



Support your local merchants

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JUNE 19, 2019 at 6:30 P.M.**

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

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

a) Approval of the Minutes:

- 1) Regular Session – May 15, 2019
- 2) Council Hears P&Z Matters – May 22, 2019
- 3) Special Session – May 29, 2019
- 4) Executive Session – May 29, 2019 (recorded and on file)
- 5) Special Session – June 10, 2019
- 6) Executive Session – June 10, 2019 (recorded and on file)

b) Set Next Meeting, Date and Time:

- 1) Wednesday, June 26, 2019 at 6:30 p.m. – Council Hears P&Z Matters
- 2) Wednesday, July 3, 2019 at 6:30 p.m. – Regular Session-CANCELLED per Resolution 2018-1016.
- 3) Wednesday, July 10, 2019 at 5:30 p.m. – Work Session
- 4) Wednesday, July 17, 2019 at 6:30 p.m. – Regular Session

c) Possible approval of Job Order Contract 19-134 Quote Request for Chlorine Contact Basins (Waste Water Treatment Plant). [Staff Resource: Troy Odell]

5. Special Announcements and presentations.

5.1. Granite Mountain Hotshots Proclamation.

5.2. The results of the Verde Valley Archaeology Center's (VVAC) operation during the concluding fiscal year. [Presentation given by Ken Zoll, Executive

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Director VVAC]

5.3. Advise the Council as to Verde Valley Archaeology Centers prospects for building a new campus and the continued use of the Main Street facility [Presentation given by Ken Zoll, Executive Director VVAC]

5.4. Presentation on the Phillip England Center for the Performing Arts Foundation upcoming season and facility improvements. [Presenter: Ken Zoll, President of PECPAF]

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

Page 7. **Business.** Legal action can be taken.

35 **7.1. Discussion and possible approval of the Town of Camp Verde Fiscal Year 2020 Proposed Tentative Budget.** [Staff Resource: Michael Showers]

97 **7.2. Discussion, consideration and possible approval of Resolution 2019-1028, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, opposing any new Regional Connector (Connecting Road) through the confines of US 89A, Highway 179, Interstate 17, and Highway 260.** [Resource: Councilmember Joe Butner]

101 **7.3. Discussion and possible approval of updated job descriptions for Recreation Aide and Recreation Leader.** [Staff Resource: Michael Marshall and Ana Yates]

8. Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

9. Council Informational Reports. These reports are relative to the committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

10. Manager/Staff Report Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council

and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

11. Adjournment

Posted by: _____

Date/Time: _____

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

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021

Agenda items may be taken out of order.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - A. All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting.

Pursuant to A.R.S. §38-431.03(A)(2) and (A)(3), the Council may vote to go into Executive Session for the purpose 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.

Camp Verde Council Meetings are recorded and may be viewed on the Camp Verde website. Pursuant to A.R.S. §1-602(A)(9), parents and legal guardians have the right to consent before the Town of Camp Verde makes a video or voice recording of a minor child. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request in advance to the Town Clerk that your child not be recorded.

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Support your local merchants

**DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MAY 15, 2019 at 6:30 P.M.**

1. Call to Order

Mayor German called the meeting to order at 6:30 pm.

2. Roll Call. Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German.

Also Present: Town Manager Russ Martin, Town Clerk Judy Morgan, Finance Director Mike Showers, Sergeant Steve McClure, Library Director Kathy Hellman, Economic Development Director Steve Ayers, and Recording Secretary Marie Moore.

3. Pledge of Allegiance

Mayor German led the Pledge of Allegiance.

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

a) Approval of the Minutes:

- 1) Special Session – May 1, 2019
- 2) Executive Session – May 1, 2019 (recorded and on file)
- 3) Regular Session – May 1, 2019

b) Set Next Meeting, Date and Time:

- 1) Wednesday, May 22, 2019 at 6:30 p.m. – Council Hears P&Z Matters
- 2) Wednesday, June 5, 2019 at 5:00 p.m. – Special Training Session (Council, Commission and Board)
- 3) Wednesday, June 5, 2019 at 6:30 p.m. – Regular Session - CANCELLED
- 4) Wednesday, June 12, 2019 at 5:30 p.m. – Work and Special Sessions
- 5) Wednesday, June 19, 2019 at 6:30 p.m. – Regular Session

c) Possible approval of Liquor License Application for Acquisition of Control for Daniel Louis Rezzonico/Camp Verde Feed & Country Store located at 584 S. Main Street, Camp Verde, AZ. [Staff Resource: Virginia Jones]

On a motion by Councilor Buck Buchanan, seconded by Bill LeBeau, Council approved the Consent Agenda. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, Le Beau and Murdock approving.

5. Special Announcements and presentations.

None

6. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

Tyler Carson spoke to Council regarding the need for water management at Montezuma Heights Rd. Mr. Carson detailed the issues of erosion of the road and needed repairs to a culvert that may mitigate drainage issues. Mr. Carson indicated he is considering purchasing property on Montezuma Heights Rd and would like to work with the Town in resolving the matter.

7. Business. Legal action can be taken.

7.1. Discussion, consideration and possible approval of Resolution 2019-1023, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services for Fiscal Year 2019-20 and superseding Resolution 2018-1004. [Staff Resource: Mike Showers]

Finance Director Michael Showers explained to Council that this resolution is the annual fee approval process and the information has been posted for two (2) months on the Town website for public review.

Vice Mayor Dee Jenkins requested explanation of the process of changing fees from year to year, specifically a community development fee change from \$1800 to \$1700. Mr. Showers explained that those fees are tied into the Fire Marshal and that each department looks into their specific fees to make necessary changes, therefore, Community Development Director Carmen Howard must have felt the reduction was necessary.

Mayor German questioned the study for the sewer department and if that effects the fees. Mr. Showers indicated that the one (1) cent decrease is applicable to every residential customer so it is evenly dispersed, and alleviates making change in the office.

Councilor Butner questioned if the change of fees will prevent the town from making a flat rate fee change. Mr. Showers explained that this will reduce the approved change of 3.01 to \$3.00, but will not prevent another study from occurring for a rate change. Town Manager Russ Martin indicated that a study could be conducted before the next rate change in the next six months.

Councilor Butner requested clarification if a study needs to be conducted for a flat rate fee. Town Manager Russ Martin explained per state law, a study would need to be conducted, but it will be an easier process than the other rate increase studies conducted.

Councilor Butner inquired how long it would take and costs associated with conducting the necessary study. Finance Director Mike Showers indicated it would be 2-3 months at approximately \$20,000. Councilor Butner questioned if there is anything to be done now that will help address the complaints of the rate increase from the public. Both Mr. Martin & Mr. Showers explained that at this time no, and explained the process to follow in order to change the rates.

Mayor German requested that the matter of sewer rate changes be put on the

Councilor Whatley clarified the .25 cent per page charge to the public for records requests and if Council Members were subject to the same fee. Town Clerk Judy Morgan explained that the fee is charged to the public to cover the costs of printing documents, including paper, ink, equipment, etc. and that Council Members are exempt from the fee. Councilor Whatley requested that the Council members bring their own paper in to the Town if they are making a large records request to save the Town on the costs associated with such large requests.

On a motion by Councilor Murdock, seconded by Councilor Butner, Council approved Resolution 2019-1023, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services for Fiscal Year 2019-20 and superseding Resolution 2018-1004. Motion carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, Le Beau, Murdock and Whatley approving.

7.2. Discussion, consideration and possible approval of the FY20 debt levy certification to Yavapai County for \$670,825, acting as the Trustee to the Camp Verde Sanitary District. [Staff Resource: Mike Showers]

Finance Director Mike Showers explained this is the property tax levy that the Sanitary District puts out to pay off the debt levy. This pays the exact debt and the certification is required for Yavapai County records.

On a motion by Councilor Murdock, seconded by Councilor LeBeau, Council approved the FY20 Debt Levy Certification to Yavapai County for \$670,825, acting as the Trustee to the Camp Verde Sanitary District. Motion carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, Le Beau, Murdock and Whatley approving.

7.3. Discussion, consideration and possible approval of the FY20 special assessment levy of \$222,241 for annual payments against the Camp Verde Sanitary District's WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District. [Staff Resource: Mike Showers]

Finance Director Mike Showers explained that this is a special assessment collected by Yavapai County. It is for debt only of the Sanitary District and is for the purpose of public records.

On a motion by Councilor Butner, seconded by Councilor Buchanan, Council approved the FY20 Special Assessment Levy of \$222,241 for annual payments against the Camp Verde Sanitary District's WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District. Motion carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, Le Beau, Murdock and Whatley approving.

7.4. Presentation and discussion of the Camp Verde Equestrian Center Economic Impact study completed by Yavapai College. [Staff Resource: Steve Ayers]

Economic Development Director Steve Ayers explained that when Council requested an economic impact study be conducted for the future equestrian center, he engaged the Regional Economic Development Center of Yavapai

College for the project. Mr. Ayers introduced Director of Institutional Effectiveness and Research Tom Hughes, PhD and Manager Karen Jones from REDC.

Karen Jones acknowledged Mary Phelps from the Camp Verde Arena Association and Economic Development Director Steve Ayers for their professional knowledge and help with the impact study. A PowerPoint Presentation was presented, as well as the Economic Impact Study for Council's review and consideration. Tom Hughes, PhD explained what an Economic Impact Study is as well as the information used for obtaining the economic data.

Vice Mayor Dee Jenkins questioned how the annual visitor number of 21,000 was reached. Mr. Hughes explained data was collected from the Camp Verde Arena Association as well as other data acquired from other facilities and literature around the state.

The impact study indicated that the equestrian center will support approximately 65 existing and new local jobs and the tax revenue the equestrian center would generate would be approximately \$134,000 annually.

Councilor Robin Whatley questioned who paid for the analysis to be conducted. Town Manager Russ Martin indicated the cost was included within the \$80,000 budgeted amount for the arena. Councilor Whatley expressed her concerns regarding the assumptions made in the study. Mr. Hughes explained that the study is an educated analysis based off of research and data acquired. Councilor Whatley also voiced concern about who would be responsible for hosting the events at the arena and future costs the Town would be facing.

Councilor Butner requested clarification regarding the indicated 50 annual events, Mr. Butner indicated the study claimed that the annual attendance would be 25,000 people with out of area attendees being 21,200 of the 25,000 and the information was obtained by other equestrian facilities around the State of Arizona. Ms. Jones and Mr. Hughes confirmed the information was correct. Councilor Butner questioned how the figure for total spending revenue per person of \$242 was obtained. Ms. Jones explained it is data provided by the Arizona Office of Tourism.

Mayor German questioned how the 50 events is calculated. Ms. Jones referred the question to Camp Verde Arena Association President Mary Phelps. Ms. Phelps indicated that the event number is actually based on 50 days and further explained to Council that many events including team roping and High School Rodeo are 2 or more days per event, which is included in the 50 days.

Mayor German questioned if the data provided in the study was obtained with consideration of the private arenas located in town. Ms. Phelps indicated that the study is just for the equestrian center, but includes data from other state facilities with private arena facilities in the close vicinity.

Mayor German questioned if there are associations interested in utilizing the arena yet. Ms. Phelps indicated that the High School Rodeo Association has shown interest and will soon be voting on the location to use in the near future.

Councilor Buchanan questioned how many members were now in the Arena

Association. Ms. Phelps explained that they have been focusing on setting up the organization legally and properly and will hold their first official fundraising event June 29th, 2019 for a membership drive. Councilor Buchanan asked if the Association had completed the requested business plan. Ms. Phelps anticipates it will be complete in approximately a month. Councilor Buchanan asked what kind of cash funds had been procured for the arena to date. Ms. Phelps indicated that at this time \$700 in cash donations have been received, but in-kind donations is largely different. Councilor Buchanan questioned what of the in-kind donations have been used. Ms. Phelps explained that the arena has been making sure they are completely prepared legally and with necessary documents so they can start work without delay.

Economic Development Director Steve Ayers expressed to Council that the Economic Impact Study was completed with adequate background data and is on the conservative side of what the arena is capable of providing. Mr. Ayers complimented REDC for a remarkable job done for the Town.

Resident Stacy Barker voiced to Council that the C.V. Arena Association has been delayed in beginning due to miscommunication with Town departments and those problems have only very recently been addressed.

Councilor Robin Whatley expressed concern at the associations lack of membership, non-use of in-kind donations and minimal cash flow obtained outside of the town. Mr. Barker explained that due to the wait for direction from the Town of Camp Verde, progress has been delayed and the first membership drive which will raise cash funds is coming up and all are invited to attend and support the association.

7.5. Discussion, consideration and possible approval of a request from the Camp Verde Rodeo Association for additional monies in the amount of \$50,000 to continue to make progress prior to next fiscal year budget. [Staff Resource: Russ Martin]

Mayor German opened with public discussion:

Bruce George referenced the Memorandum of Understanding (MOU), stating the association was to go forth and raise money, he indicated that he sees that they are doing so, but still feels that the additional funds (\$50,000) they are requested should instead be used toward the purchase of the water company.

Town Manager Russ Martin explained to Council that this is not a Town project, and the association is still responsible for getting proper permits. Mr. Martin publicly apologized for the miscommunication within the town departments and the association and assured Council the situation has been handled and can now move forward. Mr. Martin indicated that furthermore, there isn't an additional \$50,000 in the budget available (including in the capital improvement funds budget) but there are contingency monies available for use without using money in saving and requested direction from council regarding the matter

Councilor Butner asked what exactly the additional \$50,000 in funding would be used for. Russ Martin indicated it would be used for the operating costs of clearing the land and the purchase of lighting. Councilor Butner requested clarification the association had been held up with the permitting process but that has been

rectified and they can begin. Russ Martin indicated that the association is now able to begin clearing and grubbing the area as well as dealing with proper drainage. Councilor Butner inquired when the association was given permission to begin. Russ Martin indicated approximately two (2) weeks ago. Councilor Butner clarified that the majority of the cost will go toward the lighting for the arena.

Camp Verde Arena Association President Mary Phelps explained that recently, 2 weeks ago, there was misunderstanding with the association engineer and the town departments. Ms. Phelps explained that the Engineer is doing all of the work pro bono and is now required to make changes at the request of Planning & Zoning. Ms. Phelps also indicated that the in-kind donations of equipment work can now be used because they have received approval from the Town of Camp Verde. Ms. Phelps informed Council that APS is donating their time to set up lights at the arena. The association received a quote for lights from the company recommended by the Town, which came in at \$350,000. The association was able to find a comparable light that meets the Dark Sky Ordinance requirements for \$73,000. The association felt it was not fiscally responsible to use the Town's recommended company.

Vice Mayor Dee Jenkins explained that \$43,000 of the original \$80,000 was used to fix town-owned arena equipment and the additional bleachers request would be usable by the town for other events. Town Manager Russ Martin explained that it would be a shared investment and usable for other Town events.

Councilor Whatley expressed that the Town has provided land, fixed arena fencing, \$80,000 and now are being asked for an additional \$50,000, for a total of \$373,000 in town investment, which is a significant request to the Town.

Mayor German indicated that in the budget process there is a risk in spending the contingency money available; found the study very informative; spoke of concern that it will be approximately 3 years before the Town will see additional revenues from other economic growth; would like to see what happens with the membership drive; and is in support of the matter.

Ms. Phelps informed Council that APS just received the signed easement and they are able to start work as soon as the clearing is complete and the lights are available. Therefore, the money is necessary immediately to order the lights as it is approximately a six to eight-week delivery time, and because APS is donating their services, the association needs to be prepared when they are available.

Councilor Jessie Murdock expressed that the Town couldn't have hired the people to do the work that the association has done for the Town and this arena is a large investment for the community. Ms. Murdock stated that Council needs to actively do things for the community and spoke of previous investments the Town has made that not all residents have supported but were for the benefit of the community. Ms. Murdock indicated that she feels that if the Town has the sources to support the arena, they should use them to do so.

Councilor Butner asked for more details into the communication breakdown on the easement for APS electric easement and other work delays with the Town Departments. Mary Phelps explained that the release for the APS easement signed by Council last October was not sent to APS by Deputy Public Works

Engineer Troy Odell until very recently. Mary Phelps also explained that the association was originally told to handle their matters with Mr. Odell, which was incorrect and out of the proper chain of command, therefore, progress was delayed. Matters have since been clarified and the association is on track to begin clearing the property. Councilor Butner questioned when exactly work will begin. Mary Phelps explained that Heritage Land Survey is donating their time to stake out the property lines, at the request of the Town's Sewer Department, and once that is complete, equipment can be brought in.

Councilor Robin Whatley expressed that she wants to see things built in Camp Verde and indicated that the Library took almost 30 years of fundraising and work before it was constructed and the current Sports Complex land was owned by the Town, untouched, for ten (10) years before they were able to begin moving dirt. Ms. Whatley indicated she feels the arena is premature and there has not been enough time dedicated for the expenditure.

Councilor Buchanan indicated he has talked to a lot of residents in Town and the only interest that he has had is from equine hobbyists. Buchanan expressed concern with the arena association and feels that nothing has been done as Council has asked since the last meeting took place. Buchanan indicated he is not in support of this item and also does not feel that the supposed delays are solely due to failures from Town departments.

Mayor German indicated that even in the worst case scenario, if the arena association is no longer able to run the facility, the town is still in the driving seat. Town Manager Russ Martin confirmed that such a clause is included in the lease agreement for the arena.

Vice Mayor Dee Jenkins explained that the arena is between a rock and a hard place with the lighting issue and if this matter is delayed it will significantly delay the process for the arena association to move forward.

Councilor Buchanan asked if the arena would be run by volunteers. Mary Phelps confirmed that was correct.

On a motion by Councilor Butner, seconded by Councilor LeBeau, Council approved the request from Camp Verde Arena Association for additional monies in the amount of \$50,000 to continue to make progress prior to next fiscal year's budget. Motion carries on a 5-2 vote with Mayor German, Vice Mayor Jenkins, Councilors Butner, LeBeau and Murdock approving and Councilors Buchanan and Whatley opposing.

7.6. Discussion, consideration/update and possible direction to staff relative to proposed legislation by the 54th State Legislature. [Staff Resource: Russ Martin]

It is the consensus of Council to direct Town Manager Russ Martin to register the Town of Camp Verde with a no vote for SB 1147.

8. Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

None

9. Council Informational Reports.

Councilor Butner commended the Camp Verde High School softball team on becoming the 2A State Champions. Butner indicated he attended a meeting on May 14th with Councilor LeBeau at Yavapai College and they have shown serious interest in collaborating with the Town of Camp Verde, Camp Verde High School and the Arena Association to utilize the new arena for an Equine Management Certification and are hoping to launch the program as soon as Spring of 2020. Butner also met with Camp Verde School Superintendent Danny Howe who is very interested and supportive of the arena and how the school can be involved.

Councilor Murdock reminded Council of National Police Week and commended the Marshal’s office for all of their events happening throughout the week. Murdock also indicated she would not be attending the next scheduled Council meeting as it is the Middle School 8th grade promotion night.

Mayor German attended the candle-light vigil on Monday night for the National Police Week. Town Manager Russ Martin commended Mayor German for his speech at the event.

10. Manager/Staff Report

Town Manager Russ Martin reminded Council that Family Night at the Marshal’s Office will be at 5 pm on Thursday and it will be an opportunity for everyone to engage with staff from the Marshal’s Office. Friday night is the Food Truck event in downtown and on Saturday the basketball game will be at the High School.

Next Thursday’s Intergovernmental meeting is in Cottonwood and there will be a carpool at 5:00 pm, unless the meeting is cancelled.

A bid has been out for about 1 month for the Sports Complex and will be available for Council review around mid-June.

11. Adjournment

The meeting adjourned at 8:24 pm.

Attest:

Mayor Charles German

Judy Morgan, CMC, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during Council Meeting of the Town Council of Camp Verde, Arizona, held on May 15, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2019.

Judy Morgan, CMC, Town Clerk

DRAFT MINUTES
TOWN OF CAMP VERDE
COUNCIL HEARS PLANNING AND ZONING MATTERS
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, MAY 20, 2019 at 6:30 P.M.

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

1. Call to Order

Mayor German called the meeting to order at 6:30 p.m.

- 2. Roll Call:** Councilors Buck Buchanan, Joe Butner, Bill LeBeau, and Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German were present. Councilor Jessie Murdock was absent.

Also Present: Community Development Director Carmen Howard, Town Manager Russ Martin, Town Clerk Virginia Jones and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Mayor German led the Pledge.

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

a) Approval of the Minutes:

- 1) Special Budget Session - May 8, 2019

b) Set Next Meeting, Date and Time:

- 1) Wednesday, June 5, 2019 at 5:00 p.m. – Special Training Session (Council, Commission and Board) **MANDATORY**
- 2) Wednesday, June 5, 2019 at 6:30 p.m. – Regular Session - CANCELLED
- 3) Wednesday, June 12, 2019 at 5:30 p.m. – Work and Special Sessions
- 4) Wednesday, June 19, 2019 at 6:30 p.m. – Regular Session
- 5) Wednesday, June 26, 2019 at 6:30 p.m. – Council Hears Planning & Zoning Matters

- c) Request for authorization for the Marshal's Office to apply for grant funding from the National Police Dog Foundation to pay for purchase of a single purpose police canine to be incurred in FY 2019-2020.** [Staff Resource: Russ Martin/Corey Rowley]

Motion made by Councilor LeBeau to approve the consent agenda, as presented. Second was made by Vice Mayor Jenkins. **Motion** carried unanimously with Councilors Whatley, LeBeau, Butner, Buchanan, Vice Mayor Jenkins, and Mayor German approving.

5. Special Announcements and presentations.

None

6. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

No public comments received.

7. Business - Council Hears P&Z Matters. Legal action can be taken.

7.1. Extension of High View LLC Mining Conditional Use Permit until May 3, 2020. [Staff Resource: Carmen Howard]

Community Development Director Carmen Howard presented the request for the extension of a Use Permit for an aggregate mine located on State Route 260 at milepost 214.27 (APN 403-15-002Y & 403-15-003C). This Use Permit has to come before Council every year as an annual renewal. The operation has been operating per the requirements when permit was originally given. Ms. Howard has confirmed that everything is in compliance and staff recommends approval for the next year.

Motion made by Councilor Butner to approve Extension of High View LLC Mining Conditional Use Permit until May 3, 2020. Second was made by Councilor Buchannan. **Motion** carried unanimously with Councilors Whatley, LeBeau, Butner, Buchanan, Vice Mayor Jenkins, and Mayor German approving.

7.2. An Ordinance of the Mayor and Common Council of the Town of Camp Verde, Arizona for a Zoning Map Change from RR-2A (Rural Residential, 2-acre minimum lot size) and C3 (Commercial: Heavy Commercial) to a Planned Area Development (PAD) with C2 (Commercial: General Sales & Service) Zoning for a proposed Mixed-Use Master Planned Community. The property is approximately 185 acres, located on the South Side of State Route 260 at Aultman Parkway, APN 403-15-007B, 403-15-003Q, and 403-15-003R, in Camp Verde, Yavapai County, Arizona. [Staff Resource: Carmen Howard]

Community Development Director Carmen Howard stated the property is currently operating under a Use Permit for the purpose of aggregate mining. The intention of the owner is to mine the aggregates and prepare the land for development as a part of the reclamation plan. The proposal is to rezone as a PAD (Planned Area Development) for a Master Planned Community, to include residential, commercial, and recreational uses. Staff supports this zoning map change. The applicant has mailed out letters to property owners and held neighborhood meetings. Planning and Zoning held a Public Hearing on May 2, 2019 and has forwarded a recommendation for approval to Council.

Staff received two responses from reviewing agencies. ADOT contacted the applicant directly to discuss the requirements for access from Highway 260; roundabouts are already in place for this use. Prescott National Forest expressed concerns about direct access to adjoining Forest Service land from the development and asked to be apprised of future activity with the project connectivity to the trails.

This project corresponds with the General Plan. Ms. Howard showed pictures of property on the screen. She stated that a PAD is a better way to go with this type of project and showed the proposed site plan concept on the screen.

This project also corresponds with the Strategic Plan. The idea of providing tourism-serving business, such as lodging, restaurants, and shopping, brings in “new” money for the region. The local residents will contribute to the economy through these same options and potential other personal services by re-circulating money within the community.

Ms. Howard stated that staff recommends approval for this project.

Councilor LeBeau asked if the project is going to involve right turnout & left turnout lanes along 260. He also asked if ADOT is require a Traffic Impact Study? Ms. Howard stated that she didn't think a full Traffic Impact Study was going to be required but rather a Traffic Statement. Mr. McDonald will be working with ADOT relating to any potential turn lanes at other locations, but roundabouts were put in place for this kind of a flow.

Councilor Butner asked if the sewer is going to be there for connections. Ms. Howard stated they are working on infrastructure funding. If the infrastructure isn't there Mr. McDonald has approached Yavapai County so there is an interim potential for septic systems until the sewer can be out there. Economic Development is currently applying for a grant. The Federal Government is encouraging and has designated an opportunity zones as ones that are prioritized for infrastructure funding. The hope is that when Mr. McDonald is done aggregate mining the funding will be approved for sewer lines, enabling the lines to go in.

Public Comment: Brad Gordon spoke in support of the process being utilized: mining operation with development to follow. He stated this is the perfect spot for high density housing, and is the kind of project that Council may have to switch around the CIP Funding, but feels it should be supported.

Vice Mayor Jenkins asked for the projected timeline for the project start and build out. Ms. Howard stated that at this time Mr. McDonald is getting investors and plans developed. There are no building plans in-house except for the rezoning, at this moment.

Applicant Comments: Mr. Dugan McDonald stated it was an honor to introduce the project. The aggregate mining contract runs throughout the summer period, with the development phase planned to immediately followed, if approved. This will take about a year. The sewers are about on that time period as well. If those things come together, a year from now they should be ready to break ground on the units.

Mayor German commends the design and the way it is broken up in different components. This kind of design gives local businesses opportunity to be included in development process.

Motion made by Councilor Butner to approve an Ordinance 2019-A445, an Ordinance of the Mayor and Common Council of the Town of Camp Verde,

Arizona for a Zoning Map Change from RR-2A (Rural Residential, 2-acre minimum lot size) and C3 (Commercial: Heavy Commercial) to a Planned Area Development (PAD) with C2 (Commercial: General Sales & Service) Zoning for a proposed Mixed-Use Master Planned Community. The property is approximately 185 acres, located on the South Side of State Route 260 at Aultman Parkway, APN 403-15-007B, 403-15-003Q, and 403-15-003R, in Camp Verde, Yavapai County, Arizona. Second was made by Councilor Buchanan. **Motion** carried unanimously with Councilors Whatley, LeBeau, Butner, Buchanan, Vice Mayor Jenkins, and Mayor German approving.

8. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

No public comment.

9. Council Informational Reports.

Councilor Whatley appreciated the whole week of activities to honor Police Officers. She hopes to have this every year. She also attended the Police versus Fire Department basketball game.

Councilor LeBeau echoed Councilor Whatley about Police Week, he looks forward to doing it next year.

Councilor Buchanan attended the FFA (Future Farmers of America) Awards Banquet this past Monday night at the school. It was well attended. He also attended the Verde Valley Transportation Organization Meeting. There will be a Verde Connect Meeting in Cottonwood June 11th and one in Camp Verde June 12th at the Multiuse Complex. No public comment will be taken at either meeting.

Vice Mayor Jenkins also attended Police week activities last week. She hopes they continue the number of activities each year.

