasonal	0	0	0	0	0	0

Graphs



CODE COMPLIANCE

Accomplishments for the Fiscal Year 2019-20

1. Continue to improve usage of IWORQ permitting software.
2. Acquired drone and have licensed two staff members with a third pending.
3. Accumulating property maintenance equipment to assist residents with cleanup.
4. Scheduled and attended Code Enforcement training.
5. Continue to pursue citations and coordinate follow up with the municipal court system towards total compliance.
6. Developing public outreach materials for improved awareness of Town nuisance codes.

Performance Objectives for Fiscal Year 2020-21

1. Keep our strong commitment to citizen satisfaction and maintain a high level of efficient and professional customer service.
2. Work with other agencies to coordinate community cleanup efforts with.
3. Cross train to improve department efficiencies.
4. Have public outreach meetings to inform about Town code requirements.
5. Continue working with the building division on joint enforcement of the building Codes adopted by the Town.
6. Implement programs to assist property owners and the community as a whole with cleanup.

Budget Points of Interest

1. Performing public awareness campaigns and implemented a program to assist residents with nuisance abatement. The department also has been receiving donations or tools and time from residents to help with this program.

Department Statistics

	<u>FY18</u>	<u>FY19</u>	<u>FY20 (6 mn)</u>
Open Cases	310	26	18
Closed Cases	303	153	41
Total Violations	438	179	59



Town of Camp Verde

Community Development Department

◆ 473 S. Main Street, Suite 108 ◆ Camp Verde, Arizona 86322 ◆

◆ Telephone: 928.554.0050 ◆ www.campverde.az.gov ◆

April 2, 2020

Mayor Charlie German
Vice Mayor Dee Jenkins
Town Council Members

Re: Community Development Proposed Budget for FY21

Recent changes in the staffing for our department have provided an opportunity to reorganize various responsibilities and redistribute some funding line items. Thank you for your consideration of the proposed budget, as summarized below:

Staff Changes

The change of Community Development Director opened up the position of Planner within the department. However, after consideration of the current and expected workflow for the department, it was decided to utilize the existing position of Assistant Planner/Administrative Assistant to a greater extent. This will allow the Director to continue to handle the major planning functions of the department and designate a staff member to assist with the administrative processes associated with planning and land use applications. Bobbi Webb, previously the department Permit Technician, was promoted into this role. She will begin to share in the role of address management and train to utilize the GIS mapping system, as it relates to land use, planning, and zoning. She will also provide the administrative/clerical function of the department, which includes duties such as managing finances, supply inventory, correspondence, and scheduling for training and travel.

With the expected increase in building permit applications, a Plans Examiner position was established, and Roxanne Jasman, who had already been promoted from her entry level role of Permit Technician to Assistant Planner/Administrative Assistant, was promoted into this new role. She will be able to focus on the review process of our permits, checking both building and zoning compliance. This will also provide an opportunity for her to expand her ability to assist with field inspections, with the intent to receive certifications at various levels to increase her knowledge and skillset. She will continue to manage the technical aspects of the iWorQ permit system and begin training on the GIS mapping system, as it relates to building, field inspections, and zoning compliance.

The open position of Permit Technician has been advertised, and will be filled as soon as the opportunity to do so returns. This position will fill the role of intake of all permits, checking for completeness and accepting payments, inputting them into the system, tracking the routing as they flow through the review processes, issuing the permits and associated inspections, and closing out the file when they have been completed.

Budget Adjustments

The changes in positions changed the budget structure somewhat.

The request for training at \$1,000 per person and travel at \$750 per person is reflected in each department based on staffing. To provide consistency, I respectfully ask that these items in the Building section be kept as requested. Each staff member has been asked to consider their requests for training, exams (certifications and CE credits), and associated travel, based on their equal allotments.

✚ The main heading of Community Development now includes the salary for the Director, half of the salary for the Assistant Planner/Administrative Assistant and allotment for applicable membership dues. Training and travel are for the Director only, as these items are noted under the Planning & Zoning budget for the Assistant Planner function. There were some line items that were combined from the other categories under this main one, such as uniforms, printing, and advertising. This was done to allow for flexibility in how we can allocate these funds for the department as a whole. The larger printing budget is in anticipation of having to scan or print larger documents at an outside source. Items such as postage and uniform allowance were removed, as they were not being utilized.

✚ The other half of the salary for the Assistant Planner/Administrative Assistant position was placed under Planning & Zoning. Minimal line items such as training, travel, cell phone, and legal services were kept here for activities specifically related to P&Z.

✚ The Building Department category retained the bulk of staffing and operational expenses. There are four staff members working primarily with building-related issues, and a portion of the costs for the permitting system were placed here. The consulting fees for this section remained, with the knowledge that our current Building Official intends to retire by the end of 2020. Retaining outside assistance relating to this position will be necessary until their replacement is able to resume those roles.

✚ Code Enforcement (or now referred to as "Code Compliance") retained separate line items in some areas to allow us to track expenses for this particular function. The iWorQ system is also being used for code enforcement duties and reflects a portion of these costs. There was a request to add in funding for the maintenance of the drone under "Equipment Maintenance Agreements" to make sure it is available for use in emergency situations. Continued funding for nuisance abatement and abatement of dangerous buildings are outlined here.

Other adjustments to the line items overall were based on an evaluation of actual expenditures in recent years, or anticipated expenses in the upcoming year. Increases related to the improvement of the department's technological capabilities are expected to be covered by the 3% technology fee, which we have been collecting since July of 2018. We have replaced outdated computer workstations, initiated the GIS mapping system with a dedicated laptop, upgraded (and continue to improve) our permit system, and have provided staff with iPads for use in the office and field inspections. These same iPads are now being used for remote desktops as we find ourselves working from our homes! Other changes include a large wall monitor and desktop conference phone for meetings held in our office.

Thank you for your careful consideration of our department's budget, as requested. Please contact me directly if you wish to discuss any of these items specifically.

Respectfully,

Melinda Lee
Community Development Director
Office: (928)554-0053
Cell: (928)554-5384

