

## AGENDA



**SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
Of the  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street #106  
Wednesday, July 23, 2008  
6:15 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Public Hearing on the FY 08/09 Budget.** (Staff Resource: Lisa Elliott)
4. **Adjournment**

Posted by: D. Jones

Date/Time: 7-16-08 9:15 a.m.

*Note: Pursuant to A.R.S. §38-431.03.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.

**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Date:** July 23, 2008

**Meeting Type:** Special Session at 6:15

**Type of Presentation:** Verbal Only

**REFERENCE DOCUMENT:** Public Hearing FY 2008/2009 Budget.

**AGENDA TITLE: (Be Exact):**

Public Hearing concerning Fiscal Year (FY) 2008/2009 Budget.

**PURPOSE AND BACKGROUND INFORMATION:**

To ensure the public has an opportunity to comment on the tentative FY 2007/2008 budget prior to possible adoption of the budget on August 6, 2008.

**STAFF RECOMMENDATION(S): (Suggested Motion)**

Take public comments on the tentative FY 2007/2008 budget.

**Type of Document Needing Approval:**

**Finance Director Review**

Budgeted/Amount

N/A

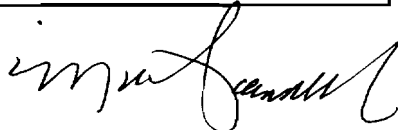
**Comments:**

**Fund:**

**Line Item:**

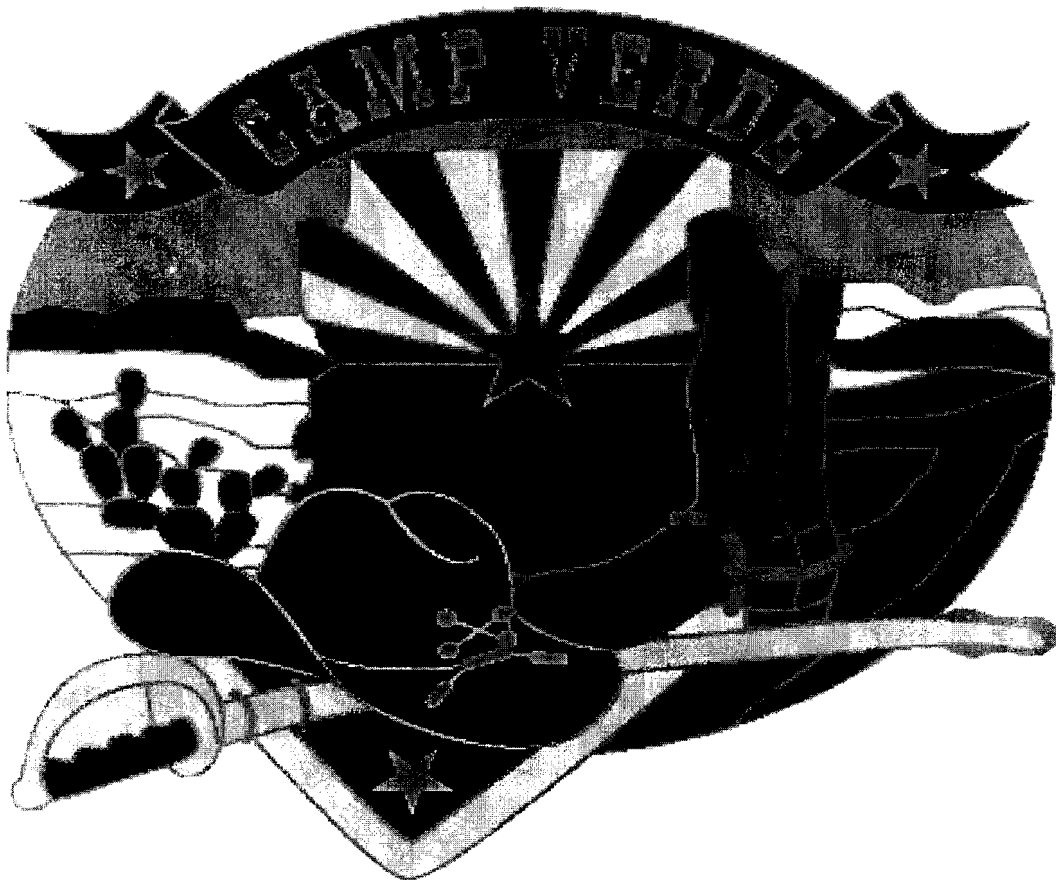
**Submitting Department:** Administration/Manager

**Contact Person:** Michael K. Scannell

**Town Manager/Designee:** 

**Please Note:** You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

# TOWN OF CAMP VERDE FY 2008/2009 BUDGET



## Tentative Budget

Adopted by Council on June 25, 2008

# Town of Camp Verde

## Mission Statement



We, the Town of Camp Verde and its employees, through our team building efforts, are committed to providing trust and stewardship by forming and nurturing partnerships with our citizens and each other.

This partnership will allow us to collectively and strategically plan, deliver and improve services that provide public safety, health, environmental protection, cultural enrichment, and preserve our financial and natural resources while respecting our special, small-town character and quality of life. This foundation will sustain the public trust through open and responsive government. Ultimately, the quality of life in Camp Verde will measure our success.

# Town of Camp Verde

## General Information

The Town of Camp Verde was incorporated on December 8, 1986. According to the 2006 Census Bureau estimates, the population of Camp Verde is 10,610. Because the Town is located along the I-17 freeway, most of the local economy involves service stations, restaurants, hotels, and the like. Tourist attractions include: Montezuma Castle National Monument, Fort Verde State Historic Park, Cliff Castle Casino, and Out of Africa.

### Location

Camp Verde is located 86 miles north of Phoenix in Yavapai County. The climate is arid, the hot summer days are often cooled by monsoons rains and the winters are mild. Camp Verde's valley floor is classified as Lower Sonoran Desert. However, because it is situated on the Verde River, Camp Verde occupies a rare and enviable position among Arizona cities and towns. According to the United States Census Bureau, the Town has a total area of 42.6 square miles.

### Historic Preservation

The community possesses some of the oldest and finest historic resources in the Verde Valley. Camp Verde is nearly unique in Arizona in having examples of buildings from its entire historic period. Such resources are vibrant links to the past representing the people, processes and events that made the Town what it is today. These resources give Camp Verde a sense of its uniqueness and roots. To demonstrate this point, Fort Verde State Historic Park annually draws approximately 40,000 visitors to the center of Camp Verde, and nearby Montezuma Castle, brings over a million to the area.

### Topography and Current Lifestyle

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

### General Plan Vision Statement

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



# Fiscal Year 2008-2009 Budget

## Mayor and Council Members

Tony Gioia.....	Mayor
Brenda Hauser.....	Vice-Mayor
Greg Elmer.....	Councilor
Norma Garrison.....	Councilor
Charles German.....	Councilor
Robert Kovacovich.....	Councilor
Ron Smith.....	Councilor

## Department Heads

Michael Scannell..	Town Manager/Interim Finance Director
Deborah Barber.....	Town Clerk
Nancy Buckel.....	Community Development Director
Gerard Laurito.....	Library Director
Ronald Long.....	Engineer/Public Works Director
Lynda Moore.....	Parks & Recreation Director
Matthew Morris.....	Housing Director
Roger Overholser.....	Magistrate
David Smith.....	Marshal/Human Resource Director

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## Estimated Fund Balances

Fund Description	FY 07	Estimated FY 08	Estimated FY 09
General Fund	3,518,376	3,113,105	3,116,152
Capital Improvements Fund	1,719,178	1,362,357	631,611
Parks Fund	1,660,258	84,432	168,132
Magistrate Special Revenue Fund	62,148	31,018	32,437
State Grants Fund	-	-	-
Yavapai-Apache Gaming Compact Fund	44,610	57,158	72,158
CDBG Grant Fund	-	-	-
9-1-1 Fund	1,184	1,784	2,384
Debt Service Fund	97	97	23
Library Building Fund	186,440	223,044	247,493
Impact Fee Fund	34,072	106,684	182,164
Housing Grant Fund	194,585	205,585	16,979
Donations Fund	-	7,291	7,291
Streets/HURF Fund	(122,328)	473,508	-

Cummulative Total Fund Balances:      7,298,620      5,666,063      4,476,824



# Town of Camp Verde

## Statement of General Fund Activities

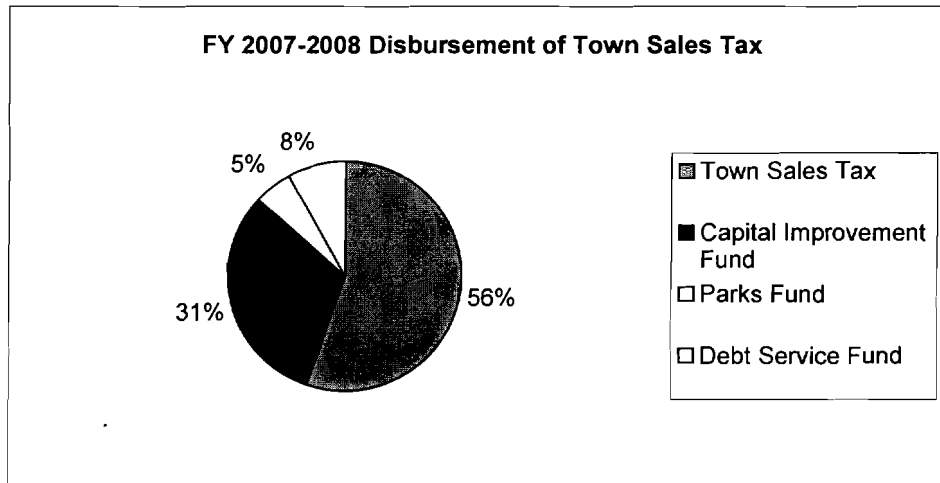
General Fund Activities (Departments)	FY2007-2008	Manager's Recommended		General Fund Support
	Estimated Actuals	Department Expenses	Department Revenues	
Mayor & Council	19,413	73,147	0	73,147
Housing	90,071	117,090	0	117,090
Building Department	204,676	155,700	155,000	700
Planning Department	156,365	0	0	0
Town Manager	151,946	200,246	0	200,246
Town Clerk	218,256	286,179	16,020	270,159
Finance Department	347,536	241,956	0	241,956
Community Development	84,895	500,444	26,650	473,794
Non-Departmental	827,038	526,505	0	526,505
Legal	0	72,091	0	72,091
Human Resources	12,235	37,824	0	37,824
Maintenance Department	232,382	423,141	6,000	417,141
Janitorial	84,031	0	0	0
Marshal's Department	2,294,481	2,243,381	74,370	2,169,011
Animal Control	109,849	123,446	8,200	115,246
Municipal Court	370,613	373,521	347,403	26,118
Pool	112,015	123,957	39,500	84,457
Parks & Recreation	461,499	284,884	48,000	236,884
Special Events	96,589	74,576	46,000	28,576
Camp Verde Community Library	353,017	379,054	84,918	294,136
Beaver Creek Library	0	26,727	26,727	0
Public Works/Engineer	127,266	507,311	370,524	136,787
Contingency	0	120,000	0	120,000
<b>Total General Fund Activities</b>	<b>6,354,172</b>	<b>\$ 6,891,180</b>	<b>\$ 1,249,312</b>	<b>\$ 5,641,868</b>

General Revenues:	FY2007-2008	FY2008-2009
	Est. Actuals	
Taxes:		
Town Sales Tax for General Purposes	1,158,393	1,895,000
Town Sales Tax Restricted for Capital Improvements	580,000	0
Town Sales Tax Restricted for Parks Development	97,399	440,000
Town Sales Tax Restricted for Debt Service Obligations	151,607	151,607
Franchise Taxes	229,200	225,500
State Shared Revenues	2,499,046	2,552,263
County Shared Revenues (Vehicle License Tax)	662,955	629,807
Investment Earnings	180,000	150,000
Miscellaneous	73,700	56,700
Operating Transfer In-Parks Fund	320,063	200,000
Operating Transfer In-CIP Fund	0	86,300
Operating Transfers Out - Capital, Parks, Debt Service	(852,330)	(742,263)
<b>Total General Revenues:</b>	<b>\$ 5,100,034</b>	<b>\$ 5,644,914</b>
<b>Net &lt;Subsidy From&gt; /Contribution to General Fund Balance:</b>		<b>\$ 3,046</b>

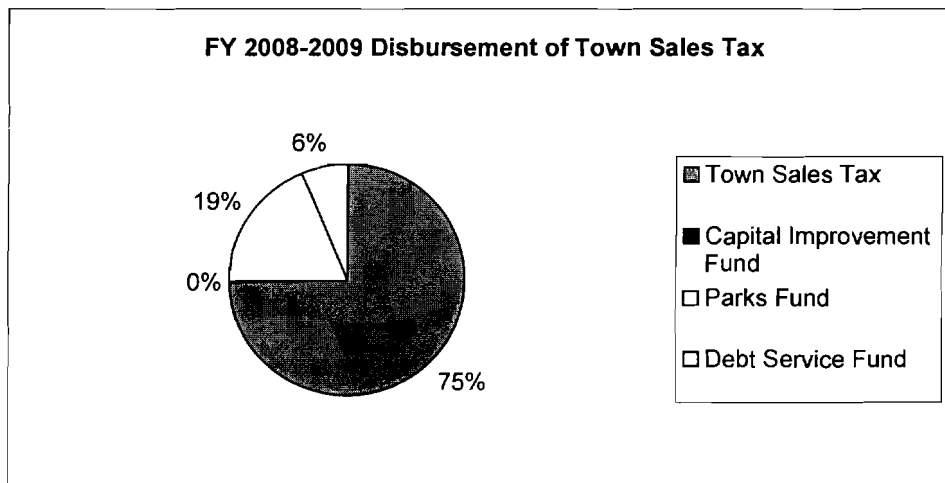
# Town Sales Tax Distribution Comparisons

Historically, and in the FY 2007-2008, the Town's Sales Tax is split into three sections and allocated as follows:  
 General Purpose Sales Tax - 1 cent of the 2 cent Town Sales Tax, 100% of the Accommodation Tax, and 2 cents of the 3 cent Construction Tax  
 Of the remaining Town Sales Tax, amounts are allocated as follows:  
 Capital Improvement Projects Fund (CIP Fund) - 60% of 1 cent of the 2 cent Town Sales Tax  
 Parks Fund - 40% of 1 cent of the 2 cent Town Sales Tax  
 Debt Service fund - 1 cent of the 3 cent Construction Tax

The FY 2007-2008 distribution of Town Sales Tax is as follows (also depicted in the graph):  
 General Purpose Sales Tax - 56% of the total Town Sales Tax collected  
 Capital Improvement Projects Fund (CIP Fund) - 31% of the total Town Sales Tax collected  
 Parks Fund - 5% of the total Town Sales Tax collected  
 Debt Service Fund - 8% of the total Town Sales Tax collected  
 The decreased amount in the FY 2007-2008 Parks Fund is due to the reallocation of Parks Fund distributions to the General Purpose Town Sales Tax fund to help alleviate the effects of the down-turn in the economy with respect to maintaining the General Fund departmental operations.