Mayor German attended the Yavapai Apache Nation, Violence Against Women Act Conference June 26th & 27th. He also had an invitation to the Sedona Marriott Courtyard for a Habitat for Humanity Strategic Meeting for the next 5 years. It ties into the Forum on Housing that will be held in Flagstaff. There is a lot of conversation about affordable housing in the Verde Valley.

10. Manager/Staff Report.

Town Manager Russ Martin:

- Next Wednesday night there will be an Executive Session at 5:30 p.m.
- June 12th they are scheduled to go through Sports Complex bids in a work session (6/12) in hopes to approve the bid the following week (6/19).
- Continued conversation about the purchase of the Water Company. Please give dates to Clerk that would work for you for a special meeting.
 - The Budget is out from the state. Vehicle license fee is being phased out.

11. Adjournment

Mayor German adjourned the meeting at 7:05 p.m.

Attest:

Mayor Charles German

Judy Morgan, CMC, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Council Hears Planning and Zoning Matters of the Town Council of Camp Verde, Arizona, held on May 22, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2019.

Judy Morgan, CMC, Town Clerk

**DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL AND EXECUTIVE SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
CAMP VERDE, AZ 86322
WEDNESDAY, MAY 29, 2019 at 5:30 P.M.**

1. Call to Order

Mayor German called the meeting to order at 5:33 p.m.

- 2. Roll Call.** Councilors: Joe Butner, Buck Buchanan, Bill LeBeau, Jessie Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German were present.

Also Present: Town Manager Russ Martin, Water Attorney Steve Wene and Tony Gioia

- 3. Pledge of Allegiance:** Led by Mayor German

- 4. Special Session** – Legal action can be taken.

- 4.1. Discussion or consultation for legal advice with the Water Rights Attorney, Steve Wene, to discuss Yavapai Apache Nation development and a potential water settlement.** The Council may, by majority vote, recess the special session, hold an executive session and then reconvene the special session for discussion and possible action on this item as covered by A.R.S. 38-431.03 (A) (3).

Councilor LeBeau made a motion to recess into and hold an executive session pursuant to A.R.S. 38-431.03 (A) (3). Discussion or consultation for legal advice with the Water Rights Attorney, Steve Wene, to discuss Yavapai Apache Nation development and a potential water settlement. Councilor Butner seconded the motion and it was approved by a 7-0 vote: Councilors Butner, Buchanan, LeBeau, Murdock, Whatley, Vice Mayor Jenkins and Mayor German voting in favor.

- 4.1.1. Recess into and hold an executive session pursuant to A.R.S. 38-431.03 (A) (3)** Discussion or consultation for legal advice with the attorney or attorneys of the public body.

Council recessed into executive session at 5:34 p.m.

- 4.1.2. Reconvene Open Session.**

Council reconvened into open session at 7:34 p.m.

Mayor German stated that Council will meet in Executive Session at 9:00 a.m. on June 10, 2019 to discuss Camp Verde Water Company.

- 5. Adjournment:** Mayor German adjourned the meeting at 7:37 p.m.

Attest:

Mayor Charles German

Judy Morgan, CMC, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the

actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session and Executive Session, held on May 29, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2019.

Judy Morgan, CMC, Town Clerk

DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
CAMP VERDE, AZ 86322
MONDAY, JUNE 10, 2019 at 9:00 A.M.

1. Call to Order

Mayor German called the meeting to order at 9:04 p.m.

2. Roll Call

Councilors Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley, Vice Mayor Dee Jenkins, and Mayor Charles German were present.

Councilor Buck Buchanan was absent.

3. Pledge of Allegiance. Led by Mayor German.

4. Special Session – Legal action can be taken.

4.1. Possible approval of Special Event Liquor License application for Verde Valley Rangers for Camp Verde Promotions Summer Kick-Off Event to be held on June 22, 2019. [Staff Resource: Virginia Jones]

Councilor LeBeau made a motion to approve Special Event Liquor License application for Verde Valley Rangers for Camp Verde Promotions Summer Kick-Off event, to be held on June 22, 2019. Councilor Whatley seconded and it was approved unanimously: Councilors Butner, LeBeau, Murdock, Whatley, Vice Mayor Jenkins, and Mayor German voting in favor.

4.2. Possible approval of Special Event Liquor License application for Verde Valley Rangers for CornFest to be held on July 20, 2019. [Staff Resource: Virginia Jones]

Councilor Whatley made a motion to approve Special Event Liquor License application for Verde Valley Rangers for Cornfest, to be held on July 20, 2019. Vice Mayor Jenkins seconded and it was approved unanimously: Councilors Butner, LeBeau, Murdock, Whatley, Vice Mayor Jenkins, and Mayor German voting in favor.

4.3. Discussion or consultation for legal advice with the Water Rights Attorney, Steve Wene, for legal advice and to consider its position and instruct its representatives regarding negotiation for the potential purchase of Camp Verde Water Systems Inc. The Council may, by majority vote, recess the special session, hold an executive session and then reconvene the special session for discussion and possible action on this item as covered by A.R.S. 38-431.03 (A) (3) and (7).

Councilor LeBeau made a motion to recess into and hold an executive session pursuant to 431.01 (A)(3) and (7). It was seconded by Councilor Butner and

approved unanimously: Councilors Butner, LeBeau, Murdock, Whatley, Vice Mayor Jenkins, and Mayor German voting in favor.

4.3.1. Recess into and hold an executive session pursuant to A.R.S. 38-431.03 (A) (3) Discussion or consultation for legal advice with the attorney or attorneys of the public body; **and (7)** Discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase of real property, Camp Verde Water Systems Inc., located at 499 S. 6th Street, Camp Verde, Arizona.

Council recessed into Executive Session at 9:10 a.m.

4.3.2. Reconvene Open Session.

Council reconvened into Open Session at 10:42 a.m.

5. Adjournment

Mayor German adjourned the meeting at 10:42 a.m.

Attest:

Mayor Charles German

Judy Morgan, CMC, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Council Meeting of the Town Council of Camp Verde, Arizona, held on June 10 20, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2019.

Judy Morgan, CMC, Town Clerk

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Agenda Item 4. c)



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 19, 2019

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

Requesting Department: Public Works/Wastewater Division

Staff Resource/Contact Person: Troy Odell, P.E.

Agenda Title (be exact): Possible approval of Job Order Contract 19-134 Quote Request for Chlorine Contact Basins (Waste Water Treatment Plant)

List Attached Documents: JOC Quote from Mulcaire & Son Contracting, LLC

Estimated Presentation Time: n/a

Estimated Discussion Time: n/a

Reviews Completed by:

- Department Head: Town Attorney Comments: N/A

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact: None

Budget Code: 31-490-20-804000

Amount Remaining: \$158,000

Comments: This Contractor was the only one that showed up for the pre-quote meeting and was the sole bidder on this project. The meeting and quote were advertised to all of the JOC Contractors such as we always do. This Project is budgeted on the Old WIFA Treatment Plant Loan Drawdown.

Background Information: The Chlorine Contact Basins are the final and last project on a WIFA Finance Loan that were emergency or required repairs at the treatment facility. This project completes the construction of all items covered by this loan and its completion will enable us to be reimbursed for the amount remaining in this WIFA for draws. This repair at the treatment facility enables us to guarantee A+ effluent quality for use in watering the sports fields at the community park as well as freeing up the north side of the treatment plant for additional sewage flow instead of using it for a chlorine contact for the lack of having this project completed.

Recommended Action (Motion): Approve the use of the remaining funds in this WIFA loan to build the required chlorine contact facility at the treatment plant. Accept the attached quote for \$59,221.80 from Mulcaire and Son Contracting, LLC for this project.

Instructions to the Clerk: n/a



Town of Camp Verde, Arizona

JOB ORDER CONTRACT # 19-134 QUOTE REQUEST

The Town of Camp Verde, Arizona is requesting JOC quotes for work described below:

Chlorine Contact Basins and Reclaim Water Pump Station

Location: Camp Verde Wastewater Treatment Plant. 1000 E. State Route 260, Camp Verde, Arizona. 86322

Quotes shall be per any attached sketches, specifications, and price schedule provided with this quote request.

The sealed quote for this project shall be clearly marked:

JOC # 19-134 Chlorine Contact Basins and Reclaim Water Pumping Station;
Attention: Troy Odell

The sealed quote shall be delivered to the Town of Camp Verde Public Works Office located at 395 S. Main Street, Camp Verde, Arizona by **Friday, April 26th, 2019 at 10:00 am local Arizona time.**
Note: Any quotes submitted after the time and date specified will not be accepted.

Any and all questions regarding this quote request shall be submitted via the Public Purchase Web Site (only) for **Chlorine Contact Basins and Reclaim Water Pump Station** prior to **Tuesday, April 23rd, 2019 at 10:00 am.** Those questions asked after this time and date specified will remain unanswered.

Terms and Conditions:

- ✓ The Contractor shall complete the Price Table below. Please fill out the Unit Price Table in its entirety so that individual items may be used for any unforeseen extras and payments.
- ✓ The requested quote shall be for the total cost of this project. All items included in the specifications and Price Table shall be included in the quote. Applicable local sales tax must be included as well.
- ✓ No additional charges, change orders, or other costs incurred by the Contractor shall be allowed unless as directed by the Town of Camp Verde Public Works Engineer.
- ✓ It is the Contractor's responsibility to return the work site and any surrounding areas affected by the work to its original or better condition. Damage to any appurtenance, property or facility (either public or private) shall be repaired solely at the Contractor's expense. All sidewalk,

landscaping, curb, gutter, pavements, building element, etc. removed or damaged outside of the scope of the enclosed Price Table shall be returned to their original condition to the satisfaction of the Town Engineer by the Contractor at the Contractor's expense. If items are left in disrepair, they will be repaired by the Town and the cost of repair will be subtracted from the payment for this specific Job Order Request.

- ✓ The Contractor is responsible for complying with all applicable specifications as required in the sealed and approved plans included with this specific Job Order Request.
- ✓ The Contractor is responsible for complying with all applicable Arizona Blue Stake Authority regulations. The Contractor shall provide the Town of Camp Verde Public Works Staff with evidence/verification of contacting Blue Stake two (2) days prior to the commencement of construction. The lack of a legitimate Blue Stake will cause work to be stopped until the proper Blue Stake marking is in place. For this specific project, the Collections and plant supervisor Marshall Davis shall be contacted for all underground locates.
- ✓ A pre-construction meeting shall be scheduled by the Contractor awarded this project in order to coordinate with the Town of Camp Verde Public Works Department and Wastewater Division Staff. The Contractor shall call the Public Works Department at (928) 554-0826 to schedule the meeting immediately after the award is made and prior to being given a Notice to Proceed. The Notice to Proceed will typically be given to the Contractor at this meeting. The Notice to Proceed will only be given once the payment and performance bonds are presented to the Town of Camp Verde Public Works for this project.
- ✓ The Town of Camp Verde shall not be held responsible for errors in estimates of quantities, materials, schedule, installation requirements, or size. The Contractor is responsible to perform his/her own estimate of quantities for quoting as well as verifying quantities by field measurement during the site visit. Errors in quantities noticed by any Contractor during the estimating/quoting process shall be brought to the immediate attention of the Town of Camp Verde Public Works Department so that the questionable quantity can be adjusted if required prior to the quote submittal deadline.
- ✓ As noted in the attached plans, All tanks, piping, bedding, fittings, plumbing fixtures, parts, concrete, reinforcing, etc. necessary for the construction and completion of the work called out in the attached plans shall be provided by the Town of Camp Verde Wastewater Division. A preconstruction site visit shall be done with the contractor, wastewater division staff, and the Town Engineer to assure all required parts and materials are on site prior to project commencement.
- ✓ Certain work elements as denoted in the plans shall be provided by the Town Wastewater Division Staff. Suitable staff members shall be in force to assure that the contractor is not delayed progress waiting for these work elements to be completed. The contractor shall pay close attention within the quote to who is responsible for each work item.
- ✓ All precast tanks called out in plans are to be supplied by the Town of Camp Verde Wastewater Division including all items to be installed in the tanks. The contractor shall pay close attention to which items that will be their responsibility to install.

- ✓ Commencement of work is dependent on the issuance of a Notice to Proceed by the Town Engineer. All work shall be completed no later than forty five (45) calendar days from the issuance of the Notice to Proceed.
- ✓ The Town of Camp Verde Public Works Department shall be notified by the Contractor a minimum of forty-eight (48) hours in advance of any work requiring inspections unless otherwise agreed upon. 48 hours means two working days.
- ✓ All work shall be inspected by the Town of Camp Verde Engineer together with the Town of Camp Verde Wastewater Division WRF Manager before being given approval or final approval unless the Contractor had been notified otherwise. Work covering that which has not been inspected shall be removed at the Contractor's expense, at the request of the Town of Camp Verde Engineer at his discretion for the purposes of inspection of the work.
- ✓ The Contractor shall be responsible to determine all relevant standards as required for the safety and conformance to applicable OSHA regulations for construction standards for the entire term of this project.
- ✓ The Contractor is responsible for securing work areas whenever they leave. No unsafe conditions shall exist or be left at the end of each working day. No dangerous conditions shall be left unattended. If securing work areas is for some reason not possible, the Contractor shall coordinate with the Town of Camp Verde Wastewater Division Staff a manner to prevent public or and unforeseen access and damage to that portion of the project.
- ✓ The Contractor shall visit the site prior to submitting a quote to familiarize himself/herself with the site and any extraordinary difficulties at the site location. If a mandatory pre-quote meeting is scheduled, the Contractor **must** attend this meeting in order to be allowed to quote the work. The Town of Camp Verde is **not** responsible for correcting profile errors made by the Contractor when signing up for the Public Purchase Web Site. The Contractor shall check his/her profile information for accuracy to assure they are informed of mandatory meetings.
- ✓ Any corrections deemed necessary at the time of any inspection unless due to error of the Town, shall be done at the Contractor's expense.
- ✓ The Contractor shall submit to the Town of Camp Verde a performance and payment bond for the amount quoted for the total cost of the project at the pre-construction meeting prior to being given the official Notice to Proceed for that project.
- ✓ The Contractor shall provide and maintain, and cause its subcontractors to provide and maintain, the following minimum insurance coverage:
 - Comprehensive general liability insurance with a minimum combined single limit of one million dollars (\$1,000,000) each occurrence with a general aggregate amount of two million dollars (\$2,000,000). The policy shall include coverage for bodily and personal injury, broad form property damage, blanket contractual, Contractor's protective, and products and completed operations.
 - Comprehensive automobile liability insurance with a combined single limit for bodily injury and property damage of not less than one million dollars (\$1,000,000) each

occurrence with respect to the Contractor's vehicles (whether owned, hired, non-owned), assigned to or utilized in the performance of the project.

- Worker's Compensation (\$1,000,000).
 - Employer's Liability Insurance (\$1,000,000 each occurrence).
- ✓ Additional insurance coverage may be required at the Town of Camp Verde's discretion where the services to be performed are deemed to be hazardous in nature.
- ✓ The policies required above shall name the Town of Camp Verde and its respective agents, officials, and employees as additional insured, and shall specify that the insurance afforded the Contractor shall be primary insurance and that any insurance coverage carried by the Town of Camp Verde or its employees shall be excess coverage and not contributory insurance to that provided by the Contractor. Said policy shall contain a severability of interests provision.
- ✓ Failure on the part of the Contractor to procure and maintain the required liability insurance and provide proof thereof to the Town of Camp Verde within thirty (30) days following the commencement of a new policy period, shall constitute a material breach of the Agreement upon which the Town of Camp Verde may immediately terminate the Agreement. Prior to the effective date of the Agreement, the Contractor shall furnish the Town of Camp Verde with a certificate of insurance in a format acceptable by the Town. The Town of Camp Verde reserves the right to request and receive certified copies of any or all of the above policies and/or endorsements.

Unit Price Table
Chlorine Contact Basins and Reclaim Water Pump Station

NO.	BASE BID ITEM DESCRIPTION	Unit	Quantity	Unit Price	Price
1	Install Town provided pre-cast 6000 gallon chlorine contact chamber in the locations shown per the chlorine contact chamber detail on the attached plans. Place chambers atop a minimum of 12" of aggregate base course compacted to 100% maximum dry density, which has been placed atop a graded and 95% maximum dry density compacted subgrade under the direct supervision of the Town of Camp Verde Engineer. Backfill chambers with aggregate base course and compact to 95% maximum dry density in uniform 18" lifts.	EA	3	\$9,000. ⁰⁰	\$27,000. ⁰⁰

2	Install Town provided pre-cast 6000 gallon chlorine contact chamber/sampling chamber in the location shown per the chlorine contact chamber detail on the attached plans. Place chamber atop a minimum of 12" of aggregate base course compacted to 100% maximum dry density, which has been placed atop a graded and 95% maximum dry density compacted subgrade under the direct supervision of the Town of Camp Verde Engineer. Backfill chambers with aggregate base course and compact to 95% maximum dry density in uniform 18" lifts.	EA	1	\$9,000.00	\$9,000.00
3	Install approximately 24 feet of 12" Schedule 40 PVC connection line and horizontal and vertical fittings as required per the Mag Meter Installation Detail on the attached plans. Connection line shall connect the Chlorine Contact Chamber/Sampling Chamber to the proposed meter and connect the proposed meter to the Reclaim Water Pumping Station. The piping, meter, fittings, and backfill shall be supplied to the Contractor by the Wastewater Division.	EA	1	\$800.00	\$800.00
4	Install 12" Mag Meter, poured in place vault, and control panel in the location shown per the Mag Meter Installation Detail on the attached Plans. Install under the direct supervision of the Town Engineer.	LS	1	\$1,000.00	\$1,000.00
5	Install 3' x 3' x 6" thick concrete slab in the location shown on the attached plans next to the Reclaim Water Pumping Station for the de-chlorination tank and pump. De-chlorination items will be installed atop this slab by Town Wastewater Division Staff.	LS	1	\$788.00	\$788.00
6	Install pre-cast 6000 gallon Reclaim Water Pumping Station per the Reclaim Water Pumping Station Detail on the attached plans. Place Station atop a minimum of 12" of aggregate base course compacted to 100% maximum dry density, which has been placed atop a graded and 95% maximum dry density compacted subgrade under the direct supervision of the Town of Camp Verde Engineer. Backfill Station with aggregate base course and compact to 95% maximum dry density in uniform 18" lifts.	LS	1	\$9,000.00	\$9,000.00

7	Install pumps, rails, discharge lines, and assemblies inside of the Reclaim Water Pumping Station per the Reclaim Water pumping Station Detail under the direct supervision of the Town Engineer. All mounting hardware shall be epoxy coated per the direction of the Wastewater Division Staff. The Town Wastewater Division Staff shall be responsible for the installation of all pump wiring, controls and water level controls and settings.	LS	1	N/A	N/A
8	Install 70 linear feet of 6" C-900 PVC reclaim water line and the appropriate fittings to the park irrigation pond up to the Phase Termination Line shown on the attached plan	LF	70	\$17.14	\$1,199.80
9	Install 12" Schedule 40 PVC Reclaimed Water pumping Station Overflow Line with the appropriate horizontal and vertical fittings from the overflow outlet at the reclaim Water pumping Station to the existing effluent discharge line in the location shown. Install under the direct supervision of the Town Engineer.	LS	1	\$1,000.00	\$1,000.00
10	Install 100 linear feet of 6" Schedule 40 PVC Plant Water Supply Line from the 12" PVC Connection Line to the existing Plant Water Pumping Station with the appropriate fittings in the location shown per the attached plans. Install float shut-off valve at the line end at the Plant Water Pumping Station per the direction of the Town Wastewater Division Staff.	LS	1	\$1,714.00	\$1,714.00
11	Install 315 square foot 6" thick concrete slab with #4 rebar grid @ 2' C-C each way atop 6" thick aggregate base course for chlorine storage tank, dosing pumps, and shower eyewash station in the location shown on the attached plans. Slab should match the elevation of the existing sidewalk at the existing Filter/UV Building and shall slope to match the top of the first Chlorine Contact Chamber. Slab should also be graded to drain toward roadway side. A small swale should be troweled into top of slab to drain shower station toward the front or roadway side of slab.	LS	1	\$3,760.00	\$3,760.00
12	Install 1" schedule 40 PVC potable water line below the slab from existing potable water line to the proposed eyewash station. Install eyewash and shower station in the location shown on the attached plans. Face eyewash and shower	LS	1	\$500.00	\$500.00

	station toward the existing Filter/UV Building. The Town will supply all parts for the shower/eyewash station.				
13	Demolish and remove existing effluent manhole. Salvage and remove existing Parshall Flume, Sonar Meter, and vault and cover and move to location at treatment plant as directed by Wastewater Division Staff. Remove existing effluent line in the locations shown.	LS	1	\$2,880. ⁰⁰	\$2,880. ⁰⁰
14	Install 8" manifold tees with 6" gate valves and 6" check valves along with 8" spool and 8" x 6" reducer and 6" outlet gate valve inside of 5' x 8' cast in place concrete vault with hatch cover and frame in site-cast 6" thick concrete top slab per the Manifold Vault Detail on the attached plans at the discharge outlet of the Reclaim Water Pumping Station.	LS	1	\$580. ⁰⁰	\$580. ⁰⁰

Complete and submit this sheet with you quote (other forms will not be allowed):

Note: These are estimated quantities. The Contractor shall visit the site prior to submitting a quote to familiarize himself/herself with the site and verify all quantities.

Sub-Total of all items in Price Table: \$ 59,221.⁸⁰

Applicable Local Sales Tax on Sub-Total Above \$ Not Included

Total Cost (including applicable local sales tax): \$ 59,221.⁸⁰

Contractor: Mulcaire + Son Contracting, LLC

Address: PO BOX 4055


City: Camp Verde State: AZ Zip Code: 86322

* The above revised bid proposal includes excavation, shading, and backfill ONLY (labor/equipment). The Town of Camp Verde will provide ALL materials AND installation of piping/connections/equipment. Mulcaire + Son Contracting, LLC will provide the labor for the two concrete pads.

Chlorine Contact Basins and Reclaim Water Pump Station

Specific Job Order Contract Quote Request

I hereby agree to the Terms & Conditions for this project given in this Job Order Quote Request:

Authorized Signature:  Printed Name: Jess Mulcaire

Date: 5/14/19 Phone: 928-567-2380 E-Mail Address: jess@mulcaireandson.com



PROCLAMATION

In memory of the GRANITE MOUNTAIN HOTSHOTS June 30, 2019

WHEREAS, The Granite Mountain Interagency Hotshot Crew was founded as a fuels mitigation crew in 2001, and became the first municipal hotshot crew in the United States; and

WHEREAS, The Granite Mountain Hotshots were an elite ground firefighting crew, which hailed from diverse backgrounds and worked long hours in extreme environmental conditions while performing physically demanding fire line tasks; and

WHEREAS, On June 30, 2013 nineteen of the Granite Mountain Hotshots gave their lives in Yarnell protecting Arizona; and

WHEREAS, The loss of these 19 firefighters makes the Yarnell Hill Fire the worst wildland firefighter fatality incident in the United States and;

WHEREAS, The 19 members of the Granite Mountain Hotshots who lost their lives are:

<i>Andrew Ashcroft</i>	<i>Robert Caldwell</i>	<i>Travis Carter</i>	<i>Dustin Deford</i>	<i>Christopher MacKenzie</i>
<i>Eric Marsh</i>	<i>Grant McKee</i>	<i>Sean Misner</i>	<i>Scott Norris</i>	<i>Wade Parker</i>
<i>John Percin Jr.</i>	<i>Anthony Rose</i>	<i>Jesse Steed</i>	<i>Joe Thurston</i>	<i>Travis Turbyfill</i>
<i>William Warneke</i>	<i>Clayton Whitted</i>	<i>Kevin Woyjeck</i>	<i>Garret Zuppiger</i>	

WHEREAS, June 30, 2013 is a day that all Arizona residence shall never forget.

THEREFORE, BE IT RESOLVED that the Mayor and Common Council of the Town of Camp Verde do hereby proclaim June 30, 2019 a day to remember all of the Granite Mountain Hotshots that gave their life in the line of duty.

Passed and approved by a majority vote of the Common Council at the Regular Session of June 19, 2019

Charles German, Mayor

Date

Attest:

Judy Morgan, Town Clerk

Agenda Item 7.1.



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 19, 2019

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

Requesting Department: Finance

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Discussion & possible approval of The Town of Camp Verde FY20 Proposed Tentative Budget.

List Attached Documents: 1) Town of Camp Verde FY20 Proposed Tentative Budget

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by:

Town Attorney Comments: N/A

Department Head:

Budgeted Unbudgeted N/A

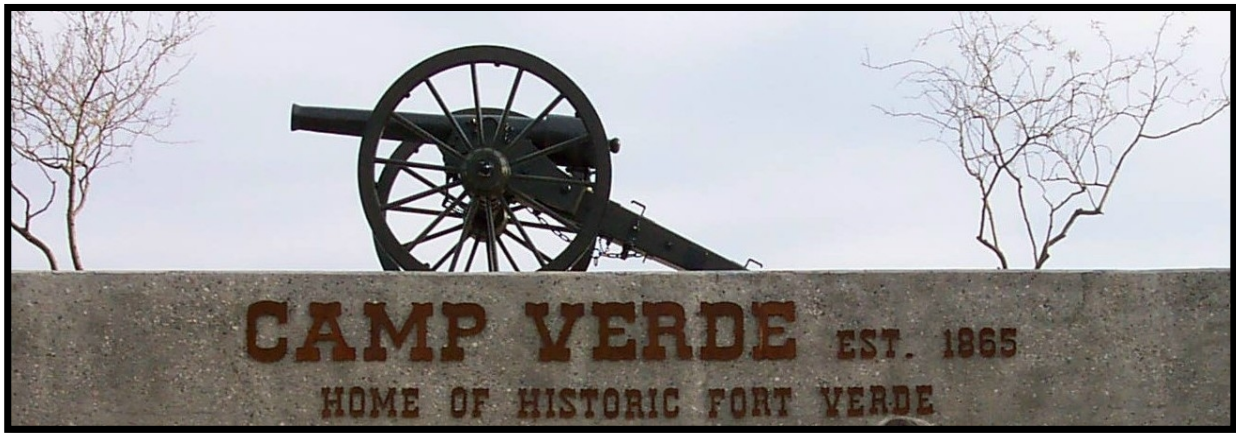
Fiscal Impact: N/A

Comments: None.

Background Information: The Tentative Budget is not the Final Town Budget but once accepted, total expenses cannot be increased, but rather only decreased or moved. The FY20 Final Budget will be presented in July.

Recommended Action (Motion): Approval of The Town of Camp Verde FY20 Proposed Tentative Budget.