ECONOMIC DEVELOPMENT

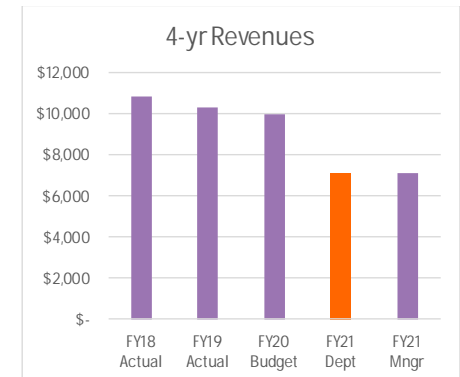
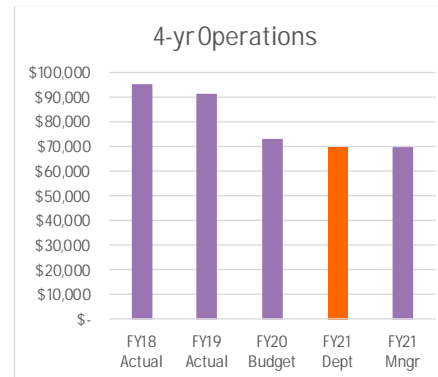
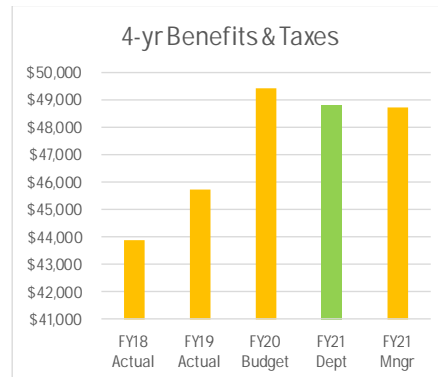
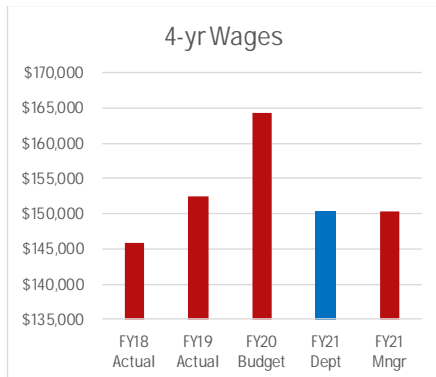
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 145,880	\$ 152,418	\$ 164,270	\$ 74,290	45%	\$ 150,405	-8%	\$ (13,865)	\$ 150,405	-8%	\$ (13,865)
Taxes & Benefits	\$ 43,904	\$ 45,710	\$ 49,425	\$ 21,012	43%	\$ 48,810	-1%	\$ (615)	\$ 48,750	-1%	\$ (675)
Operations	\$ 95,209	\$ 91,107	\$ 73,000	\$ 22,071	30%	\$ 69,600	-5%	\$ (3,400)	\$ 69,600	-5%	\$ (3,400)
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 284,993	\$ 289,235	\$ 286,695	\$ 117,373	41%	\$ 268,815	-6%	\$ (17,880)	\$ 268,755	-6%	\$ (17,940)
Revenues	\$ 10,838	\$ 10,272	\$ 10,000	\$ 62	1%	\$ 7,100	-29%	\$ (2,900)	\$ 7,100	-29%	\$ (2,900)
Total Department Cost	274,155	278,963	276,695	117,311	42%	261,715	-5%	\$ (14,980)	261,655	-5%	\$ (15,040)

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	3.2	2.9	3.1	3.1	3.1	3.1
FT Positions	2	2	2	2	2	2
PT Positions	4	3	3	3	3	3
Seasonal	0	0	0	0	0	0

Graphs



ECONOMIC DEVELOPMENT DEPARTMENT

Accomplishments for the Fiscal Year 2019-2020

1. Launched the Verde Grown campaign from the 5-year marketing plan
2. Launched the town's comprehensive Urban-Upland Trail Plan
3. Saw the opening of a \$12 million RV park in August and the opening of an \$80 million manufactured home community in March
4. Awarded four grants totaling \$225,000
5. Partnered on an additional \$1.8 million in outside funding
6. Completed the Homestead Parkway Project
7. Completed Ryal Canyon Trailhead Project

Performance Objectives for Fiscal Year 2020-2021

1. Submit an EDA grant application for the SR260 sewer expansion project
2. Recruit at least one major employer in warehousing or light manufacturing
3. Open White Hawk Business Park
4. Begin local agriculture branding campaign "Verde Grown"
5. Initiate a strategic planning process for CDD and EDD
6. Continue to provide stellar business and development services while investing in creative placemaking projects

Department Statistics

1. Construction Tax Revenue: First Half FY2020: \$183,602.10
2. Accommodation Tax Revenue: First Half FY2020: \$127,316.03
3. Visitor Center Count: First Half FY2020:

ENGINEERING

PUBLIC WORKS

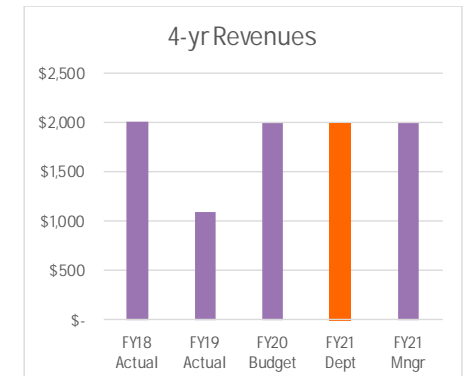
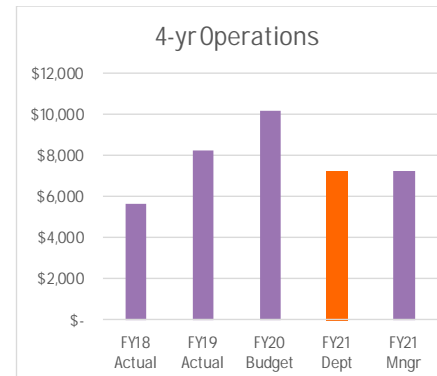
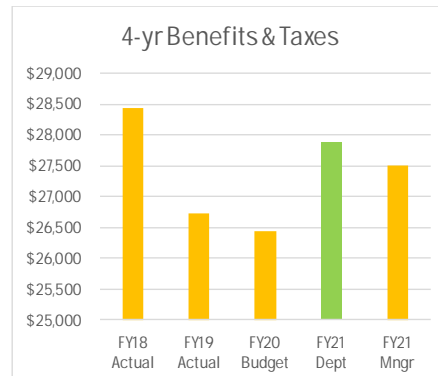
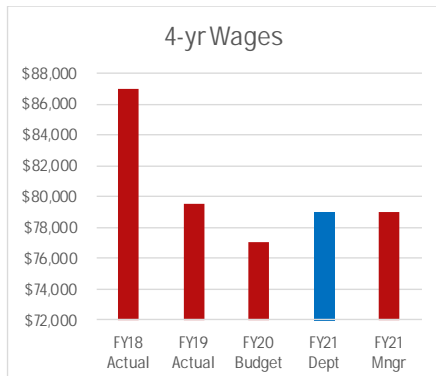
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 86,976	\$ 79,573	\$ 77,040	\$ 38,520	50%	\$ 79,000	3%	\$ 1,960	\$ 79,000	3%	\$ 1,960
Taxes & Benefits	\$ 28,428	\$ 26,735	\$ 26,440	\$ 12,911	49%	\$ 27,890	5%	\$ 1,450	\$ 27,499	4%	\$ 1,059
Operations	\$ 5,657	\$ 8,208	\$ 10,150	\$ 1,394	14%	\$ 7,250	-29%	\$ (2,900)	\$ 7,250	-29%	\$ (2,900)
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 121,061	\$ 114,516	\$ 113,630	\$ 52,825	46%	\$ 114,140	0%	\$ 510	\$ 113,749	0%	\$ 119
Revenues	\$ 2,005	\$ 1,100	\$ 2,000	\$ 3,750	188%	\$ 2,000	0%	\$ -	\$ 2,000	0%	\$ -
Total Department Cost	119,056	113,416	111,630	49,075	44%	112,140	0%	\$ 510	111,749	0%	\$ 119

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	1.3	1.2	1.0	1.0	1.0	1.0
FT Positions	3	4	3	3	3	3
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

Graphs



PUBLIC WORKS

ENGINEERING DIVISION

Accomplishments for the Fiscal Year 2019-20

1. Provided Engineering support to Community Development for private development and public improvements projects.
2. Worked with Rick Engineering to Design the Hollamon & 7th Street Sidewalk Improvements
3. Worked with Kimley – Horn Engineering to design the sports complex fields & appurtenances
4. Served on the NACOG Technical Subcommittee and the Verde Valley Transportation Organization (CVVTPO)
5. Attended the Emergency Operations Center training for the Town of Camp Verde.