In the FY 2008-2009, due to the decline in Town Sales Tax revenues, Staff is recommending re-allocating the Sales Tax distributions in the following manner:  
 General Purpose Sales Tax - 75% of the total Town Sales Tax collected  
 Capital Improvement Projects Fund (CIP Fund) - 0% of the total Town Sales Tax collected  
 Parks Fund - 19% of the total Town Sales Tax collected  
 Debt Service Fund - 6% of the total Town Sales Tax collected



The reallocation of the Town Sales Tax revenues will allow the General Fund to maintain an adequate level of service to the community while still providing adequate funding for the CIP Fund, Parks Fund and the Debt Service Fund. Estimated year end fund balances for the CIP Fund and Parks Fund are as follows:

	FY2007-2008	FY2008-2009
CIP Fund	\$ 1,362,357	\$ 631,611
Parks Fund	\$ 84,432	\$ 168,132

General Purpose Revenues

Local Revenues

Fund 01-40-00

			ESTIMATED	2008/2009	2008/2009	2008/2009
			2007/2008	DEPARTMENT	MANAGER'S	COUNCIL
			BUDGET	REQUEST	RECOMMEND	ADOPTION
			2007/2008	2007/2008	2007/2008	2007/2008
			ACTUAL	ACTUAL	ACTUAL	ACTUAL
4001	4000	Town Sales Tax	1,780,000	1,025,893	1,520,000	1,760,000
4001		1% Construction Tax - Allocated to Debt Serv Fund		151,607	151,607	151,607
4002		Capital Improvement Fund Sales Tax Allocation	700,000	580,000	240,000	0
4003		Parks Fund Sales Tax Allocation	470,000	97,399	440,000	440,000
4004		Accommodation Tax		132,500	135,000	135,000
4038		Credit Card Processing Fees	500	0	0	0
4065		APS Franchise	195,000	186,500	185,000	185,000
4066		CV Water System Franchise	24,000	21,000	20,000	20,000
4067		NPG Cable Franchise Fees	18,000	16,900	16,000	16,000
4068		UNS Gas Franchise Fees	7,200	4,800	4,500	4,500
4070		Rio Verde Plaza Rents-transfer to Debt Service	38,000	33,300	36,000	36,000
4080	-	Copies/Bid Sheets	500	400	0	0
4090		Reimbursement/Restitution	45,000	6,000	5,000	5,000
4091		Reimbursement - Bonds	500	0	500	500
4100		Miscellaneous	4,000	30,000	11,200	11,200
4110		Surplus Property Sales - Town	5,000	4,000	4,000	4,000
4900		Investment Interest	150,000	180,000	150,000	150,000
<b>TOTAL</b>			<b>\$ 3,437,700</b>	<b>\$ 2,470,299</b>	<b>\$ 2,918,807</b>	<b>\$ 2,918,807</b>

State Shared Revenues

Fund 01-41-00

4200		Urban Revenue Sharing	1,511,207	1,510,103	1,581,760	1,581,760
4220		State Sales Tax	1,092,776	988,944	970,503	970,503
<b>TOTAL</b>			<b>\$ 2,603,983</b>	<b>\$ 2,499,046</b>	<b>\$ 2,552,263</b>	<b>\$ 2,552,263</b>

County Revenues

Fund 01-43-00

4400		Vehicle License Tax	735,000	662,955	629,807	629,807
<b>TOTAL</b>			<b>\$ 735,000</b>	<b>\$ 662,955</b>	<b>\$ 629,807</b>	<b>\$ 629,807</b>

**Total General Purpose Revenues**

<b>\$ 6,776,683</b>	<b>\$ 5,632,301</b>	<b>\$ 6,100,877</b>	<b>\$ 6,100,877</b>	<b>\$ 6,100,877</b>
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Operating Transfers

7777		Transfers In-Parks Fund		320,063	200,000	200,000
7777		Transfers In-CIP Fund				86,300
8888		Transfers Out-CIP Fund, Parks Fund, Debt Service		(852,330)	(982,264)	(742,263)
<b>\$ -</b>			<b>\$ (532,267)</b>	<b>\$ (782,264)</b>	<b>\$ (455,963)</b>	<b>\$ (455,963)</b>

**Net Available General Purpose Revenues**

<b>\$ 6,776,683</b>	<b>\$ 5,100,034</b>	<b>\$ 5,318,613</b>	<b>\$ 5,644,914</b>	<b>\$ 5,644,914</b>
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General Fund Departmental Subsidies

50-00		Mayor & Council	26,595	19,413	83,548	73,147
50-13		Grants	1	0	0	0
50-14		Housing Department	103,740	90,071	117,091	117,090
50-21		Building Department	(126,690)	28,676	(43,400)	700
50-22		Planning & Zoning	210,696	156,365	0	0
50-50		Town Manager	188,398	151,946	200,245	200,246
50-52		Town Clerk	227,397	212,826	298,161	270,159
50-53		Finance Department	254,771	347,536	241,957	241,956
50-54		Community Development	183,330	84,895	543,794	473,794
50-55		Non-Departmental	979,383	827,038	551,505	526,505
50-56		Legal Department	0	0	72,090	72,091
50-57		Human Resources	14,405	12,235	67,824	37,824
50-75		Maintenance Division	233,314	224,482	462,029	417,141
50-76		Janitorial	86,452	84,031	0	0
60-62		Marshal's Department	2,247,573	2,233,681	2,230,593	2,169,011
60-64		Animal Control	101,260	96,849	115,247	115,246
60-68		Municipal Court	(11,798)	(12,787)	62,706	26,118
70-77		Pool	78,083	79,215	79,112	84,457
80-80		Parks & Recreation	421,215	426,819	235,613	236,884
80-81		Special Events	24,589	30,789	1,628	28,576
80-83		Camp Verde Community Library	286,827	283,960	294,136	294,136
		Beaver Creek Library	0	0	0	0
99-99		Public Works/Engineer	144,291	127,266	135,741	136,787
		Contingency				120,000
<b>Total General Purpose Subsidies</b>			<b>\$ 5,673,834</b>	<b>\$ 5,505,305</b>	<b>\$ 5,749,619</b>	<b>\$ 5,641,868</b>

**Net <Subsidy From>/Contribution To General Fund Balance**

<b>\$ 1,102,849</b>	<b>\$ (405,271)</b>	<b>\$ (431,006)</b>	<b>\$ 3,046</b>	<b>\$ 3,047</b>
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Prior Year Ending General Fund Fund Balance

Estimated Ending General Fund Fund Balance (deficit)

\$ 3,518,376	\$ 3,518,376	\$ 3,113,105	\$ 3,113,105	\$ 3,113,105
\$ 4,621,225	\$ 3,113,105	\$ 2,682,099	\$ 3,116,151	\$ 3,116,152

# Mayor & Council

## **Our Mission**

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

## **Department Duties/Description**

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

### **Department Staffing:**

Mayor (1)  
Vice Mayor (1)  
Councilors (5)

### **Accomplishments for the Fiscal Year 2007/2008:**

1. Welcomed new Council members Greg Elmer, Norma Garrison and Charlie German.
2. Hired a new Town Manager and a Magistrate.
3. Purchased 118 acres of USFS land for the new Community Park.
4. Passed 11 ordinances and 16 resolutions.
5. Increased number of Council meetings with 61 meetings in 2007 and 42 meetings from January 2008 through April 2008.
6. Instituted legislative watches and development of a Policy Statement in which the Mayor can respond to legislative issues with short notice.
7. Began work on water conservation measures.
8. Committed \$2.3 million to assist the Sanitary District through an Intergovernmental Agreement.
9. Appointed the first Design Review Committee.

### **Performance Objectives for Fiscal Year 2008/2009:**

1. Plan for the new Community Park with ball fields as a first priority.
2. Move forward with plans for a new Community Library.
3. Continue our strong commitment to fiscal responsibility.
4. Continue our strong commitment to citizen satisfaction.
5. Keep an active watch on legislative issues that impact the Town.
6. Work with other local governments and the Yavapai-Apache Nation to maximize resources and maintain strong intergovernmental working relationships.

### **Significant Expenditure Changes:**

- \* Legal Services includes additional amounts for the three elections that are being held in the 2008-2009 fiscal year.

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009	2008/2009	2008/2009
	2007/2008 BUDGET	2007/2008 ACTUAL			DEPARTMENT REQUEST	MANAGER'S RECOMMEND	COUNCIL ADOPTION
<b>Salary Related Expenditures</b>							
6000 Salaries	4,200	4,450	6000	Salaries	4,200	4,200	4,200
7014 FICA	260	276	6010	FICA	260	260	260
7013 Medicare	61	65	6011	Medicare	61	61	61
7011 Unemployment	52	55	6013	Unemployment	41	41	41
7012 Workman's Compensation	23	18	6014	Workman's Compensation	17	17	17
<b>Total Salary Expenditures</b>	<b>\$ 4,595</b>	<b>\$ 4,864</b>		<b>Total Salary Expenditures</b>	<b>\$ 4,580</b>	<b>\$ 4,579</b>	<b>\$ 4,579</b>
<b>Operating Expenditures</b>							
6009 Training	4,200	4,200	7010	Training	5,000	2,000	2,000
6010 Travel	3,500	4,749	7015	Travel	4,500	2,000	2,000
6040 Office Supplies	1,000	500	7030	Office Supplies	500	500	500
6011 Subscription/Memberships	300	100	7035	Subscriptions/Memberships	300	300	300
6020 Fuel/Oil/Lube	3,000	800	7055	Fuel/Oil/Lube	3,000	2,000	2,000
			7060	Electric	1,632	1,632	1,632
			7061	Gas/Propane	309	309	309
			7062	Water	150	150	150
			7063	Sewer	92	92	92
			7064	Waste Removal	214	214	214
7032 Special Equipment	3,600	1,000	7065	Telephone			
			7066	Cell Phone	432	432	432
			7067	Pest Control	59	59	59
			7110	Legal Services	50,000	50,000	50,000
6060 Security	300	300	7570	Security System	300	300	300
7030 Public Relations	1,500	800	7571	Public Relations	1,500	1,500	1,500
7031 Special Committee Assignments	300		7572	Special Committee Assignments	300	300	300
7036 Dinner/Reception Expense	2,000	1,400	7573	Dinner/Reception Expense	3,000	3,000	3,000
7035 Council Per-Diem	-		n/a				
				Televised Council Meetings	3,780	3,780	3,780
<b>Total Operating Expenditures</b>	<b>\$ 19,700</b>	<b>\$ 13,849</b>		<b>Total Operating Expenditures</b>	<b>\$ 75,068</b>	<b>\$ 68,568</b>	<b>\$ 68,568</b>
<b>Equipment/Capital Expenditures</b>							
8001 Office Equipment/Furniture	300		8000	Office Equipment/Furniture	3,900	-	-
6031 Office Equipment/Computer	2,000	700	8010	Computer Equipment	-	-	-
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 2,300</b>	<b>\$ 700</b>		<b>Total Equipment/Capital Expenditures</b>	<b>\$ 3,900</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ 26,595</b>	<b>\$ 19,413</b>		<b>Total Expenditures</b>	<b>\$ 83,548</b>	<b>\$ 73,147</b>	<b>\$ 73,147</b>
Revenues							
<b>Mayor &amp; Council Revenues</b>				<b>Mayor &amp; Council Revenues</b>			
N/A				N/A	-	-	-
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>		<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Net <Subsidy From>/Contribution To General Purpose Revenues	<b>\$ (26,595)</b>	<b>\$ (19,413)</b>			<b>\$ (83,548)</b>	<b>\$ (73,147)</b>	<b>\$ (73,147)</b>

# Town Manager

## **Our Mission**

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

## **Department Duties/Description**

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

### **Department Staffing:**

Town Manager (1)

Assistant to the Town Manager (1)

### **Accomplishments for the Fiscal Year 2007/2008:**

1. Developed a budget balancing strategy for use in closing a \$1.8 million shortfall.
2. Participated in drafting a revised Intergovernmental Agreement with the Camp Verde Sanitary District which, upon implementation, will more properly address the interests of the residents of the Town of Camp Verde.
3. Served as the Interim Town Finance Director for the period October 1, 2007 through the end of the 2007-2008 fiscal year.
4. Developed a financing plan for the acquisition of a one hundred eighteen acre community park.
5. Successfully managed the financial and operation affairs of the Town of Camp Verde.
6. Provided council to the members of the Town Council on issues of strategic and tactical import.
7. Worked closely with the Town's Department Heads on the goal of streamlining the manner with which our services are delivered.

### **Performance Objectives for Fiscal Year 2008/2009:**

1. To assist the Town Council in developing and implementing a strategic vision for the Town of Camp Verde.
2. To provide policy counsel to the Town Council on issues of strategic import.
3. To monitor the delivery of Town services so as to insure that said services are delivered in a cost effective/efficient manner.
4. To restore the confidence of the Camp Verde community in our ability to manage our affairs in a prudent and proper manner.
5. To foster effective working relationships with our local government partners in the region.

### **Significant Expenditure Changes:**

- \* Addition of Legal Services (7110) to allocate legal expenses to each department as used rather than a combined account. The allocation of legal services will better show the department's actual expenditures and allow for better tracking on the usage of the Town Attorney.

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009	2008/2009	2008/2009
	2007/2008 BUDGET	2007/2008 ACTUAL			DEPARTMENT REQUEST	MANAGER'S RECOMMEND	COUNCIL ADOPTION
<b>Salary Related Expenditures</b>							
6000 Salaries	129,859	114,309	6000	Salaries	147,143	147,143	147,143
7014 FICA	8,051	7,087	6010	FICA	9,123	9,123	9,123
7013 Medicare	1,883	1,657	6011	Medicare	2,134	2,134	2,134
7015 Retirement	12,466	10,974	6012	Retirement	13,905	13,905	13,905
7011 Unemployment Insurance	172	242	6013	Unemployment Insurance	137	137	137
7012 Workman's Compensation	697	852	6014	Workman's Compensation	600	600	600
6002 Health, Life & STD Insurance	10,768	9,461	6020	Health, Dental, Life & STD Insurance	11,495	11,495	11,495
6003 Dental Insurance	652	163	6021	Dental Insurance	0	0	0
<b>Total Salary Expenditures</b>	<b>\$ 164,548</b>	<b>\$ 144,746</b>		<b>Total Salary Expenditures</b>	<b>\$ 184,536</b>	<b>\$ 184,537</b>	<b>\$ 184,537</b>
<b>Operating Expenditures</b>				<b>Operating Expenditures</b>			
6009 Training	5,000	1,000	7010	Training	500	500	500
6010 Travel	3,000	500	7015	Travel	300	300	300
6040 Office Supplies	3,000	2,000	7030	Office Supplies	2,000	2,000	2,000
6011 Subscriptions/Memberships	800	1,100	7035	Subscriptions/Memberships	1,350	1,350	1,350
6042 Books/Tapes/Publications	200	100	7036	Books/Tapes/Publications	200	200	200
6041 Printing	600	200	7037	Printing	500	500	500
6201 Computer Services/Software	1,000	300	7040	Computer Services/Software	1,000	1,000	1,000
6021 Repair/Maintenance - Auto	2,000	1,000	7050	Auto Repair/Maintenance	0	0	0
6020 Fuel/Oil/Lube	1,500	400	7055	Fuel/Oil/Lube	0	0	0
			7060	Electric	1,049	1,049	1,049
			7061	Gas/Propane	199	199	199
			7062	Water	97	97	97
			7063	Sewer	59	59	59
			7064	Waste Removal	137	137	137
			7065	Telephone			
			7066	Cell Phone	480	480	480
			7067	Pest Control	38	38	38
			7110	Legal Services	6,000	6,000	6,000
7030 Public Relations	750	300	7571	Public Relations	500	500	500
<b>Total Operating Expenditures</b>	<b>\$ 17,850</b>	<b>\$ 6,900</b>		<b>Total Operating Expenditures</b>	<b>\$ 14,409</b>	<b>\$ 14,409</b>	<b>\$ 14,409</b>
<b>Equipment/Capital Expenditures</b>				<b>Equipment/Capital Expenditures</b>			
6031 Office Equipment/Maintenance	3,000	300	8000	Office Equipment/Furniture	300	300	300
6204 Computer Equipment	3,000	0	8010	Computer Equipment	1,000	1,000	1,000
			8020	Equipment Lease	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 6,000</b>	<b>\$ 300</b>		<b>Total Equipment/Capital Expenditure</b>	<b>\$ 1,300</b>	<b>\$ 1,300</b>	<b>\$ 1,300</b>
<b>Total Expenditures</b>	<b>\$ 188,398</b>	<b>\$ 151,946</b>		<b>Total Expenditures</b>	<b>\$ 200,245</b>	<b>\$ 200,246</b>	<b>\$ 200,246</b>
Revenues				Revenues			
<b>Town Manager Revenues</b>				<b>Town Manager Revenues</b>			
N/A				N/A	-	-	-
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>		<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Net <Subsidy From>/Contribution To General Purpose Revenues	<b>\$ (188,398)</b>	<b>\$ (151,946)</b>			<b>\$ (200,245)</b>	<b>\$ (200,246)</b>	<b>\$ (200,246)</b>

# Town Clerk

## **Our Mission**

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

## **Department Duties/Description**

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

- \* The Clerk is the Election Official and performs those duties required by state statute.
- \* Maintains a true and accurate record of all business transactions by the Council and all other records that pertain to the business of the Town or that Council directs.
- \* Serves as the Records and Information Manager.
- \* Issues all licenses that may be prescribed by state statute, Town ordinance, or the Town Code.
- \* Provides administrative support to the Mayor, Council, and Town Manager.