Instructions to the Clerk: N/A



Proposed Tentative Budget

Fiscal Year - 2019-20

Town of Camp Verde, Arizona



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Revenue & Expense Summary

All Funds

Revenues by Source

ACCOUNT TITLE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUESTED	2019-20 MANAGER RECOMMEND	2019-20 COUNCIL PROPOSED
Local Sales Taxes	3,756,648	4,642,673	4,550,000	3,492,913	4,622,160	4,845,750	4,845,750
Franchise Fees	270,925	286,342	273,000	225,794	291,500	291,500	291,500
Intergovernmental Revenues	4,596,001	4,524,788	5,620,000	3,815,204	5,734,570	5,734,570	5,734,570
Licenses & Permits	184,214	205,277	243,750	226,553	233,750	233,750	233,750
Fines & Forfeitures	193,505	164,879	219,500	132,372	211,550	186,550	186,550
Charges for Services	122,952	116,496	133,815	51,666	174,485	174,485	174,485
Grants & Donations	102,022	34,515	1,689,555	44,757	4,025,600	4,024,600	4,024,600
Wastewater User Fees	1,084,002	1,085,778	1,231,400	1,156,084	1,450,600	1,450,600	1,450,600
Water User Fees	0	0	1,110,000	0	1,200,000	1,200,000	1,200,000
Miscellaneous	709,529	7,892,698	4,485,671	1,535,995	4,757,869	4,756,629	4,756,629
Total Revenues	\$ 11,019,798	\$ 18,953,446	\$ 19,556,691	\$ 10,681,338	\$ 22,702,084	\$ 22,898,434	\$ 22,898,434

Expenses by Type

ACCOUNT TITLE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUESTED	2019-20 MANAGER RECOMMEND	2019-20 COUNCIL PROPOSED
Wages & ERE	6,087,544	6,179,539	7,854,190	5,470,557	8,666,500	8,296,126	8,449,085
Operating	2,714,503	2,841,500	3,459,722	2,460,834	3,770,819	3,597,749	3,627,449
Capital Outlay	3,897,461	2,783,417	15,075,409	5,639,410	12,512,438	12,488,438	12,488,438
Debt Service	953,786	1,111,485	1,648,296	1,434,477	1,742,365	1,742,365	1,742,365
Depreciation & Bad Debt	813,423	852,797	850,000	851,550	1,000,000	1,000,000	1,000,000
Total Expenses	\$ 14,466,717	\$ 13,768,738	\$ 28,887,617	\$ 15,856,827	\$ 27,692,122	\$ 27,124,678	\$ 27,307,337

Complete Town Budget Overview

By Fund FY 2018-19

Revenues by Source	Major Budget Funds							
	General Fund	Wastewater Fund	Parks Fund	CIP Fund	Debt Service Fund	Water Fund	Non-Fed Fund	Federal Grants Fund
Local Sales Taxes	4,845,750							
Franchise Fees	291,500							
Intergovernmental Revenues	3,956,920						160,000	303,450
Licenses & Permits	233,750							
Fines & Forfeitures	164,000							
Charges for Services	174,485	1,458,600				1,200,000		
Grants & Donations	7,500	3,000,000					1,000,000	
Miscellaneous	101,104	3,630,533	870,000	0				
Total Revenues	\$ 9,775,009	\$ 8,089,133	\$ 870,000	\$ -	\$ -	\$ 1,200,000	\$ 1,160,000	\$ 303,450

Expenses by Type	General Fund	Wastewater Fund	Parks Fund	CIP Fund	Debt Service Fund	Water Fund	Non-Fed Fund	Federal Grants Fund
Wages & ERE	6,442,580	629,375					60,000	12,000
Operating	1,917,636	660,204		4,934		1,200,000	29,585	13,849
Capital Outlay	2,760	5,830,727	3,989,823	1,232,886			1,083,292	28,000
Depreciation		1,000,000						
Debt Service		246,495			1,495,870			
Total Expenses	\$ 8,362,976	\$ 8,366,801	\$ 3,989,823	\$ 1,237,820	\$ 1,495,870	\$ 1,200,000	\$ 1,172,877	\$ 53,849

Operating Transfers	General Fund	Wastewater Fund	Parks Fund	CIP Fund	Debt Service Fund	Water Fund	Non-Fed Fund	Federal Grants Fund
Transfers Out	1,967,020					0	0	252,450
Transfers In	(20,000)			(949,450)	(1,495,870)		0	0
Total Transfers	\$ 1,947,020	\$ -	\$ -	\$ (949,450)	\$ (1,495,870)	\$ -	\$ -	\$ 252,450

Net Increase/(Decrease) in Fund Balance	\$ (534,987)	\$ (277,668)	\$ (3,119,823)	\$ (288,370)	\$ -	\$ -	\$ (12,877)	\$ (2,849)
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Changes in Fund Balance	General Fund	Wastewater Fund	Parks Fund	CIP Fund	Debt Service Fund	Water Fund	Non-Fed Fund	Federal Grants Fund
Beginning Fund Balance Estimate	2,007,416	15,691,209	3,119,823	471,677	0	0	12,877	2,849
Ending Fund Balance	\$ 1,472,429	\$ 15,413,541	\$ -	\$ 183,307	\$ -	\$ -	\$ -	\$ -

Percentage change in Fund Balance	27%	2%	N/A	61%	N/A	N/A	100%	100%
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Complete Town Budget Overview

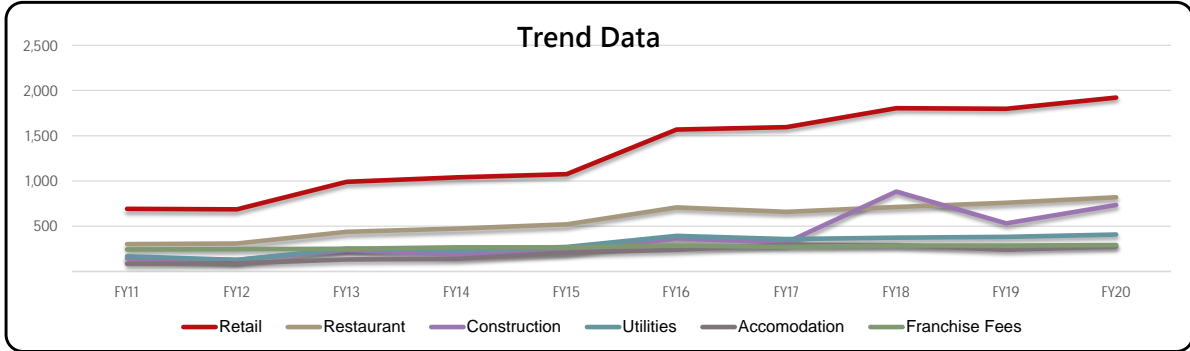
By Fund FY 2018-19

	HURF Fund	CDBG Fund	Magistrate Fund	911 Fund	Housing Fund	Rest'd Fund	Total Governmental Funds
Revenues by Source							
Local Sales Taxes							4,845,750
Franchise Fees							291,500
Intergovernmental Revenues	966,200	345,000	3,000				5,734,570
Licenses & Permits							233,750
Fines & Forfeitures			28,000			2,500	194,500
Charges for Services							2,833,085
Grants & Donations						123,392	4,130,892
Miscellaneous	16,000				16,750		4,634,387
Total Revenues	\$ 982,200	\$ 345,000	\$ 31,000	\$ -	\$ 16,750	\$ 125,892	\$ 22,898,434
Expenses by Type							
Wages & ERE	345,130						7,489,085
Operating	354,400		105,500	1,361	60,000	239,980	4,587,449
Capital Outlay	12,500	308,450					12,488,438
Depreciation							1,000,000
Debt Service							1,742,365
Total Expenses	\$ 712,030	\$ 308,450	\$ 105,500	\$ 1,361	\$ 60,000	\$ 239,980	\$ 27,307,337
Operating Transfers							
Transfers Out	225,850		0		20,000		2,465,320
Transfers In		0					(2,465,320)
Total Transfers	\$ 225,850	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Net Increase/(Decrease) in Fund Balance	\$ 44,320	\$ 36,550	\$ (74,500)	\$ (1,361)	\$ (63,250)	\$ (114,088)	\$ (4,408,903)
Changes in Fund Balance							
Beginning Fund Balance Estimate	134,255	0	37,770	1,361	91,060	118,262	21,776,559
Ending Fund Balance	\$ 178,575	\$ 36,550	\$ (36,730)	\$ -	\$ 27,810	\$ 4,174	\$ 17,367,656
Percentage change in Fund Balance	33%	N/A	197%	100%	69%	96%	20%

General Fund Top Revenue Catagories & Trends

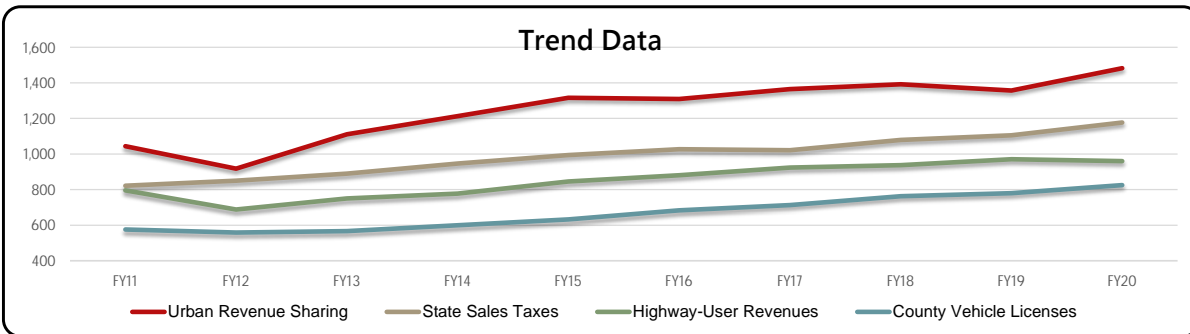
Local Transaction Priviledge Tax Detail - Top 6 Categories (in Thousands)

Source	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Retail	691	686	990	1,040	1,076	1,569	1,596	1,806	1,797	1,922
Restaurant	302	309	437	473	520	709	659	713	759	820
Construction	143	128	236	183	213	367	320	883	532	734
Utilities	168	127	252	231	270	394	358	373	383	408
Accommodation	85	89	132	139	208	239	295	292	240	274
Franchise Fees	243	246	250	267	266	286	271	286	286	292
									*Est'd	*Budget



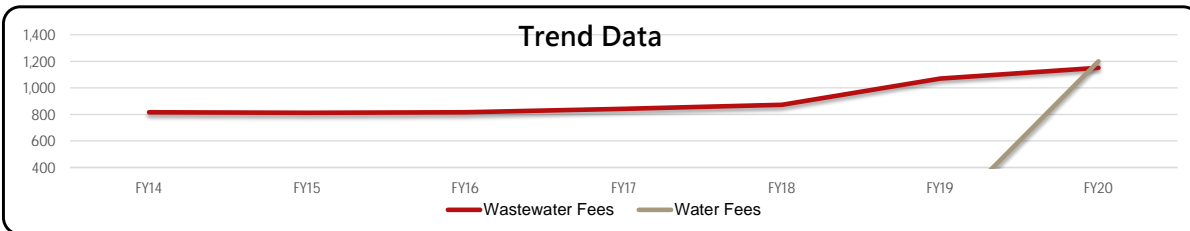
State & County Tax Detail (in Thousands)

Source	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Urban Revenue Sharing	1,044	918	1,111	1,213	1,316	1,309	1,365	1,392	1,356	1,483
State Sales Taxes	822	850	890	946	994	1,028	1,022	1,079	1,105	1,177
Highway-User Revenues	796	688	751	777	846	881	924	937	971	960
County Vehicle Licenses	575	559	567	600	633	684	713	763	780	825
									*Est'd	*Budget



Enterprise Funds Fee Revenue (in Thousands)

Source	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Wastewater Fees	N/A	N/A	N/A	817	812	816	842	873	1,071	1,151
Water Fees	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,200
									*Est'd	*Budget



General Fund FY20 Summary

FUNCTIONAL AREAS	2016-17		2017-18		2018-19			2019-20			2019-20			2019-20
	AUDITED ACTUAL	% Chng	AUDITED ACTUAL	% Chng	ADJUSTED BUDGET	2018-19 THROUGH APR 19	% of Bud	DEPT REQUEST	% Chng	\$ Chng	MANAGER RECMN'D	% Chng	\$ Chng	COUNCIL PROPOSED
General Admin	1,828,535	11%	1,958,896	7%	2,099,325	1,695,327	81%	2,195,770	5%	215,100	2,111,470	1%	130,800	2,155,510
Court	360,423	1%	349,667	-3%	420,090	331,650	79%	436,805	4%	78,465	452,895	8%	94,555	457,680
Public Works	944,617	12%	915,828	-3%	940,770	758,899	81%	1,123,505	19%	207,029	1,045,160	11%	128,684	1,022,345
Community Development	500,005	20%	495,699	-1%	537,745	411,162	76%	555,305	3%	22,440	545,450	1%	12,585	548,625
Marshal's Office	2,716,669	7%	2,563,136	-6%	2,905,995	2,294,444	79%	3,077,756	6%	456,276	2,989,502	3%	368,022	3,113,771
Library	413,070	6%	481,114	16%	558,720	442,081	79%	681,980	22%	213,790	558,235	0%	90,045	564,880
Parks & Rec	310,281	27%	344,225	11%	396,250	287,763	73%	500,865	26%	152,225	487,540	23%	138,900	500,165
Total Expenses	7,073,600	10%	7,108,565	0%	7,858,895	6,221,326	79%	8,571,986	18%	1,345,325	8,190,252	12%	903,687	8,362,976

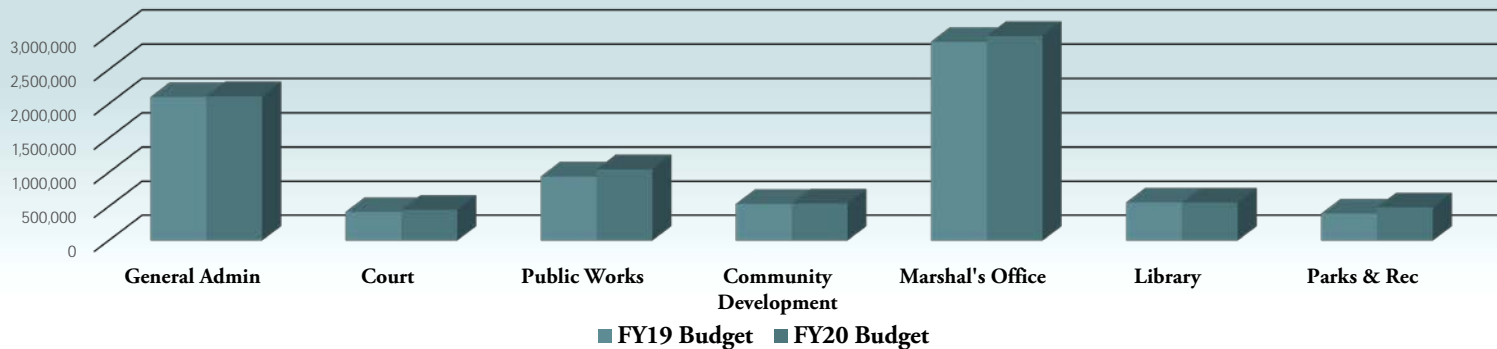
REVENUES

State Revenues	3,099,872	3%	3,233,989	4%	3,278,000	2,628,831	80%	3,681,920	12%	496,920	3,681,920	12%	496,920	3,681,920
Local Taxes	3,756,648	-4%	4,642,673	24%	4,550,000	3,492,913	77%	4,622,160	2%	561,160	4,845,750	7%	784,750	4,845,750
Departmental	802,787	5%	701,764	-13%	842,565	590,566	70%	881,735	5%	45,685	856,735	2%	20,685	856,735
Other	322,904	-44%	327,230	1%	366,276	360,535	98%	391,844	7%	88,844	390,604	7%	87,604	390,604
Total Revenues	7,982,211	-4%	8,905,656	12%	9,036,841	7,072,845	78%	9,577,659	15%	1,245,809	9,775,009	17%	1,443,159	9,775,009

Net Operating Transfers Out	1,516,014	74%	1,374,325	-9%	1,800,956	1,663,768	92%	1,250,020	-31%	(123,369)	1,250,020	-31%	(123,369)	1,947,020
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Total General Fund	(607,403)	N/A	422,766	N/A	(623,010)	(812,249)	N/A	(244,347)		285,320	334,737		864,404	(534,987)
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FY19 to FY20 General Fund Expense Budget



**General Fund Expenditures
by Category**

EXPENSE CATEGORY	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	% of Bud	2019-20 DEPT REQUEST	% Chng	\$ Chng	2019-20 MANAGER RECMN'D	% Chng	\$ Chng	2019-20 COUNCIL PROPOSED
Salary Related Expenditures												
Wages	3,758,811	3,738,757	4,140,355	3,280,968	79.2%	4,546,975	10%	406,620	4,321,910	4%	181,555	4,432,775
Taxes	190,822	213,121	241,805	186,349	77.1%	269,410	11%	27,605	253,365	5%	11,560	256,850
Benefits	1,281,211	1,391,316	1,614,845	1,238,436	76.7%	1,762,405	9%	147,560	1,724,281	7%	109,436	1,752,955
Total Salary Related Expenditures	\$ 5,230,844	\$ 5,343,194	\$ 5,997,005	\$ 4,705,753	78.5%	\$ 6,578,790	9.7%	581,785	\$ 6,299,556	5.0%	302,551	\$ 6,442,580
Operational Expenditures												
Training	30,562	23,322	38,570	17,420	45.2%	44,115	14.4%	5,545	43,415	12.6%	4,845	43,415
Tuition Reimbursement	737	980	3,000	1,869	62.3%	5,000	66.7%	2,000	5,000	66.7%	2,000	5,000
Travel	19,504	22,830	27,100	15,901	58.7%	34,600	27.7%	7,500	34,600	27.7%	7,500	34,600
Uniforms	11,957	6,183	4,800	2,455	51.1%	7,120	48.3%	2,320	7,120	48.3%	2,320	7,120
Office Supplies	33,873	34,682	31,350	28,001	89.3%	33,950	8.3%	2,600	31,950	1.9%	600	31,950
Subscriptions/Memberships	22,737	26,529	26,130	21,764	83.3%	32,360	23.8%	6,230	32,360	23.8%	6,230	32,360
Books/Tapes/Publications	24,659	30,780	27,600	31,687	114.8%	32,050	16.1%	4,450	29,550	7.1%	1,950	29,550
Printing	3,718	3,095	5,200	1,960	37.7%	4,950	-4.8%	(250)	4,950	-4.8%	(250)	4,950
Advertising	21,111	23,078	22,205	10,379	46.7%	12,075	-45.6%	(10,130)	12,075	-45.6%	(10,130)	12,075
Postage	8,135	7,354	10,000	7,703	77.0%	13,000	30.0%	3,000	13,000	30.0%	3,000	13,000
Computer Services/Software	241,188	239,856	203,330	204,974	100.8%	204,385	0.5%	1,055	194,385	-4.4%	(8,945)	224,085
Auto Repair/Maintenance	35,415	46,566	37,500	48,478	129.3%	53,800	43.5%	16,300	42,300	12.8%	4,800	42,300
Fuel	50,454	54,370	56,200	50,598	90.0%	56,300	0.2%	100	56,300	0.2%	100	56,300
Utilities	171,392	186,669	189,605	198,516	104.7%	193,855	2.2%	4,250	193,855	2.2%	4,250	193,855
Waste Removal	8,050	8,295	8,340	6,580	78.9%	9,840	18.0%	1,500	9,840	18.0%	1,500	9,840
Cell Phone	21,657	18,224	23,720	17,348	73.1%	24,916	5.0%	1,196	24,916	5.0%	1,196	24,916
Pest Control	3,270	3,505	3,200	2,510	78.4%	3,200	0.0%	0	3,200	0.0%	0	3,200
Consulting Services	119,464	99,545	104,830	96,298	91.9%	144,400	37.7%	39,570	124,400	18.7%	19,570	124,400
Legal Services	48,119	43,557	51,200	35,586	69.5%	52,400	2.3%	1,200	52,400	2.3%	1,200	52,400
Contract Labor/Services	128,709	132,759	136,700	113,110	82.7%	133,540	-2.3%	(3,160)	133,040	-2.7%	(3,660)	133,040
Interpreters	589	683	1,000	1,084	108.4%	1,500	50.0%	500	1,500	50.0%	500	1,500
Equipment & Maint	38,718	42,102	54,825	54,025	98.5%	74,095	35.1%	19,270	73,095	33.3%	18,270	73,095
Service Charges	5,513	4,454	5,600	3,490	62.3%	5,000	-10.7%	(600)	5,000	-10.7%	(600)	5,000
Credit Card Processing Fees	2,701	2,958	3,450	1,881	54.5%	3,500	1.4%	50	3,500	1.4%	50	3,500
Liability Insurance	159,620	153,883	175,900	175,785	99.9%	170,800	-2.9%	(5,100)	170,800	-2.9%	(5,100)	170,800
Safety / Security Program	4,595	1,997	1,000	1,085	108.5%	2,000	100.0%	1,000	2,000	100.0%	1,000	2,000
Department Specific Expenditures	431,735	482,936	506,775	360,041	71.0%	537,685	6.1%	30,910	483,385	-4.6%	(23,390)	483,385
Employee Term Payouts	45,702	51,156	25,000	0	0.0%	25,000	0.0%	0	25,000	0.0%	0	25,000
Contingency	0	0	75,000	0	0.0%	75,000	0.0%	0	75,000	0.0%	0	75,000
Total Operational Expenditures	\$ 1,693,884	\$ 1,752,348	\$ 1,859,130	\$ 1,510,527	81.2%	\$ 1,990,436	7.1%	131,306	\$ 1,887,936	1.5%	28,806	\$ 1,917,636
Equipment/Capital Expenditures												
Office Equipment/Furniture	63,803	9,871	0	0	#DIV/0!	0	#DIV/0!	0	0	#DIV/0!	0	0
Structural	82,724	0	0	0	N/A	0	N/A	0	0	N/A	0	0
Equipment Lease	2,345	2,138	2,760	1,691	61.3%	2,760	0.0%	0	2,760	0.0%	0	2,760
Local Park Improvements	0	0	0	3,355	N/A	0	N/A	0	0	N/A	0	0
Total Equipment/Capital Expenditures	\$ 148,872	\$ 12,009	\$ 2,760	\$ 5,046	182.8%	\$ 2,760	0.0%	0	\$ 2,760	0.0%	0	\$ 2,760
Total General Fund Expenditures	\$ 7,073,600	\$ 7,107,551	\$ 7,858,895	\$ 6,221,326	79.2%	\$ 8,571,986	9.1%	713,091	\$ 8,190,252	4.2%	331,357	\$ 8,362,976

General Purpose Revenues General Fund

ACCOUNT TITLE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Local Revenues							
Sales Taxes							
Town Sales Tax	3,165,682	3,890,740	3,822,000	2,895,913	3,876,170	4,070,430	4,070,430
Est'd .65 Portion of Tax Rate	590,966	751,933	728,000	597,000	745,990	775,320	775,320
Total Sales Taxes	\$ 3,756,648	\$ 4,642,673	\$ 4,550,000	\$ 3,492,913	\$ 4,622,160	\$ 4,845,750	\$ 4,845,750
Franchise Fees							
APS	240,067	260,552	250,000	206,333	264,000	264,000	264,000
Camp Verde Water	6,745	0	0	0	0	0	0
NPG Cable	16,606	17,469	15,000	12,909	20,000	20,000	20,000
UNS Gas	7,507	8,321	8,000	6,552	7,500	7,500	7,500
Total Franchise Fees	\$ 270,925	\$ 286,342	\$ 273,000	\$ 225,794	\$ 291,500	\$ 291,500	\$ 291,500
Miscellaneous							
Yav-Apache Gaming Funds	18,774	17,457	18,000	18,051	18,000	18,000	18,000
Wastewater Admin Fee	0	0	49,276	40,917	58,344	57,104	57,104
Refunds & Reimbursements	8,632	6,701	4,000	22,699	8,000	8,000	8,000
Miscellaneous	201	991	6,000	139	0	0	0
Surplus Property Sales	6,718	4,229	0	925	0	0	0
Proceeds from Sale of Assets	0	8,529	0	3,806	0	0	0
Interest	17,123	2,981	16,000	48,204	16,000	16,000	16,000
Total Miscellaneous	\$ 51,979	\$ 40,888	\$ 93,276	\$ 134,741	\$ 100,344	\$ 99,104	\$ 99,104
Total Local Revenues	\$ 4,079,552	\$ 4,969,903	\$ 4,916,276	\$ 3,853,448	\$ 5,014,004	\$ 5,236,354	\$ 5,236,354
Intergovernmental Revenues							
Urban Revenue Sharing	1,364,734	1,391,933	1,380,000	1,130,365	1,482,530	1,482,530	1,482,530
State Sales Tax	1,021,664	1,079,184	1,115,000	877,208	1,374,090	1,374,090	1,374,090
Vehicle License Tax	713,474	762,872	783,000	621,258	825,300	825,300	825,300
Total Intergovernmental Revenues	\$ 3,099,872	\$ 3,233,989	\$ 3,278,000	\$ 2,628,831	\$ 3,681,920	\$ 3,681,920	\$ 3,681,920
Total General Purpose Revenues	\$ 7,179,424	\$ 8,203,892	\$ 8,194,276	\$ 6,482,279	\$ 8,695,924	\$ 8,918,274	\$ 8,918,274

General Fund Operating Transfers

ACCOUNT TITLE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUESTED	2019-20 MANAGER RECOMMEND	2019-20 COUNCIL PROPOSED
Non-Departmental Transfers							
Transfer In from YAN Gaming Fund	0	0	0	0	0	0	0
Transfer In from Fed Grants Fund	0	(111)	0	0	0	0	0
Transfer In from Housing Fund	0	0	0	0	(20,000)	(20,000)	(20,000)
Transfer Out to CIP Fund	514,134	489,025	515,000	515,000	0	0	697,000
Transfer Out to Restricted Use Fund	0	0	0	0	0	0	0
Transfer Out to Fed Grants Fund	0	0	0	0	0	0	0
Transfer Out to Debt Service Fund	769,705	872,248	1,285,956	1,148,768	1,270,020	1,270,020	1,270,020
Transfer Out to Wastewater	24,740	0	0	0	0	0	0
Transfer Out to Library Bldg Fund	207,435	13,163	0	0	0	0	0
Total Non-Departmental Transfers	\$ 1,516,014	\$ 1,374,325	\$ 1,800,956	\$ 1,663,768	\$ 1,250,020	\$ 1,250,020	\$ 1,947,020
Net Effect on General Fund Balance							
General Revenues	(7,179,424)	(8,203,892)	(8,194,276)	(6,482,279)	(8,695,924)	(8,918,274)	(8,918,274)
Net Departmental Costs & Transfers	7,786,827	7,781,126	8,817,286	7,294,528	8,940,271	8,583,537	9,453,261
Use of / (Surplus to) Fund Balance	\$ 607,403	\$ (422,766)	\$ 623,010	\$ 812,249	\$ 244,347	\$ (334,737)	\$ 534,987

GENERAL GOVERNMENT SUMMARY



Departments

Manager ◆ Clerk ◆ Council ◆ Finance ◆ HR ◆ IT
 Risk Management ◆ Economic Development ◆ Non Departmental

	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 881,700	\$ 973,681	\$ 1,038,720	\$ 831,869	\$ 1,107,665	\$ 1,087,365	\$ 1,101,705
Operating Expenditures	\$ 946,835	\$ 975,344	\$ 1,060,605	\$ 863,458	\$ 1,088,105	\$ 1,024,105	\$ 1,053,805
Equipment/Capital Expenditures	\$ -	\$ 9,871	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 1,828,535	\$ 1,958,896	\$ 2,099,325	\$ 1,695,327	\$ 2,195,770	\$ 2,111,470	\$ 2,155,510
Revenues							
Total Revenues	\$ 27,895	\$ 38,895	\$ 27,765	\$ 30,753	\$ 37,800	\$ 37,800	\$ 37,800
Operating Transfers							
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cost to General Fund	\$ 1,800,640	\$ 1,920,001	\$ 2,071,560	\$ 1,664,574	\$ 2,157,970	\$ 2,073,670	\$ 2,117,710