Performance Objectives for Fiscal Year 2020-21

6. Continue the Sports Complex design/construction of fields and appurtenances
7. Seek funding for re-construction of Old-279 with an improved crossing of the Cherry Creek Wash and connectivity to SR-260
8. Work with Rick Engineering to Design the Hollamon & 7th Street Sidewalk Improvements
9. Develop a solution for the flooding issue in Verde Lakes

Department Statistics

	<u>2018</u>	<u>2019</u>	<u>2020 (6mn)</u>
None			

STORMWATER

PUBLIC WORKS

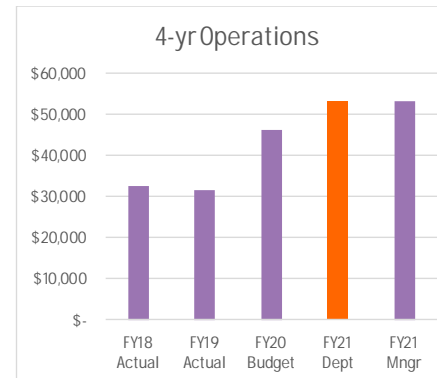
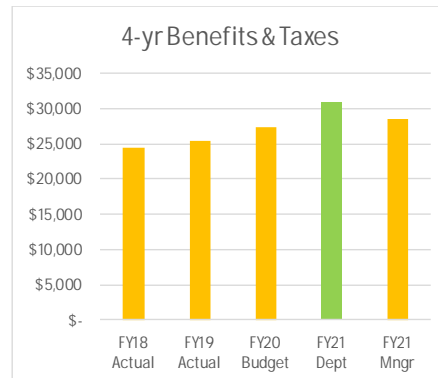
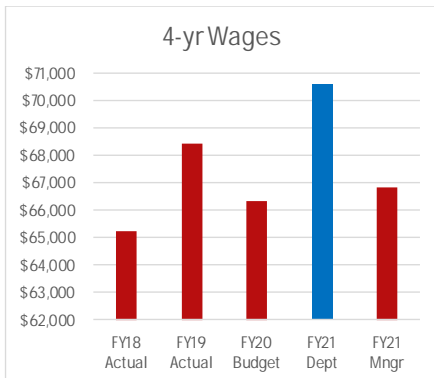
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 65,229	\$ 68,435	\$ 66,315	\$ 33,206	50%	\$ 70,595	6%	\$ 4,280	\$ 66,850	1%	\$ 535
Taxes & Benefits	\$ 24,480	\$ 25,430	\$ 27,240	\$ 12,610	46%	\$ 30,865	13%	\$ 3,625	\$ 28,510	5%	\$ 1,270
Operations	\$ 32,676	\$ 31,402	\$ 46,250	\$ 17,524	38%	\$ 53,050	15%	\$ 6,800	\$ 53,050	15%	\$ 6,800
Capital	\$ 1,014	\$ 14,374	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 123,399	\$ 139,641	\$ 139,805	\$ 63,340	45%	\$ 154,510	11%	\$ 14,705	\$ 148,410	6%	\$ 8,605
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	123,399	139,641	139,805	63,340	45%	154,510	11%	\$ 14,705	148,410	6%	\$ 8,605

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	1.2	1.2	1.3	1.3	1.5	1.3
FT Positions	9	9	9	9	10	9
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

Graphs



PUBLIC WORKS

STORMWATER DIVISION

Accomplishments for the Fiscal Year 2019-20

1. Completed Drainage Improvements in Pioneer Acres.
2. Kept up with MS-4 Permit and annual report. Entered entire MS4 into "MyDEQ" Online Portal.
3. Maintenance on Town drainage structures, culverts, washes, etc.
4. Repaired Verde Lakes Drive Crossing.
5. Purchased Walk-Behind track loader to clean Box-culverts.

Performance Objectives for Fiscal Year 2020-21

1. Seek funding, manpower, equipment, software required to complete the work of a functioning Stormwater Division
2. Continue work on numerous drainage issues at Verde Lakes and begin work for Verde Lakes Drive at West Clear Creek.
3. Maintenance on Town infrastructure

Budget Points of Interest

1. Purchase of Culvert Package for Verde Lakes Drive crossing at West Clear Creek.

Department Statistics

	<u>2018</u>	<u>2019</u>	<u>2020 (6mn)</u>
# of completed projects	2	2	
# of ongoing projects	1	3	3

HURF / STREETS

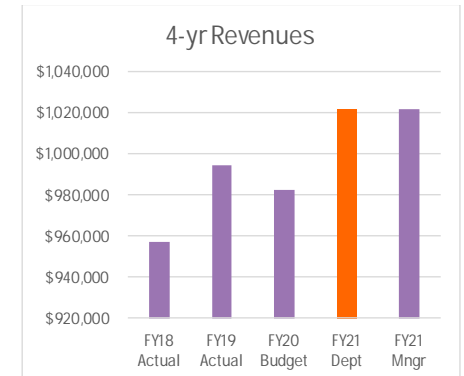
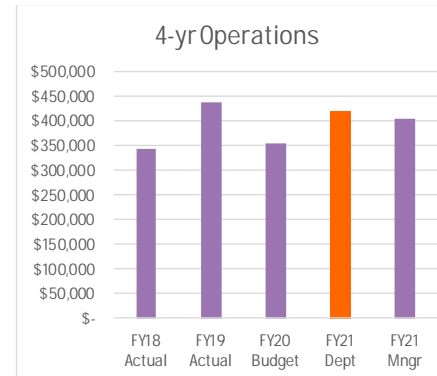
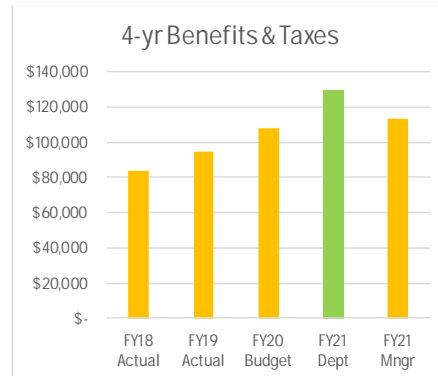
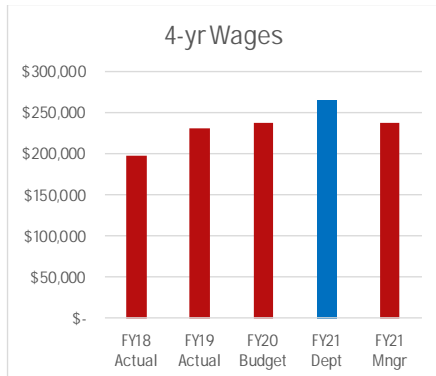
Budget

EXPENSE TYPE	2017-18 AUDITED ACTUAL	2018-19 AUDITED ACTUAL	2019-20 ADJUSTED BUDGET	2019-20 THROUGH DEC-19	% of Bud	2020-21 DEPT REQUEST	% Chng	\$ Chng	2020-21 MANAGER RECMN'D	% Chng	\$ Chng
Wages	\$ 198,267	\$ 230,701	\$ 237,670	\$ 113,350	48%	\$ 265,745	12%	\$ 28,075	\$ 238,290	0%	\$ 620
Taxes & Benefits	\$ 83,365	\$ 94,952	\$ 107,460	\$ 47,548	44%	\$ 129,505	21%	\$ 22,045	\$ 113,125	5%	\$ 5,665
Operations	\$ 342,763	\$ 436,389	\$ 354,400	\$ 146,366	41%	\$ 421,460	19%	\$ 67,060	\$ 404,960	14%	\$ 50,560
Capital	\$ 6,390	\$ 59,892	\$ 12,500	\$ 1,299	10%	\$ 25,000	100%	\$ 12,500	\$ 20,000	60%	\$ 7,500
Net Expenses	\$ 630,785	\$ 821,934	\$ 712,030	\$ 308,563	43%	\$ 841,710	18%	\$ 129,680	\$ 776,375	9%	\$ 64,345
Revenues	\$ 956,951	\$ 994,330	\$ 982,200	\$ 692,532	71%	\$ 1,021,535	4%	\$ 39,335	\$ 1,021,535	4%	\$ 39,335
Operating Transfers	\$ (404,017)	\$ (678,619)	\$ (225,850)	\$ (192,980)	85%	\$ (245,415)	9%	\$ (19,565)	\$ (245,415)	9%	\$ (19,565)
Total Department Cost	77,851	506,223	(44,320)	(190,989)	431%	65,590	-248%	\$ 109,910	255	-101%	\$ 44,575