## **Department Staffing:**

Town Clerk (1)  
Deputy Town Clerk (1)  
Receptionist/Administrative Assistant (1)  
Transcriptionist

## **Accomplishments for the Fiscal Year 2007/2008:**

1. Continued to improve records management. Purged and organized 12 years of outdated records.
2. Provided web access to Town ordinances.
3. Provided web access to the audio of Council and Planning & Zoning meetings.
4. Networked Clerk's staff computers providing all staff with access to vital information.
5. Reduced the amount of paper consumed by providing web access and e-records to complete agenda packets.
6. Completed the Clerk's Office Policies & Procedures Manual.
7. Recertified for State and Municipal Elections Officers.
8. Assumed Community Development Block Grant (CDBG) projects.
9. Remodeled the front office using volunteers and donations.
10. Implemented Focus on Customer Service First program.

## **Performance Objectives for Fiscal Year 2008/2009:**

1. Fiscal year 2008/2009 includes elections for Mayor and three (3) Council seats. Due to the complexity of and time constraints relating to elections, the elections (3) become our primary focus, as the process consumes anywhere from 6 to 9 months, depending on ballot questions. We plan to prepare comprehensive candidate books; prepare to meet new statutory requirements for posting the candidate's Campaign Finance information on the web site; update the web page to include Spanish translation, the latest election laws, and other useful information; and endeavor to provide a seamless election process with a focus on public awareness.
2. Develop an inventory of Town-owned real property and Fixed Asset Inventory.
3. Update web page for user-friendliness to include development of fillable forms, posting of resolutions, and other documents to enable maximum public access.
4. Maintain a customer service orientation with a mind-set for continuous improvement of service delivery.
5. Develop a method of digitize records in a manner that meets pertinent federal and state requirements relative to safeguarding public records, as the budget permits.

## **Significant Expenditure Changes:**

- \* Increase of \$28,000 in Elections (7580) to cover the cost of three (3) elections. The proposed Sanitary District question in November and the Primary and General elections in March and May. This amount includes a publicity pamphlet for the November election only.
- \* Increase of \$1,500 for Overtime (6001) due to the increased number and length of meetings requiring staff overtime.
- \* Increase of \$10,000 in Business License Revenues due to increase of fee from \$10.00 per year to \$30.00 per year.
- \* Increase of \$4,000 in Computer Services/Software (7040) for annual licensing fee for OnBase Online document imaging and management software.



Town Clerk  
Fund 01-20-12

Expenditures		ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
		2007/2008 BUDGET	2007/2008 ACTUAL					
<b>Salary Related Expenditures</b>								
6000	Salaries	160,320	160,320	6000	Salaries	163,822	163,822	163,822
6001	Overtime	1,500	1,500	6001	Overtime	3,000	3,000	3,000
7014	FICA	10,033	10,033	6010	FICA	10,343	10,343	10,343
7013	Medicare	2,346	2,346	6011	Medicare	2,419	2,419	2,419
7015	Retirement	15,535	15,535	6012	Retirement	14,016	14,016	14,016
7011	Unemployment Insurance	344	344	6013	Unemployment Insurance	274	274	274
7012	Workman's Compensation	868	660	6014	Workman's Compensation	680	680	680
6002	Health, Life & STD Insurance	15,971	16,960	6020	Health, Dental, Life & STD Insurance	16,943	16,943	16,943
6003	Dental Insurance	978	407	6021	Dental Insurance	0	0	0
	<b>Total Salary Expenditures</b>	<b>\$ 207,895</b>	<b>\$ 208,105</b>		<b>Total Salary Expenditures</b>	<b>\$ 211,499</b>	<b>\$ 211,497</b>	<b>\$ 211,497</b>
<b>Operating Expenditures</b>								
6009	Training	3,000	800	7010	Training	3,000	3,000	3,000
6010	Travel	2,000	700	7015	Travel	2,000	2,000	2,000
6040	Office Supplies	4,000	2,500	7030	Office Supplies	2,500	2,500	2,500
6011	Subscriptions/Memberships	1,000	700	7035	Subscriptions/Memberships	1,000	1,000	1,000
6042	Books/Tapes/Publications	1	1	7036	Books/Tapes/Publications	0	0	0
6041	Printing	100	0	7037	Printing	0	0	0
6070	Advertising	9,000	3,000	7038	Advertising	5,000	5,000	5,000
6201	Computer Service/Software	2,000	1,200	7040	Computer Services/Software	2,000	6,000	6,000
6020	Fuel/Oil/Lube	500	400	7055	Fuel/Oil/Lube	500	500	500
				7060	Electric	1,982	1,982	1,982
				7061	Gas/Propane	375	375	375
				7062	Water	183	183	183
				7063	Sewer	112	112	112
				7064	Waste Removal	259	259	259
				7065	Telephone			
				7066	Cell Phone	0	0	0
				7067	Pest Control	71	71	71
				7110	Legal Services	20,000	20,000	20,000
				7580	Election (3)	28,000	28,000	28,000
7500	Election (1)	1	0	7581	Recording Fees	200	200	200
7501	Recording Fees	200	50	7582	Records Destruction	500	500	500
9138	Records Destruction	500	0		Software Support	32,000	0	0
55-6220	Transcription Contract Labor <i>transd to Clerk</i>	0	0		<b>Total Operating Expenditures</b>	<b>\$ 99,682</b>	<b>\$ 71,682</b>	<b>\$ 71,682</b>
	<b>Total Operating Expenditures</b>	<b>\$ 22,302</b>	<b>\$ 9,351</b>		<b>Total Operating Expenditures</b>	<b>\$ 99,682</b>	<b>\$ 71,682</b>	<b>\$ 71,682</b>
<b>Equipment/Capital Expenditures</b>								
6031	Office Equipment/Maintenance	1,000	800	8000	Office Equipment/Furniture	1,000	1,000	1,000
55-6210	Transcription Equipment	200	0	8000	Office Equipment/Furniture	0	0	0
6204	Computer	2,000	0	8010	Computer Equipment	2,000	2,000	2,000
				8020	Equipment Lease	0	0	0
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ 3,200</b>	<b>\$ 800</b>		<b>Total Equipment/Capital Expenditure</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
	<b>Total Expenditures</b>	<b>\$ 233,397</b>	<b>\$ 218,256</b>		<b>Total Expenditures</b>	<b>\$ 314,181</b>	<b>\$ 286,179</b>	<b>\$ 286,179</b>
<b>Revenues</b>								
<b>Town Clerk Revenues</b>								
4020	Business License	6,000	5,430		Business License	16,000	16,000	16,000
					Copies	20	20	20
	<b>Total Departmental Revenues</b>	<b>\$ 6,000</b>	<b>\$ 5,430</b>		<b>Total Departmental Revenues</b>	<b>\$ 16,020</b>	<b>\$ 16,020</b>	<b>\$ 16,020</b>
	<b>Total Expenditures</b>	<b>\$ 233,397</b>	<b>\$ 218,256</b>		<b>Total Expenditures</b>	<b>\$ 314,181</b>	<b>\$ 286,179</b>	<b>\$ 286,179</b>
	<b>Net &lt;Subsidy From&gt;/Contribution To General Purpose Revenues</b>	<b>\$ (227,397)</b>	<b>\$ (212,826)</b>		<b>Net &lt;Subsidy From&gt;/Contribution To General Purpose Revenues</b>	<b>\$ (298,161)</b>	<b>\$ (270,159)</b>	<b>\$ (270,159)</b>

# Finance Department

## **Our Mission**

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

## **Department Duties/Description**

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

- \* Creating and monitoring the budget.
- \* Creating monthly financial reports to monitor department's compliance with the budget.
- \* Maintaining the Town's bank accounts and investments.
- \* Accounts Payable
- \* Payroll
- \* Assisting the auditing firm with the Town's annual financial audit.
- \* Many other financial type duties.

The Finance Department exists to manage the funds provided to the Town through services provided and tax payer dollars.

## **Department Staffing:**

Director/Acting Director (0.5)  
Accountant (1)  
Finance Clerk (1)

## **Accomplishments for the Fiscal Year 2007/2008:**

1. Underwent an Internal Control Policy review and implemented new policies to safeguard the Town's finances.
2. Completed the 2006-2007 fiscal year audit.
3. Provided financial updates to Council and departments.
4. Created Resolution 2008-744 declaring the Mayor, Vice Mayor, Town Clerk and Finance Director as the authorized bank account signers for the Town of Camp Verde's bank accounts.
5. Consolidated the Town's banking accounts for increased ability to manage funds and increased interest earnings.
6. Transferred funds from the HURF Fund to remediate the amount owed to the General Fund for operating expenses.
7. Implemented a new budget process for the 2008-2009 fiscal year.
8. Implemented a new budget document for the 2008-2009 fiscal year.
9. Established a repayment agreement for the monies borrowed by the Parks Fund from the General Fund for the purchase of the 118 acre park site.
10. Informed Council and departments of the 2007-2008 budget shortfalls, took corrective action to mediate the deficiencies and kept Council and departments informed of the Town's financial standings for the 2007-2008 fiscal year.
11. Attended eleven (11) training and professional development conferences.

## **Performance Objectives for Fiscal Year 2008/2009:**

1. To oversee the compilation of the Town's 2008-2009 budget document.
2. Insure that the execution of the Town's 2008-2009 budget comports with the vision of the Common Council of the Town of Camp Verde.
3. Develop and implement the Financial Operations Guide.
4. Develop and implement an Investment Policy.
5. To acquire and implement a state of the art financial software system.
6. To undertake a review of the Town's fee setting process with an eye toward developing a fee setting mechanism which accurately defines the actual costs associated with the services we deliver.
7. To undertake a compliance audit of the Town's business license program and to present our findings to the Town Council for policy guidance.
8. To complete the 2007-2008 audit.
9. Continue the improvements to the budget process and budget document.
10. Continue training and professional development.

## **Significant Expenditure Changes:**

- \* Removed Finance Director position from salary related expenditures.
- \* Addition of account 7100 (Consulting Services) to retain the services of Heinfeld & Meech for Finance Director services.
- \* Increase of \$4,287 in account 7010 (Training) for professional growth and development opportunities.

## **Fiscal Notes**

- \* \$20,000 budgeted for Contract Labor/Services is allocated for the Annual Financial Audit.
- \* Upon departure of the Finance Director, the Town contracted with Heinfeld & Meech to provide consulting services for duties normally provided by the Finance Director. Staff feels that this agreement has served the Town very well. Staff has calculated the rolled up costs for hiring a Finance Director and is recommending using those monies to retain the services provided by Heinfeld & Meech in lieu of hiring a Finance Director.

Finance Department  
Fund 01-20-13

Expenditures	2007/2008 BUDGET	ESTIMATED 2007/2008 ACTUAL	NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
<b>Salary Related Expenditures</b>							
6000 Salaries	159,014	178,200	6000	Salaries	81,081	81,081	81,081
6001 Overtime	250	0	6001	Overtime	250	250	250
7014 FICA	9,874	11,048	6010	FICA	5,043	5,043	5,043
7013 Medicare	2,309	2,584	6011	Medicare	1,179	1,179	1,179
7015 Retirement	15,289	9,200	6012	Retirement	7,686	7,686	7,686
7011 Unemployment Insurance	258	206	6013	Unemployment Insurance	137	137	137
7012 Workman's Compensation	854	854	6014	Workman's Compensation	332	332	332
6002 Health, Life & STD Insurance	15,964	12,500	6020	Health, Dental, Life & STD Insurance	11,147	11,147	11,147
6003 Dental Insurance	978	353	6021	Dental Insurance	0	0	0
<b>Total Salary Expenditures</b>	<b>\$ 204,791</b>	<b>\$ 214,945</b>		<b>Total Salary Expenditures</b>	<b>\$ 106,855</b>	<b>\$ 106,855</b>	<b>\$ 106,855</b>
<b>Operating Expenditures</b>							
6009 Training	2,500	2,500	7010	Training	6,787	6,787	6,787
6010 Travel	1,800	1,200	7015	Travel	1,000	1,000	1,000
6040 Office Supplies	1,900	1,900	7030	Office Supplies	1,700	1,700	1,700
6011 Subscriptions/Memberships	600	200	7035	Subscriptions/Memberships	200	200	200
6042 Books/Tapes/Publications	700	350	7036	Books/Tapes/Publications	500	500	500
6041 Printing	200	200	7037	Printing	0	0	0
6043 Finance Forms	2,500	1,200	7037	Printing	2,000	2,000	2,000
6070 Advertising (Personnel)	2,700	1,465	7038	Advertising	200	200	200
6201 Computer Service/Software	1,500	120	7040	Computer Services/Software	0	0	0
6200 Fundware Technical Support	2,500	2,184	7040	Computer Services/Software	2,200	2,200	2,200
6203 Fundware Upgrade	3,000	0	7040	Computer Services/Software	0	0	0
6202 Fuel/Oil/Lube	300	400	7055	Fuel/Oil/Lube	1,000	1,000	1,000
			7060	Electric	695	695	695
			7061	Gas/Propane	363	363	363
			7062	Water	128	128	128
			7063	Sewer	44	44	44
			7064	Waste Removal	43	43	43
			7065	Telephone	528	528	528
			7066	Cell Phone	0	0	0
			7067	Pest Control	13	13	13
6053 Consulting Services	0	88,112	7100	Consulting Services	93,000	93,000	93,000
			7110	Legal Services	1,000	1,000	1,000
6092 Audit	25,000	30,000	7120	Contract Labor/Services	20,000	20,000	20,000
9138 Business License Supplies	200	150	n/a		0	0	0
<b>Total Operating Expenditures</b>	<b>\$ 45,400</b>	<b>\$ 129,981</b>		<b>Total Operating Expenditures</b>	<b>\$ 131,402</b>	<b>\$ 131,401</b>	<b>\$ 131,401</b>
<b>Equipment/Capital Expenditures</b>							
6031 Office Equipment/Maintenance	500	1,000	8000	Office Equipment/Furniture	500	500	500
6204 Computer Equipment	2,000	0	8010	Computer Equipment	1,500	1,500	1,500
6032 Copier Lease	2,080	1,610	8020	Equipment Lease	1,700	1,700	1,700
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 4,580</b>	<b>\$ 2,610</b>		<b>Total Equipment/Capital Expenditures</b>	<b>\$ 3,700</b>	<b>\$ 3,700</b>	<b>\$ 3,700</b>
<b>Total Expenditures</b>	<b>\$ 254,771</b>	<b>\$ 347,536</b>		<b>Total Expenditures</b>	<b>\$ 241,957</b>	<b>\$ 241,956</b>	<b>\$ 241,956</b>
<b>Revenues</b>							
Finance Revenues			Finance Revenues				
N/A			N/A				
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>		<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Net <Subsidy From>/Contribution To General Purpose Revenues	<b>\$ (254,771)</b>	<b>\$ (347,536)</b>			<b>\$ (241,957)</b>	<b>\$ (241,956)</b>	<b>\$ (241,956)</b>

# Human Resources

## **Our Mission**

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

## **Department Duties/Description**

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

### **Department Staffing:**

Human Resource Director (Town Marshal)  
Administrative Assistant (Marshal's Administrative Assistant)

### **Accomplishments for the Fiscal Year 2007/2008:**

1. Transitioned to a new employee benefits pool (health and dental insurance), which saved considerable funds for the Town without sacrificing benefits.
2. Developed a customer service instructional program and taught all Town employees.
3. Updated the Town's Personnel Manual.

### **Performance Objectives for Fiscal Year 2008/2009:**

1. Evaluate and update the annual personnel performance review process to include reviewing forms currently used and training supervisors on proper objective evaluation techniques.
2. Update all job descriptions.
3. Centralize and streamline all human resource functions and assist all departments with personnel issues.
4. Assist with a comprehensive compensation and classification study.
5. Work with other departments to develop an "Employee Recognition Program" for all Town employees.

### **Significant Expenditure Changes:**

- \* Addition of Training (7010), Office Supplies (7030), Advertising (7038), Recruitment Expenses (7522), and Legal Services (7110) to properly establish an accounting structure for Human Resource activities.
- \* Addition of \$2,000 for Employee Recognition Program (7523) to implement an employee recognition program to include: certificates, awards, employee summer gathering, employee holiday gathering, etc.