MAYOR & COUNCIL

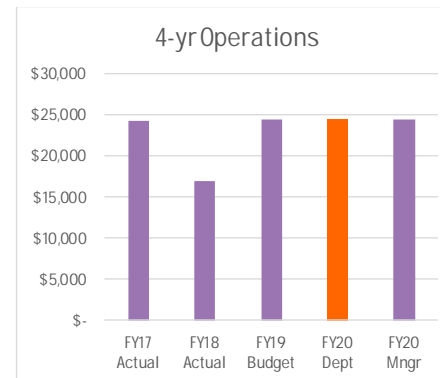
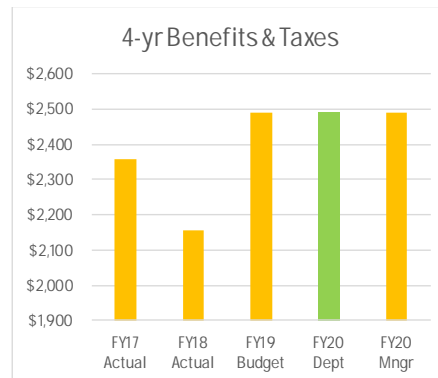
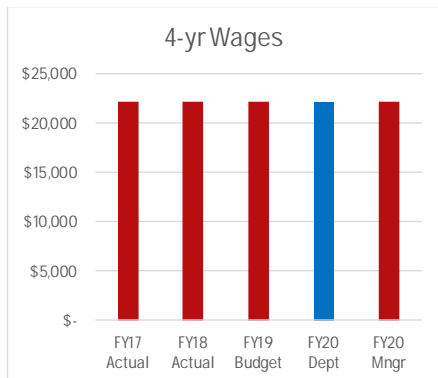
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 22,200	\$ 22,200	\$ 22,200	\$ 18,500	\$ 22,200	\$ 22,200	\$ 22,200
Taxes & Benefits	\$ 2,359	\$ 2,155	\$ 2,490	\$ 1,726	\$ 2,490	\$ 2,490	\$ 2,490
Operations	\$ 24,233	\$ 16,990	\$ 24,500	\$ 15,632	\$ 24,500	\$ 24,500	\$ 24,500
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 48,792	\$ 41,345	\$ 49,190	\$ 35,858	\$ 49,190	\$ 49,190	\$ 49,190
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Department Cost	48,792	41,345	49,190	35,858	49,190	49,190	49,190

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
Council Members	7	7	7	7	7	7	7

Graphs



TOWN MANAGER

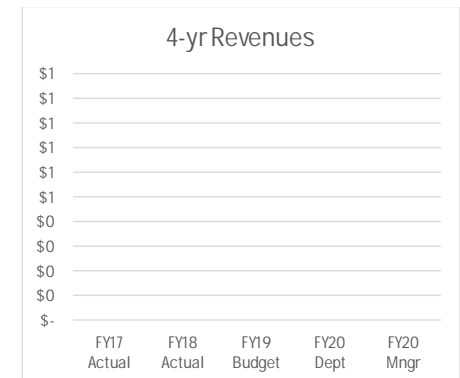
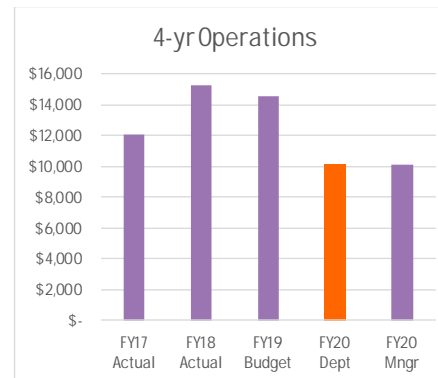
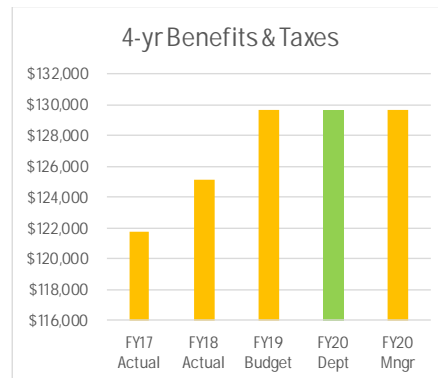
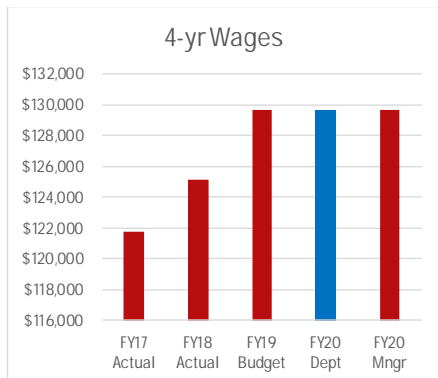
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 121,744	\$ 125,133	\$ 129,610	\$ 104,681	\$ 129,605	\$ 129,605	\$ 129,605
Taxes & Benefits	\$ 31,863	\$ 32,941	\$ 35,370	\$ 28,157	\$ 35,955	\$ 35,955	\$ 35,955
Operations	\$ 12,052	\$ 15,236	\$ 14,550	\$ 8,596	\$ 10,100	\$ 10,100	\$ 10,100
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 165,659	\$ 173,310	\$ 179,530	\$ 141,434	\$ 175,660	\$ 175,660	\$ 175,660
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Department Cost	165,659	173,310	179,530	141,434	175,660	175,660	175,660

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	1.0	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	1.0
PT Positions	0.0	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	0.0

Graphs



TOWN CLERK

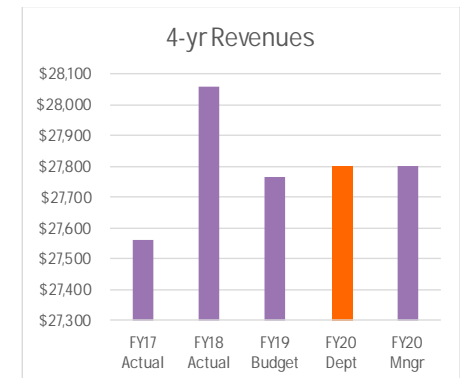
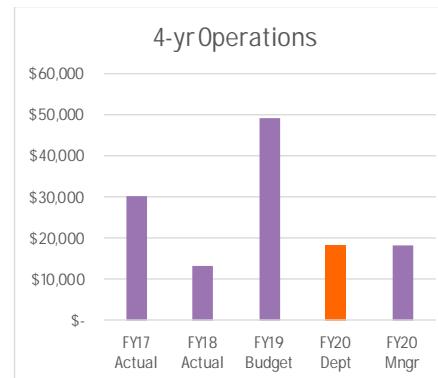
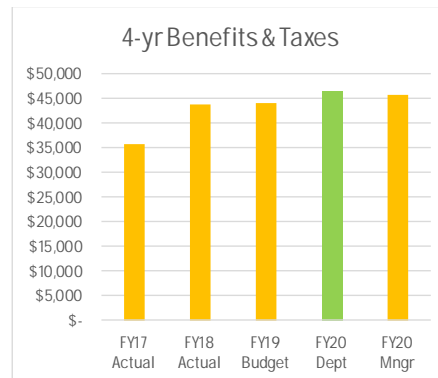
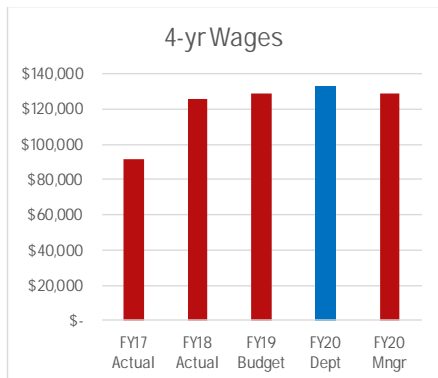
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 91,629	\$ 125,605	\$ 128,590	\$ 105,134	\$ 132,435	\$ 128,590	\$ 128,590
Taxes & Benefits	\$ 35,672	\$ 43,673	\$ 44,135	\$ 35,842	\$ 46,485	\$ 45,715	\$ 45,715
Operations	\$ 30,108	\$ 13,362	\$ 49,200	\$ 27,633	\$ 18,200	\$ 18,200	\$ 18,200
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 157,409	\$ 182,640	\$ 221,925	\$ 168,609	\$ 197,120	\$ 192,505	\$ 192,505
Revenues	\$ 27,563	\$ 28,057	\$ 27,765	\$ 21,543	\$ 27,800	\$ 27,800	\$ 27,800
Total Department Cost	129,846	154,583	194,160	147,066	169,320	164,705	164,705

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 MCncl
FTE's	1.5	2.0	2.0	2.0	2.0	2.0	2.0
FT Positions	2.0	2.0	2.0	2.0	2.0	2.0	2.0
PT Positions	0.0	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	0.0

Graphs



FINANCE

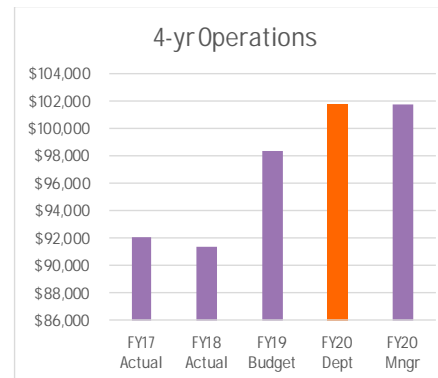
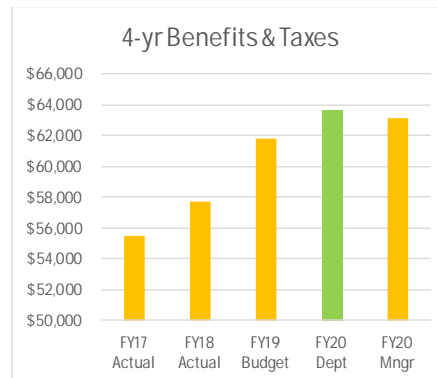
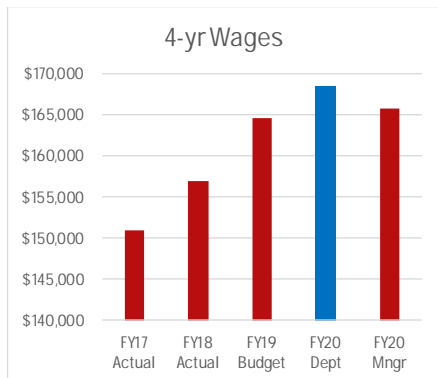
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 150,961	\$ 156,981	\$ 164,625	\$ 134,609	\$ 168,480	\$ 165,735	\$ 168,480
Taxes & Benefits	\$ 55,451	\$ 57,733	\$ 61,820	\$ 49,408	\$ 63,670	\$ 63,120	\$ 63,670
Operations	\$ 92,059	\$ 91,374	\$ 98,400	\$ 93,060	\$ 101,735	\$ 101,735	\$ 101,735
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 298,471	\$ 306,088	\$ 324,845	\$ 277,077	\$ 333,885	\$ 330,590	\$ 333,885
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Department Cost	298,471	306,088	324,845	277,077	333,885	330,590	333,885

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	3.0	3.0	3.0	3.0	3.0	3.0	3.0
FT Positions	3	3	3	3	3	3	3
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs



HUMAN RESOURCES

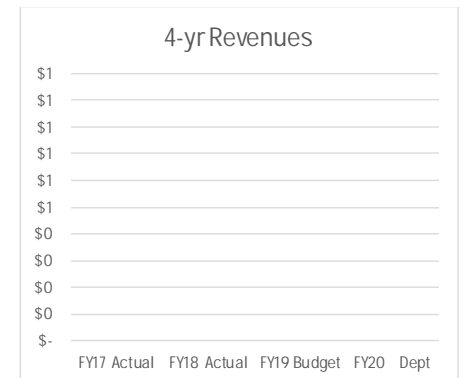
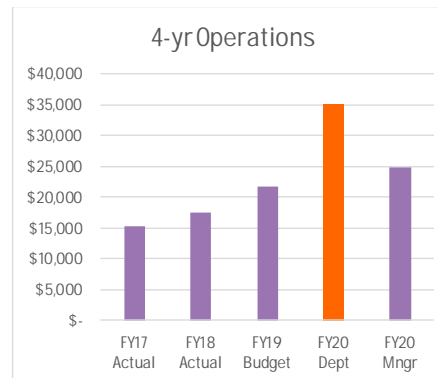
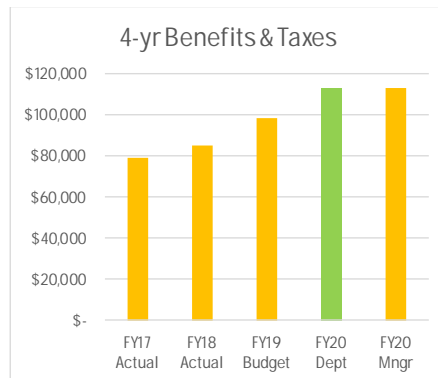
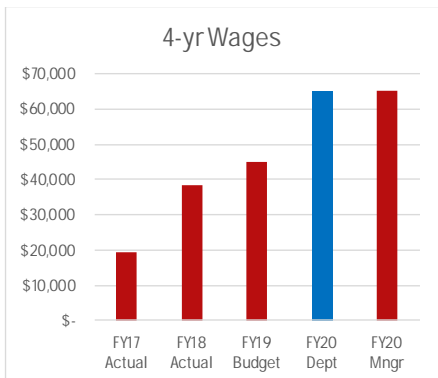
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 19,483	\$ 38,320	\$ 45,000	\$ 34,283	\$ 65,000	\$ 65,000	\$ 71,760
Taxes & Benefits	\$ 78,816	\$ 84,937	\$ 98,655	\$ 79,226	\$ 113,000	\$ 113,000	\$ 114,355
Operations	\$ 15,388	\$ 17,579	\$ 21,600	\$ 14,104	\$ 34,900	\$ 24,900	\$ 31,900
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 113,687	\$ 140,836	\$ 165,255	\$ 127,613	\$ 212,900	\$ 202,900	\$ 218,015
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Department Cost	113,687	140,836	165,255	127,613	212,900	202,900	218,015

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	0.5	1.0	1.0	1.0	1.0	1.0	1.0
FT Positions	1	1	1	1	1	1	1
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs



RISK MANAAGEMENT

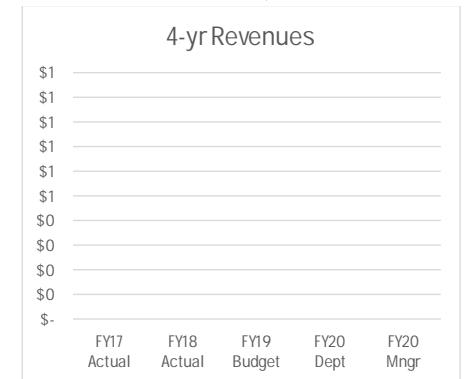
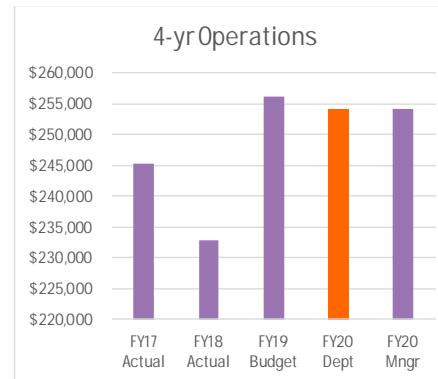
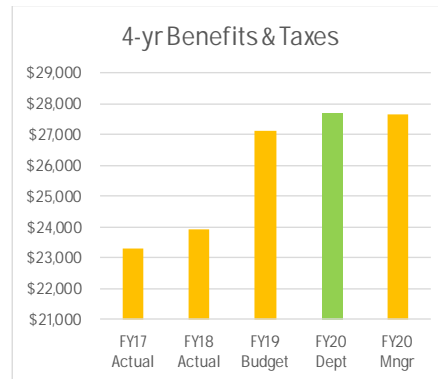
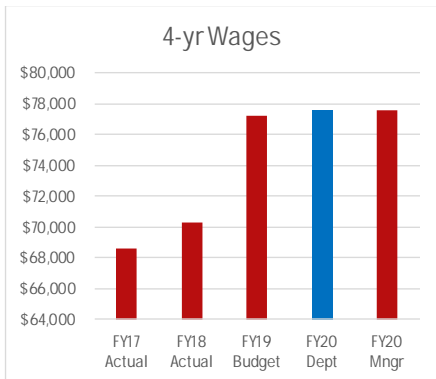
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 68,570	\$ 70,292	\$ 77,190	\$ 60,108	\$ 77,530	\$ 77,530	\$ 77,530
Taxes & Benefits	\$ 23,305	\$ 23,927	\$ 27,130	\$ 20,508	\$ 27,700	\$ 27,660	\$ 27,660
Operations	\$ 245,237	\$ 232,907	\$ 256,200	\$ 241,818	\$ 254,135	\$ 254,135	\$ 254,135
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 337,112	\$ 327,126	\$ 360,520	\$ 322,434	\$ 359,365	\$ 359,325	\$ 359,325
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Department Cost	337,112	327,126	360,520	322,434	359,365	359,325	359,325

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	1.1	1.1	1.2	1.2	1.2	1.2	1.2
FT Positions	2	2	2	2	2	2	2
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs



ECONOMIC DEVELOPMENT

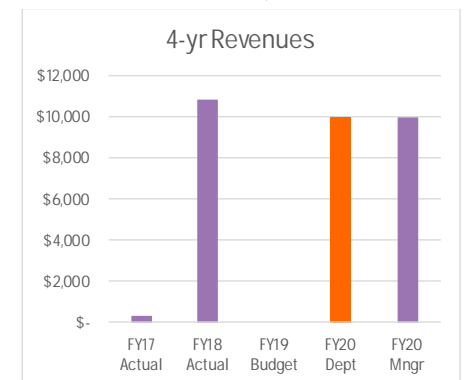
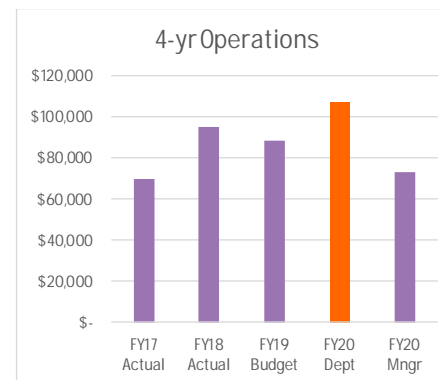
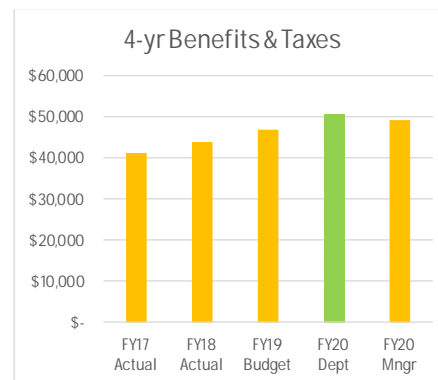
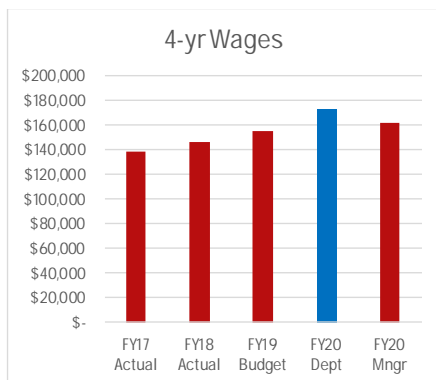
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 138,537	\$ 145,880	\$ 154,975	\$ 122,404	\$ 172,455	\$ 161,740	\$ 164,270
Taxes & Benefits	\$ 41,110	\$ 43,904	\$ 46,930	\$ 37,283	\$ 50,660	\$ 49,025	\$ 49,425
Operations	\$ 69,641	\$ 95,209	\$ 88,500	\$ 77,356	\$ 107,000	\$ 73,000	\$ 73,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 249,288	\$ 284,993	\$ 290,405	\$ 237,043	\$ 330,115	\$ 283,765	\$ 286,695
Revenues	\$ 332	\$ 10,838	\$ -	\$ 9,210	\$ 10,000	\$ 10,000	\$ 10,000
Total Department Cost	248,956	274,155	290,405	227,833	320,115	273,765	276,695

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	2.8	3.2	2.9	2.9	3.3	3.1	3.1
FT Positions	2	2	2	2	2	2	2
PT Positions	3	4	3	3	4	3	3
Seasonal	0	0	0	0	0	0	0

Graphs



INFORMATION TECHNOLOGY

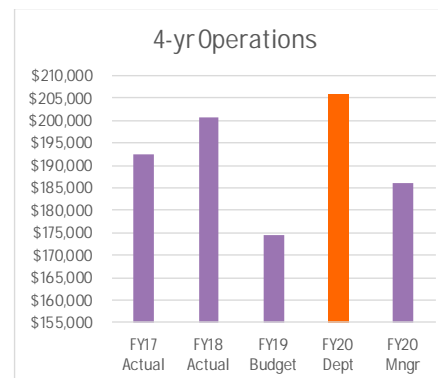
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operations	\$ 192,413	\$ 200,732	\$ 174,500	\$ 178,859	\$ 206,000	\$ 186,000	\$ 208,700
Capital	\$ -	\$ 9,871	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 192,413	\$ 210,603	\$ 174,500	\$ 178,859	\$ 206,000	\$ 186,000	\$ 208,700
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Department Cost	192,413	210,603	174,500	178,859	206,000	186,000	208,700

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	Outsourced	Outsourced	Outsourced	Outsourced	Outsourced	Outsourced	Outsourced
FT Positions							
PT Positions							
Seasonal							

Graphs

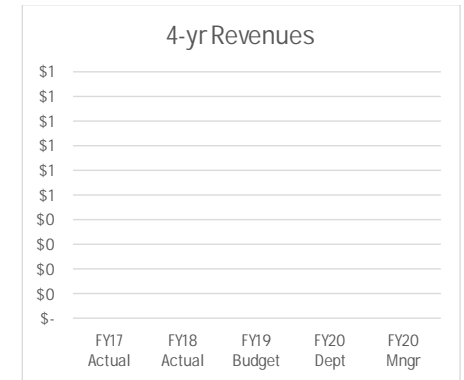
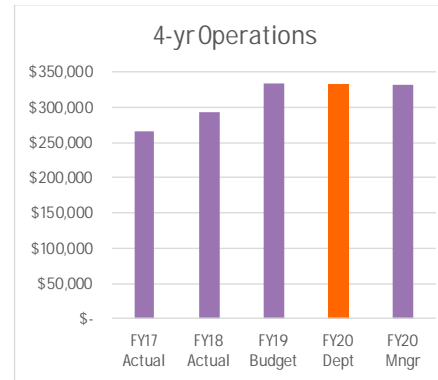
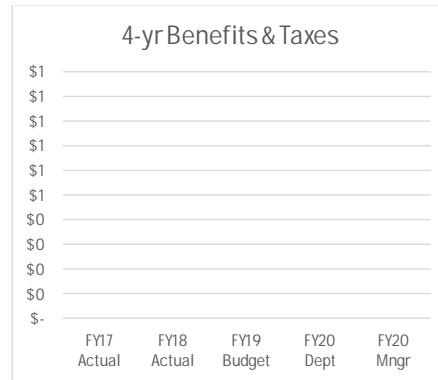


NON-DEPARTMENTAL

Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operations	\$ 265,704	\$ 291,955	\$ 333,155	\$ 206,401	\$ 331,535	\$ 331,535	\$ 331,535
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 265,704	\$ 291,955	\$ 333,155	\$ 206,401	\$ 331,535	\$ 331,535	\$ 331,535
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Department Cost	265,704	291,955	333,155	206,401	331,535	331,535	331,535

Graphs



MAGISTRATE COURT SUMMARY



Departments

◆ Magistrate Court ◆

	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 332,947	\$ 316,360	\$ 374,880	\$ 299,296	\$ 388,925	\$ 405,015	\$ 409,800
Operating Expenditures	\$ 27,476	\$ 33,307	\$ 45,210	\$ 32,354	\$ 47,880	\$ 47,880	\$ 47,880
Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 360,423	\$ 349,667	\$ 420,090	\$ 331,650	\$ 436,805	\$ 452,895	\$ 457,680
Revenues							
Total Revenues	\$ 164,977	\$ 133,345	\$ 180,000	\$ 105,958	\$ 180,000	\$ 155,000	\$ 155,000
Net Cost to General Fund	\$ 195,446	\$ 216,322	\$ 240,090	\$ 225,692	\$ 256,805	\$ 297,895	\$ 302,680

MUNICIPAL COURT

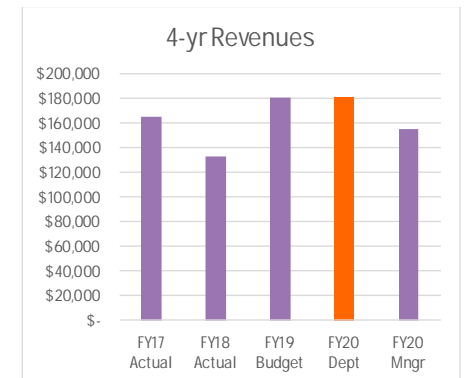
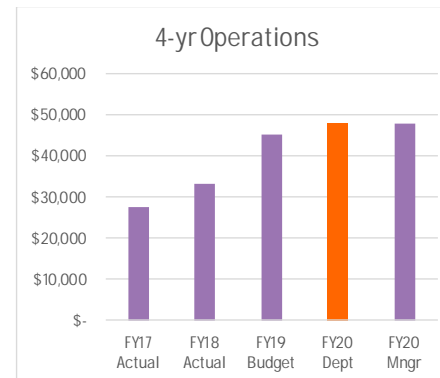
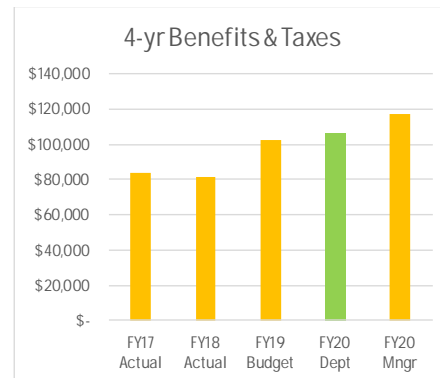
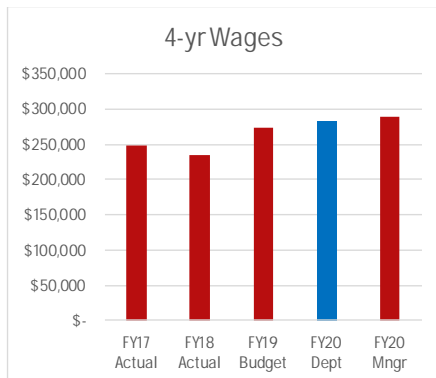
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 248,959	\$ 235,087	\$ 272,375	\$ 219,492	\$ 282,470	\$ 287,970	\$ 292,015
Taxes & Benefits	\$ 83,988	\$ 81,273	\$ 102,505	\$ 79,804	\$ 106,455	\$ 117,045	\$ 117,785
Operations	\$ 27,476	\$ 33,307	\$ 45,210	\$ 32,354	\$ 47,880	\$ 47,880	\$ 47,880
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 360,423	\$ 349,667	\$ 420,090	\$ 331,650	\$ 436,805	\$ 452,895	\$ 457,680
Revenues	\$ 164,977	\$ 133,345	\$ 180,000	\$ 105,958	\$ 180,000	\$ 155,000	\$ 155,000
Total Department Cost	195,446	216,322	240,090	225,692	256,805	297,895	302,680