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	4.9	5.0	4.9	4.9	5.8	4.9
FT Positions	8	8	8	8	9	8
PT Positions	0	0	0	0	0	0
Seasonal	1	1	1	1	1	1

Graphs



PUBLIC WORKS STREETS DIVISION

Accomplishments for the Fiscal Year 2019-20

1. Work on drainage issues on Mckracken area, Beaver, Peach, Pioneer, SGT Woodall.
2. Clean by Windy Point on Salt mine Rd
3. Build new gates for Verde Lakes Dr at Clear Creek
4. Clean box culverts in Faulkner wash
5. Move gate from in town to Parsons Park
6. Re-built numerous road shoulders with asphalt millings.
7. Build parking area at Ryal Canyon trail

**See Stormwater for additional projects completed by Streets Crews*

Performance Objectives for Fiscal Year 2020-21

1. Continue to complete road and road side repairs with millings and/or concrete as needed, crack seal, procure a contractor and manage the chip seal project
2. Continue to keep a smooth millings surface on Old HWY 279.
3. Hire Street Laborer position
4. Continue road maintenance repairs as necessary to keep Town Roads serviceable to the Community.
5. Work with Stormwater Division and Yavapai County Flood Control to repair Verde Lakes Drive
6. Maintain equipment and facilities' to keep them operating and functioning in good condition.

Department Statistics

	<u>2018</u>	<u>2019</u>	<u>2020 (6mn)</u>
Work orders completed	177	152	23
Right of Way Permits issued	55	95	5
Culvert Permits issued	25	20	4

MAINTENANCE

PUBLIC WORKS

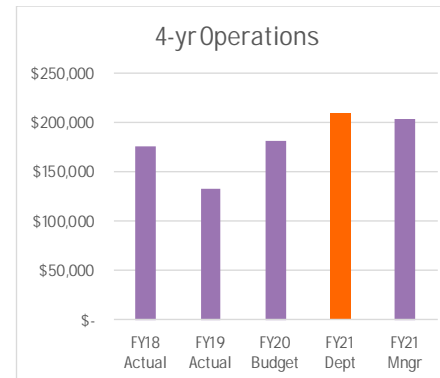
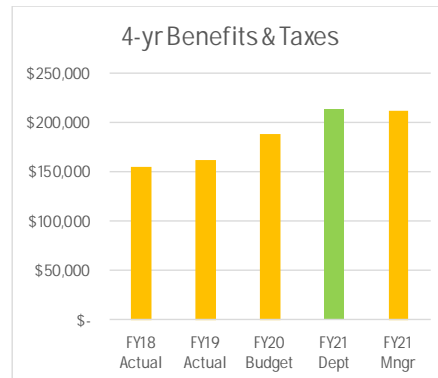
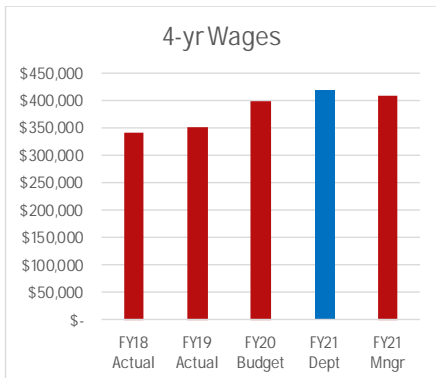
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 341,024	\$ 352,277	\$ 399,210	\$ 164,911	41%	\$ 419,440	5%	\$ 20,230	\$ 408,440	2%	\$ 9,230
Taxes & Benefits	\$ 154,586	\$ 161,332	\$ 188,295	\$ 76,554	41%	\$ 213,115	13%	\$ 24,820	\$ 212,315	13%	\$ 24,020
Operations	\$ 175,758	\$ 132,252	\$ 181,405	\$ 73,456	40%	\$ 209,085	15%	\$ 27,680	\$ 204,085	13%	\$ 22,680
Capital	\$ -	\$ 3,355	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 671,368	\$ 649,216	\$ 768,910	\$ 314,921	41%	\$ 841,640	9%	\$ 72,730	\$ 824,840	7%	\$ 55,930
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Total Department Cost	671,368	649,216	768,910	314,921	41%	841,640	9%	\$ 72,730	824,840	7%	\$ 55,930

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	9.1	9.6	10.5	10.5	11.5	11.0
FT Positions	11	12	13	13	14	14
PT Positions	1	0	0	0	0	0
Seasonal	1	1	1	1	1	0

Graphs



PUBLIC WORKS – MAINTENANCE DIVISION

Accomplishments for the Fiscal Year 2019-2020

1. Kitchen Remodel Completed.
2. Council Chambers Remodel
3. Reroof Pool
4. Front Part of Public Works Building-Reroofed
5. Economic Development Remodel
6. Com-Dev Remodel
7. Complete Rekey system for Town Facilities'
8. Lower Maintenance Shop-Revamp.

Performance Objectives for Fiscal Year 2020-21

1. Build H.R. Office
2. Design and Build Conference Room.
3. Revamp Gazebo.
4. Continue work at Rezzonico Park and Library
5. Work with Tree Advisory Committee
6. Re-Model Town Hall Restrooms
7. Replace Ceiling tiles in Council Chambers
8. Upgrade power to Town Hall Building
9. Continue Roof Work on 300 Building.

Department Statistics

	<u>2018</u>	<u>2019</u>	<u>2020 (6mn)</u>
Maintained Park Acreage		21	134
Square footage of Town Facilities	81,962	81,962	81,962
Work orders completed	376	372	372
Man-hours on work orders	940	936	938