### **Fiscal Notes**

- \* Recruitment Expenses (7522) covers expenditures associated with recruiting and processing new and current employees and volunteers to include: fingerprinting, drug screening, DOT drug testing, polygraphs, psychological testing, and medicals.
- \* Personnel (7520) includes \$2,000 for a Hearing Officer and \$2,000 for a new ID card printer.

Human Resources  
Fund 01-20-14

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009	2008/2009	2008/2009
	2007/2008 BUDGET	2007/2008 ACTUAL			DEPARTMENT REQUEST	MANAGER'S RECOMMEND	COUNCIL ADOPTION
<b>Salary Related Expenditures</b>							
6000 Salaries	10,000	8,466	6000	Salaries	13,726	13,726	13,726
7014 FICA	620	525	6010	FICA	851	851	851
7013 Medicare	145	123	6011	Medicare	199	199	199
7011 Unemployment Insurance	86	86	6013	Unemployment Insurance	0	0	0
7012 Workman's Compensation	54	35	6014	Workman's Compensation	548	548	548
<b>Total Salary Expenditures</b>	<b>\$ 10,905</b>	<b>\$ 9,235</b>		<b>Total Salary Expenditures</b>	<b>\$ 15,324</b>	<b>\$ 15,324</b>	<b>\$ 15,324</b>
<b>Operational Expenditures</b>				<b>Operational Expenditures</b>			
				7010 Training	2,000	2,000	2,000
				7030 Office Supplies	1,000	1,000	1,000
				7038 Advertising	5,000	5,000	5,000
				7110 Legal Services	3,000	3,000	3,000
9501 Personnel	3,000	3,000	7520	Personnel	4,000	4,000	4,000
55-9150 Employee Safety Program	500		7521	Employee Safety Program	500	500	500
55-6059 Civil Hearing Officer- <i>infrd to Personnel</i>	0						
				7522 Recruitment Expenses	5,000	5,000	5,000
				Consulting Services	30,000	0	0
				7523 Employee Recognition Program	2,000	2,000	2,000
<b>Total Operational Expenditures</b>	<b>\$ 3,500</b>	<b>\$ 3,000</b>		<b>Total Operational Expenditures</b>	<b>\$ 52,500</b>	<b>\$ 22,500</b>	<b>\$ 22,500</b>
<b>Total Expenditures</b>	<b>\$ 14,405</b>	<b>\$ 12,235</b>		<b>Total Expenditures</b>	<b>\$ 67,824</b>	<b>\$ 37,824</b>	<b>\$ 37,824</b>
Revenues				Revenues			
<b>Human Resources Revenues</b>				<b>Human Resources Revenues</b>			
N/A				N/A	-	-	-
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>		<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Net <Subsidy From>/Contribution To General Purpose Revenues	<b>\$ (14,405)</b>	<b>\$ (12,235)</b>			<b>\$ (67,824)</b>	<b>\$ (37,824)</b>	<b>\$ (37,824)</b>

# Housing Department

## Our Mission

The Town of Camp Verde's Housing Department's mission is to promote and preserve community enhancement through comprehensive neighborhood revitalization efforts; and to provide and advocate for the availability and preservation of decent, safe and attainable housing for all Camp Verde citizens.

## Department Duties/Description

- \* Implementation and revision of General Plan Housing Element and Housing Strategy.
- \* Manage the Owner Occupied Home Rehabilitation Program for low income persons to maintain and preserve existing attainable housing inventory.
- \* Develop housing strategies for new attainable housing opportunities for low and moderate income persons.
- \* Promote fair housing awareness through affirmatively furthering fair housing initiatives.
- \* Provide educational opportunities for public to learn about the benefits of housing strategies and programs.
- \* Participate in housing efforts on a regional scale through Verde Valley Housing Taskforce.
- \* Promote homebuyer and personal finance management education opportunities.
- \* Provide direct support to Town Council and Housing Commission in the preparation of meeting agendas and provide technical support on housing and neighborhood revitalization items.
- \* Conduct and supervise housing studies in the community to gather data for evaluating current and proposed neighborhood revitalization plans.

## Department Staffing:

Housing Director (1)  
Administrative Assistant (0.5)

## Accomplishments for the Fiscal Year 2007/2008:

1. Completed public participation and drafted conceptual plan for Parkway Homes.
2. Conducted public outreach and application processing for Owner Occupied Home Rehabilitation Program.
3. Participated in the creation of the Verde Valley Housing Taskforce, a regional collaboration to address housing issues.
4. Promoted Housing Program at the Governor's Housing Forum, PAL CYI Affordable Housing Forum in Prescott, and at the Verde Valley Regional Plan Symposium.
5. Established Southwest Fair Housing Council Satellite Office at Town Hall and Yavapai College.

## Performance Objectives for Fiscal Year 2008/2009:

1. Complete HOME Grant 07/08.
2. Formulate Parkway Homes Program Criteria (buyer requirements, resale formula, etc.).
3. Draft and release Request for Proposals for Parkway Homes.
4. Update 1999 Housing Strategy.

## Fiscal Notes

- \* The amount being transferred out of the Salary Related Expenditures to the Housing Grant Fund are amounts being reimbursed by the Owner Occupied Housing Rehabilitation Grant with Administration Funds.
- \* Commission Expense (7300) is allocated to send the Housing Commissioners to the Affordable Housing Institute for training.

Housing Department - General Fund Operations  
Fund 01-20-15

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
	2007/2008 BUDGET	2007/2008 ACTUAL					
<b>Salary Related Expenditures</b>							
6000 Salaries	66,528	62,065	6000	Salaries	81,630	81,630	81,630
7014 FICA	4,125	3,848	6010	FICA	5,061	5,061	5,061
7013 Medicare	965	900	6011	Medicare	1,184	1,184	1,184
7015 Retirement	6,387	5,958	6012	Retirement	7,714	7,714	7,714
7011 Unemployment Insurance	172	172	6013	Unemployment Insurance	137	137	137
7012 Workman's Compensation	357	253	6014	Workman's Compensation	333	333	333
6002 Health, Life & STD Insurance	7,918	5,699	6020	Health, Dental, Life & STD Insurance	8,536	8,536	8,536
6003 Dental Insurance	489	136	6021	Dental Insurance	0	0	0
				Transfer Out to Housing Grant Fund	(12,482)	(12,482)	(12,482)
<b>Total Salary Expenditures</b>	<b>\$ 86,940</b>	<b>\$ 79,031</b>		<b>Total Salary Expenditures</b>	<b>\$ 92,113</b>	<b>\$ 92,113</b>	<b>\$ 92,113</b>
<b>Operating Expenditures</b>				<b>Operating Expenditures</b>			
6009 Training	4,500	4,500	7010	Training	3,500	3,500	3,500
6010 Travel	2,000	1,200	7015	Travel	2,000	2,000	2,000
6040 Office Supplies	1,500	760	7030	Office Supplies	1,000	1,000	1,000
6011 Subscriptions/Memberships	600	516	7035	Subscriptions/Memberships	600	600	600
6075 Advertising	3,000	1,224	7038	Advertising	3,000	3,000	3,000
6030 Computer Service/Software	2,000	1,344	7040	Computer Services/Software	1,000	1,000	1,000
6020 Fuel/Oil/Lube	800	800	7055	Fuel/Oil/Lube	1,000	1,000	1,000
n/a			7060	Electric	816	816	816
n/a			7061	Gas/Propane	154	154	154
n/a			7062	Water	75	75	75
n/a			7063	Sewer	46	46	46
n/a			7064	Waste Removal	107	107	107
6043 Cell Phone	400	386	7065	Telephone			
n/a			7066	Cell Phone	450	450	450
			7067	Pest Control	29	29	29
6066 Commission Expense	2,000	310	7110	Legal Services	8,500	8,500	8,500
			7300	Commission Expense	1,000	1,000	1,000
			7571	Public Relations	200	200	200
<b>Total Operating Expenditures</b>	<b>\$ 16,800</b>	<b>\$ 11,040</b>		<b>Total Operating Expenditures</b>	<b>\$ 23,478</b>	<b>\$ 23,477</b>	<b>\$ 23,477</b>
<b>Equipment/Capital Expenditures</b>				<b>Equipment/Capital Expenditures</b>			
			8000	Office Equipment/Furniture	500	500	500
			8010	Computer Equipment	1,000	1,000	1,000
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>		<b>Total Equipment/Capital Expenditure</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>Total Expenditures</b>	<b>\$ 103,740</b>	<b>\$ 90,071</b>		<b>Total Expenditures</b>	<b>\$ 117,091</b>	<b>\$ 117,090</b>	<b>\$ 117,090</b>
<b>Revenues</b>				<b>Revenues</b>			
<b>General Fund Housing Revenues</b>				<b>General Fund Housing Revenues</b>			
N/A				N/A	-	-	-
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>		<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net &lt;Subsidy From&gt;/Contribution To General Purpose Revenues</b>	<b>\$ (103,740)</b>	<b>\$ (90,071)</b>		<b>Net &lt;Subsidy From&gt;/Contribution To General Purpose Revenues</b>	<b>\$ (117,091)</b>	<b>\$ (117,090)</b>	<b>\$ (117,090)</b>

# Legal

## **Department Duties/Description**

The Legal expense account is used to track the payments on the contract for the Town's Prosecution Contract for the Camp Verde Municipal Court. The prosecution contract is not coded to the Camp Verde Municipal Court's budget as it is a conflict of interest for the Court to manage the prosecutor's contract.

### **Department Staffing:**

Town Prosecutor (Contract)  
Civil Hearing Officer

### **Fiscal Notes**

- \* The Prosecution Contract was previously budgeted under the Non-Departmental budget unit, however, the nature of the expenditure does not correspond with the Non-Departmental expense criteria and, therefore, is being reclassified to the Legal budget unit.
- \* The Civil Hearing Officer provides services for the Community Development Department regarding issues of code non-compliance and discrepancies



Legal

Fund 01-20-16

Expenditures

6000 Salaries  
 6010 FICA  
 6011 Medicare  
 6013 Unemployment Insurance  
 6014 Workman's Compensation  
**Total Salary Expenditures**

	ESTIMATED 2007/2008 BUDGET	2007/2008 ACTUAL	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
	0	0	1,000	1,000	1,000
	0	0	62	62	62
	0	0	15	15	15
	0	0	10	10	10
	0	0	4	4	4
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,090</b>	<b>\$ 1,091</b>	<b>\$ 1,091</b>

**Operational Expenditures**

6601 Prosecution Contract  
**Total Operation Expenditures**

			71,000	71,000	71,000
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 71,000</b>	<b>\$ 71,000</b>	<b>\$ 71,000</b>

**Total Expenditures**

	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72,090</b>	<b>\$ 72,091</b>	<b>\$ 72,091</b>
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Revenues

**Legal Revenues**

N/A  
**Total Departmental Revenues**

	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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Net <Subsidy From>/Contribution To General Purpose Revenues

	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (72,090)</b>	<b>\$ (72,091)</b>	<b>\$ (72,091)</b>
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# Non-Department Expenditures

## Departmental Duties/Description

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

### Significant Expenditure Changes:

- \* Decrease in overall departmental expenditures as the majority of the expenditures were allocated out to other departments.
- \* Increase of \$24,300 in account (4216) to fund the Transit Voucher Program due to the lack of grant funding that has previously funded this program.

### Fiscal Notes

- \* LTAF Cultural Expenses (4215) are monies allocated in the event that the Arizona Lottery reaches \$23 million thus allowing 10% of the Local Transportation Assistance Fund monies to be used for cultural, educational, historical, recreational or scientific facilities or programs. Before this percentage may be spent, an equal match must be obtained from non-public monies. In the past, these monies have been used to support the Missoula Children's Theater.
- \* LTAF II Grant Match (4216) are monies allocated to help fund the Transit Voucher Program typically funded in the State Grants Fund. In the fiscal year 2008-2009, grant funding is not anticipated, therefore, the grant match portion has been increased to keep the program operating.
- \* Subscriptions/Memberships (6011) consists of \$2,000 for NACOG's portion of the Rural Transportation Liaison and Economic Development Administration for the regional planning grant and \$7,360 for the Town's annual dues to the League of Arizona Cities and Towns.
- \* Chamber of Commerce (6097) has been revised to a performance based contract rather than a set amount being given to the Chamber of Commerce annually. In the fiscal year 2008-2009, the Town will support the Chamber of Commerce with \$70,000. As an incentive, the Chamber will be eligible to receive 50% of the increase in the Town's Accommodation Tax received during the fiscal year 2008-2009 in excess of the \$135,000 budgeted with a limit not to exceed \$20,000.
- \* Chamber of Commerce-AOT (Team) Grant (6098) is monies for the match portion of the grant.
- \* Consultant Services (6604) in the amount of \$10,000 is for appraisal of the 5 acre parcel donated to the Town in the Cliffs Subdivision.
- \* Stewards of Public Lands (6606) are monies allocated to assist the Stewards of Public Lands volunteer group with their public land clean-up projects for needed supplies, dump fees, etc.
- \* Natural Resources Committee (6612) is a regional committee that meets monthly to learn about and discuss issues regarding water and other natural resources that affect communities in our region. The monies allocated to the Natural Resources Committee are used to fund studies important to the committee's objective.
- \* Verde Valley Senior Center (7015) are monies to help fund the Verde Valley Senior Center's operations including the Meals-On-Wheels program that services residents of Camp Verde.
- \* Youth Count (8908) is an organization that establishes and manages community programs that serve youth, individuals, and families in Yavapai County. The monies provided by the Town of Camp Verde are used to fund these activities.
- \* Recycling (9008) is the monies allocated to fund the community recycling center currently located next to the Heritage Pool at 290 Apache Trail in Camp Verde.
- \* Emergency Services Agreement (9100) is an Inter-Governmental Agreement with Yavapai County for coordination of emergency services in the event of a large emergency.
- \* Yavapai County Water Advisory Committee (9125) is a committee of local communities and stakeholders committed to preserving sustainable water resources within Yavapai County by developing and enacting a total water management strategy. Monies provided to this committee are used to fund studies used in developing the management strategy.
- \* Verde River Basin Partnership (9402) is a membership fee based on population. The monies derived from this membership are used to fund studies on our water resources.
- \* Utility Expenditures are for those buildings/services that are not allocable to any one department.
- \* Property Cleanup in the amount of \$25,000 was requested by the Community Development Department. The Town Manager has recommended pursuing these issues in the civil courts rather than using the Town's resources to cover the cleanup and running the risk of not recuperating our funds.