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	4.7	4.7	5.7	5.7	6.2	6.2	6.2
FT Positions	4	4	5	5	5	5	5
PT Positions	1	1	1	1	2	2	2
Seasonal	0	0	0	0	0	0	0

Graphs



PUBLIC WORKS SUMMARY



Departments

Engineering



Stormwater



Maintenance

	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 649,285	\$ 700,723	\$ 729,025	\$ 599,182	\$ 885,200	\$ 807,355	\$ 784,540
Operating Expenditures	\$ 212,608	\$ 214,091	\$ 211,745	\$ 156,362	\$ 238,305	\$ 237,805	\$ 237,805
Equipment/Capital Expenditures	\$ 82,724	\$ 1,014	\$ -	\$ 3,355	\$ -	\$ -	\$ -
Total Expenditures	\$ 944,617	\$ 915,828	\$ 940,770	\$ 758,899	\$ 1,123,505	\$ 1,045,160	\$ 1,022,345
Revenues							
Total Revenues	\$ 6,810	\$ 2,005	\$ 2,000	\$ 100	\$ 2,000	\$ 2,000	\$ 2,000
Operating Transfers							
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cost to General Fund	\$ 937,807	\$ 913,823	\$ 938,770	\$ 758,799	\$ 1,121,505	\$ 1,043,160	\$ 1,020,345

ENGINEERING

PUBLIC WORKS

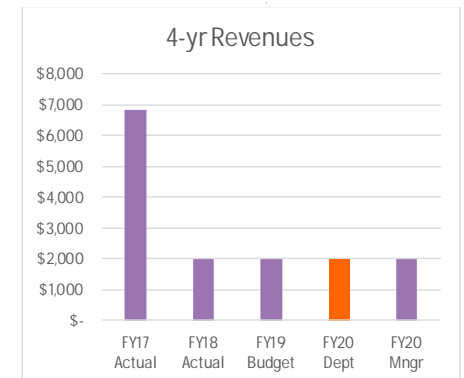
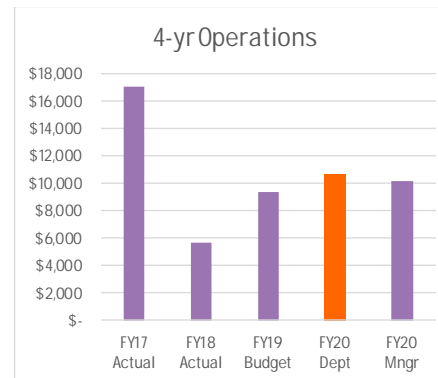
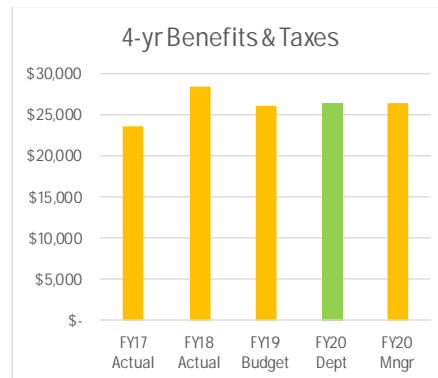
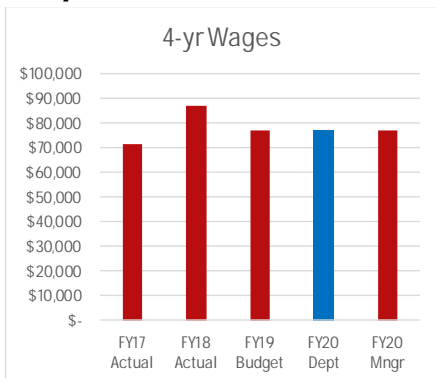
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 71,647	\$ 86,976	\$ 77,040	\$ 66,804	\$ 77,040	\$ 77,040	\$ 77,040
Taxes & Benefits	\$ 23,569	\$ 28,428	\$ 26,015	\$ 22,148	\$ 26,440	\$ 26,440	\$ 26,440
Operations	\$ 17,085	\$ 5,657	\$ 9,330	\$ 7,655	\$ 10,650	\$ 10,150	\$ 10,150
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 112,301	\$ 121,061	\$ 112,385	\$ 96,607	\$ 114,130	\$ 113,630	\$ 113,630
Revenues	\$ 6,810	\$ 2,005	\$ 2,000	\$ 100	\$ 2,000	\$ 2,000	\$ 2,000
Total Department Cost	105,491	119,056	110,385	96,507	112,130	111,630	111,630

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	1.3	1.3	1.0	1.2	1.0	1.0	1.0
FT Positions	3	3	3	4	3	3	3
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs



STORMWATER

PUBLIC WORKS

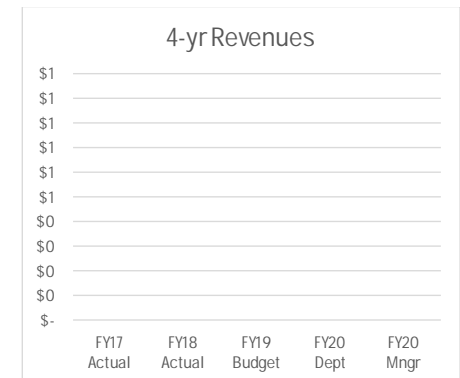
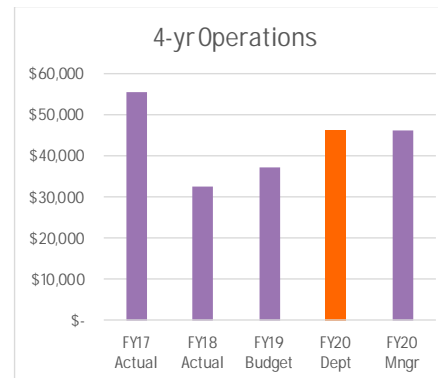
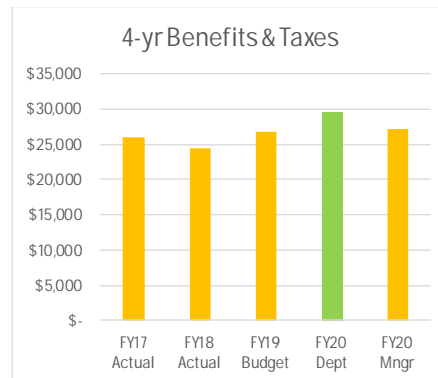
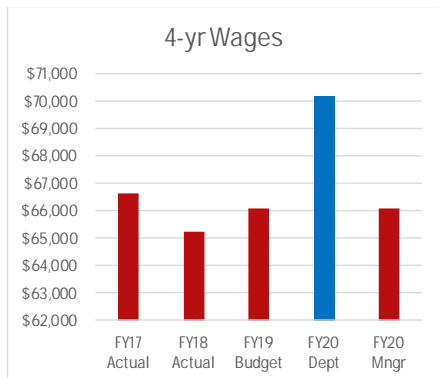
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 66,611	\$ 65,229	\$ 66,065	\$ 56,286	\$ 70,185	\$ 66,070	\$ 66,315
Taxes & Benefits	\$ 25,997	\$ 24,480	\$ 26,750	\$ 21,025	\$ 29,445	\$ 27,175	\$ 27,240
Operations	\$ 55,638	\$ 32,676	\$ 37,050	\$ 33,244	\$ 46,250	\$ 46,250	\$ 46,250
Capital	\$ 69,912	\$ 1,014	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 218,158	\$ 123,399	\$ 129,865	\$ 110,555	\$ 145,880	\$ 139,495	\$ 139,805
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Department Cost	218,158	123,399	129,865	110,555	145,880	139,495	139,805

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	1.3	1.2	1.2	1.2	1.3	1.2	1.2
FT Positions	10	9	9	9	10	9	9
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs



MAINTENANCE

PUBLIC WORKS

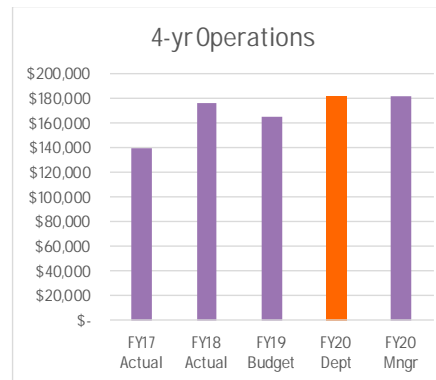
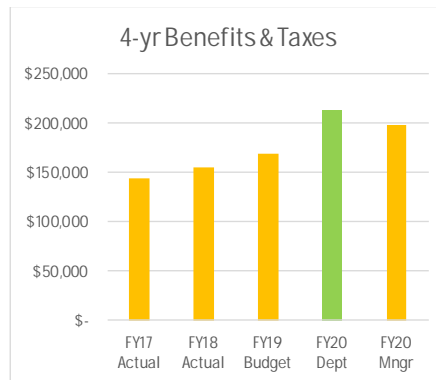
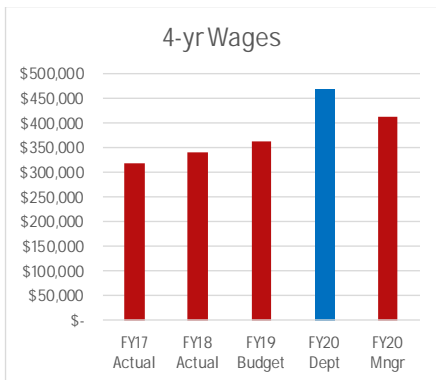
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 317,772	\$ 341,024	\$ 363,910	\$ 295,194	\$ 468,490	\$ 412,540	\$ 397,770
Taxes & Benefits	\$ 143,689	\$ 154,586	\$ 169,245	\$ 137,725	\$ 213,600	\$ 198,090	\$ 189,735
Operations	\$ 139,885	\$ 175,758	\$ 165,365	\$ 115,463	\$ 181,405	\$ 181,405	\$ 181,405
Capital	\$ 12,812	\$ -	\$ -	\$ 3,355	\$ -	\$ -	\$ -
Net Expenses	\$ 614,158	\$ 671,368	\$ 698,520	\$ 551,737	\$ 863,495	\$ 792,035	\$ 768,910
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Department Cost	614,158	671,368	698,520	551,737	863,495	792,035	768,910

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	8.1	9.1	9.6	9.6	12.6	11.1	10.6
FT Positions	11	11	12	12	15	15	14
PT Positions	1	1	0	0	0	0	0
Seasonal	0	1	1	1	1	1	1

Graphs



COMMUNITY DEVELOPMENT SUMMARY



Departments

Community Development ♦ Building ♦ Planning & Zoning ♦ Code Enforcement

	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 456,657	\$ 431,425	\$ 464,525	\$ 369,657	\$ 476,060	\$ 471,705	\$ 474,880
Operating Expenditures	\$ 41,003	\$ 62,136	\$ 70,460	\$ 39,814	\$ 76,485	\$ 70,985	\$ 70,985
Equipment/Capital Expenditures	\$ 2,345	\$ 2,138	\$ 2,760	\$ 1,691	\$ 2,760	\$ 2,760	\$ 2,760
Total Expenditures	\$ 500,005	\$ 495,699	\$ 537,745	\$ 411,162	\$ 555,305	\$ 545,450	\$ 548,625
Revenues							
Total Revenues	\$ 207,024	\$ 228,264	\$ 270,000	\$ 206,488	\$ 260,000	\$ 260,000	\$ 260,000
Net Cost to General Fund	\$ 292,981	\$ 267,435	\$ 267,745	\$ 204,675	\$ 295,305	\$ 285,450	\$ 288,625

COMMUNITY DEVELOPMENT

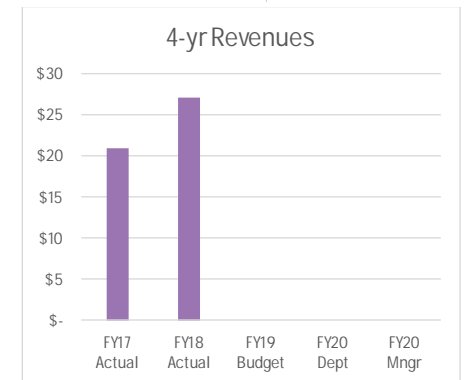
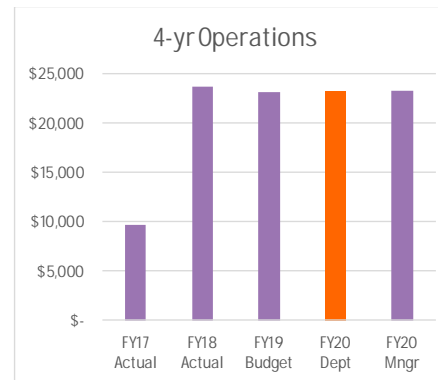
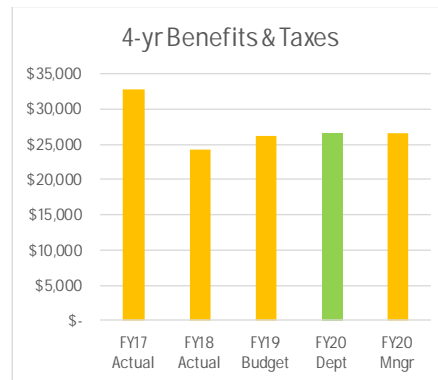
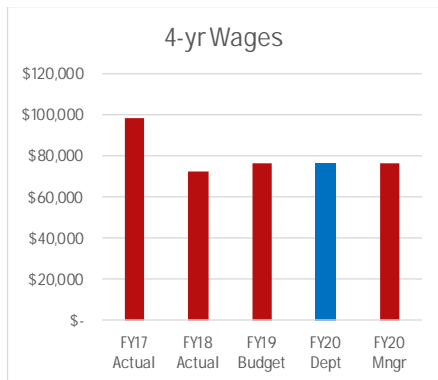
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 98,649	\$ 72,342	\$ 76,445	\$ 61,740	\$ 76,440	\$ 76,440	\$ 76,440
Taxes & Benefits	\$ 32,709	\$ 24,169	\$ 26,090	\$ 20,662	\$ 26,635	\$ 26,635	\$ 26,635
Operations	\$ 9,652	\$ 23,629	\$ 23,060	\$ 14,232	\$ 23,225	\$ 23,225	\$ 23,225
Capital	\$ 2,345	\$ 2,138	\$ 2,760	\$ 1,691	\$ 2,760	\$ 2,760	\$ 2,760
Net Expenses	\$ 143,355	\$ 122,278	\$ 128,355	\$ 98,325	\$ 129,060	\$ 129,060	\$ 129,060
Revenues	\$ 21	\$ 27	\$ -	\$ 7	\$ -	\$ -	\$ -
Total Department Cost	143,334	122,251	128,355	98,319	129,060	129,060	129,060

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	1.0	1.0	1.0	1.0	1.0	1.0	1.0
FT Positions	1	1	1	1	1	1	1
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs



BUILDING

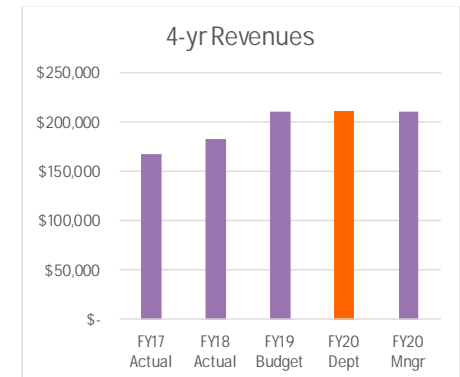
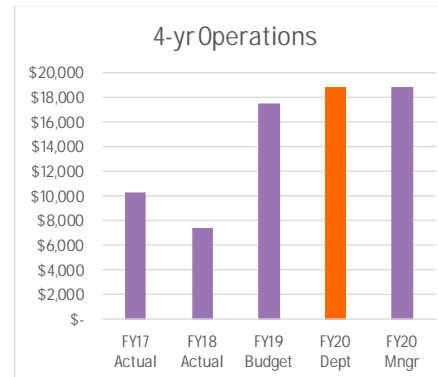
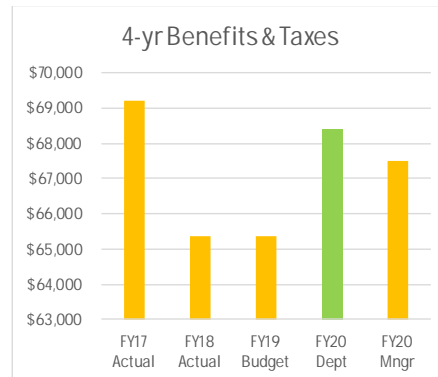
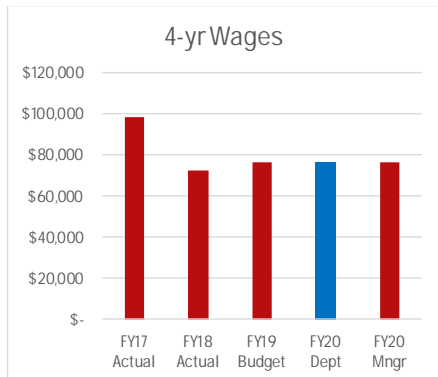
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 164,881	\$ 161,587	\$ 171,685	\$ 133,510	\$ 174,635	\$ 174,635	\$ 174,635
Taxes & Benefits	\$ 69,212	\$ 65,347	\$ 65,350	\$ 53,285	\$ 68,400	\$ 67,515	\$ 67,515
Operations	\$ 10,337	\$ 7,438	\$ 17,450	\$ 12,350	\$ 18,775	\$ 18,775	\$ 18,775
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 244,430	\$ 234,372	\$ 254,485	\$ 199,145	\$ 261,810	\$ 260,925	\$ 260,925
Revenues	\$ 166,844	\$ 183,048	\$ 210,000	\$ 171,508	\$ 210,000	\$ 210,000	\$ 210,000
Total Department Cost	77,586	51,324	44,485	27,637	51,810	50,925	50,925

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	5.0	3.9	3.8	3.8	3.8	3.8	3.8
FT Positions	5	4	4	4	4	4	4
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs



PLANNING & ZONING

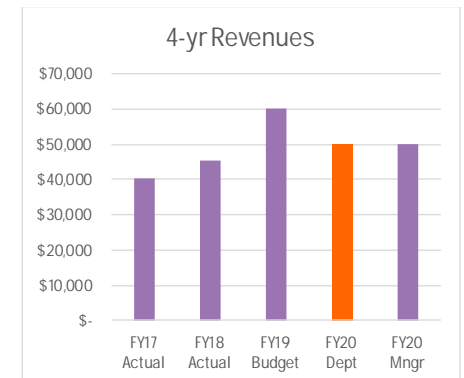
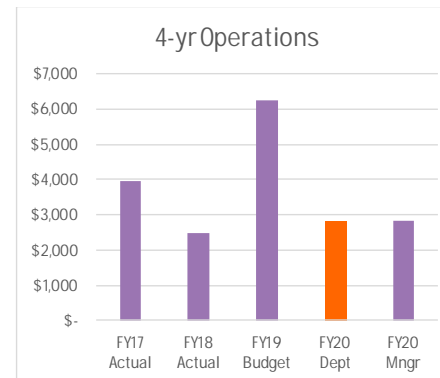
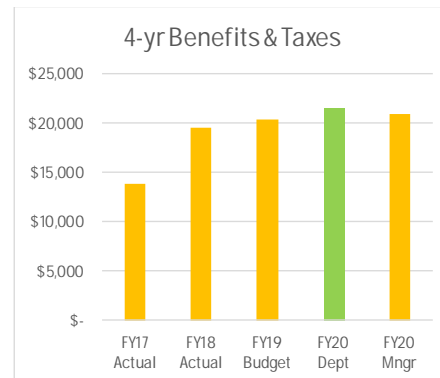
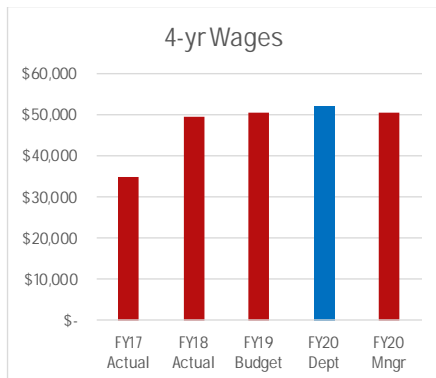
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 34,854	\$ 49,587	\$ 50,580	\$ 40,858	\$ 52,105	\$ 50,590	\$ 52,105
Taxes & Benefits	\$ 13,835	\$ 19,496	\$ 20,390	\$ 16,376	\$ 21,455	\$ 20,855	\$ 21,160
Operations	\$ 3,957	\$ 2,474	\$ 6,250	\$ 2,153	\$ 2,830	\$ 2,830	\$ 2,830
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 52,646	\$ 71,557	\$ 77,220	\$ 59,387	\$ 76,390	\$ 74,275	\$ 76,095
Revenues	\$ 40,159	\$ 45,189	\$ 60,000	\$ 34,973	\$ 50,000	\$ 50,000	\$ 50,000
Total Department Cost	12,487	26,368	17,220	24,414	26,390	24,275	26,095

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	1.0	1.0	1.0	1.0	1.0	1.0	1.0
FT Positions	1	1	1	1	1	1	1
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs



CODE ENFORCEMENT

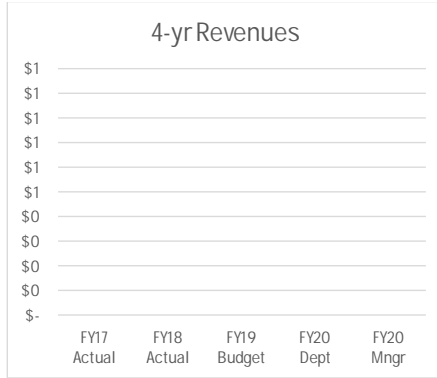
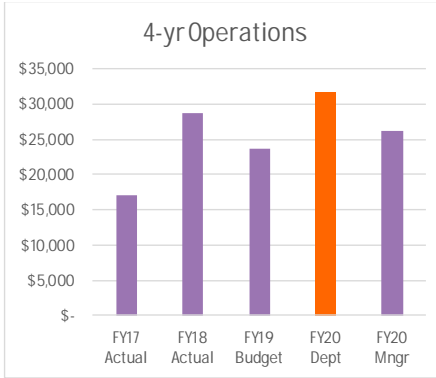
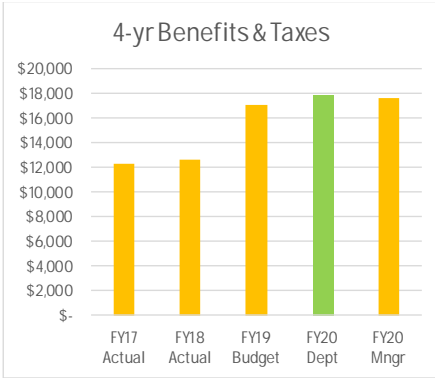
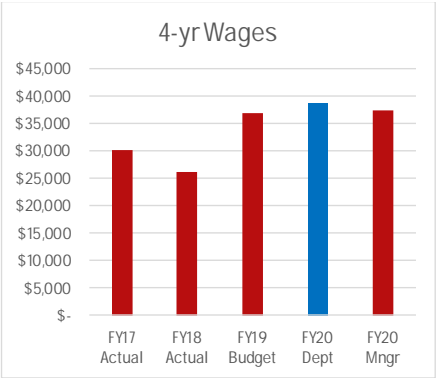
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 30,252	\$ 26,264	\$ 36,925	\$ 29,277	\$ 38,565	\$ 37,440	\$ 38,565
Taxes & Benefits	\$ 12,265	\$ 12,633	\$ 17,060	\$ 13,949	\$ 17,825	\$ 17,595	\$ 17,825
Operations	\$ 17,057	\$ 28,595	\$ 23,700	\$ 11,079	\$ 31,655	\$ 26,155	\$ 26,155
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 59,574	\$ 67,492	\$ 77,685	\$ 54,305	\$ 88,045	\$ 81,190	\$ 82,545
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Department Cost	59,574	67,492	77,685	54,305	88,045	81,190	82,545

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	1.0	0.3	1.0	1.0	1.0	1.0	1.0
FT Positions	2	1	1	1	1	1	1
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs





MARSHAL'S OFFICE SUMMARY



Departments

Marshal's Office ◆ Animal Control

	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 2,373,962	\$ 2,300,105	\$ 2,651,450	\$ 2,057,980	\$ 2,786,180	\$ 2,727,226	\$ 2,851,495
Operating Expenditures	\$ 278,904	\$ 263,031	\$ 254,545	\$ 236,464	\$ 291,576	\$ 262,276	\$ 262,276
Equipment/Capital Expenditures	\$ 63,803	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 2,716,669	\$ 2,563,136	\$ 2,905,995	\$ 2,294,444	\$ 3,077,756	\$ 2,989,502	\$ 3,113,771
Revenues							
Total Revenues	\$ 263,497	\$ 167,488	\$ 208,800	\$ 162,507	\$ 208,800	\$ 208,800	\$ 208,800
Net Cost to General Fund	\$ 2,453,172	\$ 2,395,648	\$ 2,697,195	\$ 2,131,937	\$ 2,868,956	\$ 2,780,702	\$ 2,904,971

MARSHAL'S OFFICE

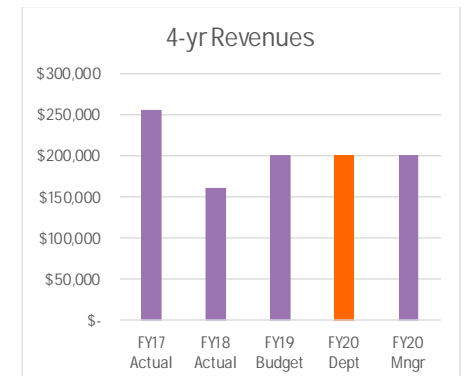
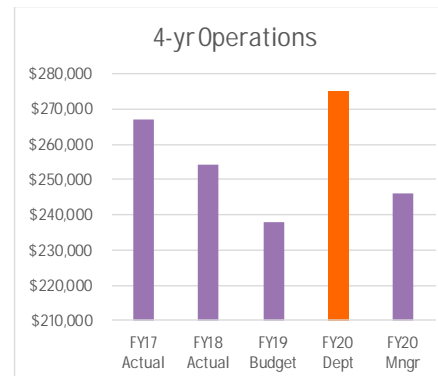
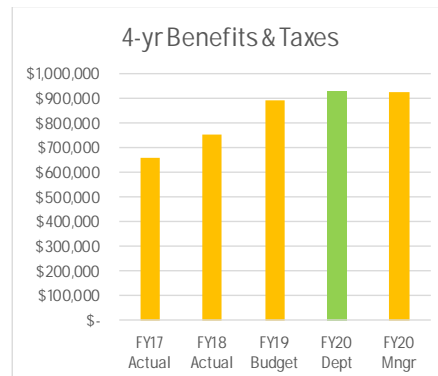
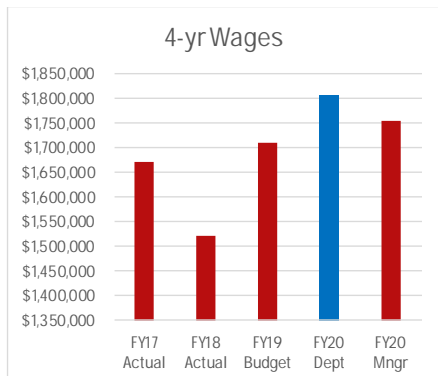
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 1,670,080	\$ 1,521,542	\$ 1,710,750	\$ 1,358,520	\$ 1,805,870	\$ 1,754,750	\$ 1,845,220
Taxes & Benefits	\$ 658,996	\$ 755,042	\$ 889,420	\$ 661,598	\$ 928,600	\$ 922,451	\$ 956,250
Operations	\$ 266,954	\$ 254,198	\$ 237,890	\$ 229,944	\$ 275,241	\$ 245,941	\$ 245,941
Capital	\$ 57,277	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 2,653,307	\$ 2,530,782	\$ 2,838,060	\$ 2,250,062	\$ 3,009,711	\$ 2,923,142	\$ 3,047,411
Revenues	\$ 256,061	\$ 160,503	\$ 201,800	\$ 157,272	\$ 201,800	\$ 201,800	\$ 201,800
Total Department Cost	2,397,246	2,370,279	2,636,260	2,092,790	2,807,911	2,721,342	2,845,611