PARKS & REC

PUBLIC WORKS

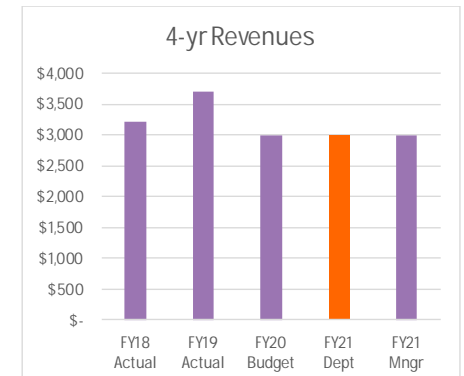
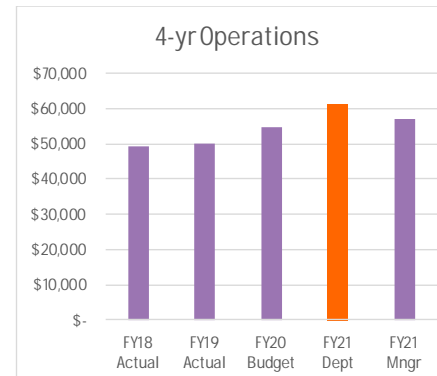
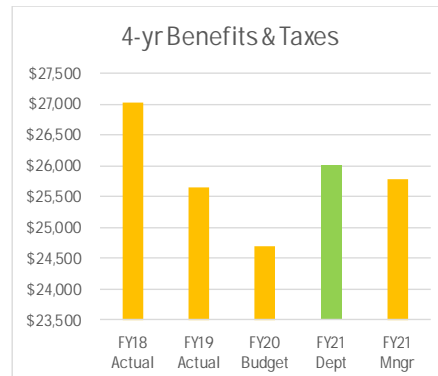
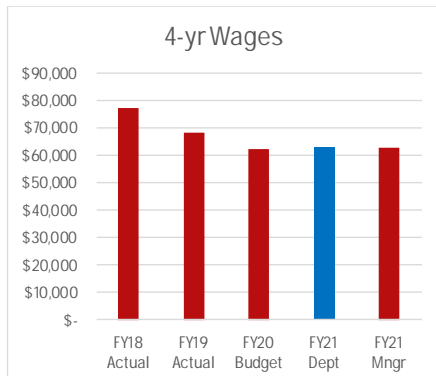
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	% Chng	\$ Chng	2020-21	% Chng	\$ Chng
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST			MANAGER RECMN'D		
Wages	\$ 77,399	\$ 68,058	\$ 62,510	\$ 31,653	51%	\$ 63,045	1%	\$ 535	\$ 63,045	1%	\$ 535
Taxes & Benefits	\$ 27,016	\$ 25,659	\$ 24,700	\$ 11,701	47%	\$ 25,999	5%	\$ 1,299	\$ 25,774	4%	\$ 1,074
Operations	\$ 49,080	\$ 49,937	\$ 54,815	\$ 28,956	53%	\$ 61,415	12%	\$ 6,600	\$ 56,965	4%	\$ 2,150
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 153,495	\$ 143,654	\$ 142,025	\$ 72,310	51%	\$ 150,459	6%	\$ 8,434	\$ 145,784	3%	\$ 3,759
Revenues	\$ 3,203	\$ 3,706	\$ 3,000	\$ 1,825	61%	\$ 3,000	0%	\$ -	\$ 3,000	0%	\$ -
Total Department Cost	150,292	139,948	139,025	70,485	51%	147,459	6%	\$ 8,434	142,784	3%	\$ 3,759

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	1.2	1.2	1.2	1.2	1.2	1.2
FT Positions	5	5	5	5	5	5
PT Positions	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0

Graphs



PARKS & REC ADMIN

Accomplishments for the Fiscal Year 2019-2020

1. Completed, with Public Works Engineer, amenity design, bid process and construction start for next phase of Sports Complex
2. Completion of multi-use trail and support amenities around Sports Complex using Arizona State Parks grant and Town match
3. Successfully resumed responsibility for operation of Special Events including restarting Corn Fest, partnering with Verde Valley Wine Consortium for Pecan & Wine Festival, increasing sponsorships and meeting budget projections.
4. Added 1 additional full time staff member to meet needs of events planning and operation as well as adding capacity for other programs.
5. Increased Summer Camp attendance by 65% over the previous season and received RAIN grant to support STEM projects at camp.

Performance Objectives for Fiscal Year 2020-2021

1. Complete, with Public Works Engineer, the construction and opening of fields, sports courts and support facilities at Sports Complex.
2. Manage new Sports Complex for additional public use including tournaments
3. Continue to pursue grant opportunities for the Camp Verde Sports Complex, expanding programming, and special events funding

Department Statistics

	<u>FY18</u>	<u>FY19</u>	<u>FY20 (6mn)</u>
Public Shower Usage	350	313	336
Meeting Room Usage	823	663	773
Gym Usage (Non-program)	600	385	680
Kitchen Usage	117	82	136
Ramada Usage	186	150	189

EVENTS

PUBLIC WORKS

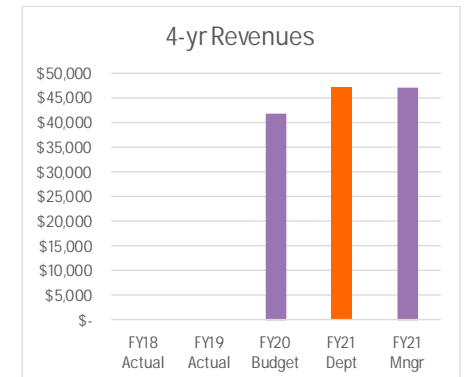
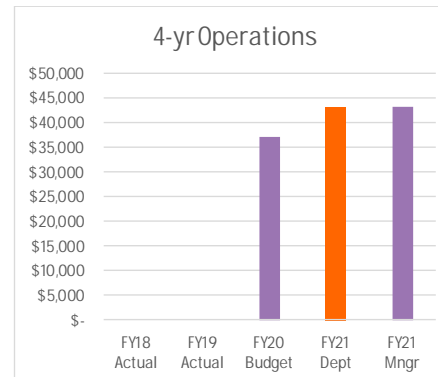
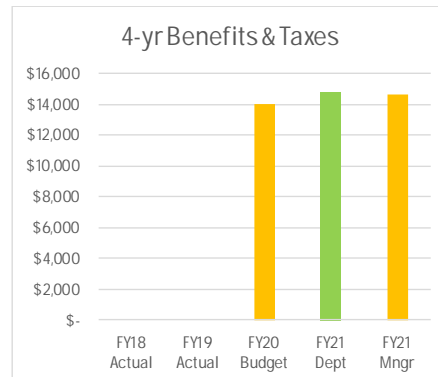
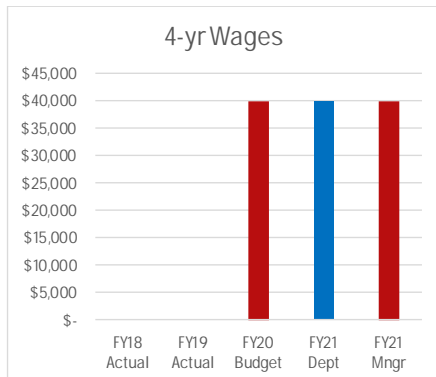
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ -	\$ -	\$ 39,790	\$ 19,967	50%	\$ 39,890	0%	\$ 100	\$ 39,890	0%	\$ 100
Taxes & Benefits	\$ -	\$ -	\$ 13,975	\$ 6,932	50%	\$ 14,790	6%	\$ 815	\$ 14,630	5%	\$ 655
Operations	\$ -	\$ -	\$ 37,080	\$ 18,454	50%	\$ 43,100	16%	\$ 6,020	\$ 43,100	16%	\$ 6,020
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ -	\$ -	\$ 90,845	\$ 45,353	50%	\$ 97,780	8%	\$ 6,935	\$ 97,620	7%	\$ 6,775
Revenues	\$ -	\$ -	\$ 41,885	\$ 17,967	43%	\$ 47,210	13%	\$ 5,325	\$ 47,210	13%	\$ 5,325
Total Department Cost	0	0	48,960	27,386	56%	50,570	3%	\$ 1,610	50,410	3%	\$ 1,450

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	0.0	0.0	0.8	0.8	0.8	0.8
FT Positions	0	0	3	3	3	3
PT Positions	0	0	1	1	1	1
Seasonal	0	0	Flexible	Flexible	Flexible	Flexible

Graphs



EVENTS

Accomplishments for the Fiscal Year 2019-2020

1. Successfully restarted Corn Fest in a new one-day format with 3500 attendees.
2. Successfully transitioned to planning and operation of Fort Verde Days and Pecan & Wine Festival within projected financial levels.
3. Obtained over 50% more in sponsorships for Special Events than originally budgeted.
4. Continued to operate and improve Trunk or Treat and Christmas Craft Bazaar and Parade of Lights while supporting other smaller special events.
5. Integrated the planning and operations of events and an additional full time staff position into Division operations while maintaining or increasing existing programming.

Performance Objectives for Fiscal Year 2020-2021

1. Institute positive improvements to Special Events based on experience and feedback.
2. Continue to improve community involvement and support for non-profits with Special Events.
3. Continue to gather data on crowd size and finances for events.