Non-Departmental  
Fund 01-20-17

Expenditures		2007/2008	ESTIMATED	2008/2009	2008/2009	2008/2009
Operational Expenditures		BUDGET	2007/2008	DEPARTMENT	MANAGER'S	COUNCIL
			ACTUAL	REQUEST	RECOMMEND	ADOPTION
4215	LTAF Cultural Expense	5,000	2,328	5,000	5,000	5,000
4216	LTAF II Grant Match-Transit Voucher Program	0	0	18,300	18,300	18,300
6011	Subscriptions/Memberships	8,000	3,500	9,360	9,360	9,360
6013	Newspaper Town Page	3,000	2,600	3,000	3,000	3,000
6015	Internet Wireless Access	15,000	15,300	14,961	14,961	14,961
6016	IT System Maintenance/Anti-Virus	16,200	16,200	16,316	16,316	16,316
6031	Office Equipment/Maintenance	1,000	700	1,000	1,000	1,000
6032	Copier/Repairs/Supplies	200	0	0	0	0
6038	Security Deposits	200	0	0	0	0
6040	Fax Supplies	200	100	200	200	200
6041	Service Charges	1,500	4,500	4,500	4,500	4,500
6045	Copier Supplies	0	0	0	0	0
6046	Copier Paper	5,000	3,500	5,000	5,000	5,000
6050	Pest Control	3,000	3,600	0	0	0
6051	Town Phone Charges	40,000	19,200	0	0	0
6060	Promotional Items	500	0	0	0	0
6061	Conference Room Supplies	200	100	0	0	0
6062	Community Survey	1	0	0	0	0
6080	Postage	18,000	7,800	18,000	18,000	18,000
6095	Reimbursement - Bonds	119,000	112,110	0	0	0
6096	Contractual Services - Legal	10,000	100	0	0	0
6097	Chamber of Commerce	135,000	135,000	70,000	70,000	70,000
6098	Chamber of Commerce - AOT (Team) Grant	35,000	36,000	36,000	36,000	36,000
6099	Chamber of Commerce-Utility Expenses	0	0	300	300	300
6601	Prosecution Contract	71,000	71,000	0	0	0
6602	Town Attorney Contract	135,000	91,700	0	0	0
6603	LACT Strategic Plan	0	0	0	0	0
6604	Consultant Services	50,000	25,000	10,000	10,000	10,000
6606	Stewards of Public Lands	2,000	0	1,500	1,500	1,500
6607	Verde Valley Land Preservation Inst.	10,000	0	0	0	0
6608	Trails Committee	10,000	0	0	0	0
6609	Main Street Signage	10,000	0	0	0	0
6610	APS Maintenance Agreement-street lights	11,600	1,450	0	0	0
6611	Access Management Plan	1	0	0	0	0
6612	Natural Resources Committee	10,000	5,029	5,100	5,100	5,100
7010	Liability Insurance	165,000	191,700	201,285	201,285	201,285
7015	Verde Valley Senior Center	10,000	10,000	10,000	10,000	10,000
7050	Auto Repair/Maintenance			2,000	2,000	2,000
7055	Fuel/Oil/Lube			1,000	1,000	1,000
7060	Electric			7,343	7,343	7,343
7061	Gas/Propane			5,437	5,437	5,437
7062	Water			1,166	1,166	1,166
7063	Sewer			570	570	570
7064	Waste Removal			145	145	145
7065	Telephone			15,814	15,814	15,814
7066	Cell Phone			0	0	0
7067	Pest Control			662	662	662
8005	Copier Lease	14,000	11,000	14,000	14,000	14,000
8065	Postage Meter Lease	1,000	1,128	1,128	1,128	1,128
8906	Capital Improvements Plan	500	0	0	0	0
8907	Water Adjudication	10,000	0	1	1	1
8908	Youth Count	6,000	0	6,000	6,000	6,000
8909	Rio Verde Plaza Utility Expenses	3,000	2,614	2,717	2,717	2,717
8999	Lease Purchases	1	0	0	0	0
9008	Recycling	5,000	7,695	7,200	7,200	7,200
9010	Cardboard Recycling Center	0	0	0	0	0
9100	Emergency Services Agreement	4,500	3,969	4,500	4,500	4,500
9125	Yavapai County Water Advisory Committee	10,000	10,000	10,000	10,000	10,000
9127	Verde Valley Water Users	4,000	0	0	0	0
9129	Storm Drain Management	5,000	0	0	0	0
9151	Televised Council Meetings	3,780	3,780	0	0	0
9402	Verde River Basin Partnership	12,000	12,000	12,000	12,000	12,000
9999	Contingency	0	16,336	0	0	0
	Organizational Donations			5,000	5,000	5,000
	Property Clean-up	0	0	25,000	0	0
<b>Total Expenditures</b>		<b>\$ 979,383</b>	<b>\$ 827,038</b>	<b>\$ 551,505</b>	<b>\$ 526,505</b>	<b>\$ 526,505</b>

Revenues

Non-Departmental Revenues

N/A

Total Departmental Revenues

\$	-	\$	-	\$	-	\$	-
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Net <Subsidy From>/Contribution To General Purpose Revenues

<b>\$ (979,383)</b>	<b>\$ (827,038)</b>	<b>\$ (551,505)</b>	<b>\$ (526,505)</b>	<b>\$ (526,505)</b>
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# Maintenance

## Our Mission

The Town of Camp Verde Maintenance Department maintains and preserves the Town of Camp Verde's facilities, parks, landscape and outdoor recreational facilities in a cost effective, safe and aesthetic manner for current residents, visitors and future generations. We strive to make your children's play environment as safe as possible by taking parks and playgrounds from reactive maintenance and repair, to proactive inspection, maintenance and repair.

## Department Duties/Description

The Maintenance Department consists of eight full time employees. It is our department's responsibility to maintain Town owned buildings, parks, Main Street landscape, pool and skate park. The Maintenance Department is responsible for the following:

- \* Maintain all Town owned buildings, which include, the Community Center, Rio Verde Plaza, old and new Marshal's Office, Library, Chamber of Commerce and all buildings located at our recreational sites.
- \* Maintain parks and landscape, which include mowing, weed eating, watering, fertilizing, tree trimming, blowing, re-seeding, litter control and spraying for weed control.
- \* Maintain Main Street landscaping and trash removal.
- \* Banners and flags on Main Street and at two banner locations.
- \* Supervise community service workers and adult probation.
- \* Make sure fire extinguishers are charged, in good working order and in proper locations at each Town facility.
- \* Assist with special events and programs.
- \* See that department vehicles and equipment are maintained on a regular basis.
- \* Pursue methods that enhance facility operations in terms of safety and energy efficiency.
- \* Maintain the Heritage Pool, which includes facility, chemicals and heating system.
- \* Ensure outdoor recreational facilities and parks are safe for the community.
- \* Meet the needs and requests of the citizens and staff in a professional manner.
- \* Maintain the recycle center and the Town's recycle bins.
- \* Work on the establishment of new park development.

## Department Staffing:

Maintenance Foreman (1)  
Parks Lead Worker (1)  
Maintenance Worker (2)  
Parks Maintenance Worker (2)  
Janitor (2)

## Accomplishments for the Fiscal Year 2007/2008:

1. Completed CDBG Restroom Project.
2. Completed pad for the cannon.
3. Installed outdoor speaker system at Council Chambers.
4. Re-modeled rooms 206 and 207.
5. Moved the entrance door to the Adult Literacy Room.
6. Added outdoor electric outlets to the 200 building.
7. Replaced old electric panels with new to eliminate fire hazard.
8. Hot mopped Rio Verde Plaza roof.
9. Re-roofed the Adult Literacy Room.
10. Made repairs to address safety issues with the Heritage Pool septic system.
11. Repaired ball field lighting and night lighting at Butler Park.
12. Added 20 amp circuits to Butler Park concession stand.
13. Balance nozzles and all the zones at Butler Park well.
14. Rebuilt toilets and faucets in the gym restrooms.
15. Began change to chemical free, environmentally friendly cleaning products.

## Performance Objectives for Fiscal Year 2008/2009:

1. Complete the trails and picnic areas at Black Bridge Park.
2. Complete the irrigation sprinkler system on Community Center grounds.
3. Complete key card system on the weight room.
4. Make aesthetic improvements at Butler Park.
5. Repair and address aesthetic issues on the 300 building of the Community Center.
6. Make needed repairs on Ramada and Gazebo.
7. Address storage shortage. Free up space and enclose Maintenance Bay for additional storage.
8. Address safety issues to ensure that all staff members have a safe environment to work in.
9. Provide clean facilities for Town staff and the community.
10. Continue to find environmentally friendly cleaning products.

## Significant Expenditure Changes:

- \* Payroll expenditure items along with training, travel and uniforms are increased due to transferring the Parks Maintenance Workers from the Parks & Recreation Department and the Janitorial staff from Janitorial to the Maintenance Department budget.
- \* Building Maintenance increase due to removing building maintenance from the Marshal's Department, Library, Community Center, Town Hall, Streets Shop and Rio Verde Plaza to the Maintenance Department budget.
- \* Increase of \$8,600 for Fuel/Oil/Lube (7055) due to the increased cost of fuel, oil and diesel. This line item covers fuel for department vehicles along with fuel and oil for all of the mowers, blowers, saws, weed eaters and tractor.
- \* Increase of \$4,000 for Auto Repair/Maintenance (7050) due to deteriorating condition of department vehicles and combining vehicles from Parks & Recreation department.
- \* Established Contract Labor/Services (7120) of \$500 for cleaning of floors in the Marshal's Office facility.
- \* Increase of \$1,500 for Safety Equipment (7512) due to the need to address safety issues recommended by Southwest Risk, Hepatitis shots requested by staff and combining the Parks & Recreation budget with Maintenance.
- \* Increase of \$800 in established Town Mats & Rugs (7531) to cover the cost of additional rugs that have been ordered for various departments.

Maintenance Department  
Fund 01-20-20

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009	2008/2009	2008/2009
	2007/2008 BUDGET	2007/2008 ACTUAL			DEPARTMENT REQUEST	MANAGER'S RECOMMEND	COUNCIL ADOPTION
<b>Salary Related Expenditures</b>							
6000 Salaries	50,411	50,411	6000	Salaries	243,966	211,564	211,564
6001 Overtime	1,000	1,000	6001	Overtime	2,200	2,200	2,200
7014 FICA	3,188	3,187	6010	FICA	15,262	13,253	13,253
7013 Medicare	745	745	6011	Medicare	3,569	3,100	3,100
7015 Retirement	4,935	4,935	6012	Retirement	22,845	19,783	19,783
7011 Unemployment Insurance	172	172	6013	Unemployment Insurance	592	523	523
7012 Workman's Compensation	5,120	3,869	6014	Workman's Compensation	15,430	14,082	14,082
6002 Health, Life & STD Insurance	10,350	11,010	6020	Health, Dental, Life & STD Insurance	44,144	38,613	38,613
6003 Dental Insurance	652	272	6021	Dental Insurance	0	0	0
<b>Total Salary Expenditures</b>	<b>\$ 76,574</b>	<b>\$ 75,621</b>		<b>Total Salary Expenditures</b>	<b>\$ 348,008</b>	<b>\$ 303,119</b>	<b>\$ 303,119</b>
<b>Operational Expenditures</b>							
6009 Training	2,000	1,500	7010	Training	3,000	3,000	3,000
6010 Travel	800	300	7015	Travel	1,000	1,000	1,000
6019 Uniforms	1,500	700	7020	Uniforms	3,200	3,200	3,200
6040 Office Supplies	200	200	7030	Office Supplies	500	500	500
6042 Books/Tapes/Publications	200	0	7036	Books/Tapes/Publications	200	200	200
6021 Auto Maintenance/Repairs	3,000	3,000	7050	Auto Repair/Maintenance	7,000	7,000	7,000
6020 Fuel/Oil/Lube	1,800	1,800	7055	Fuel/Oil/Lube	10,400	10,400	10,400
6055 Electric	42,000	46,315	7060	Electric	2,897	2,897	2,897
6056 Gas/Propane	15,500	15,891	7061	Gas/Propane	1,475	1,475	1,475
6057 Water	9,000	8,007	7062	Water	524	524	524
6054 Sewer	3,680	3,173	7063	Sewer	182	182	182
6058 Waste Removal	2,000	3,425	7064	Waste Removal	189	189	189
6043 Cell Phone/Walkie Talkie	960	600	7065	Telephone			
			7066	Cell Phone	1,800	1,800	1,800
			7067	Pest Control	55	55	55
			7110	Legal Services	0	0	0
			7120	Contract Labor/Services	500	500	500
6026 Building Maintenance	15,400	17,400	7510	Building Maintenance	20,000	20,000	20,000
7000 Rio Verde Plaza-maintenance expenses	13,000	10,000	7511	Rio Verde Plaza-Maint Exps	12,000	12,000	12,000
6044 Safety Equipment	500	500	7512	Safety Equipment	2,000	2,000	2,000
6037 OSHA Medical Supplies	700	400	7513	OSHA Medical Supplies	700	700	700
8003 Graffiti Clean-up	500	50	7514	Graffiti Clean-Up	500	500	500
8008 Fire Extinguishers	2,500	2,500	7515	Fire Extinguishers	2,500	2,500	2,500
			7516	Park Facilities Maint/Repairs	2,000	2,000	2,000
			7517	Grounds Maintenance	4,000	4,000	4,000
				Fertilizer/Herbicides	5,000	5,000	5,000
			7530	Janitorial Supplies	9,000	9,000	9,000
			7531	Town Mats & Rugs	2,800	2,800	2,800
<b>Total Operational Expenditures</b>	<b>\$ 115,240</b>	<b>\$ 115,761</b>		<b>Total Operational Expenditures</b>	<b>\$ 93,421</b>	<b>\$ 93,422</b>	<b>\$ 93,422</b>
<b>Equipment/Capital Expenditures</b>							
8001 Equipment	11,000	11,000	8030	Maintenance Equipment	6,600	6,600	6,600
8905 Structural	36,500	30,000	8040	Structural	20,000	20,000	20,000
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 47,500</b>	<b>\$ 41,000</b>		<b>Total Equipment/Capital Expenditures</b>	<b>\$ 26,600</b>	<b>\$ 26,600</b>	<b>\$ 26,600</b>
<b>Total Expenditures</b>	<b>\$ 239,314</b>	<b>\$ 232,382</b>		<b>Total Expenditures</b>	<b>\$ 468,029</b>	<b>\$ 423,141</b>	<b>\$ 423,141</b>
<b>Revenues</b>							
<b>Maintenance Department Revenues</b>							
4071 Facilities Rentals	6,000	7,900		Facilities Rentals	6,000	6,000	6,000
<b>Total Departmental Revenues</b>	<b>\$ 6,000</b>	<b>\$ 7,900</b>		<b>Total Departmental Revenues</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<b>Net &lt;Subsidy From&gt;/Contribution To General Purpose Revenues</b>	<b>\$ (233,314)</b>	<b>\$ (224,482)</b>		<b>Net &lt;Subsidy From&gt;/Contribution To General Purpose Revenues</b>	<b>\$ (462,029)</b>	<b>\$ (417,141)</b>	<b>\$ (417,141)</b>

# Municipal Court

## Our Mission

The Town of Camp Verde's Municipal Court's mission is to contribute to the quality of life in our community by fairly and impartially administering justice in the most effective, efficient, and professional manner possible.

## Department Duties/Description

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

- \* Maintaining a complete docket from the time of filing through the time of purging of each filing.
- \* Calendaring matters to comply with Rules of Court and availability of the Judge.
- \* Preparation of monthly, quarterly, and annual reports to Council, Supreme Court, State Treasurer and Yavapai County Presiding Judge.
- \* Monitoring Judge's Orders in regards to monies owed, community restitution, probation, counseling, etc.
- \* Reconciling monies due from diversion programs, fines and fees, cash bonds, court bank account and disbursement of overpayments, victim restitution and bonds refunds.
- \* Internal monetary controls as per Supreme Courts Minimum Accounting Standards to include a Triennial Review.
- \* When new Legislation or new Rules of Court are updated, we are responsible for implementing these into court procedures and forms.
- \* Policy and procedures to insure all matters are processed timely, within authority of the law and consistent.
- \* Make the court accessible to the public.
- \* Protect victims rights.
- \* Presiding Judge sets and posts a Bond Schedule for the Court.

## Department Staffing:

Magistrate (1)  
Assistant Magistrates (3-PT)  
Court Supervisor (1)  
Court Clerks (4)

## Accomplishments for the Fiscal Year 2007/2008:

1. Completed a mandatory Triennial Financial Audit of the Court's finances and internal controls.
2. Completed 2006/2007 Financial Audit.
3. Successfully completed transferring all cases from the old collection program to the new F.A.R.E. Program, dating back to 1987.
4. Implemented new policies regarding fines due on the date of sentencing, resulting in a reduction of monies owed.
5. Converted from manual disbursements to automated.
6. Completed all mandatory COJET training.
7. Completed End-Tab filing system.
8. Completed a smooth transition in the change of Presiding Judge.

## Performance Objectives for Fiscal Year 2008/2009:

1. Expedition in case processing and timeliness in the implementation of new law and procedure.
2. Independence and accountability.
3. Public trust and confidence.

## Fiscal Notes

- \* Contract Labor/Services (7120) consists of \$3,300 for the Court's annual financial audit and \$2,000 for interpreters.
- \* One Court Clerk position is vacant as of the time of this report. Due to the hiring freeze, Council will decide whether or not to fund the position for the FY2008-2009.