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	32.3	31.6	34.0	33.5	34.3	33.8	33.8
Sworn	20	20	21	21	22	22	22
Non-sworn	11	11	13	13	13	13	13
Part-time	2	1	0	0	0	0	0

Graphs



ANIMAL CONTROL

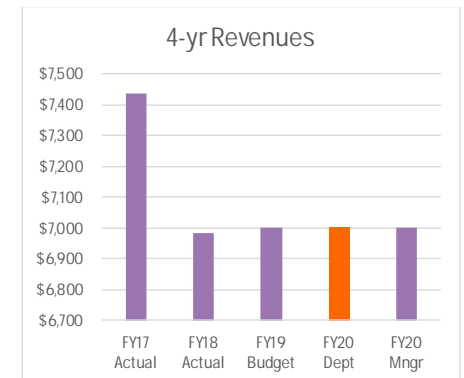
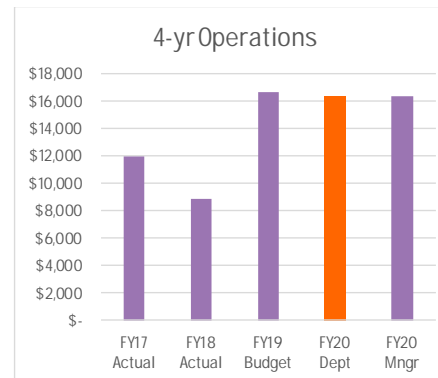
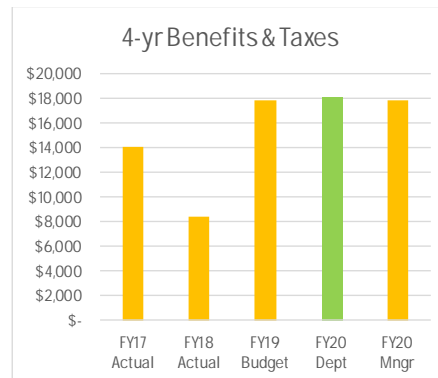
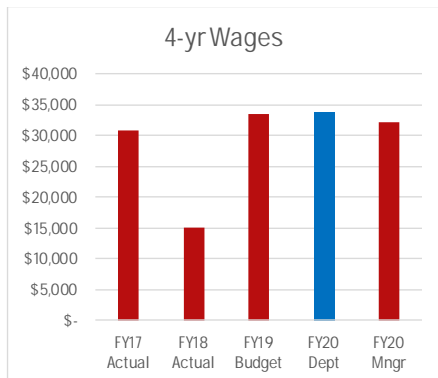
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 30,850	\$ 15,056	\$ 33,490	\$ 24,257	\$ 33,600	\$ 32,210	\$ 32,210
Taxes & Benefits	\$ 14,036	\$ 8,465	\$ 17,790	\$ 13,605	\$ 18,110	\$ 17,815	\$ 17,815
Operations	\$ 11,950	\$ 8,833	\$ 16,655	\$ 6,520	\$ 16,335	\$ 16,335	\$ 16,335
Capital	\$ 6,526	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 63,362	\$ 32,354	\$ 67,935	\$ 44,382	\$ 68,045	\$ 66,360	\$ 66,360
Revenues	\$ 7,436	\$ 6,985	\$ 7,000	\$ 5,235	\$ 7,000	\$ 7,000	\$ 7,000
Total Department Cost	55,926	25,369	60,935	39,147	61,045	59,360	59,360

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	1.0	0.3	1.0	1.0	1.0	1.0	1.0
FT Positions	2	1	1	1	1	1	1
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs



COMMUNITY LIBRARY SUMMARY



Departments

◆ Community Library ◆

	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 333,933	\$ 390,893	\$ 468,240	\$ 356,558	\$ 586,260	\$ 465,015	\$ 471,660
Operating Expenditures	\$ 79,137	\$ 90,221	\$ 90,480	\$ 85,523	\$ 95,720	\$ 93,220	\$ 93,220
Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 413,070	\$ 481,114	\$ 558,720	\$ 442,081	\$ 681,980	\$ 558,235	\$ 564,880
Revenues							
Total Revenues	\$ 82,834	\$ 81,905	\$ 89,000	\$ 47,741	\$ 84,500	\$ 84,500	\$ 84,500
Net Cost to General Fund	\$ 330,236	\$ 399,209	\$ 469,720	\$ 394,340	\$ 597,480	\$ 473,735	\$ 480,380

LIBRARY

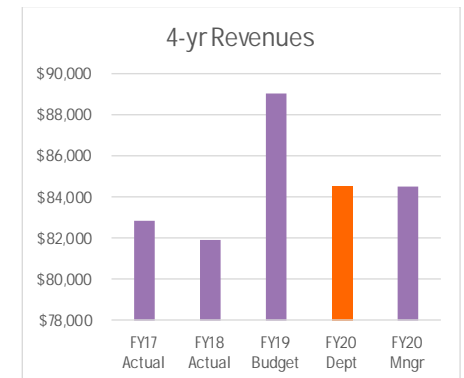
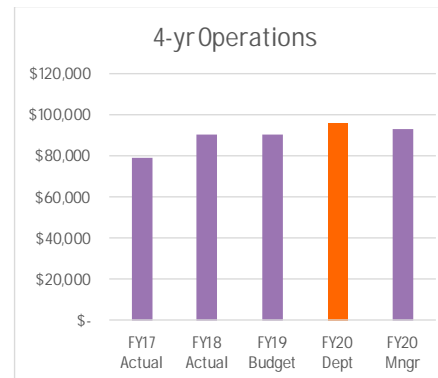
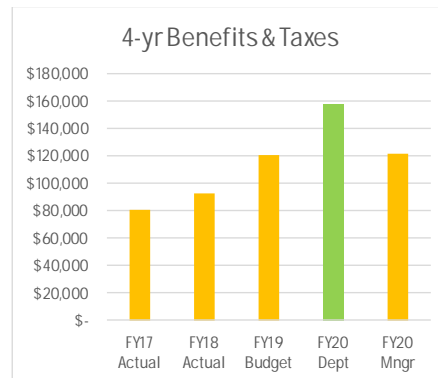
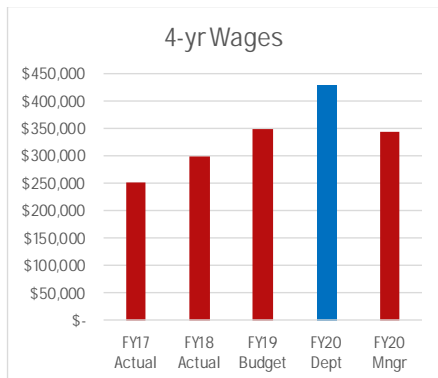
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 252,745	\$ 297,979	\$ 347,800	\$ 265,813	\$ 428,320	\$ 343,695	\$ 349,475
Taxes & Benefits	\$ 81,188	\$ 92,914	\$ 120,440	\$ 90,745	\$ 157,940	\$ 121,320	\$ 122,185
Operations	\$ 79,137	\$ 90,221	\$ 90,480	\$ 85,523	\$ 95,720	\$ 93,220	\$ 93,220
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 413,070	\$ 481,114	\$ 558,720	\$ 442,081	\$ 681,980	\$ 558,235	\$ 564,880
Revenues	\$ 82,834	\$ 81,905	\$ 89,000	\$ 47,741	\$ 84,500	\$ 84,500	\$ 84,500
Total Department Cost	330,236	399,209	469,720	394,340	597,480	473,735	480,380

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	6.4	7.5	8.8	8.3	10.8	8.8	8.8
FT Positions	4	4	6	6	8	6	6
PT Positions	6	7	6	5	6	6	6
Seasonal	2	0	0	0	0	0	0

Graphs





PARKS & REC SUMMARY



Departments

Administration



Heritage Pool



Programs

	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 202,360	\$ 230,007	\$ 270,165	\$ 191,211	\$ 348,500	\$ 335,875	\$ 348,500
Operating Expenditures	\$ 107,921	\$ 114,218	\$ 126,085	\$ 96,552	\$ 152,365	\$ 151,665	\$ 151,665
Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 310,281	\$ 344,225	\$ 396,250	\$ 287,763	\$ 500,865	\$ 487,540	\$ 500,165
Revenues							
Total Revenues	\$ 49,750	\$ 49,862	\$ 65,000	\$ 37,019	\$ 108,635	\$ 108,635	\$ 108,635
Operating Transfers							
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cost to General Fund	\$ 260,531	\$ 294,363	\$ 331,250	\$ 250,743	\$ 392,230	\$ 378,905	\$ 391,530

PARKS & REC

PUBLIC WORKS

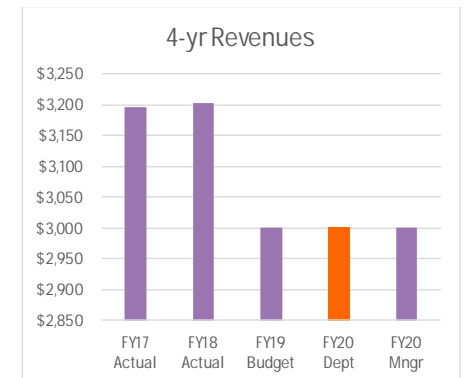
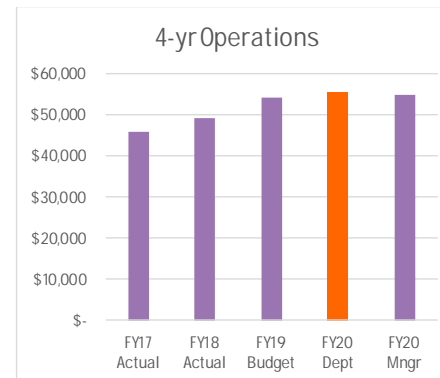
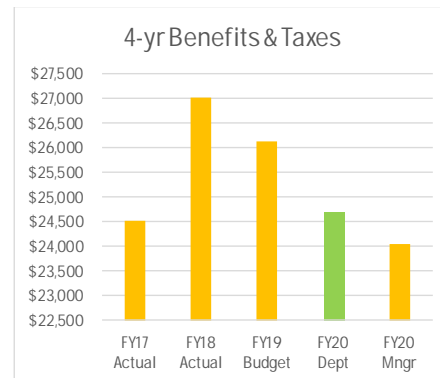
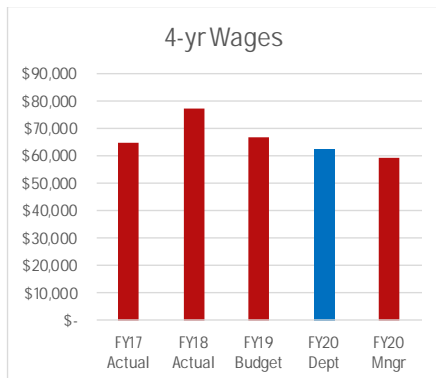
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 64,713	\$ 77,399	\$ 66,595	\$ 55,811	\$ 62,510	\$ 59,390	\$ 62,510
Taxes & Benefits	\$ 24,514	\$ 27,016	\$ 26,115	\$ 21,364	\$ 24,700	\$ 24,040	\$ 24,700
Operations	\$ 45,693	\$ 49,080	\$ 54,200	\$ 41,424	\$ 55,515	\$ 54,815	\$ 54,815
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 134,920	\$ 153,495	\$ 146,910	\$ 118,599	\$ 142,725	\$ 138,245	\$ 142,025
Revenues	\$ 3,196	\$ 3,203	\$ 3,000	\$ 2,396	\$ 3,000	\$ 3,000	\$ 3,000
Total Department Cost	131,724	150,292	143,910	116,203	139,725	135,245	139,025

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	1.4	1.3	1.3	1.3	1.2	1.2	1.2
FT Positions	5	5	5	5	5	5	5
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs



EVENTS

PUBLIC WORKS

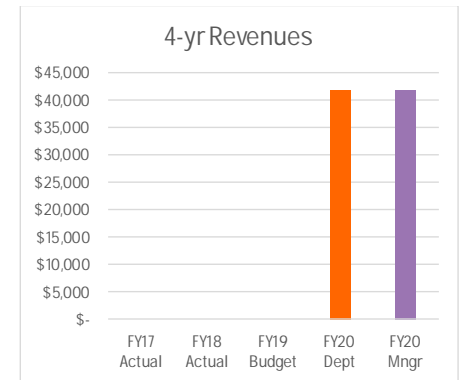
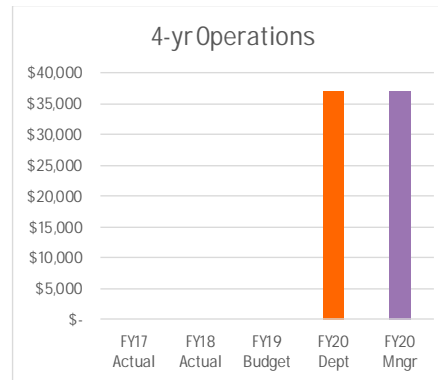
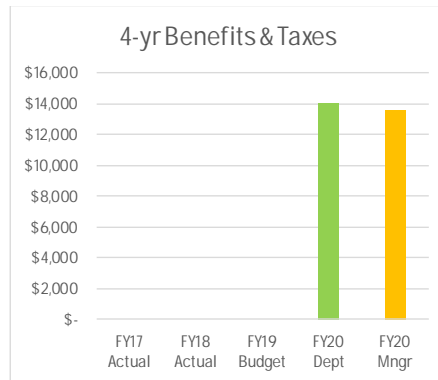
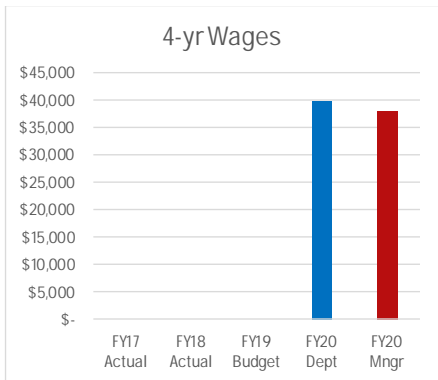
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ -	\$ -	\$ -	\$ -	\$ 39,790	\$ 37,815	\$ 39,790
Taxes & Benefits	\$ -	\$ -	\$ -	\$ -	\$ 13,975	\$ 13,550	\$ 13,975
Operations	\$ -	\$ -	\$ -	\$ -	\$ 37,080	\$ 37,080	\$ 37,080
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ -	\$ -	\$ -	\$ -	\$ 90,845	\$ 88,445	\$ 90,845
Revenues	\$ -	\$ -	\$ -	\$ -	\$ 41,885	\$ 41,885	\$ 41,885
Total Department Cost	0	0	0	0	48,960	46,560	48,960

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	0.0	0.0	0.0	0.0	0.8	0.8	0.8
FT Positions	0	0	0	0	3	3	3
PT Positions	0	0	0	0	1	1	1
Seasonal	0	0	0	0	Flexible	Flexible	Flexible

Graphs



POOL

PUBLIC WORKS

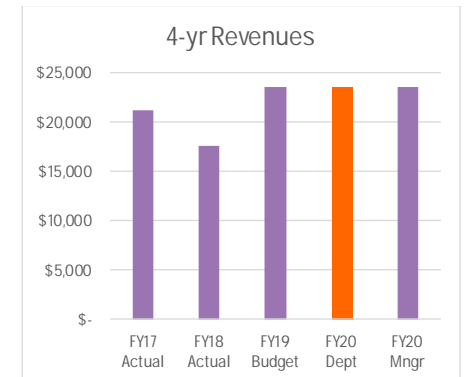
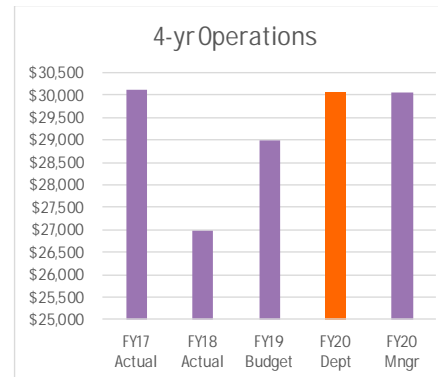
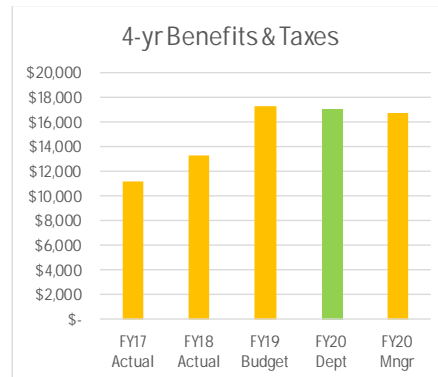
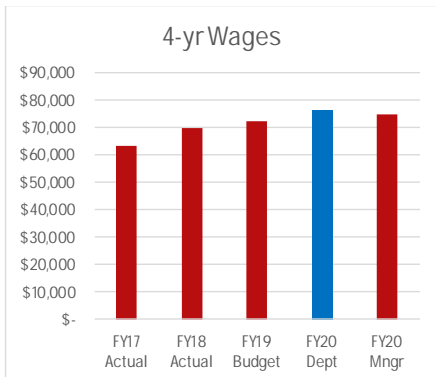
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 63,153	\$ 69,758	\$ 72,480	\$ 46,678	\$ 76,230	\$ 74,565	\$ 76,230
Taxes & Benefits	\$ 11,229	\$ 13,257	\$ 17,230	\$ 10,406	\$ 17,090	\$ 16,740	\$ 17,090
Operations	\$ 30,111	\$ 26,987	\$ 28,985	\$ 20,040	\$ 30,070	\$ 30,070	\$ 30,070
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 104,493	\$ 110,002	\$ 118,695	\$ 77,124	\$ 123,390	\$ 121,375	\$ 123,390
Revenues	\$ 21,248	\$ 17,558	\$ 23,500	\$ 7,592	\$ 23,500	\$ 23,500	\$ 23,500
Total Department Cost	83,245	92,444	95,195	69,531	99,890	97,875	99,890

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	3.3	2.6	2.6	2.6	2.6	2.6	2.6
FT Positions	4	6	5	5	5	5	5
PT Positions	0	0	0	0	0	0	0
Seasonal	14	14	14	14	14	14	14

Graphs



PROGRAMS

PUBLIC WORKS

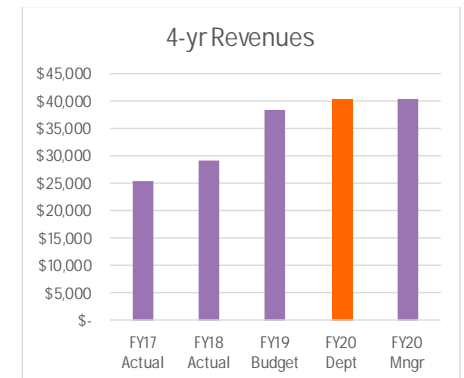
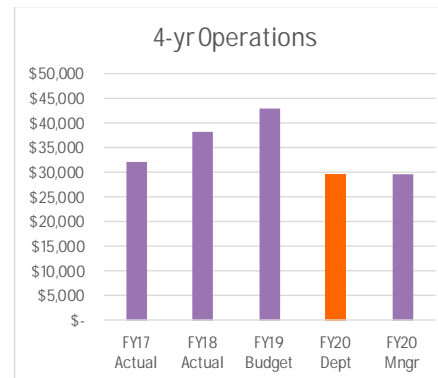
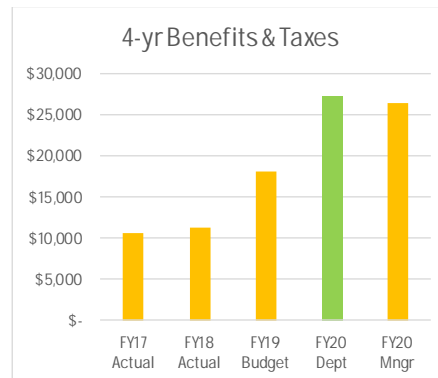
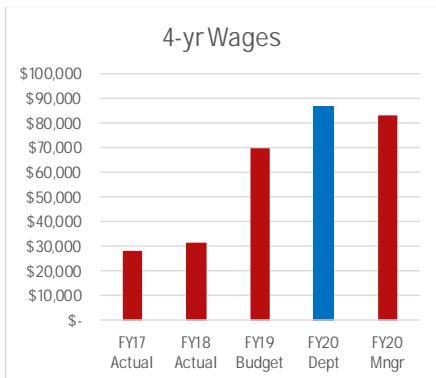
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 28,051	\$ 31,322	\$ 69,685	\$ 43,730	\$ 86,980	\$ 83,320	\$ 86,980
Taxes & Benefits	\$ 10,700	\$ 11,255	\$ 18,060	\$ 13,222	\$ 27,225	\$ 26,455	\$ 27,225
Operations	\$ 32,117	\$ 38,151	\$ 42,900	\$ 35,088	\$ 29,700	\$ 29,700	\$ 29,700
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ 70,868	\$ 80,728	\$ 130,645	\$ 92,040	\$ 143,905	\$ 139,475	\$ 143,905
Revenues	\$ 25,306	\$ 29,101	\$ 38,500	\$ 27,031	\$ 40,250	\$ 40,250	\$ 40,250
Total Department Cost	45,562	51,627	92,145	65,009	103,655	99,225	103,655

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Mngr
FTE's	0.9	1.7	2.2	2.2	2.9	2.9	2.9
FT Positions	2	2	2	2	3	3	3
PT Positions	0	0	1	1	2	2	2
Seasonal	7	9	9	9	10	10	10

Graphs





CAPITAL FUNDS SUMMARY



Departments

Capital Improvement Projects ◆ Parks

	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL COUNCIL	2019-20 CARRY FORWARD	2019-20 NEW REQUESTS
Expenditures									
Buildings & Improvements	\$ 586,328	\$ 38,808	\$ 326,865	\$ 67,340	\$ 741,299	\$ 741,299	\$ 741,299	\$ 44,299	\$ 697,000
Vehicles	\$ -	\$ 149,863	\$ -	\$ 21,829	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 16,278	\$ 296,445	\$ -	\$ 596,172	\$ 113,444	\$ 113,444	\$ 113,444	\$ 113,444	\$ -
Land & Improvements	\$ 89,996	\$ -	\$ 215,000	\$ 210,482	\$ -	\$ -	\$ -	\$ -	\$ -
Streets & Structural	\$ 574,837	\$ 110,617	\$ 1,069,759	\$ 586,901	\$ 360,322	\$ 360,322	\$ 360,322	\$ 360,322	\$ -
Community Parks	\$ 32,216	\$ 1,565,147	\$ 6,739,268	\$ 2,626,974	\$ 3,961,706	\$ 3,961,706	\$ 3,961,706	\$ 3,091,706	\$ 870,000
Total Expenditures	\$ 1,299,655	\$ 2,160,880	\$ 8,350,892	\$ 4,109,698	\$ 5,176,772	\$ 5,176,772	\$ 5,176,772	\$ 3,609,772	\$ 1,567,000
Funding									
Fund Transfers	\$ 657,262	\$ 695,838	\$ 1,265,000	\$ 1,015,000	\$ 449,450	\$ 449,450	\$ 449,450	\$ 252,450	\$ 197,000
Debt	\$ -	\$ 7,328,214	\$ -	\$ 500,000	\$ 870,000	\$ 870,000	\$ 870,000	\$ -	\$ 870,000
General Fund Reserves	\$ 300,000	\$ 63,348	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ 500,000
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 957,262	\$ 8,087,400	\$ 1,265,000	\$ 1,515,000	\$ 1,819,450	\$ 1,819,450	\$ 1,819,450	\$ 252,450	\$ 1,567,000
Net Current Year Shortage / (Overage)	\$ 342,393	\$ (5,926,520)	\$ 7,085,892	\$ 2,594,698	\$ 3,357,322	\$ 3,357,322	\$ 3,357,322	\$ 3,357,322	\$ -
Fund Balance									
Prior Year Ending Balance	\$ 551,200	\$ 208,807	\$ 7,146,070	\$ 6,135,327	\$ 3,540,629	\$ 3,540,629	\$ 3,540,629	\$ 3,540,629	\$ -
Current Year Ending Balance	\$ 208,807	\$ 6,135,327	\$ 60,178	\$ 3,540,629	\$ 183,307	\$ 183,307	\$ 183,307	\$ 183,307	\$ -

Capital Improvement Projects

FY20 New Projects

Project	Fund	FY19 Budget
Unspecified Projects	General	\$ 697,000
Total CIP Fund - New Projects		\$ 697,000

Funding	Fund	Budget
State Excess Funding	General Fund	\$ 197,000
Unencumbered Reserves	General Fund	\$ 500,000
Funding for New Projects		\$ 697,000

FY18 Carry-forward for Current & Pending Projects

Project	Fund	FY19 Budget
Sports Complex	Park	\$ 3,938,952
Homestead Parkway	CIP	\$ 325,263
Rodeo Arena	CIP	\$ 78,444
CVMO Radios	CIP	\$ 35,000
Town Kitchen Remodel	CIP	\$ 22,299
Public Works Roof	CIP	\$ 22,000
Stormwater Projects	CIP	\$ 19,691
Rezzonico Park	CIP	\$ 17,820
Finnie Flat Streetscape	CIP	\$ 15,369
Wayfinding Signs	CIP	\$ 4,934
Total CIP Fund - Carry-forward Projects		\$ 4,479,772

Funding	Fund	Budget
Grants	Federal Grants	\$ 252,450
Debt Financing	Debt	\$ 870,000
Parks Fund Balance	Federal Grants	\$ 3,119,823
CIP Fund Balance	CIP	\$ 471,677
Funding for Carry-forward Projects		\$ 4,713,950

TOTAL CIP FUND EXPENSES - ALL PROJECTS - **\$ 5,176,772**

Net ending fund Balance - **\$ 234,178**



DEBT SERVICE SUMMARY



Departments

◆ Debt Service Fund ◆

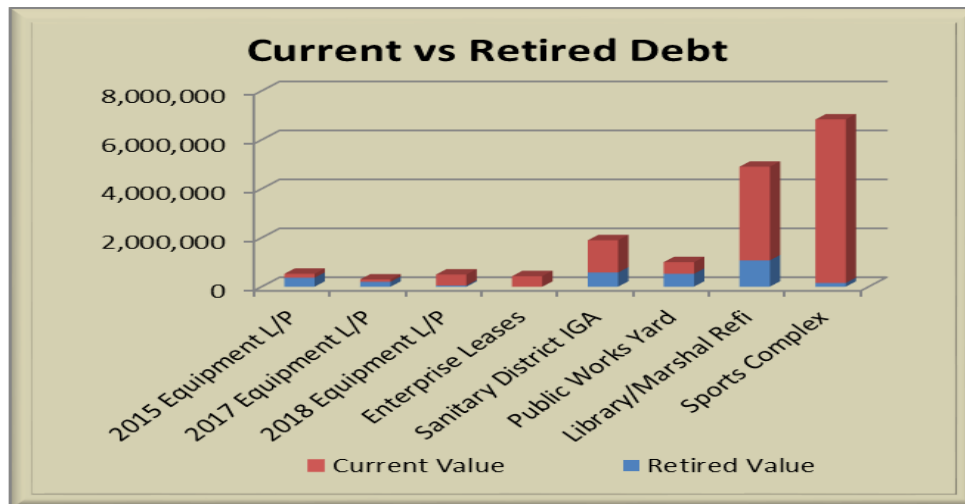
	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Expenditures							
Principal	\$ 725,006	\$ 845,746	\$ 1,079,235	\$ 902,759	\$ 1,073,155	\$ 1,073,155	\$ 1,073,155
Interest & Charges	\$ 225,158	\$ 205,791	\$ 418,081	\$ 418,598	\$ 422,715	\$ 422,715	\$ 422,715
Total Expenditures	\$ 950,164	\$ 1,051,537	\$ 1,497,316	\$ 1,321,357	\$ 1,495,870	\$ 1,495,870	\$ 1,495,870
Funding							
Transfers from General Fund	\$ 769,705	\$ 872,248	\$ 1,285,956	\$ 1,148,768	\$ 1,270,020	\$ 1,270,020	\$ 1,270,020
Transfers from HURF Fund	\$ 180,459	\$ 179,289	\$ 211,360	\$ 172,589	\$ 225,850	\$ 225,850	\$ 225,850
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 950,164	\$ 1,051,537	\$ 1,497,316	\$ 1,321,357	\$ 1,495,870	\$ 1,495,870	\$ 1,495,870
Net Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Debt Service Fund

Debt	Fund	Budget	Maturity	Current Balance
2015 Equipment L/P	General, HURF	\$ 110,990	8/20/2020	\$ 163,528
2017 Equipment L/P	General	\$ 102,005	7/15/2019	\$ 99,727
2018 Equipment L/P	General, HURF	\$ 107,785	7/15/2023	\$ 451,000
Entreprise Leases	General, HURF, WW	\$ 117,215	7/15/2023	\$ 432,852
Sports Complex	General	\$ 381,850	7/1/2044	\$ 6,680,000
Public Works Yard	HURF	\$ 106,295	7/1/2023	\$ 477,177
New Library / CVMO Refi	General	\$ 451,220 **	7/1/2030*	\$ 3,825,000
Sanitary District IGA	General	\$ 118,510	7/1/2032	\$ 1,322,288
Total Debt Payments -				\$ 13,451,572
		\$ 1,495,870		

Funding Source	Fund	Budget
FY18 General Revenues	General Fund	\$ 494,700
FY18 .65% Tax Revenues	General Fund	\$ 775,320
FY18 General Revenues	HURF Fund	\$ 225,850
Total Debt Funding -		\$ 1,495,870

Debt Service Ratio (Debt Budget to Revenue)	14%
Debt Ratio (Debt to Assets)	
Debt per Resident (Est'd from 2015)	\$ 1,223
Avg. Time to Maturity	7.5 yrs
Median Time to Maturity	4.5 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.	