Department Statistics

	<u>2018</u>	<u>2019</u>	<u>2020 (6mn)</u>
Corn Fest Attendance	N/A	N/A	3,500
Corn Fest Vendors	N/A	N/A	48
Ft. Verde Days Attendance	N/A	N/A	6,500
Ft. Verde Days Vendors	N/A	N/A	51
Pecan & Wine Attendance	N/A	N/A	
Pecan & Wine Vendors	N/A	N/A	
Non-profit fundraiser/profit share (Meals on Wheels, Verde Valley Rangers Sheriff's Posse)	N/A	N/A	\$2,200

POOL

PUBLIC WORKS

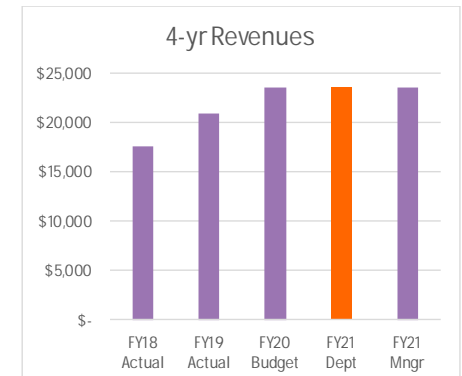
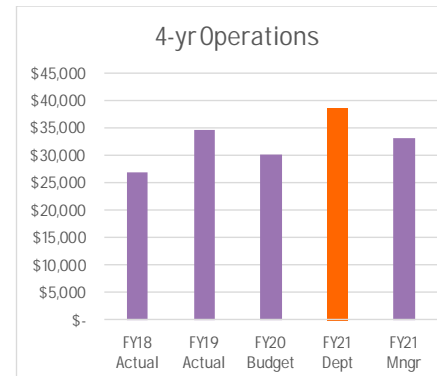
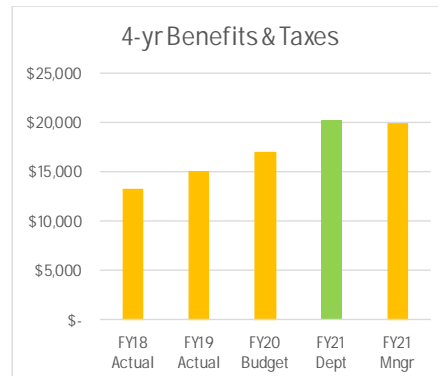
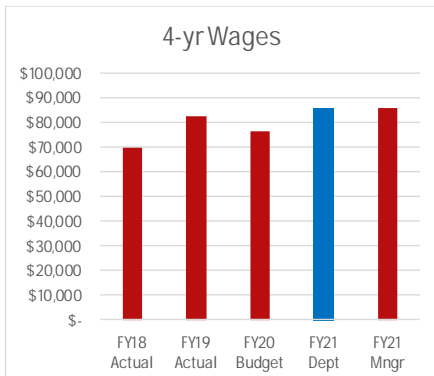
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	% Chng	\$ Chng	2020-21	% Chng	\$ Chng
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST			MANAGER RECMN'D		
Wages	\$ 69,758	\$ 82,475	\$ 76,230	\$ 50,231	66%	\$ 85,905	13%	\$ 9,675	\$ 85,905	13%	\$ 9,675
Taxes & Benefits	\$ 13,257	\$ 15,028	\$ 17,090	\$ 8,884	52%	\$ 20,265	19%	\$ 3,175	\$ 19,940	17%	\$ 2,850
Operations	\$ 26,987	\$ 34,694	\$ 30,070	\$ 21,474	71%	\$ 38,585	28%	\$ 8,515	\$ 33,085	10%	\$ 3,015
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 110,002	\$ 132,197	\$ 123,390	\$ 80,589	65%	\$ 144,755	17%	\$ 21,365	\$ 138,930	13%	\$ 15,540
Revenues	\$ 17,558	\$ 20,919	\$ 23,500	\$ 9,381	40%	\$ 23,500	0%	\$ -	\$ 23,500	0%	\$ -
Total Department Cost	92,444	111,278	99,890	71,208	71%	121,255	21%	\$ 21,365	115,430	16%	\$ 15,540

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	2.2	2.6	2.6	2.6	2.6	2.6
FT Positions	5	5	6	6	6	6
PT Positions	0	0	0	0	0	0
Seasonal	14	14	14	14	14	14

Graphs



PARKS & REC POOL

Accomplishments for the Fiscal Year 2019 -2020

1. Provided a safe, fun swim season for nearly 8,500 visitors, the vast majority of them children
2. Provided swim lessons to 173 children in 3 two week sessions.
3. Piloted an evening swim lesson session for older kids starting August 5 which had 6 kids ages 8-14 learn to swim
4. Obtained internet connection at pool allowing use of on-line registration and credit cards as well as weather access.
5. Continued to provide Aqua Zumba and Water Aerobics through partners and volunteers
6. Continued to improve pool supervisor position to improve pool operations
7. Hosted and 3 sponsored free themed pool days focusing on water safety with over 230 kids participating.
8. Transitioned our lifeguard training from Red Cross to StarGuard which requires annual certification for our lifeguards.
9. Shawna completed the training/certification as a Program Manager for the Starfish Aquatics program.

Performance Objectives for Fiscal Year 2020-2021

1. Improve swim lessons program with addition of Starfish Aquatics program.
2. Improve administrative and operational support to Pool staff as part of increased capacity because of additional full-time staff person.
3. Work to add additional programming such as kayak lessons

Department Statistics

	<u>FY18</u>	<u>FY19</u>	<u>FY20 (6mn)</u>
Pool Attendance	9,000	8,500	N/A
Swim Lesson Attendance	150	179	N/A

PROGRAMS

PUBLIC WORKS

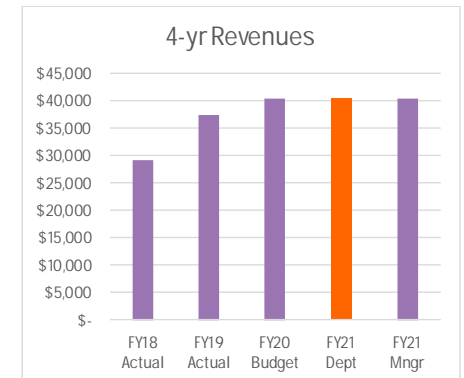
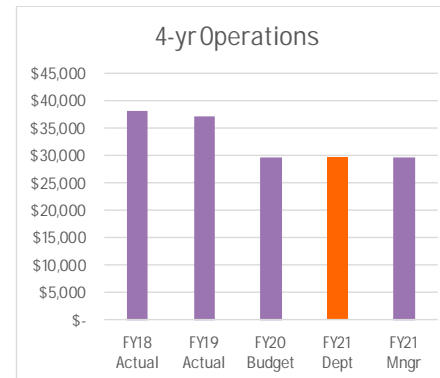
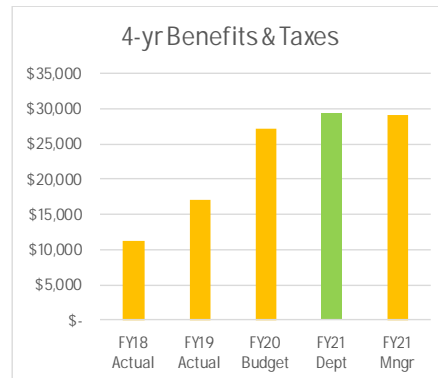
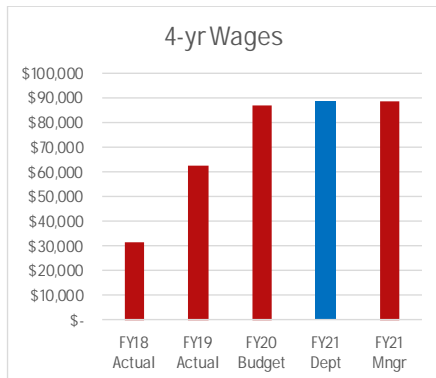
Budget