## Department Statistics FY 2007-2008

During the Fiscal Year 2007-2008 from July 1, 2007 through May 31, 2008, the Municipal Court processed the following:

- |                          |                              |
|--------------------------|------------------------------|
| * Misdemeanor/FTA (576)  | * Civil Traffic (1227)       |
| * DUI Filings (168)      | * Harassment Injunction (46) |
| * Serious Traffic (16)   | * Order of Protection (38)   |
| * Criminal Traffic (889) |                              |

Municipal Court  
Fund 01-20-30

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009	2008/2009	2008/2009
	2007/2008 BUDGET	2007/2008 ACTUAL			DEPARTMENT REQUEST	MANAGER'S RECOMMEND	COUNCIL ADOPTION
<b>Salary Related Expenditures</b>							
6000 Salaries	284,717	230,429	6000	Salaries	250,971	224,552	224,552
6007 Pro Tem Magistrate	7,000	12,700	6000	Salaries	10,000	10,000	10,000
7014 FICA	17,652	14,287	6010	FICA	16,180	14,542	14,542
7013 Medicare	4,128	3,341	6011	Medicare	3,784	3,401	3,401
7015 Retirement	27,333	22,121	6012	Retirement	23,717	21,220	21,220
7011 Unemployment Insurance	689	689	6013	Unemployment Insurance	510	441	441
7012 Workman's Compensation	1,171	1,000	6014	Workman's Compensation	828	744	744
6002 Health, Life & STD Insurance	31,447	26,139	6020	Health, Dental, Life & STD Insurance	33,483	27,983	27,983
6003 Dental Insurance	1,956	693	6021	Dental Insurance	0	0	0
<b>Total Salary Expenditures</b>	<b>\$ 376,092</b>	<b>\$ 311,399</b>		<b>Total Salary Expenditures</b>	<b>\$ 339,473</b>	<b>\$ 302,884</b>	<b>\$ 302,884</b>
<b>Operational Expenditures</b>				<b>Operational Expenditures</b>			
6009 Training	2,200	2,250	7010	Training	2,000	2,000	2,000
6010 Travel	2,500	3,200	7015	Travel	3,000	3,000	3,000
6040 Office Supplies	3,500	3,500	7030	Office Supplies	4,000	4,000	4,000
6062 Tapes/Recorder	100	100	7030	Office Supplies	100	100	100
6011 Subscriptions/Memberships	500	500	7035	Subscriptions/Memberships	500	500	500
6042 Books/Publications	1,500	1,200	7036	Books/Tapes/Publications	1,200	1,200	1,200
6041 Printing	2,000	1,500	7037	Printing	1,500	1,500	1,500
6051 Modern Line	500		7040	Computer Services/Software	0	0	0
			7060	Electric	3,148	3,148	3,148
			7061	Gas/Propane	596	596	596
			7062	Water	290	290	290
			7063	Sewer	178	178	178
			7064	Waste Removal	412	412	412
			7065	Telephone			
			7066	Cell Phone	0	0	0
			7067	Pest Control	113	113	113
			7110	Legal Services	0	0	0
6043 Interpreters	4,000	1,750	7120	Contract Labor/Services	2,000	2,000	2,000
6092 Audit	0		7120	Contract Labor/Services	3,300	3,300	3,300
6024 Credit Card Processing Service Charges	3,600	2,800	7210	Credit Card Processing Fees	3,000	3,000	3,000
6005 Court Appointed Attorneys	25,000	25,000	7555	Court Appointed Attorneys	28,500	28,500	28,500
6006 Jury Fees	1,000	750	7558	Jury Fees	500	500	500
6061 Recording System	400	550	7559	Recording System	500	500	500
6060 Security	300	350	7570	Security System	300	300	300
6025 Credit Card Machine Purchase	0	0	n/a				
6080 Postage	10	10	n/a				
<b>Total Operational Expenditures</b>	<b>\$ 47,110</b>	<b>\$ 43,460</b>		<b>Total Operational Expenditures</b>	<b>\$ 55,137</b>	<b>\$ 55,137</b>	<b>\$ 55,137</b>
<b>Equipment/Capital Expenditures</b>				<b>Equipment/Capital Expenditures</b>			
8001 Office Equipment	1,500	1,800	8000	Office Equipment/Furniture	1,500	1,500	1,500
6031 Copier Maintenance Contract	4,500	4,954	8020	Equipment Lease	5,000	5,000	5,000
6032 Automation Maint. Contract	9,000	9,000	8020	Equipment Lease	9,000	9,000	9,000
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 15,000</b>	<b>\$ 15,754</b>		<b>Total Equipment/Capital Expenditures</b>	<b>\$ 15,500</b>	<b>\$ 15,500</b>	<b>\$ 15,500</b>
<b>Total Expenditures</b>	<b>\$ 438,202</b>	<b>\$ 370,613</b>		<b>Total Expenditures</b>	<b>\$ 410,109</b>	<b>\$ 373,521</b>	<b>\$ 373,521</b>
<b>Revenues</b>				<b>Revenues</b>			
<b>Municipal Court Revenues</b>				<b>Municipal Court Revenues</b>			
4050 Fines/Fees & Forfeitures	450,000	383,400		Fines/Fees & Forfeitures	321,403	321,403	321,403
				Court Apt Attorney Reimb	26,000	26,000	26,000
				Credit Card Fees Collected			
<b>Total Departmental Revenues</b>	<b>\$ 450,000</b>	<b>\$ 383,400</b>		<b>Total Departmental Revenues</b>	<b>\$ 347,403</b>	<b>\$ 347,403</b>	<b>\$ 347,403</b>
Net <Subsidy From>/Contribution To General Purpose Revenues	<b>\$ 11,798</b>	<b>\$ 12,787</b>			<b>\$ (62,706)</b>	<b>\$ (26,118)</b>	<b>\$ (26,118)</b>

# Public Works Department

## Our Mission

The Town of Camp Verde's Public Works Department's mission is to provide storm water protection, environmental management, professional engineering services and project management while supporting economic growth. The Department provides effective street maintenance, environmental services, and project management for Town projects.

## Department Duties/Description

The Public Works Department is a recent addition to the Town's organization. It currently encompasses three divisions: Streets, Storm Water and Engineering. Future plans may include a fourth division, Utilities.

The Town Engineer oversees Streets, Storm Water as well as Public Engineering responsibilities. The Department works closely with Community Development to provide Plan and Design Review for public improvements and town projects along with upgrading Standards, Codes, and Ordinances to use as a guide for current and future development. The Department is currently working with a consultant to complete a small area transportation study that will identify our current and future transportation needs. Another priority is improving drainage along Cliffs Parkway and Finney Flat Road. During fiscal year 2008-2009 several grant projects will be started or completed. Grant projects currently in process for FY2008-2009 are: Town Site, a CDBG funded grant that is scheduled to be completed in the 2008-2009 fiscal year; and Finney Flat Sidewalk Improvement Grant that includes scoping, design and environmental tasks will be started and is estimated to be completed in 2010.

### Department Staffing:

Director/Engineer (0.80)  
Administrative Assistant (0.50)  
Administrative Assistant (0.33)  
Streets Inspector (0.20)

### Accomplishments for the Fiscal Year 2007/2008:

1. Annual MS-4 Assurance required for Storm Water Protection Plan.
2. While on-going, a Small Area Transportation Study was started. This is the first for Camp Verde and will be instrumental for the growth of Camp Verde.
3. Engineering assistance was provided for Black Bridge Park, the CDBG Restroom Project, and Finney Flat Sidewalk.
4. Coordination and assistance to Community Development for Town development issues, ADEQ and CVSD.

### Performance Objectives for Fiscal Year 2008/2009:

1. Cultivate and promote respect, team-work and mutual support among each member of our department, other departments and the public.
2. Review current inter-departmental procedures/processes, identify strengths and flaws, and incorporate changes as needed.
3. Develop and implement a fee-based plan review schedule. Based on current volume of reviews done by the Town Engineer, this will generate sufficient income to support item #4.
4. Obtain a staff position to provide engineering plan review and facilitate the development of the Storm Water Management program.
5. Begin review and rewrite of Town's Engineering Standards.
6. Develop an adequate Public Facilities Ordinance for Council approval.

### Significant Expenditure Changes:

- \* Increase in salary related expenditures due to the reallocation of employees from various departments to the Public Works Department as follows:
  - Public Works Director has been reallocated to perform 80% of his time in the Public Works Department and 20% in the Streets/HURF Fund.
  - Administrative Assistant has been reassigned from the Streets/HURF Fund to perform 50% of the duties for the Public Works Department and 50% for the Streets/HURF Fund.
  - Administrative Assistant from the Building Department has been reassigned to perform duties in the amount of approximately 13.33 hours per week for the Building Department, 13.33 hours per week for the Community Development Department, and 13.33 hours per week for the Public Works Department.

### Fiscal Notes

- \* County Flood Control (7590) consists of \$335,524 from Yavapai County IGA for the Finney Flat Drainage project. This account has a corresponding revenue line item for the reimbursement from Yavapai County for 100% of the project costs.
- \* Consulting Services (7100) of \$25,000 is for outside engineering services and consultants to provide the Town Engineer with technical support due to lack of equipment and personnel in the Town's Public Works Department for Storm Water Prevention and various public works projects.
- \* The portion of the Town's Engineering Standards allocated to the Public Works Department are the sections regarding Storm Water and Utilities. The remaining standards are budgeted for in the Streets/HURF Department.
- \* The Town Engineer will be preparing the Public Facilities Ordinance with review needed by the Town Attorney.



Public Works/Engineer  
Fund 01-20-40

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
	2007/2008 BUDGET	2007/2008 ACTUAL					
<b>Salary Related Expenditures</b>							
6000 Salary	82,000	82,000	6000	Salaries	102,381	102,381	102,381
7014 FICA	5,084	5,084	6010	FICA	6,348	6,348	6,348
7013 Medicare	1,189	1,189	6011	Medicare	1,485	1,485	1,485
7015 Retirement	7,872	7,872	6012	Retirement	9,675	9,675	9,675
7011 Unemployment Insurance	86	86	6013	Unemployment Insurance	126	126	126
7012 Workman's Compensation	2,361	1,795	6014	Workman's Compensation	2,430	2,430	2,430
6002 Health, Life & STD Insurance	5,474	5,804	6020	Health, Dental, Life & STD Insurance	10,348	10,348	10,348
6003 Dental Insurance	326	136	6021	Dental Insurance	0	0	0
<b>Total Salary Expenditures</b>	<b>\$ 104,391</b>	<b>\$ 103,966</b>		<b>Total Salary Expenditures</b>	<b>\$ 132,791</b>	<b>\$ 132,793</b>	<b>\$ 132,793</b>
<b>Operational Expenditures</b>							
6009 Training	2,000	1,000	7010	Training	1,500	1,500	1,500
6010 Travel	1,500	500	7015	Travel	1,250	1,250	1,250
6040 Office Supplies	1,500	1,400	7030	Office Supplies	1,500	1,500	1,500
6011 Subscriptions/Memberships	600	300	7035	Subscriptions/Memberships	300	300	300
6042 Books/Tapes/Publications	500	300	7036	Books/Tapes/Publications	500	500	500
6041 Printing	300	300	7037	Printing	300	300	300
6201 Computer Services/Software	1,000	1,000	7040	Computer Services/Software	1,500	1,500	1,500
			7060	Electric	200	1,158	1,158
			7061	Gas/Propane	200	605	605
			7062	Water	200	214	214
			7063	Sewer	200	73	73
			7064	Waste Removal	200	72	72
			7065	Telephone	500	500	500
6043 Cell Phone	500	500	7066	Cell Phone	1,000	1,000	1,000
			7067	Pest Control	100	21	21
55-6094 Contractual Services - Engineering Consulting	10,000	0	7100	Consulting Services	25,000	25,000	25,000
	20,000	18,000	7100	Consulting Services			
55-6043 County Flood Control Items	25,000		7110	Legal Services	1,500	1,500	1,500
55-6605 US Army Corps of Eng-Flood Control Mitigation	0		7590	County Flood Control Items	335,524	335,524	335,524
<b>Total Operational Expenditures</b>	<b>\$ 62,900</b>	<b>\$ 23,300</b>	n/a	<b>Total Operational Expenditures</b>	<b>\$ 371,474</b>	<b>\$ 372,518</b>	<b>\$ 372,518</b>
<b>Equipment/Capital Expenditures</b>							
8001 Equipment	1,500		8000	Office Equipment/Furniture	500	500	500
6204 Computer Equipment	1,500		8010	Computer Equipment	1,500	1,500	1,500
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 3,000</b>	<b>\$ -</b>		<b>Total Equipment/Capital Expenditures</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>Total Expenditures</b>	<b>\$ 170,291</b>	<b>\$ 127,266</b>		<b>Total Expenditures</b>	<b>\$ 506,265</b>	<b>\$ 507,311</b>	<b>\$ 507,311</b>
<b>Revenues</b>							
<b>Public Works/Engineer Revenues</b>							
4092 County Flood Control Items	26,000			County Flood Control Items	335,524	335,524	335,524
<b>Total Departmental Revenues</b>	<b>\$ 26,000</b>	<b>\$ -</b>		Engineer Plan Review Fees	35,000	35,000	35,000
				<b>Total Departmental Revenues</b>	<b>\$ 370,524</b>	<b>\$ 370,524</b>	<b>\$ 370,524</b>
Net <Subsidy From>/Contribution To General Purpose Revenues	<b>\$ (144,291)</b>	<b>\$ (127,266)</b>			<b>\$ (135,741)</b>	<b>\$ (136,787)</b>	<b>\$ (136,787)</b>

# Community Development

## Our Mission

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

## Department Duties/Description

The Community Development Department oversees the development process within the Town of Camp Verde to ensure compliance with development objectives of the Town outlined in the Town's General Plan. We strive to ensure the safety, health and well being of all of our citizens through smart growth practices. We also provide a customer friendly central information center for citizens and developers on zoning compliance, development processes and regulations through planning, zoning and building processes.

### Department Staffing:

Community Development Director (1)  
Senior Planner (1)  
Code Enforcement/Building Inspector (0.50)  
Administrative Assistant (1)  
Administrative Assistant (0.33)

### Accomplishments for the Fiscal Year 2007/2008:

1. Hired a Chief Building Official and Senior Planner.
2. Defined procedures for newly adopted Design Review Regulations.
3. Revised and updated all flow charts for each application in P&Z.
4. Established Commercial Development Review Process through coordinated efforts with the Town Engineer.
5. Researched software to purchase for department along with networking costs to implement the software to provide efficient customer service.
6. Re-assigned staff assignments to more closely reflect current work load in the department.
7. Worked on amendments to the Planning & Zoning Ordinances dealing with: animal regulations, signage, use of storage containers, A frame signs, and started amendment procedures for Section 124 Design Review.
8. Worked on amendments and revisions to the Town Code Chapter 7 Building Code to adopt 2006 ICC code with amendments.
9. Revised Zoning Violation procedures to go from civil to criminal in Town Code.
10. Initiated new filing system.
11. Worked with Planning & Zoning Commission to establish a Water Conservation Policy.
12. Investigated costs associated with code revisions needed for commercial development.
13. Established procedures to improve communication with customers.
14. Processed 57 applications for the following hearings:

Re-Zoning (5)	Subdivisions (4)
General Plan Amendments (3)	Minor Land Divisions (2)
Use Permits (1)	Amendment to Zoning Code (6)
Design Review (28)	Street Abandonments (2)
Variances (3)	Street Name Change (1)
Appeals (1)	Certification of Non-Conforming Use (1)
15. Processed appeals of Impact Fees.
16. Issued 17 verification/confirmation letters.

### Performance Objectives for Fiscal Year 2008/2009:

1. Acquire permitting software and network office.
2. Amend outdated codes.
3. Establish development standards for commercial development.
4. Complete revision of Zoning Enforcement Procedures.

### Significant Expenditure Changes:

- \* Increase in salary related expenditures due to consolidating the Planning Department into the Community Development Department and reassigning staff in the Building Department. The Building Inspector has been reassigned to work 20 hours per week performing Building Inspector duties for the Building Department and 20 hours per week performing Code Enforcement duties for the Community Development Department. One Administrative Assistant from the Building Department has been reassigned from 40 hours per week in the Building Department to approximately 13.33 hours per week in the Building Department, 13.33 hours per week in the Community Development Department and 13.33 hours per week in the Public Works Department.
- \* Consulting Services (account 7100) in the amount of \$200,000 is an appropriation for Code Revisions.

### Fiscal Notes

- \* In the fiscal year 2008-2009, the Planning & Zoning Department was consolidated with the Community Development Department.