SPECIAL REVENUE FUNDS SUMMARY



Departments

HURF ♦ Magistrate ♦ Federal Grants ♦ Non-Federal Grants
 Housing ♦ Restricted Use ♦ CDBG ♦ 911

	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 335,055	\$ 293,572	\$ 360,205	\$ 297,065	\$ 461,645	\$ 414,820	\$ 417,130
Operating Expenditures	\$ 412,357	\$ 416,951	\$ 738,340	\$ 477,816	\$ 875,245	\$ 804,675	\$ 804,675
Equipment/Capital Expenditures	\$ 1,763,453	\$ 71,522	\$ 2,487,570	\$ 274,415	\$ 1,456,242	\$ 1,432,242	\$ 1,432,242
Operating Transfers	\$ 416,152	\$ 437,537	\$ 935,860	\$ 674,682	\$ 478,300	\$ 478,300	\$ 478,300
Total Expenditures	\$ 2,927,017	\$ 1,219,582	\$ 4,521,975	\$ 1,723,978	\$ 3,271,432	\$ 3,130,037	\$ 3,132,347
Revenues							
Total Revenues	\$ 1,333,495	\$ 1,157,308	\$ 3,869,250	\$ 1,155,439	\$ 2,965,292	\$ 2,964,292	\$ 2,964,292
Net Dec/(Inc) in Fund Balances	\$ 1,593,522	\$ 62,274	\$ 652,725	\$ 568,539	\$ 306,140	\$ 165,745	\$ 168,055

HURF / STREETS

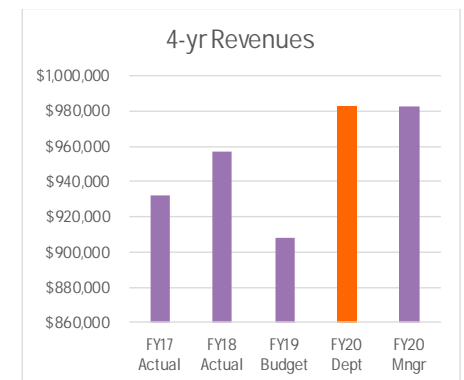
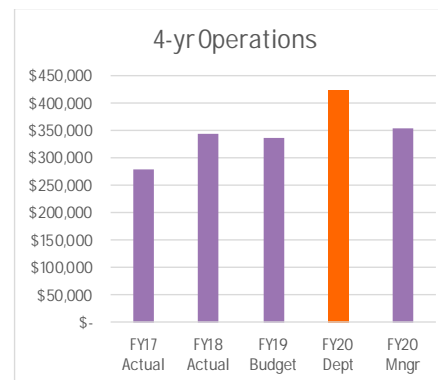
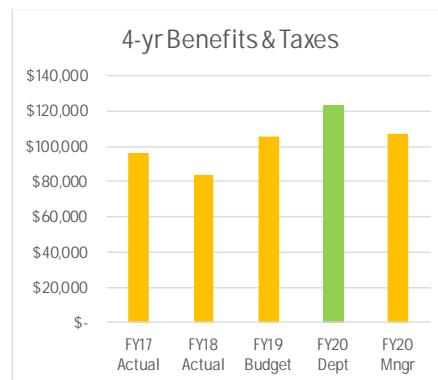
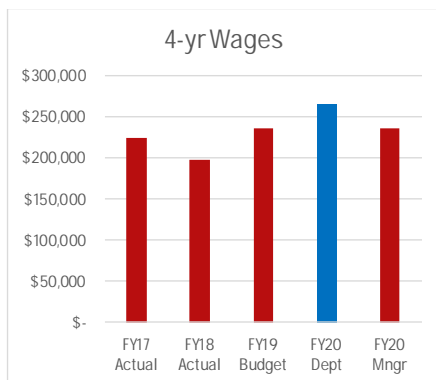
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 224,252	\$ 198,267	\$ 235,825	\$ 188,228	\$ 266,040	\$ 235,835	\$ 237,670
Taxes & Benefits	\$ 96,127	\$ 83,365	\$ 105,380	\$ 77,690	\$ 123,605	\$ 106,985	\$ 107,460
Operations	\$ 278,298	\$ 342,763	\$ 336,395	\$ 390,651	\$ 423,400	\$ 354,400	\$ 354,400
Capital	\$ 11,248	\$ 6,390	\$ 36,500	\$ 62,420	\$ 36,500	\$ 12,500	\$ 12,500
Net Expenses	\$ 609,925	\$ 630,785	\$ 714,100	\$ 718,989	\$ 849,545	\$ 709,720	\$ 712,030
Revenues	\$ 932,281	\$ 956,951	\$ 908,000	\$ 733,756	\$ 982,200	\$ 982,200	\$ 982,200
Operating Transfers	\$ (564,387)	\$ (404,017)	\$ (711,360)	\$ (672,589)	\$ (225,850)	\$ (225,850)	\$ (225,850)
Total Department Cost	242,031	77,851	517,460	657,822	93,195	(46,630)	(44,320)

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	4.7	4.9	5.0	5.0	5.9	5.0	5.0
FT Positions	8	8	8	8	9	8	8
PT Positions	0	0	0	0	0	0	0
Seasonal	0	1	1	1	1	1	1

Graphs



Magistrate Fund

ACCOUNT TITLE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Local JCEF							
Operating Expenditures							
Expenditures	26,760	1,561	20,000	0	23,000	23,000	23,000
Total Operating Expenditures	\$ 26,760	\$ 1,561	\$ 20,000	\$ -	\$ 23,000	\$ 23,000	\$ 23,000
Revenues							
Local JCEF	2,546	2,197	3,000	1,895	3,000	3,000	3,000
Current Year Net Use	\$ 24,214	\$ (636)	\$ 17,000	\$ (1,895)	\$ 20,000	\$ 20,000	\$ 20,000
Program Balance							
Beginning Program Balance	42,198	17,983	18,619	18,619	20,514	20,514	20,514
Ending Program Balance	\$17,984	\$18,619	\$1,619	\$20,514	\$514	\$514	\$514
Fill the GAP							
Operating Expenditures							
Fill the GAP	10,000	0	15,000	0	20,000	20,000	20,000
Total Operating Expenditures	\$ 10,000	\$ -	\$ 15,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
Revenues							
Fill the GAP	2,208	2,223	2,500	1,672	3,000	3,000	3,000
Current Year Net Use	\$ 7,792	\$ (2,223)	\$ 12,500	\$ (1,672)	\$ 17,000	\$ 17,000	\$ 17,000
Program Balance							
Beginning Program Balance	20,956	13,163	15,386	15,386	17,058	17,058	17,058
Ending Program Balance	\$13,164	\$15,386	\$2,886	\$17,058	\$58	\$58	\$58
Court Enhancement							
Operating Expenditures							
Legal	0	0	1,500	0	1,500	1,500	1,500
Court Enhancement	20,427	3,929	28,000	599	61,000	61,000	61,000
Total Operating Expenditures	\$ 20,427	\$ 3,929	\$ 29,500	\$ 599	\$ 62,500	\$ 62,500	\$ 62,500
Revenues							
Court Enhancement	19,877	19,157	30,000	19,453	25,000	25,000	25,000
Total Department Revenues	\$ 19,877	\$ 19,157	\$ 30,000	\$ 19,453	\$ 25,000	\$ 25,000	\$ 25,000
Operating Transfers							
Transfers Out to CIP Fund	59,200	0	0	0	0	0	0
Total Operating Transfers	\$ 59,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Year Net Use	\$ 59,750	\$ (15,228)	\$ (500)	\$ (18,854)	\$ 37,500	\$ 37,500	\$ 37,500
Program Balance							
Beginning Program Balance	63,435	3,688	18,916	18,916	37,770	37,770	37,770
Ending Program Balance	\$3,685	\$18,916	\$19,416	\$37,770	\$270	\$270	\$270
Net Effect on Fund	\$ 91,756	\$ (18,087)	\$ 29,000	\$ (22,421)	\$ 74,500	\$ 74,500	\$ 74,500

Non-Federal Grants Fund

ACCOUNT TITLE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
RICO Grant							
Grant Revenues	16,142	670	25,000	0	25,000	25,000	25,000
Expenditures	38,475	670	25,840	890	25,000	25,000	25,000
Current Year Net Use	\$ 22,333	\$ -	\$ 840	\$ 890	\$ -	\$ -	\$ -
Program Balance							
Beginning Program Balance	23,173	840	840	840	0	0	0
Ending Program Balance	\$ 840	\$ 840	\$ -	\$ (50)	\$ -	\$ -	\$ -
GIITEM Grant							
Grant Revenues	0	0	0	0	60,000	60,000	60,000
Expenditures	0	0	0	20,180	60,000	60,000	60,000
Current Year Net Use	\$ -	\$ -	\$ -	\$ 20,180	\$ -	\$ -	\$ -
Yavapai County Flood Control Grant							
Grant Revenues	75,000	0	100,000	70,215	75,000	75,000	75,000
Flood Control Projects	75,000	0	100,000	69,737	75,000	75,000	75,000
Current Year Net Use	\$ -	\$ -	\$ -	\$ (478)	\$ -	\$ -	\$ -
100 Club Grant							
Grant Revenues	2,880	0	0	0	0	0	0
K9 Expenses	0	0	0	0	2,880	2,880	2,880
Current Year Net Use	\$ (2,880)	\$ -	\$ -	\$ -	\$ 2,880	\$ 2,880	\$ 2,880
Walton Family Grant							
Grant Revenues	0	10,000	0	0	0	0	0
Expenditures	399	10,000	11,704	0	1,705	1,705	1,705
Current Year Net Use	\$ 399	\$ -	\$ 11,704	\$ -	\$ 1,705	\$ 1,705	\$ 1,705
Program Balance							
Beginning Program Balance	2,103	1,704	11,704	1,704	1,705	1,705	1,705
Ending Program Balance	\$ 1,704	\$ 1,704	\$ -	\$ 1,704	\$ -	\$ -	\$ -
Az Community Foundation Grant							
Grant Revenues	0	0	9,135	2,800	0	0	0
Expenditures	0	0	9,135	3,621	0	0	0
Current Year Net Use	\$ -	\$ -	\$ -	\$ 821	\$ -	\$ -	\$ -
Az Supreme Courts Grant							
Grant Revenues	0	0	0	4,827	0	0	0
Expenditures	0	0	0	4,827	0	0	0
Current Year Net Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Az State Parks Grant							
Grant Revenues	0	0	0	109,000	0	0	0
Expenditures	0	0	0	100,708	8,292	8,292	8,292
Current Year Net Use	\$ -	\$ -	\$ -	\$ (8,292)	\$ 8,292	\$ 8,292	\$ 8,292
Potential Grants							
Grant Revenues	0	0	1,652,570	0	1,000,000	1,000,000	1,000,000
Expenditures	0	0	1,652,570	0	1,000,000	1,000,000	1,000,000
Current Year Net Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Effect on Fund	\$ 19,852	\$ -	\$ 12,544	\$ 13,121	\$ 12,877	\$ 12,877	\$ 12,877

Federal Grants Fund

ACCOUNT TITLE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUESTED	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Az State Forestry UCF Grant							
Grant Revenue	0	3,472	0	9,564	0	0	0
Expenditures	0	3,472	0	25,510	0	0	0
Current Year Net Use	\$ -	\$ -	\$ -	\$ 15,946	\$ -	\$ -	\$ -
Az State Parks Grant							
Grant Revenue	0	5,218	0	52,964	0	0	0
Operating Transfers Out to General	0	5,218	0	52,964	0	0	0
Current Year Net Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NACOG Grants							
Grant Revenue	0	1,996	0	0	5,000	5,000	5,000
Expenditures	0	1,996	0	0	5,000	5,000	5,000
Current Year Net Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Oriented Policing Services Grant							
Grant Revenue	0	0	5,000	0	0	0	0
Expenditures	0	0	5,000	0	0	0	0
Current Year Net Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ACF Grants							
Grant Revenue	0	0	5,000	0	11,000	11,000	11,000
Expenditures	0	0	5,000	0	11,000	11,000	11,000
Current Year Net Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HUD Home Program Grant							
Grant Revenue	0	0	275,000	0	0	0	0
Operating Transfer In from Housing	0	0	50,000	0	0	0	0
Expenditures	0	0	325,000	0	0	0	0
Current Year Net Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
USDA Small Business Assistance Grant							
Grant Revenue	0	0	90,000	0	0	0	0
Expenditures	0	0	90,000	0	0	0	0
Current Year Net Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
USDA RDBG Grant							
Grant Revenue	0	0	0	10,000	0	0	0
Expenditures	0	0	0	12,000	0	0	0
Current Year Net Use	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -
Az Game & Fish Grant							
Grant Revenue	0	22,050	24,500	0	2,450	2,450	2,450
Operating Transfer Out to CIP	0	22,050	24,500	0	2,450	2,450	2,450
Current Year Net Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AZ Commerce Authority Grant							
Grant Revenue	0	0	250,000	0	250,000	250,000	250,000
Operating Transfer Out to CIP	0	0	250,000	0	250,000	250,000	250,000
Current Year Net Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Federal Grants Fund (Cont'd)

ACCOUNT TITLE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
ADOT Grants							
Hwy Planning & Const. Grant Revs	8,750	19,415	0	0	0	0	0
Hwy Planning & Const. Grant Exps	8,750	0	0	0	0	0	0
Operating Transfer Out to CIP	0	19,415	0	0	0	0	0
Current Year Net Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PANT Grant							
Grant Revenues	559	0	0	0	0	0	0
Expenditures	559	0	0	0	0	0	0
Current Year Net Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gov's Office of Highway Safety Grant							
Grant Revenues	14,083	38,973	25,000	8,598	20,000	20,000	20,000
Expenditures	14,117		0	0	0	0	0
Equipment	0	27,033	11,000	0	8,000	8,000	8,000
Overtime	0	11,940	14,000	10,967	12,000	12,000	12,000
Current Year Net Use	\$ 34	\$ -	\$ -	\$ 2,369	\$ -	\$ -	\$ -
Homeland Security Grant							
Grant Revenues	41,462	16,437	12,500	0	20,000	20,000	20,000
Expenditures	20,962	16,437	12,500	0	20,000	20,000	20,000
Current Year Net Use	\$ (20,500)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library Services & Technology Grant							
Grant Revenues	3,558	21,332	0	11,111	0	0	0
Expenditures	3,558	10,221	15,694	8,262	2,849	2,849	2,849
Current Year Net Use	\$ -	\$ (11,111)	\$ 15,694	\$ (2,849)	\$ 2,849	\$ 2,849	\$ 2,849
Library E-Rate Grant							
Grant Revenues	40,656	0	0	0	0	0	0
Operating Transfer Out to Library	40,656	0	0	0	0	0	0
Current Year Net Use	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADEQ Grant							
Grant Revenues	88,026	0	0	0	0	0	0
Operating Transfer Out to Library	88,026	0	0	0	0	0	0
Net HSIP Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HSIP Grant							
Grant Revenues	9,431	0	0	0	0	0	0
Street & Safety Signing	0	0	0	0	0	0	0
Current Year Net Use	\$ (9,431)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DOJ Grant							
Grant Revenues	2,607	0	0	0	0	0	0
Uniforms / Vests	0	0	0	0	0	0	0
Current Year Net Use	\$ (2,607)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Effect on Fund	\$ (32,504)	\$ (11,111)	\$ 15,694	\$ 17,466	\$ 2,849	\$ 2,849	\$ 2,849

CDBG Grants Fund

ACCOUNT TITLE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Expenditures							
Project Expenditures							
Street Project	0	0	350,000	41,550	308,450	308,450	308,450
Total Project Expenditures	\$ -	\$ -	\$ 350,000	\$ 41,550	\$ 308,450	\$ 308,450	\$ 308,450
Revenues							
Street Project	0	0	350,000	5,000	345,000	345,000	345,000
Total Revenues	\$ -	\$ -	\$ 350,000	\$ 5,000	\$ 345,000	\$ 345,000	\$ 345,000
Operating Transfers							
Transfers In from HURF Fund	0	0	0	0	0	0	0
Total Operating Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Effect on Fund	\$ -	\$ -	\$ -	\$ 36,550	\$ (36,550)	\$ (36,550)	\$ (36,550)

Restricted Use Fund

ACCOUNT TITLE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
CVMO Safety Equipment Program							
Fee Revenue	2,204	2,549	2,500	2,689	2,500	2,500	2,500
Expenses	0	3,750	8,494	0	11,500	11,500	11,500
Current Year Net Use	\$ (2,204)	\$ 1,201	\$ 5,994	\$ (2,689)	\$ 9,000	\$ 9,000	\$ 9,000
Program Balance							
Beginning Program Balance	5,406	7,610	5,994	6,409	9,098	9,098	9,098
Ending Program Balance	\$ 7,610	\$ 6,409	\$ -	\$ 9,098	\$ 98	\$ 98	\$ 98
Code Enforcement Safety Equipment Program							
Fee Revenue	0	0	0	27	50	50	50
Expenses	0	0	0	0	75	75	75
Current Year Net Use	\$ -	\$ -	\$ -	\$ (27)	\$ 25	\$ 25	\$ 25
Program Balance							
Beginning Program Balance	0	0	0	0	27	27	27
Ending Program Balance	\$ -	\$ -	\$ -	\$ 27	\$ 2	\$ 2	\$ 2
Legal Defense							
Interest & Rebates	165	396	58,195	58,873	106,242	106,242	106,242
Expenses	5,000	0	83,761	7,843	183,000	183,000	183,000
Current Year Net Use	\$ 4,835	\$ (396)	\$ 25,566	\$ (51,030)	\$ 76,758	\$ 76,758	\$ 76,758
Program Balance							
Beginning Program Balance	30,182	25,347	25,566	25,743	76,773	76,773	76,773
Ending Program Balance	\$25,347	\$25,743	\$0	\$76,773	\$15	\$15	\$15
Volunteers in Police Services							
Expenses	0	0	427	0	427	427	427
Current Year Net Use	\$ -	\$ -	\$ 427	\$ -	\$ 427	\$ 427	\$ 427
Program Balance							
Beginning Program Balance	427	427	427	427	427	427	427
Ending Program Balance	\$427	\$427	\$0	\$427	\$0	\$0	\$0
General CVMO							
Donations	0	313	300	1,796	1,000		
Expenses	0	312	455	1,379	1,570		
Current Year Net Use	\$ -	\$ (1)	\$ 155	\$ (417)	\$ 570	\$ -	\$ -
Program Balance							
Beginning Program Balance	154	154	155	155	572	572	572
Ending Program Balance	\$154	\$155	\$0	\$572	\$2	\$572	\$572
K-9							
Donations	4,443	2,753	4,000	9,855	4,000	4,000	4,000
Expenses	8,164	3,424	8,492	7,125	9,700	9,700	9,700
Current Year Net Use	\$ 3,721	\$ 671	\$ 4,492	\$ (2,730)	\$ 5,700	\$ 5,700	\$ 5,700
Program Balance							
Beginning Program Balance	3,738	3,738	4,492	3,067	5,797	5,797	5,797
Ending Program Balance	\$ 17	\$ 3,067	\$ -	\$ 5,797	\$ 97	\$ 97	\$ 97

Restricted Use Fund (Cont'd)

ACCOUNT TITLE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUESTED	2019-20 MANAGER RECOMMEND	2019-20 COUNCIL PROPOSED
Animal Shelter							
Donations	0	70	50	0	100	100	100
Expenses	0	0	170	0	240	240	240
Current Year Net Use	\$ -	\$ (70)	\$ 120	\$ -	\$ 140	\$ 140	\$ 140
Program Balance							
Beginning Program Balance	70	70	120	140	140	140	140
Ending Program Balance	\$ 70	\$ 140	\$ -	\$ 140	\$ -	\$ -	\$ -
General Library							
Donations	10,213	7,447	6,500	11,655	8,000	8,000	8,000
Expenditures	6,469	6,129	18,541	12,659	17,500	17,500	17,500
Current Year Net Use	\$ (3,744)	\$ (1,318)	\$ 12,041	\$ 1,004	\$ 9,500	\$ 9,500	\$ 9,500
Program Balance							
Beginning Program Balance	5,553	9,297	12,041	10,615	9,611	9,611	9,611
Ending Program Balance	\$9,297	\$10,615	\$0	\$9,611	\$111	\$111	\$111
Library Media							
Donations	58	0	0	0	0	0	0
Expenditures	0	241	6,151	0	6,038	6,038	6,038
Current Year Net Use	\$ (58)	\$ 241	\$ 6,151	\$ -	\$ 6,038	\$ 6,038	\$ 6,038
Program Balance							
Beginning Program Balance	6,221	6,279	6,151	6,038	6,038	6,038	6,038
Ending Program Balance	\$6,279	\$6,038	\$0	\$6,038	\$0	\$0	\$0
Economic Development							
Donations	4,892	6,695	8,500	14,930			
Expenditures	4,695	2,159	10,756	8,095			
Current Year Net Use	\$ (197)	\$ (4,536)	\$ 2,256	\$ (6,835)	\$ -	\$ -	\$ -
Program Balance							
Beginning Program Balance	409	606	2,256	5,142			
Ending Program Balance	\$606	\$5,142	\$0	\$11,977	\$0	\$0	\$0
REI Donation							
Donations	25,000	0	0	0	0	0	0
Expenditures	0	25,000	0	0	0	0	0
Current Year Net Use	\$ (25,000)	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Program Balance							
Beginning Program Balance	0	25,000	0	0	0	0	0
Ending Program Balance	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
Parks & Rec							
Donations	5,850	5,982	5,000	1,000	5,000	5,000	5,000
Expenditures	1,000	2,900	16,464	6,355	11,500	11,500	11,500
Current Year Net Use	\$ (4,850)	\$ (3,082)	\$ 11,464	\$ 5,355	\$ 6,500	\$ 6,500	\$ 6,500
Program Balance							
Beginning Program Balance	3,952	8,802	11,464	11,884	6,529	6,529	6,529
Ending Program Balance	\$8,802	\$11,884	\$0	\$6,529	\$29	\$29	\$29
Net Effect on Fund							
	\$ (27,497)	\$ 17,710	\$ 68,666	\$ (57,369)	\$ 114,658	\$ 114,088	\$ 114,088

Housing Fund

ACCOUNT TITLE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Expenditures							
Project Expenditures	0	0	25,000	0	60,000	60,000	60,000
Op Transfer Out to GF	0	0	0	0	20,000	20,000	20,000
Net Project Expenditures	\$ -	\$ -	\$ 25,000	\$ -	\$ 80,000	\$ 80,000	\$ 80,000
Revenues							
Loan Principle Payments	17,972	12,428	16,000	23,491	16,000	16,000	16,000
Interest	860	580	1,000	268	750	750	750
Total Departmental Revenues	\$ 18,832	\$ 13,008	\$ 17,000	\$ 23,759	\$ 16,750	\$ 16,750	\$ 16,750
Net Effect on Fund	\$ (18,832)	\$ (13,008)	\$ 8,000	\$ (23,759)	\$ 63,250	\$ 63,250	\$ 63,250
Program Balance							
Beginning Program Balance	\$ 35,460	\$ 54,293	65,355	\$ 67,301	\$ 91,060	\$ 91,060	\$ 91,060
Ending Program Balance	\$ 54,292	\$ 67,301	\$ 57,355	\$ 91,060	\$ 27,810	\$ 27,810	\$ 27,810

911 Fund

ACCOUNT TITLE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Expenditures							
Project Expenditures							
911 Expenditures	362	420	1,361		1,361	1,361	1,361
Total Project Expenditures	\$ 362	\$ 420	\$ 1,361	\$ -	\$ 1,361	\$ 1,361	\$ 1,361
Net Effect on 911 Fund							
	\$ 362	\$ 420	\$ 1,361	\$ -	\$ 1,361	\$ 1,361	\$ 1,361
Prior Year Ending Fund Balance	\$ 2,143	\$ 1,781	\$ 1,361	\$ 1,361	\$ 1,361	\$ 1,361	\$ 1,361
Estimated Ending Fund Balance	\$ 1,781	\$ 1,361	\$ -	\$ 1,361	\$ -	\$ -	\$ -