EXPENSE TYPE	2017-18	2018-19	2019-20	2019-20	% of Bud	2020-21	%	\$	2020-21	%	\$
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH DEC-19		DEPT REQUEST	Chng	Chng	MANAGER RECMN'D	Chng	Chng
Wages	\$ 31,322	\$ 62,382	\$ 86,980	\$ 40,209	46%	\$ 88,795	2%	\$ 1,815	\$ 88,795	2%	\$ 1,815
Taxes & Benefits	\$ 11,255	\$ 17,017	\$ 27,225	\$ 12,844	47%	\$ 29,365	8%	\$ 2,140	\$ 28,985	6%	\$ 1,760
Operations	\$ 38,151	\$ 37,092	\$ 29,700	\$ 7,747	26%	\$ 29,700	0%	\$ -	\$ 29,700	0%	\$ -
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 80,728	\$ 116,491	\$ 143,905	\$ 60,800	42%	\$ 147,860	3%	\$ 3,955	\$ 147,480	2%	\$ 3,575
Revenues	\$ 29,101	\$ 37,347	\$ 40,250	\$ 12,813	32%	\$ 40,250	0%	\$ -	\$ 40,250	0%	\$ -
Total Department Cost	51,627	79,144	103,655	47,987	46%	107,610	4%	\$ 3,955	107,230	3%	\$ 3,575

Staffing

	FY18 Act	FY19 Act	FY20 Bud	FY20 Act	FY21 Dept	FY21 Mngr
FTE's	1.7	2.2	2.9	2.9	2.9	2.9
FT Positions	2	2	3	3	3	3
PT Positions	0	1	2	2	2	2
Seasonal	9	9	10	10	10	10

Graphs



PARKS & REC PROGRAM

Accomplishments for the Fiscal Year 2019-2020

1. Increased Summer Day camp attendance by 65% and reduced per camper Town subsidy by 37%.
2. Continued to develop Friday Youth Camp offered to all 1st-8th grade children

Performance Objectives for Fiscal Year 2020-2021

1. Continue to significantly increase Summer Day Camp participation and improve cost recovery
2. Develop and implement new Partner Agreements with youth sports groups and others
3. Continue to grow Pickle Ball including 1 or more fund raiser tournaments
4. Expand program offerings in conjunction with new Sports Complex
5. Obtain the “Better Sports for Quality Program Provider” designation through National Alliance for Youth Sports

Department Statistics

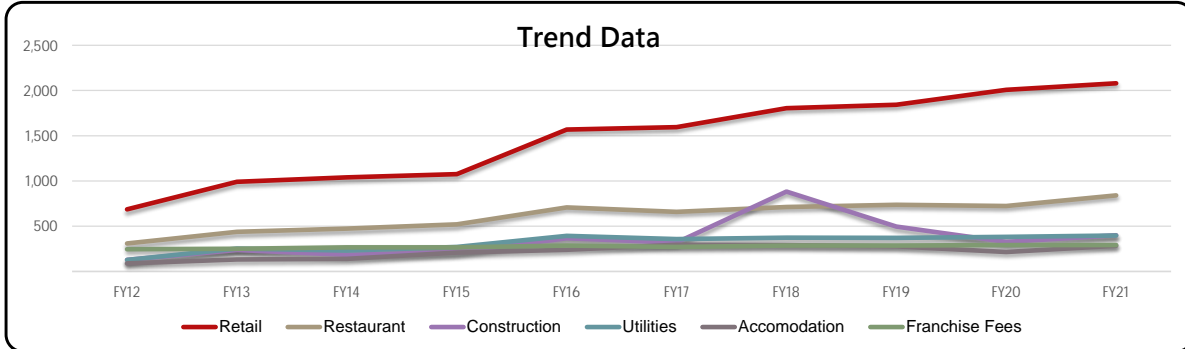
<u>Participation</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20 (6mn)</u>
Grasshopper	156	140	148
Adult Softball	153	116	151
Adult Volleyball	55	0	0
Pickleball	1,632	1,862	1,518
Diamondback Trips	199	70	88
Day Trips	252	199	92
Summer Camp	238	393	N/A

General Fund Top Revenue Catagories & Trends

Local Transaction Priviledge Tax Detail - Top 6 Categories (in Thousands)

Source	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
Retail	686	990	1,040	1,076	1,569	1,596	1,806	1,843	2,008	2,080
Restaurant	309	437	473	520	709	659	713	737	724	841
Construction	128	236	183	213	367	320	883	495	327	400
Utilities	127	252	231	270	394	358	373	370	381	397
Accomodation	89	132	139	208	239	295	292	278	215	285
Franchise Fees	246	250	267	266	286	271	286	287	292	292

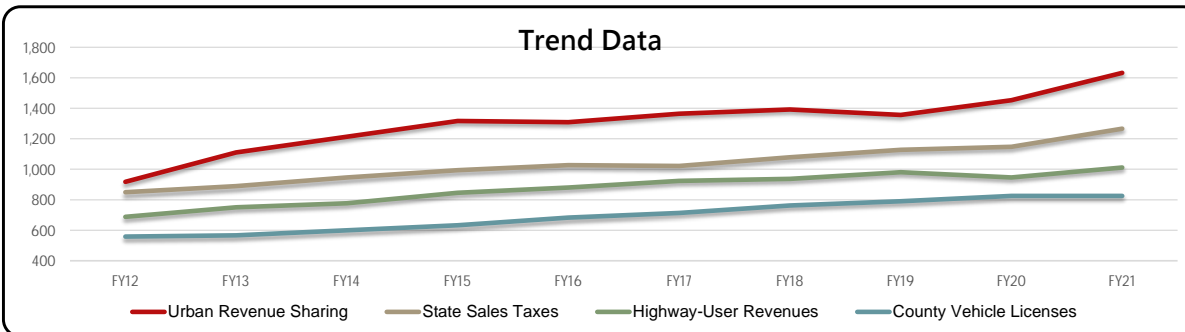
*Est'd *Budget



State & County Tax Detail (in Thousands)

Source	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
Urban Revenue Sharing	918	1,111	1,213	1,316	1,309	1,365	1,392	1,356	1,453	1,632
State Sales Taxes	850	890	946	994	1,028	1,022	1,079	1,127	1,148	1,266
Highway-User Revenues	688	751	777	846	881	924	937	981	946	1,012
County Vehicle Licenses	559	567	600	633	684	713	763	790	825	825

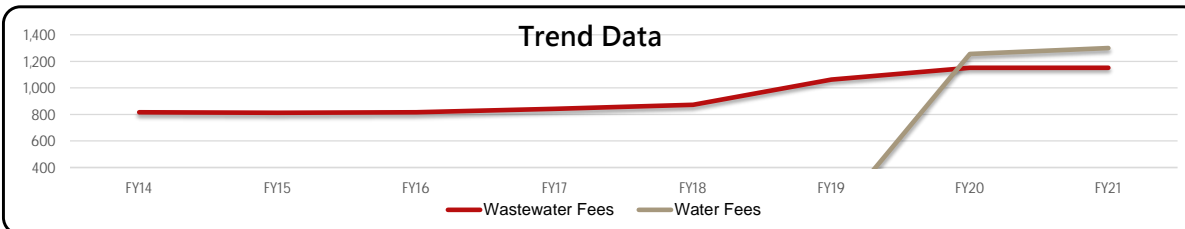
*Est'd *Budget



Enterprise Funds Fee Revenue (in Thousands)