Community Development  
Fund 01-20-50

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009	2008/2009	2008/2009
	2007/2008 BUDGET	2007/2008 ACTUAL			DEPARTMENT REQUEST	MANAGER'S RECOMMEND	COUNCIL ADOPTION
<b>Salary Related Expenditures</b>							
6000 Salaries	61,950	61,950	6000	Salaries	182,870	182,870	182,870
7014 FICA	3,841	3,841	6010	FICA	11,338	11,338	11,338
7013 Medicare	898	898	6011	Medicare	2,652	2,652	2,652
7015 Retirement	5,947	5,947	6012	Retirement	17,281	17,281	17,281
7011 Unemployment Insurance	86	86	6013	Unemployment Insurance	491	491	491
7012 Workman's Compensation	332	253	6014	Workman's Compensation	1,944	1,944	1,944
6002 Health, Life & STD Insurance	5,369	5,698	6020	Health, Dental, Life & STD Insurance	21,493	21,493	21,493
6003 Dental Insurance	326	136	6021	Dental Insurance	0	0	0
<b>Total Salary Expenditures</b>	<b>\$ 78,750</b>	<b>\$ 78,809</b>		<b>Total Salary Expenditures</b>	<b>\$ 238,069</b>	<b>\$ 238,069</b>	<b>\$ 238,069</b>
<b>Operational Expenditures</b>				<b>Operational Expenditures</b>			
6009 Training	1,000	500	7010	Training	2,000	2,000	2,000
6010 Travel	1,000	800	7015	Travel	2,000	2,000	2,000
6040 Office Supplies	600	600	7030	Office Supplies	4,000	4,000	4,000
6065 Film/Developing	10	0	7030	Office Supplies	0	0	0
6011 Subscriptions/Memberships	800	800	7035	Subscriptions/Memberships	1,600	1,600	1,600
6042 Books/Tapes/Publications	10	0	7036	Books/Tapes/Publications	550	550	550
6041 Printing	10	0	7037	Printing	500	500	500
6070 Advertising	500	100	7038	Advertising	3,000	3,000	3,000
			7039	Postage	2,000	2,000	2,000
6201 Computer Services/Software	2,000	0	7040	Computer Services/Software	2,000	2,000	2,000
6020 Fuel/Oil/Lube	600	200	7050	Auto Repair/Maintenance	2,500	2,500	2,500
			7055	Fuel/Oil/Lube	3,000	3,000	3,000
			7060	Electric	1,399	1,399	1,399
			7061	Gas/Propane	265	265	265
			7062	Water	129	129	129
			7063	Sewer	79	79	79
			7064	Waste Removal	183	183	183
			7065	Telephone			
6049 Cell Phone	0	0	7066	Cell Phone	370	370	370
			7067	Pest Control	50	50	50
			7100	Consulting Services	0	200,000	200,000
			7110	Legal Services	25,000	25,000	25,000
			7300	Commission Expense	3,000	3,000	3,000
			7512	Safety Equipment	250	250	250
			7560	Maps/Cartography	500	500	500
			7561	General Plan	2,500	2,500	2,500
6800 Code Revisions	75,000	0		Code Revisions	250,000	0	0
8010 Economic Development	20,000	1,000		Economic Development	20,000	0	0
				Recording Fees	400	400	400
<b>Total Operational Expenditures</b>	<b>\$ 101,530</b>	<b>\$ 4,000</b>		<b>Total Operational Expenditures</b>	<b>\$ 327,275</b>	<b>\$ 257,275</b>	<b>\$ 257,275</b>
<b>Equipment/Capital Expenditures</b>				<b>Equipment/Capital Expenditures</b>			
6031 Office Equipment/Maintenance	300	200	8000	Office Equipment/Furniture	600	600	600
6204 Computer System	2,500	500	8010	Computer Equipment	3,000	3,000	3,000
6032 Copier	250	1,386	8020	Equipment Lease	1,500	1,500	1,500
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 3,050</b>	<b>\$ 2,086</b>		<b>Total Equipment/Capital Expenditures</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>
<b>Total Expenditures</b>	<b>\$ 183,330</b>	<b>\$ 84,895</b>		<b>Total Expenditures</b>	<b>\$ 570,444</b>	<b>\$ 500,444</b>	<b>\$ 500,444</b>
<b>Revenues</b>				<b>Revenues</b>			
<b>Community Development Revenues</b>				<b>Community Development Revenues</b>			
Permit Fees				Permit Fees	25,000	25,000	25,000
				Fines - Zoning	1,000	1,000	1,000
				Copies	250	250	250
				Recording Fees	400	400	400
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>		<b>Total Departmental Revenues</b>	<b>\$ 26,650</b>	<b>\$ 26,650</b>	<b>\$ 26,650</b>
Net <Subsidy From>/Contribution To General Purpose Revenues	<b>\$ (183,330)</b>	<b>\$ (84,895)</b>			<b>\$ (543,794)</b>	<b>\$ (473,794)</b>	<b>\$ (473,794)</b>

# Building Department

## Our Mission

The Town of Camp Verde's Building Department's mission is to provide the public with excellent customer service through our professionalism, dedication, and commitment to excellence. We are committed to providing our customers the most successful permitting experience possible before, during and after construction with expedient permit processing and inspection services.

## Department Duties/Description

The Building Department is responsible for enforcement of the adopted Building Codes. Our main objective is to provide the customer service needed to help customers through all of the aspects of the permitting process. In doing so, we are able to establish the minimum requirements to safeguard the public's health, safety and welfare. The Building Department's duties are:

- \* Review, document, record and maintain the records of all permit submittals, inspection records and historical information.
- \* Provide plan review to ensure that the plans submitted are designed per the requirements of adopted building codes.
- \* Provide inspections during each phase of the building process to check for structural strength, adequate sanitation and water, ventilation, stability, egress/ingress and safety from fire and other hazards.
- \* Provide monthly building information to the Department of Commerce, ASU Realty Studies Division and the Building Statistics Department.
- \* Research permit history for Realtors, lending companies and prospective property owners.
- \* Verify all contractors listing on applications and their license specifications through the Arizona Registrar of Contractors (ROC).
- \* Provide information for yearly audit by the Office of Manufactured Housing.
- \* Correspond with many departments and governmental agencies to obtain their approval of submitted documents for construction.

## Department Staffing:

Chief Building Official (Contracted Service)  
Building Inspector (0.50)  
Administrative Assistant (1)  
Administrative Assistant (0.33)

## Accomplishments for the Fiscal Year 2007/2008:

1. Employed Mr. Rick Feldmann as Building Official in July of 2007. Mr. Feldmann is a certified Building Official who, upon arrival, began the tedious task of reviewing and modifying documents, policies and procedures for code and legal compliance. These changes have aided our department by providing clarity and uniformity.
2. Becky Oium and Valerie House, Administrative Assistants, obtained permit technician certifications in December 2007.
3. Robert Foreman, Building Inspector, obtained certifications as a commercial and residential building inspector.
4. Purchase and implementation of new filing cabinets and software for labeling all files.
5. Updated and consistently maintained record destruction/retention projects.
6. Applied fee changes as established in the Building & Safety Journal.
7. Established a record tracking system and set up accounts for fees collected for Camp Verde Fire District in regards to the IGA for fire inspection services. Reconcile statements/invoices from Camp Verde Fire District for payment.
8. Established a record tracking system and associated forms for the collection of Development Impact Fees. Provide monthly reports of Development Impact Fees collected.

## Performance Objectives for Fiscal Year 2008/2009:

1. Maintain consistently high standards of customer service.
2. Efficiently process all permits in a timely manner.
3. Follow through with complete documentation of the permit process.
4. Acquire software and networking capabilities to efficiently share information among staff and other departments.
5. Maintain current certifications through continued education courses.
6. Adopt 2006 Building Codes and Amendments to maintain current standards and building requirements to ensure the protection of the health, safety and welfare of our citizens. Updating the codes will also ensure a better insurance rating for citizens in flood hazard areas.
7. Establish water conservation measures.
8. Continue building a close working relationship with all governmental agencies, departments and staff.

## Significant Expenditure Changes:

- \* Decrease in salary related expenditures due to the reduction of staff in the Building Department. Two positions are being shared with other departments. Building Inspector has been reassigned to work 20 hours per week performing Building Inspector duties and 20 hours per week performing Code Enforcement duties for the Community Development Department. One Administrative Assistant has been reassigned from 40 hours per week in the Building Department to approximately 13.33 hours per week in the Building Department, 13.33 hours per week in the Community Development Department and 13.33 hours per week in the Public Works Department. In addition to the staffing reassignments, the Chief Building Official position is being vacated and will remain unfilled. Staff will utilize Consulting Services (7100) to contract for these services.
- \* Increase of \$1,300 in Books/Tapes/Publications (7036) due to adopting the 2006 ICC Building Codes necessitating the purchase of three copies of the 2006 ICC Building Code books.
- \* Deletion of Fire Inspection Fees (expense 7565 & revenue XXXX) as this is an agency account that should be tracked as a liability. An agency account is an account where the Town collects monies for another agency and then remits those monies to that agency.

## Fiscal Notes

- \* Consulting Services (7100) includes \$50,000 for contracting out Chief Building Official position. The remaining \$5,000 is for general consulting services.
- \* Plan Check Revenues of \$50,000 correspond with the \$50,000 in Consulting Services budgeted for contracting out the Chief Building Official position. The fees charged will be collected from the property owner at the time of permit issuance thus resulting in no cost to the Town for these services.

Building Department  
Fund 01-20-51

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
	2007/2008 BUDGET	2007/2008 ACTUAL					
<b>Salary Related Expenditures</b>							
6000 Salaries	157,159	144,631	6000	Salaries	53,747	53,747	53,747
7014 FICA	9,744	8,967	6010	FICA	3,332	3,332	3,332
7013 Medicare	2,279	2,097	6011	Medicare	779	779	779
7015 Retirement	15,087	1,885	6012	Retirement	5,079	5,079	5,079
7011 Unemployment Insurance	344	344	6013	Unemployment Insurance	126	126	126
7012 Workman's Compensation	2,995	2,064	6014	Workman's Compensation	559	559	559
6002 Health, Life & STD Insurance	20,997	20,430	6020	Health, Dental, Life & STD Insurance	10,146	10,146	10,146
6003 Dental Insurance	1,304	516	6021	Dental Insurance	0	0	0
<b>Total Salary Expenditures</b>	<b>\$ 209,909</b>	<b>\$ 180,934</b>		<b>Total Salary Expenditures</b>	<b>\$ 73,769</b>	<b>\$ 73,768</b>	<b>\$ 73,768</b>
<b>Operating Expenditures</b>				<b>Operating Expenditures</b>			
5000 Training	2,800	1,800	7010	Training	1,300	1,300	1,300
5001 Travel	1,200	1,200	7015	Travel	500	500	500
6020 Office Supplies	2,000	8,000	7030	Office Supplies	2,500	2,500	2,500
6010 Subscriptions/Memberships	750	100	7035	Subscriptions/Memberships	300	300	300
6011 Books/Tapes/Publications	1,000	800	7036	Books/Tapes/Publications	2,300	2,300	2,300
6040 Printing	250	250	7037	Printing	250	250	250
6075 Advertising	500	1,100	7038	Advertising	200	200	200
			7039	Postage	500	500	500
6030 Computer Services/Software	2,000	600	7040	Computer Services/Software	1,500	1,500	1,500
5003 Auto Maintenance/Repairs	1,000	750	7050	Auto Repair/Maintenance	1,000	1,000	1,000
5002 Fuel/Oil/Lube	3,000	1,680	7055	Fuel/Oil/Lube	3,000	3,000	3,000
n/a			7060	Electric	1,516	1,516	1,516
n/a			7061	Gas/Propane	287	287	287
n/a			7062	Water	140	140	140
n/a			7063	Sewer	86	86	86
n/a			7064	Waste Removal	198	198	198
6033 Cell Phone	1,500	600	7065	Telephone			
n/a			7066	Cell Phone		600	600
			7067	Pest Control	55	55	55
6053 Consulting Services	10,000	0	7100	Consulting Services	5,000	55,000	55,000
			7110	Legal Services	5,000	5,000	5,000
6024 Credit Card Processing Charges	5,000	1,500	7210	Credit Card Processing Fees	2,000	2,000	2,000
6025 Credit Card Machine Purchase	1	0	n/a				
6050 Safety Equipment	200	75	7512	Safety Equipment	200	200	200
6054 Fire Inspection Fees	3,000	3,000	7565	Fire Inspection Fees	3,000	0	0
<b>Total Operating Expenditures</b>	<b>\$ 34,201</b>	<b>\$ 21,455</b>		<b>Total Operating Expenditures</b>	<b>\$ 30,831</b>	<b>\$ 78,432</b>	<b>\$ 78,432</b>
<b>Equipment/Capital Expenditures</b>				<b>Equipment/Capital Expenditures</b>			
6021 Office Equipment/Maintenance	500	400	8000	Office Equipment/Furniture	500	500	500
6031 Computer Equipment	3,200	500	8010	Computer Equipment	1,500	1,500	1,500
6032 Copier Maintenance	500	1,387	8020	Equipment Lease	1,500	1,500	1,500
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 4,200</b>	<b>\$ 2,287</b>		<b>Total Equipment/Capital Expenditures</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>
<b>Total Expenditures</b>	<b>\$ 248,310</b>	<b>\$ 204,676</b>		<b>Total Expenditures</b>	<b>\$ 108,100</b>	<b>\$ 155,700</b>	<b>\$ 155,700</b>
<b>Revenues</b>				<b>Revenues</b>			
<b>Building Department Revenues</b>				<b>Building Department Revenues</b>			
4010 Building Permits	200,000	80,000		Building Permits	80,000	80,000	80,000
4023 Permit Fees	62,000	48,000		Permit Fees	25,000	25,000	25,000
4024 Plan Check	110,000	45,000		Plan Check	43,500	50,000	50,000
Fire Inspection Fees	3,000	3,000		Fire Inspection Fees	3,000	0	0
<b>Total Departmental Revenues</b>	<b>\$ 375,000</b>	<b>\$ 176,000</b>		<b>Total Departmental Revenues</b>	<b>\$ 151,500</b>	<b>\$ 155,000</b>	<b>\$ 155,000</b>
Net <Subsidy From>/Contribution To General Purpose Revenues	<b>\$ 126,690</b>	<b>\$ (28,676)</b>			<b>\$ 43,400</b>	<b>\$ (700)</b>	<b>\$ (700)</b>

# Marshal's Department

## Our Mission

The Camp Verde Marshal's Office's mission is to serve the public by working in partnership with the community to protect life and property, prevent crimes, and solve problems.

## Department Duties/Description

The Camp Verde Marshal's Office is responsible for providing law enforcement services to the citizens and visitors of the Town of Camp Verde; twenty-four hours a day, seven days a week. Some of the law enforcement services include operating an E911 communication center, establishing crime prevention programs, investigating crimes and traffic accidents, protecting life and property, enforcing federal, state, and local laws, upholding the constitutional rights of all persons and providing emergency management and animal control services. The department exists to serve the public and improve the quality of life for all citizens.

### Department Staffing:

Marshal (1)  
Lieutenant (1)  
Sergeant (4)  
Deputy (14)  
Detective (2)  
Dispatch Supervisor (1)  
Dispatcher (7)  
Records Supervisor (1)  
Records Clerk (1)

### Accomplishments for the Fiscal Year 2007/2008:

1. Implemented a parking enforcement program, which uses volunteers for handicap parking enforcement.
2. Completed our second V.I.P.S. (Volunteers in Police Services) 40 hour training class for new volunteers.
3. Assigned an officer to P.A.N.T., the local narcotics task force.
4. Trained an additional officer to become a Drug Recognition Expert (DRE).
5. Implemented an employee recognition award program for department employees.

### Performance Objectives for Fiscal Year 2008/2009:

1. Enhance our community resources and crime prevention programs.
2. Continue to build on our volunteer program.
3. Continue to make the enforcement of illegal substance abuse and associated crimes our number one priority.
4. Maintain staffing levels to keep pace with the increased calls for service.
5. Increase visibility and reduce response times through assigned patrol areas for deputies.

### Significant Expenditure Changes:

- \* Increase in Retirement (6012) due to the increase rate for Public Safety Retirement from 9.33% to 14.26%.