ENTERPRISE FUND SUMMARY



Departments

Wastewater Fund ♦ Water Fund

	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 521,645	\$ 542,773	\$ 1,496,980	\$ 467,739	\$ 1,626,065	\$ 1,581,750	\$ 1,589,375
Operating Expenditures	581,111	617,010	854,166	435,431	900,204	900,204	900,204
Equipment/Capital Expenditures	712,632	594,197	4,242,273	1,287,311	5,830,727	5,830,727	5,830,727
Depreciation, Debt, Other	819,045	894,311	1,000,980	964,670	1,246,495	1,246,495	1,246,495
Total Expenditures	\$ 2,634,433	\$ 2,648,291	\$ 7,594,399	\$ 3,155,151	\$ 9,603,491	\$ 9,559,176	\$ 9,566,801
Revenues							
Monthly User Fees	\$ 841,625	\$ 872,680	\$ 2,168,000	\$ 873,279	\$ 2,351,400	\$ 2,351,400	\$ 2,351,400
Other Fees	\$ 242,377	\$ 213,098	\$ 173,400	\$ 282,805	\$ 299,200	\$ 299,200	\$ 299,200
Other Revenues	\$ 620,090	\$ 476,490	\$ 4,309,200	\$ 796,970	\$ 6,638,533	\$ 6,638,533	\$ 6,638,533
Net Dec/(Inc) in Fund Balances	\$ 930,341	\$ 1,086,023	\$ 943,799	\$ 1,202,097	\$ 314,358	\$ 270,043	\$ 277,668

WASTEWATER

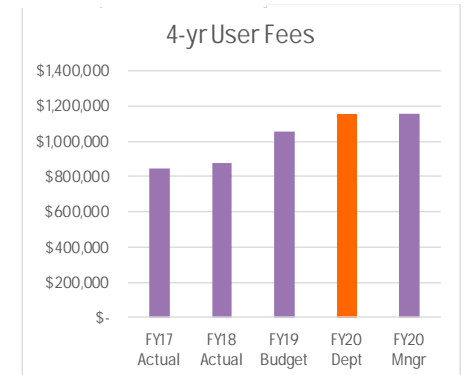
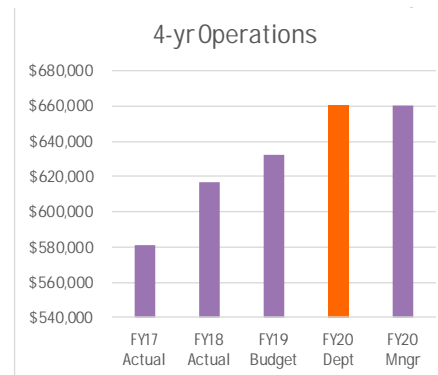
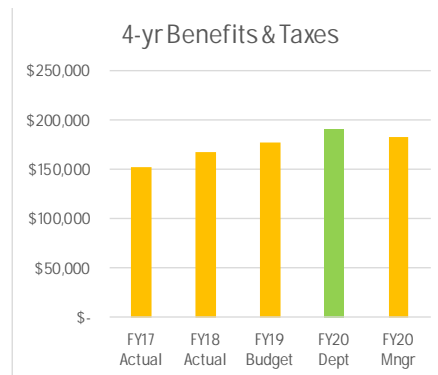
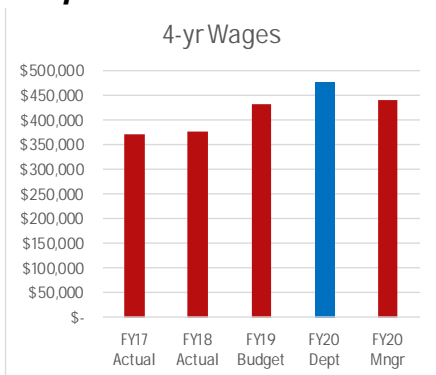
Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ 369,769	\$ 375,662	\$ 431,095	\$ 329,942	\$ 475,380	\$ 439,140	\$ 445,380
Taxes & Benefits	\$ 151,876	\$ 167,111	\$ 177,885	\$ 137,797	\$ 190,685	\$ 182,610	\$ 183,995
Operations	\$ 581,111	\$ 617,010	\$ 632,166	\$ 435,431	\$ 660,204	\$ 660,204	\$ 660,204
Capital	\$ 712,632	\$ 594,197	\$ 4,242,273	\$ 1,287,311	\$ 5,830,727	\$ 5,830,727	\$ 5,830,727
Depreciation, Debt, Other	\$ 819,045	\$ 894,311	\$ 1,000,980	\$ 964,670	\$ 1,246,495	\$ 1,246,495	\$ 1,246,495
Net Expenses	\$ 2,634,433	\$ 2,648,291	\$ 6,484,399	\$ 3,155,151	\$ 8,403,491	\$ 8,359,176	\$ 8,366,801
REVENUES							
Monthly User Fees	\$ 841,625	\$ 872,680	\$ 1,058,000	\$ 873,279	\$ 1,151,400	\$ 1,151,400	\$ 1,151,400
Other Fees	\$ 242,377	\$ 213,098	\$ 173,400	\$ 282,805	\$ 299,200	\$ 299,200	\$ 299,200
Other Revenues	\$ 620,090	\$ 476,490	\$ 4,309,200	\$ 796,970	\$ 6,638,533	\$ 6,638,533	\$ 6,638,533
Total Department Cost	930,341	1,086,023	943,799	1,202,097	314,358	270,043	277,668

Staffing

	FY17 Act	FY18 Act	FY19 Bud	FY19 Act	FY20 Dept	FY20 Mngr	FY20 Cncl
FTE's	8.4	8.4	8.5	8.5	8.5	8.5	8.5
FT Positions	10	10	10	10	10	10	10
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs



WATER

Budget

EXPENSE TYPE	2016-17 AUDITED ACTUAL	2017-18 ADJUSTED BUDGET	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUEST	2019-20 MANAGER RECMN'D	2019-20 COUNCIL PROPOSED
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operations	\$ -	\$ -	\$ 1,110,000	\$ -	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation, Debt, Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Expenses	\$ -	\$ -	\$ 1,110,000	\$ -	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
REVENUES							
Monthly User Fees	\$ -	\$ -	\$ 1,110,000	\$ -	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
Other Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Department Cost	0	0	0	0	0	0	0

Camp Verde Sanitary District Agency Fund

Debt Service

ACCOUNT TITLE	2016-17 AUDITED ACTUAL	2017-18 AUDITED ACTUAL	2018-19 ADJUSTED BUDGET	2018-19 THROUGH APR 19	2019-20 DEPT REQUESTED	2019-20 MANAGER RECOMMEND	2019-20 COUNCIL PROPOSED
Principal & Interest							
Debt Principle Payments	672,871	700,041	682,830	110,000	766,700	766,700	766,700
Interest & Misc Fees	393,902	476,436	263,910	109,846	244,880	244,880	244,880
Total Principal & Interest	\$ 1,066,773	\$ 1,176,477	\$ 946,740	\$ 219,846	\$ 1,011,580	\$ 1,011,580	\$ 1,011,580
Revenue Sources							
Property Taxes	923,121	954,661	828,188	790,381	893,070	893,070	893,070
IGA with Town of Camp Verde	118,627	118,589	118,550	0	118,510	118,510	118,510
Interest	3,640	7,560	3,500	8,995	3,500	3,500	3,500
Total Tax Levy & IGA	\$ 1,045,388	\$ 1,080,810	\$ 950,238	\$ 799,376	\$ 1,015,080	\$ 1,015,080	\$ 1,015,080
Net Effect on Fund	\$ 21,385	\$ 95,667	\$ (3,498)	\$ (579,530)	\$ (3,500)	\$ (3,500)	\$ (3,500)

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Agenda Item 7.2.



Town of Camp Verde

Meeting Date: June 19, 2019

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

Requesting Department: Council Member request

Staff Resource/Contact Person: Council Member Joe Butner

Agenda Title (be exact): Discussion, consideration and possible approval of Resolution 2019-1028 "A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, OPPOSING ANY NEW REGIONAL CONNECTOR (CONNECTING ROAD) THROUGH THE CONFINES OF US 89A, HIGHWAY 179, INTERSTATE 17, AND HIGHWAY 260."

List Attached Documents:

1. Resolution

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by:

- Department Head: N/A
 Town Attorney Comments: Attorney did review and made no adjustments to the resolution language.
 Finance Department: N/A

Background Information: Previous presentations by two neighborhood groups and the County have been made on this subject.

Recommended Action (Motion):

TOWN OF CAMP VERDE, ARIZONA
ORDINANCE-RESOLUTION NO. 2019 - 1028

~~**AN ORDINANCE RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, OPPOSING ANY NEW REGIONAL CONNECTOR (CONNECTING ROAD) THROUGH THE CONFINES OF US 89A, HIGHWAY 179, INTERSTATE 17, AND HIGHWAY 260. 260, AND, REQUIRING A VOTE BY THE CITIZENS OF THE TOWN OF CAMP VERDE IN A GENERAL ELECTION AS SEPARATE ITEM IN ORDER TO CHANGE THIS ORDINANCE ONCE PASSED BY THE TOWN COUNCIL.**~~

WHEREAS, the Town of Camp Verde passed a General Plan on March 30th, 2016 and the voters approved it on August 30th, 2016 with 62% of the vote in favor, and

WHEREAS, Chapter 9 of the General Plan identifies three of Camp Verde’s strongest assets as the Verde River, the Western/rural lifestyle, and open space/scenery , and

WHEREAS, Chapter 5 of the General Plan identified the primary growth area as the 260 Corridor west of I-17 and the I-17/Highway 260 interchange, and secondarily identified 260 east to Finnie Flats Road, and

WHEREAS, Chapter 9 of the General Plan identifies the Middle Verde Cemetery and ~~€~~Trail 119A by Overlook Acres as open space & recreation, and

WHEREAS, Chapter 9 of the General Plan seeks to implement strategies promoting preservation of lands along the Verde River in close proximity to existing neighborhoods, as well as work closely with appropriate agencies and other organizations to protect, enhance and provide access to historic and proposed trails, and

WHEREAS, Chapter 9 of the General Plan seeks to implement strategies to prevent the enclosure of natural environment within town boundaries to maintain wildlife migration patterns, and

WHEREAS, Chapter 3 of the General Plan identifies ten “character areas” including the 260 West Character Area the Middle Verde Character Area, and

WHEREAS, the 260 West Character Area was identified as 2,000 acres with a modern divided highway with the Gateway Entrance Points being the town boundary to the west and the west side of Interstate 17 at the junction of Highway 260, and

WHEREAS, for the 260 West Character Area, and the General Plan includes strategies to encourage commercial growth in the area as the preferred place for new business with Camp Verde, and

WHEREAS, Yavapai County has proposed a new regional connector (connecting road) through the confines of US 89A, Highway 179, Interstate 17, and Highway 260 (aka Verde Connect).

~~**WHEREAS**, the Middle Verde Character Area was identified as a mix of rural properties of various densities, with small farms straddling the Verde River that provide food for local business and the valley-wide supported agriculture program, and~~

WHEREAS, for the Middle Verde Character Area, the General Plan includes strategies to maintain the rural residential and agricultural character of the area, to preserve existing densities, and enhance~~ment~~ the area through appropriate and compatible public facilities, and

~~WHEREAS, Yavapai County has proposed a new regional connector (connecting road) through the confines of US 89A, Highway 179, Interstate 17, and Highway 260 (aka Verde Connect).~~

WHEREAS, the Middle Verde Character Area was identified as a mix of rural properties of various densities, with small farms straddling the Verde River that provide food for local business and the valley-wide supported agriculture program, and

NOW THEREFORE, be it ~~Ordained~~ resolved by the Mayor and Common Council of the Town of Camp Verde as Follows:

1. Any new regional connector (connecting road) through the confines of US 89A, Highway 179, Interstate 17, and Highway 260 is in significant conflict with the adopted General Plan.
2. The Town of Camp Verde formally opposes any such new road, specifically including but not limited to:
 - a. Any bypass of the Highway 260 corridor west of Interstate 17, and
 - b. Any connection that changes W Middle Verde Road from a dead-end winding country road, and
 - c. Connecting Cornville Road to Highway 260.
3. The Town Manager is directed, on behalf of the Mayor and Common Council, to not assist any agency proposing such a road including but not limited to actions such as:
 - a. Planning, funding, or permit application support (provision of data, maps, letters of support, and so forth), and
 - b. Obtaining right-of-ways or easements, and
 - c. To any extent that the Town of Camp Verde has permitting authority, no permits shall be issued for work related to such a road.
4. The Town Manager shall provide any agency proposing such a road with copies of the Town of Camp Verde General Plan and shall further take all action possible to cause said agency to comply with the General Plan.
5. The Town of Camp Verde formally opposes any takings (whether by right-of-way, easement, or otherwise) of private and public property within the Town Limits.
6. The Town of Camp Verde formally opposes any additional taxes, temporary or permanent, to complete this project, as well as opposes any matching funds or any action that will cost the Town of Camp Verde additional expenditures, as well as any reduction in county funds for other project needs in the Town of Camp Verde.

~~7. After the initial passage of this Ordinance by the Mayor and Common Council of the Town of Camp Verde, any changes to any part requires a vote by the citizens of the Town of Camp Verde in a General Election as a separate item.~~

PASSED AND APPROVED by a majority vote of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on this _____ day of ~~April~~ June 201~~8~~9.

APPROVED:

Charles C. German, Mayor

Date:

ATTESTED:

Judith Morgan, Town Clerk

Date:

APPROVED AS TO FORM:

William Simms, Town Attorney



Agenda Item Submission Form – Section I

Meeting Date: June 19, 2019

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Ana Yates / Michael Marshall

Agenda Title (be exact): Discussion and possible approval of updated job descriptions for Recreation Aide and Recreation Leader.

List Attached Documents: Copies of proposed updated job description for Recreation Aide and Recreation Leader as well as current job descriptions showing changes.

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

Department Head: reviewed by Russ Martin Town Attorney Comments:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal impact:

Budget Code: _____ *Amount Remaining:* _____

Comments:

Background Information: The existing job descriptions needed review and update to ensure proper description of duties including new special event assignments. Wording was adjusted to properly describe the position duties in relation to positions above and below them in the Salary Plan

Recommended Action (Motion): Move to approve proposed new job descriptions for Recreation Aide and Recreation Leader.

Instructions to the Clerk:

- Place updated job descriptions on S-drive replacing existing

Job Description



RECREATION AIDE

Department:	Public Works – Parks & Recreation	Revised Date:	2019
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GENERAL PURPOSE: Under general supervision assists with organizing, conducting and supporting recreation programs and activities for the Town of Camp Verde Parks & Recreation Division.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, program-specific duties.*

- Assists with the delivery of recreation programs, events and activities for the Parks & Recreation Division; including adult and children's programs, recreation and skills classes, special events, community activities, the Heritage Pool, sports programs, trips and other activities. Answers questions—and provides information to the public concerning Parks & Recreation programs and activities. Monitors participation in Town's recreation programs and events, makes corrections as needed under guidance from supervisor or work leader and policy, keeps supervisor or work leader informed of program specifics and needs.
- Maintains clean and safe recreation venues and events, adheres to policies and procedures for efficient and safe operations. Enforces rules, regulations and safety precautions at recreation facilities and outdoor venues; maintains discipline, monitors behavior, resolves issues, monitors program activities, and assists participants in recreation activities and special programs under guidance from supervisor or work leader and policy. Responds appropriately to injuries or other emergencies in the workplace. Reports and resolves complaints, requests, safety conditions, security issues and illegal activities.
- Sets up and takes down equipment and prepares venues for activities and events; supervises and coaches participants; maintains equipment and facilities in clean and safe condition; communicates with general public, community resource agencies, and other organizations in order to conduct program activities; assists with special projects and special events as directed.
- Assists with the use and maintenance of recreation facilities, equipment and materials; inspects facilities and grounds, and reports conditions needing repair or maintenance; produces work orders and coordinates with maintenance staff to assist with requests like setting up gym, turning on electric power, etc., as they relate to facility use.
- Assists with accepting & scheduling reservations for the use and rental of Town facilities; receipts associated revenues; signs out & in keys & other equipment, and completes appropriate paperwork & records.
- Accepts program registration paperwork; receipts funds for registration and appropriately compiles registration and revenue paperwork according to direction and procedures.
- Performs other related duties as assigned or required.

Job Description

MANAGERIAL RESPONSIBILITIES:

This position has no managerial responsibilities.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma, GED equivalent preferred or currently attending high school

Required Licenses or Certifications:

Some positions may require a State of Arizona Driver's license.

Some positions may require First Aid & CPR certification or position specific certification.

Required Knowledge of:

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Parks & Recreation Division.
- Policies, rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment.
- Customer service standards and protocols.
- Occupational hazards and safety precautions.

Required Skill in:

- Assisting in supervising and controlling recreation activities and participants.
- Following safe work & recreation practices.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Performing necessary manual labor and skilled tasks that may require lifting and moving heavy objects, stooping, bending & twisting and participation in recreation activities.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Operating a personal computer utilizing standard software and recreation equipment such as scoreboards & PAs.
- Communicating clearly and concisely, both verbally and in writing.

Required Ability to:

- Interact well with a variety of people in public settings.

Physical Demands / Work Environment:

- Work is performed in a standard office environment, as well as indoors and outdoors during all weather conditions at Town recreation facilities and venues, off-site locations and includes nights and weekends; required to perform moderate physical work, and lift and carry up to 50 pounds.

Job Description



RECREATION AIDE

Department:	Public Works – Parks & Recreation	Revised Date:	2019
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GENERAL PURPOSE: Under general supervision of a Parks & Recreation employee as assigned assists with organizing, conducting and supporting recreation programs and activities for the Town of Camp Verde Parks & Recreation Division.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, program-specific duties.*

- Assists with the delivery of recreation programs, **events and activities** for the Parks & Recreation Division; ~~programs~~ including adult and children's programs, recreation and skills classes, special events, community activities, the Heritage Pool, sports programs, **trips** and other activities. ~~Conducts, assists and monitors special events, community activities, and special programs suited to the needs of the community.~~ Answers questions from and provides information to the public concerning Parks & Recreation programs and activities. Monitors participation in Town's recreation programs and events, makes corrections as needed under guidance from supervisor **or work leader** and policy, keeps supervisor **or work leader** informed of program specifics and needs.
- Maintains clean and safe recreation venues and events, adheres to policies and procedures for efficient and safe operations. Enforces rules, regulations and safety precautions at recreation facilities and outdoor venues; maintains discipline, monitors behavior, resolves issues, monitors program activities, and assists participants in recreation activities and special programs under guidance from supervisor **or work leader** and policy. Responds appropriately to injuries or other emergencies in the workplace. Reports and resolves complaints, requests, safety conditions, security issues and illegal activities.
- Sets up and takes down equipment and prepares venues for activities and events; supervises and coaches participants; maintains equipment and facilities in clean and safe condition; communicates with general public, community resource agencies, and other organizations in order to conduct program activities; assists with special projects and special events as directed.
- Assists with the use and maintenance of recreation facilities, equipment and materials; inspects facilities and grounds, and reports conditions needing repair or maintenance; produces work orders and coordinates with maintenance staff to assist with requests like setting up gym, turning on electric power, etc., as they relate to facility use.
- Assists with accepting & scheduling reservations for the use and rental of Town facilities; receipts associated revenues; signs out & in keys & other equipment, and completes appropriate paperwork & records.
- Accepts program registration paperwork; receipts funds for registration and appropriately compiles registration and revenue paperwork according to direction and procedures.
- Performs other related duties as assigned or required.

Job Description

MANAGERIAL RESPONSIBILITIES:

This position has no managerial responsibilities.

MINIMUM QUALIFICATIONS:**Education and Experience:**

High school diploma, GED equivalent preferred or ~~still in~~ currently attending high school

Required Licenses or Certifications:

Some positions may require a State of Arizona Driver's license.

Some positions may require First Aid & CPR certification or position specific certification.

Required Knowledge of:

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Parks & Recreation Division.
- Policies, rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment.
- Customer service standards and protocols.
- Occupational hazards and safety precautions.

Required Skill in:

- Assisting in supervising and controlling recreation activities and participants.
- Following safe work & recreation practices.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Performing necessary manual labor and skilled tasks that may require lifting and moving heavy objects, stooping, bending & twisting and participation in recreation activities.
- [Establishing and maintaining effective working relationships with co-workers and the public.](#)
- Operating a personal computer utilizing standard software and recreation equipment such as scoreboards & PAs.
- Communicating clearly and concisely, both verbally and in writing.

Required Ability to:

- Interact well with a variety of people in public settings.

Physical Demands / Work Environment:

- Work is performed [in a standard office environment, as well as](#) indoors and outdoors during all weather conditions at Town recreation facilities and venues, off-site locations and includes nights and weekends; required to perform moderate physical work, and lift and carry up to 50 pounds.



RECREATION LEADER

Department:	Public Works - Parks & Recreation	Revised Date:	2019
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GENERAL PURPOSE: Under general supervision, organizes, conducts and supports recreation programs and activities for the Town of Camp Verde Parks & Recreation Division.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs delivery of programs, events and activities for the Parks & Recreation Division; including adult and children’s programs, recreation and skills classes, special events, community activities, the Heritage Pool, sports programs, trips and other activities. Identifies and resolves problems within scope of authority; coordinates work groups, coordinates detailed schedules, and oversees event activities; meets with participants to resolve technical and administrative issues; monitors expenditures; maintains program records and files; prepares special and recurring reports.
- Ensures clean and safe recreation venues and events, ensures adherence to policies and procedures for efficient and safe operations. Enforces rules, regulations and safety precautions at recreation facilities and outdoor venues; maintains discipline, monitors behavior, resolves issues, monitors program activities, and assists participants in recreation activities and special programs. Responds appropriately to injuries or other emergencies in the workplace. Reports and resolves complaints, requests, safety conditions, security issues and illegal activities.
- Sets up and takes down equipment and prepares venues for activities and events; supervises and coaches participants; maintains equipment and facilities in clean and safe condition; communicates with general public, community resource agencies, and other organizations in order to conduct program activities; assists with special projects and special events as directed.
- Monitors and coordinates the use and maintenance of recreation facilities, equipment and materials; inspects facilities and grounds, and reports conditions needing repair or maintenance; produces work orders and coordinates with maintenance staff to assist with requests like setting up gym, turning on electric power, etc., as they relate to facility use.
- Monitors, coordinates, accepts and schedules reservations for the use and rental of Town facilities; receipts associated revenues; signs out & in keys & other equipment, and completes appropriate paperwork & records.
- Monitors, coordinates and accepts program registration paperwork; receipts funds for registration and appropriately compiles registration and revenue paperwork according to direction and procedures.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

This position has no managerial responsibilities

MINIMUM QUALIFICATIONS:**Education and Experience:**

High school diploma or GED equivalent; AND one year of work experience which would prepare a person for this position; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

Must possess State of Arizona Driver's license.

Some positions may require First Aid & CPR certification or position specific certification.

Required Knowledge of:

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of the Parks & Recreation Division.
- Policies, rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment.
- Customer service standards and protocols.
- Occupational hazards and safety precautions.

Required Skill in:

- Using initiative and independent judgment within established procedural guidelines.
- Interpreting a variety of technical instructions and program requirements.
- Working effectively with others to develop solutions for problems.
- Following safe work & recreation practices
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Performing necessary manual labor and skilled tasks that may require lifting and moving heavy objects, stooping, bending & twisting and participation in recreation activities.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Operating standard office equipment, and a personal computer utilizing standard software and recreation equipment such as scoreboards & PAs.
- Communicating clearly and concisely, both verbally and in writing.

Required Ability to:

- Interact well with a variety of people in public settings.

Physical Demands / Work Environment:

- Work is performed in a standard office environment, as well as indoors and outdoors during all weather conditions at Town recreation facilities, venues and off-site locations and includes nights and weekends; required to perform moderate physical work, and lift and carry up to 50 pounds.



PARKS & RECREATION LEADER

Department:	Public Works - Parks & Recreation	Revised Date:	2019
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GENERAL PURPOSE: Under general supervision, organizes, conducts and supports recreation programs and activities for the Town of Camp Verde Parks & Recreation Division.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs delivery of programs, events and activities for the Parks & Recreation Division; including adult and children’s programs, recreation and skills classes, special events, community activities, the Heritage Pool, sports programs, trips and other activities. Identifies and resolves problems within scope of authority; coordinates work groups, coordinates detailed schedules, and oversees event activities; meets with participants to resolve technical and administrative issues; monitors expenditures; maintains program records and files; prepares special and recurring reports.
- Ensures clean and safe recreation venues and events, ensures adherence to policies and procedures for efficient and safe operations. Enforces rules, regulations and safety precautions at recreation facilities and outdoor venues; maintains discipline, monitors behavior, resolves issues, monitors program activities, and assists participants in recreation activities and special programs. Responds appropriately to injuries or other emergencies in the workplace. Reports and resolves complaints, requests, safety conditions, security issues and illegal activities.
- Sets up and takes down equipment and prepares venues for activities and events; supervises and coaches participants; maintains equipment and facilities in clean and safe condition; communicates with general public, community resource agencies, and other organizations in order to conduct program activities; assists with special projects and special events as directed.
- Monitors and coordinates the use and maintenance of recreation facilities, equipment and materials; inspects facilities and grounds, and reports conditions needing repair or maintenance; produces work orders and coordinates with maintenance staff to assist with requests like setting up gym, turning on electric power, etc., as they relate to facility use.
- Monitors, coordinates, accepts and schedules reservations for the use and rental of Town facilities; receipts associated revenues; signs out & in keys & other equipment, and completes appropriate paperwork & records.
- Monitors, coordinates and accepts program registration paperwork; receipts funds for registration and appropriately compiles registration and revenue paperwork according to direction and procedures.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

This position has no managerial responsibilities ~~None~~.

MINIMUM QUALIFICATIONS:**Education and Experience:**

High school diploma or GED equivalent; AND one year of work experience which would prepare a person for this position; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

Must possess State of Arizona Driver's license.

Some positions may require [First Aid & CPR certification or position specific certification](#).

Required Knowledge of:

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of the Parks & Recreation Division.
- [Policies, rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment](#).
- Customer service standards and protocols.
- Occupational hazards and safety precautions.

Required Skill in:

- Using initiative and independent judgment within established procedural guidelines.
- Interpreting a variety of technical instructions and program requirements.
- Working effectively with others to develop solutions for problems.
- Following safe work [& recreation](#) practices
- Providing effective customer service, and dealing tactfully and courteously with the public.
- [Performing necessary manual labor and skilled tasks that may require lifting and moving heavy objects, stooping, bending & twisting and participation in recreation activities](#).
- Establishing and maintaining effective working relationships with co-workers and the public.
- Operating standard office equipment, and a personal computer utilizing standard software [and recreation equipment such as scoreboards & PAs](#).
- Communicating clearly and concisely, both verbally and in writing.

Required Ability to:

- [Interact well with a variety of people in public settings](#).

Physical Demands / Work Environment:

- Work is performed in a standard office environment, as well as indoors and outdoors during all weather conditions at Town recreation facilities, venues and off-site locations and includes nights and weekends; required to perform moderate physical work, and lift and carry up to 50 pounds.