Source	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
Wastewater Fees	N/A	N/A	817	812	816	842	873	1,063	1,151	1,151
Water Fees	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,256	1,300

*Est'd *Budget



Town of Camp Verde

Revenue Drivers

February 2019

Sources*	Feb-20	In/De %	Jan-20	Dec-19	FYTD Avg	Bud/Month	YTD Bud +/-	LYM Avg +/-	L5YM Avg +/-
City Sales Tax	303,577	-15%	358,173	308,834	314,120	338,629	(196,076)	10,135	19,693
City .65% Increase	59,502	-12%	67,428	58,676	60,096	65,183	(40,696)	(1,717)	3,895
State Sales Tax	97,993	-18%	120,053	100,788	98,492	114,508	(128,126)	4,577	27,412
VLT	70,308	-5%	73,912	62,126	68,682	68,775	(742)	2,864	19,002
URS	121,114	0%	121,114	121,114	121,114	123,544	(19,443)	8,077	29,021
HURF	81,949	-4%	85,707	77,492	82,155	80,517	13,105	411	18,963
Sewer User Fees	104,601	-1%	105,889	94,471	103,310	95,950	58,882	14,734	30,810
TOTAL	839,044		932,276	823,500	847,969	887,106	(313,096)	39,082	148,796

* - The above revenue sources (less HURF & Sewer) represent approximately **87%** of the Town's General Fund operating revenues.

FYTD Avg: Fiscal year-to-date Average. The average monthly amount for this fiscal year.

Bud/Month: This year's monthly budget.

YTD Bud +/-: Year-to-Date Budget over/short. The cumulative amount over or short of budget for the current fiscal year.

LYM Avg +/-: Last year monthly average over/short. The difference between this year's *FYTD Avg* and last year's *FYTD Avg* number.

L5YM Avg +/-: Last five years monthly average over/short. The difference between this year's *FYTD Avg* and the average of the last 5 year's *FYTD Avg*. (L5YM Avg for .65% increase is only 3 year average).

General Purpose Revenues General Fund

ACCOUNT TITLE	2017-18 AUDITED ACTUAL	2018-19 AUDITED ACTUAL	2019-20 ADJUSTED BUDGET	2019-20 THROUGH DEC-19	% of Bud	2020-21 DEPT REQUEST	% Chng	\$ Chng	2020-21 MANAGER RECMN'D	% Chng	\$ Chng
Local Revenues											
Sales Taxes											
Town Sales Tax	3,890,740	3,647,819	4,070,430	1,813,245	45%	4,002,800	-1.7%	\$ (67,630)	4,002,800	-1.7%	\$ (67,630)
Est'd .65 Portion of Tax Rate	751,933	741,759	775,320	391,804	51%	740,000	-4.6%	\$ (35,320)	740,000	-4.6%	\$ (35,320)
Total Sales Taxes	\$ 4,642,673	\$ 4,389,578	\$ 4,845,750	\$ 2,205,049	46%	\$ 4,742,800	-2.1%	\$ (102,950)	\$ 4,742,800	-2.1%	\$ (102,950)
Franchise Fees											
APS	260,552	259,112	264,000	130,202	49%	264,000	0.0%	\$ -	264,000	0.0%	\$ -
NPG Cable	17,469	19,670	20,000	9,889	49%	20,000	0.0%	\$ -	20,000	0.0%	\$ -
UNS Gas	8,321	8,252	7,500	4,136	55%	8,000	6.7%	\$ 500	8,000	6.7%	\$ 500
Total Franchise Fees	\$ 286,342	\$ 287,034	\$ 291,500	\$ 144,227	49%	\$ 292,000	0.2%	\$ 500	\$ 292,000	0.2%	\$ 500
Miscellaneous											
Yav-Apache Gaming Funds	17,457	63,051	18,000	0	N/A	18,000	0.0%	0	18,000	0.0%	0
Wastewater Admin Fee	0	57,434	57,104	35,026	61%	65,000	13.8%	7,896	65,000	13.8%	7,896
Refunds & Reimbursements	6,701	18,612	8,000	1,440	18%	8,000	0.0%	0	8,000	0.0%	0
Miscellaneous	991	139	0	9	N/A	0	N/A	N/A	0	N/A	N/A
Surplus Property Sales	4,229	925	0	0	N/A	0	N/A	N/A	0	N/A	N/A
Proceeds from Sale of Assets	8,529	4,600	0	69,799	N/A	0	N/A	N/A	0	N/A	N/A
Interest	2,981	62,567	16,000	9,779	61%	16,000	0.0%	0	16,000	0.0%	0
Total Miscellaneous	\$ 40,888	\$ 207,328	\$ 99,104	\$ 116,053	100%	\$ 107,000	8.0%	\$ 7,896	\$ 107,000	8.0%	\$ 7,896
Total Local Revenues	\$ 4,969,903	\$ 4,883,940	\$ 5,236,354	\$ 2,465,329	47%	\$ 5,141,800	-1.8%	\$ (94,554)	\$ 5,141,800	-1.8%	\$ (94,554)
Intergovernmental Revenues											
Urban Revenue Sharing	1,391,933	1,356,440	1,482,530	726,683	49%	1,632,365	10.1%	\$ 149,835	1,632,365	10.1%	\$ 149,835
State Sales Tax	1,079,184	1,126,974	1,374,090	569,887	41%	1,266,185	-7.9%	\$ (107,905)	1,266,185	-7.9%	\$ (107,905)
Vehicle License Tax	762,872	789,817	825,300	405,239	49%	851,700	3.2%	\$ 26,400	851,700	3.2%	\$ 26,400
Total Intergovernmental Revenues	\$ 3,233,989	\$ 3,273,231	\$ 3,681,920	\$ 1,701,809	46%	\$ 3,750,250	1.9%	\$ 68,330	\$ 3,750,250	1.9%	\$ 68,330
Total General Purpose Revenues	\$ 8,203,892	\$ 8,157,171	\$ 8,918,274	\$ 4,167,138	47%	\$ 8,892,050	-0.3%	\$ (26,224)	\$ 8,892,050	-0.3%	\$ (26,224)

Debt Service Fund

Debt	Fund	Budget	Maturity	Current Balance
2015 Equipment L/P	General, HURF	\$ 55,495	8/20/2020	\$ 55,000
2018 Equipment L/P	General, HURF	\$ 107,915	7/15/2023	\$ 356,000
Entreprise Leases	General, HURF, WW	\$ 117,215	7/15/2023	\$ 304,932
Sports Complex	General	\$ 383,100	7/1/2044	\$ 6,520,000
Public Works Yard	HURF	\$ 106,375	7/1/2023	\$ 388,919
New Library / CVMO Refi	General	\$ 455,200 **	7/1/2030*	\$ 3,479,000
Sanitary District IGA	General	\$ 118,470	7/1/2032	\$ 1,246,656
Total Debt Payments		- \$ 1,343,770		\$ 12,350,507

Funding Source	Fund	Budget
FY18 General Revenues	General Fund	\$ 434,630
FY18 .65% Tax Revenues	General Fund	\$ 663,725
FY18 General Revenues	HURF Fund	\$ 245,415
Total Debt Funding		- \$ 1,343,770

Debt Service Ratio (Debt Budget to Revenue)	8%
Debt Ratio (Debt to Assets)	45%
Debt per Resident (Est'd from 2019)	\$ 1,106
Avg. Time to Maturity	8.4 yrs
Median Time to Maturity	3.0 yrs

*The CVMO building refinance portion of the New Library/CVMO Refi debt will be paid off reducing the annual debt payment at the original timeline of 7/1/2024.

**The Library's portion of the New Library/CVMO Refi Budget is approx. \$281K while the CVMO portion is approx. \$170K.