### Fiscal Notes

- \* Workman's Compensation calculations include 2800 hours of volunteer hours calculated at \$15.17 per hour.
- \* Expenditures for the officer assigned to PANT are budgeted in the State Grants Fund as they are reimbursable through the grant.
- \* The amount of salaries being transferred out to the State Grants Fund is the amount expected to be reimbursed by the grant obtained by the Camp Verde Unified School District to have a School Resource Officer during the 2008-2009 school year.
- \* Computer Services/Software (7040) includes the costs associated with maintaining the Records Management System and Computer Aided Dispatch "SPILLMAN" and the office computers.
- \* Equipment Lease (8020) is allocated for the lease of a new copy machine.

### Department Statistics FY 2007-2008

- |                             |                            |
|-----------------------------|----------------------------|
| * Homicides (1)             | * Domestic Violence (155)  |
| * Sexual Assaults (1)       | * DUI Arrests (108)        |
| * Residential Burglary (50) | * Juvenile Arrests (120)   |
| * Commercial Burglary (8)   | * Adult Arrests (501)      |
| * Thefts (207)              | * Traffic Accidents (195)  |
| * Motor Vehicle Theft (21)  | * Citations Issued (1,221) |

Marshal's Department  
Fund 01-20-60

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
	2007/2008 BUDGET	2007/2008 ACTUAL					
<b>Salary Related Expenditures</b>							
6000 Salaries	1,394,647	1,438,851	6000	Salaries	1,395,190	1,395,190	1,395,190
6001 Overtime	53,000	45,000	6001	Overtime	55,000	55,000	55,000
6012 Holiday Pay	58,400	44,442	6002	Holiday Pay	60,000	60,000	60,000
6019 Uniforms	31,440	32,340	6003	Uniform Allowances	29,040	27,840	27,840
7014 FICA	95,324	96,759	6010	FICA	37,793	37,772	37,772
7013 Medicare	22,294	21,570	6011	Medicare	22,319	22,301	22,301
7015 Retirement	147,678	136,094	6012	Retirement	192,131	191,977	191,977
7011 Unemployment Insurance	2,841	742	6013	Unemployment Insurance	2,195	2,195	2,195
7012 Workman's Compensation	83,263	67,796	6014	Workman's Compensation	66,096	66,049	66,049
6002 Health, Life & STD Insurance	168,620	164,500	6020	Health, Dental, Life & STD Insurance	180,774	180,774	180,774
6003 Dental Insurance	10,755	9,600	6021	Dental Insurance	0	0	0
				Transfer out of wages to State Grants-SRO	0	(60,142)	(60,142)
<b>Total Salary Expenditures</b>	<b>\$ 2,068,262</b>	<b>\$ 2,057,694</b>		<b>Total Salary Expenditures</b>	<b>\$ 2,040,538</b>	<b>\$ 1,978,956</b>	<b>\$ 1,978,956</b>
<b>Operational Expenditures</b>				<b>Operational Expenditures</b>			
6009 Travel/Training/Conferences	20,000	20,000	7010	Training	10,000	10,000	10,000
			7015	Travel	10,000	10,000	10,000
			7020	Uniforms	2,400	2,400	2,400
6040 Office Equipment/Supplies	11,500	11,500	7030	Office Supplies	12,000	12,000	12,000
6011 Subscriptions/Memberships	690	690	7035	Subscriptions/Memberships	740	740	740
6042 Books/Tapes/Publications	800	500	7036	Books/Tapes/Publications	800	800	800
6041 Printing	3,000	2,500	7037	Printing	3,400	3,400	3,400
6070 Advertising	500	250	7038	Advertising	0	0	0
6031 Computer Software Maintenance	26,061	26,061	7040	Computer Services/Software	20,000	20,000	20,000
6021 Vehicle Maintenance	25,000	25,000	7050	Auto Repair/Maintenance	35,000	35,000	35,000
6020 Fuel/Oil/Lube	55,000	58,705	7055	Fuel/Oil/Lube	75,000	75,000	75,000
6055 Electric	17,800	23,995	7060	Electric	24,500	24,500	24,500
6056 Gas/Propane	2,500	1,000	7061	Gas/Propane	4,500	4,500	4,500
6057 Water	4,540	3,000	7062	Water	2,700	2,700	2,700
			7063	Sewer	1,400	1,400	1,400
6058 Waste Removal	3,180	2,700	7064	Waste Removal	1,600	1,600	1,600
6051 Telephone	9,600	8,200	7065	Telephone	9,100	9,100	9,100
6045 Cellular Phones/Pagers	3,500	3,320	7066	Cell Phone	4,000	4,000	4,000
			7067	Pest Control	315	315	315
6092 Translation Service	1,000	500	7100	Consulting Services	0	0	0
			7110	Legal Services	3,000	3,000	3,000
6065 Patrol/Investigation Equipment/Supplies	19,363	17,450	7540	Patrol/Investigation Equipment/Supplies	9,500	9,500	9,500
8009 Ballistic Vests	3,000	2,500	7540	Patrol/Investigation Equipment/Supplies	3,000	3,000	3,000
6064 Patrol/Investigation Equipment Maintenance	3,900	3,400	7541	Patrol/Investigation Equipment Maintenance	3,900	3,900	3,900
6061 Communication Equipment/Supplies	1,000	800	7542	Communication Equipment/Supplies	750	750	750
6060 Communication Equipment Maintenance	5,800	5,300	7543	Communication Equipment Maintenance	6,700	6,700	6,700
6028 Repeater/Generator Maintenance	2,577	2,500	7544	Repeater/Generator Maintenance	1,500	1,500	1,500
6043 Polygraph/Drug Screening	2,000	1,500	7545	Polygraph/Drug Screening	0	0	0
6044 Silent Witness	500	500	7546	Silent Witness	500	500	500
6075 Crime Prevention	2,500	600	7547	Crime Prevention	2,500	2,500	2,500
6091 Advocacy Center	2,700	2,646	7548	Advocacy Center	2,700	2,700	2,700
6066 Medical Supplies	1,000	970	7549	Medical Supplies	1,000	1,000	1,000
6079 Vet Supplies/Assistance	1,500	1,000	7552	K-9 Vet/Supplies	2,300	2,300	2,300
6024 Building Maintenance	1,000	1,000		Computer Repair/Replace/Maintenance	3,500	3,500	3,500
6025 Building Maintenance Equipment	1,000	700		n/a			
<b>Total Operational Expenditures</b>	<b>\$ 232,511</b>	<b>\$ 228,787</b>		<b>Total Operational Expenditures</b>	<b>\$ 258,305</b>	<b>\$ 258,305</b>	<b>\$ 258,305</b>
<b>Equipment/Capital Expenditures</b>				<b>Equipment/Capital Expenditures</b>			
6033 Computer Repair/Replace	8,500	8,000	8010	Computer Equipment	0	0	0
6032 Copier Maintenance	600	0	8020	Equipment Lease	6,120	6,120	6,120
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 9,100</b>	<b>\$ 8,000</b>		<b>Total Equipment/Capital Expenditures</b>	<b>\$ 6,120</b>	<b>\$ 6,120</b>	<b>\$ 6,120</b>
<b>Total Expenditures</b>	<b>\$ 2,309,873</b>	<b>\$ 2,294,481</b>		<b>Total Expenditures</b>	<b>\$ 2,304,963</b>	<b>\$ 2,243,381</b>	<b>\$ 2,243,381</b>
<b>Revenues</b>				<b>Revenues</b>			
<b>Marshal's Department Revenues</b>				<b>Marshal's Department Revenues</b>			
4021 CVMO - Reports	1,200	1,400		CVMO - Reports	1,500	1,500	1,500
4029 Background Check - CVMO	0	0		Background Check - CVMO	0	0	0
4030 Fingerprinting	1,200	1,400		Fingerprinting	1,500	1,500	1,500
4033 CVMO Donations	1,200			CVMO Donations			
4039 Yavapai Apache Dispatch	58,000	58,000		Yavapai Apache Dispatch	68,370	68,370	68,370
4043 Explorer Post	100	0		Explorer Post	0	0	0
4055 National Night Out	500	0		National Night Out	0	0	0
4063 Neighborhood Watch	100	0		Neighborhood Watch	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 62,300</b>	<b>\$ 60,800</b>		<b>Total Departmental Revenues</b>	<b>\$ 74,370</b>	<b>\$ 74,370</b>	<b>\$ 74,370</b>
<b>Net &lt;Subsidy From&gt;/Contribution To General Purpose Revenues</b>	<b>\$ (2,247,573)</b>	<b>\$ (2,233,681)</b>		<b>Net &lt;Subsidy From&gt;/Contribution To General Purpose Revenues</b>	<b>\$ (2,230,593)</b>	<b>\$ (2,169,011)</b>	<b>\$ (2,169,011)</b>

# Animal Control

## **Our Mission**

The Camp Verde Animal Control's mission is to balance the health, public safety, and welfare needs of people and animals in our community; provide care for stray, abused, and impounded animals; and enforce state and local animal welfare laws.

## **Department Duties/Description**

Animal Control is a division of the Camp Verde Marshal's Office. Animal Control's primary duties are to enforce Chapter 6 of the Camp Verde Town Code.

### **Department Staffing:**

Animal Control Officer (1)  
Animal Shelter Operator (1)

### **Accomplishments for the Fiscal Year 2007/2008:**

1. Adopted out over sixty animals.
2. Implemented a monthly spay/neuter clinic.
3. Held three rabies clinics.
4. Participated in the "Dogs in Danger" web site, which has assisted in increasing the number of adoptions.

### **Performance Objectives for Fiscal Year 2008/2009:**

1. Develop and implement animal welfare educational programs to include rabies clinics and spay and neutering clinics.
2. Develop a database of all issued dog tags and implement an annual mailer/reminder for renewals.
3. Develop plans for the relocation of the animal shelter to an area away from residential areas.

### **Fiscal Notes**

- \* Workman's Compensation calculations include 1200 hours of volunteer labor calculated at \$9.84 per hour.



Animal Control  
Fund 01-20-61

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009	2008/2009	2008/2009
	2007/2008 BUDGET	2007/2008 ACTUAL			DEPARTMENT REQUEST	MANAGER'S RECOMMEND	COUNCIL ADOPTION
<b>Salary Related Expenditures</b>							
6000 Salaries	59,547	59,547	6000	Salaries	61,036	61,036	61,036
6001 Overtime	0	0	6001	Overtime	2,000	2,000	2,000
6012 Holiday Pay	0	0	6002	Holiday Pay	1,200	1,200	1,200
6019 Uniforms	900	900	6003	Uniform Allowances	900	900	900
7014 FICA	3,748	3,748	6010	FICA	4,038	4,038	4,038
7013 Medicare	876	876	6011	Medicare	944	944	944
7015 Retirement	5,717	5,717	6012	Retirement	6,070	6,070	6,070
7011 Unemployment Insurance	172	172	6013	Unemployment Insurance	137	137	137
7012 Workman's Compensation	2,399	2,399	6014	Workman's Compensation	2,324	2,324	2,324
6002 Health, Life & STD Insurance	10,398	10,398	6020	Health, Dental, Life & STD Insurance	11,042	11,042	11,042
6003 Dental Insurance	652	652	6021	Dental Insurance	0	0	0
<b>Total Salary Expenditures</b>	<b>\$ 84,410</b>	<b>\$ 84,409</b>		<b>Total Salary Expenditures</b>	<b>\$ 89,692</b>	<b>\$ 89,691</b>	<b>\$ 89,691</b>
<b>Operational Expenditures</b>				<b>Operational Expenditures</b>			
6009 Travel/Training/Conferences			7010	Training	1,000	1,000	1,000
6040 Office Equipment/Supplies			7015	Travel	1,000	1,000	1,000
6011 Subscriptions/Memberships			7030	Office Supplies	500	500	500
6042 Books/Tapes/Publications			7035	Subscriptions/Memberships	50	50	50
6041 Printing			7036	Books/Tapes/Publications	0	0	0
6031 Computer Software Maintenance			7037	Printing	500	500	500
6021 Vehicle Maintenance			7040	Computer Services/Software	0	0	0
6020 Fuel/Oil/Lube			7050	Auto Repair/Maintenance	500	500	500
6055 Electric			7055	Fuel/Oil/Lube	3,500	3,500	3,500
6056 Gas/Propane			7060	Electric	0	0	0
6057 Water			7061	Gas/Propane	0	0	0
6058 Waste Removal			7062	Water	0	0	0
6051 Telephone			7063	Sewer	0	0	0
6045 Cellular Phones/Pagers			7064	Waste Removal	0	0	0
			7065	Telephone	500	500	500
			7066	Cell Phone	0	0	0
			7067	Pest Control	0	0	0
6063 Animal Control Equipment/Supplies	4,450	4,000	7110	Legal Services	1,000	1,000	1,000
6062 Animal Control Equipment Maintenance	2,500	2,500	7550	Animal Control Equipment/Supplies	3,000	3,000	3,000
6095 Animal Housing	19,200	18,940	7551	Animal Cremations	2,500	2,500	2,500
6024 Building Maintenance			7553	Animal Shelter Lease Payments	19,705	19,705	19,705
<b>Total Operational Expenditures</b>	<b>\$ 26,150</b>	<b>\$ 25,440</b>		<b>Total Operational Expenditures</b>	<b>\$ 33,755</b>	<b>\$ 33,755</b>	<b>\$ 33,755</b>
<b>Equipment/Capital Expenditures</b>				<b>Equipment/Capital Expenditures</b>			
6033 Computer Repair/Replace							
6032 Copier Maintenance							
6025 Building Maintenance Equipment							
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>		<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ 110,560</b>	<b>\$ 109,849</b>		<b>Total Expenditures</b>	<b>\$ 123,447</b>	<b>\$ 123,446</b>	<b>\$ 123,446</b>
<b>Revenues</b>				<b>Revenues</b>			
<b>Marshal's Department Revenues</b>				<b>Marshal's Department Revenues</b>			
4005 Dog Licenses	4,100	5,000		Dog Licenses	4,200	4,200	4,200
4006 Impound Fees	2,500	1,400		Impound Fees	2,500	2,500	2,500
4007 Adoption Fees	1,500	500		Adoption Fees	1,500	1,500	1,500
4033 CVMO Donations	1,200	6,100		Animal Shelter Donations	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 9,300</b>	<b>\$ 13,000</b>		<b>Total Departmental Revenues</b>	<b>\$ 8,200</b>	<b>\$ 8,200</b>	<b>\$ 8,200</b>
<b>Net &lt;Subsidy From&gt;/Contribution To General Purpose Revenues</b>	<b>\$ (101,260)</b>	<b>\$ (96,849)</b>		<b>Net &lt;Subsidy From&gt;/Contribution To General Purpose Revenues</b>	<b>\$ (115,247)</b>	<b>\$ (115,246)</b>	<b>\$ (115,246)</b>

# Camp Verde Community Library

## **Our Mission**

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

## **Department Duties/Description**

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

### **Department Staffing:**

Director (1)  
Librarian (1.75)  
Children's Librarian (1)  
Library Assistant (0.75 & 0.38)  
Children's Library Assistant (0.5)  
Special Program Instructors

### **Accomplishments for the Fiscal Year 2007/2008:**

1. Started a reservation system for public access computers to streamline the use of the machines.
2. Contracted with Unique Management Services to help collect long overdue items and serious fines.
3. Started the Beaver Creek branch of the Camp Verde Library in partnership with Yavapai County Library District and area residents.
4. Circulated over 68,000 items. This is an all-time record total.
5. Hired Kathleen Lew, part-time Children's Library Aide to help with programming and to provide better services to our youngest users and their parents.
6. Started a library newsletter to keep patrons up to date about what is happening at the Library and in the world of information.

### **Performance Objectives for Fiscal Year 2008/2009:**

1. Extend hours of operation to accommodate the Library patrons and allow for additional Library patronage.
2. Purchase a new external bulletin board to accommodate flyers for various service agencies in our area.

### **Significant Expenditure Changes:**

- \* Increase of \$500 in Travel (7015) to account for deletion of Fuel/Oil/Lube line item in previous budget.
- \* Increase of \$1,000 in Office Supplies (7030) for new postage meter and bulletin board.
- \* Increase of \$20,000 in Books/Tapes/Publications (7036) to account for the deletion of the Materials/County Match line item in the previous budget.
- \* Increase of \$500 in Library Programs (7640) to continue to build on the teen programs.
- \* Increase of \$1,300 in Equipment Lease (8020) for lease of postage meter.

### **Fiscal Notes**

- \* Workman's Compensation calculations include 3500 hours of volunteer time calculated at \$9.84 per hour.
- \* The revenue line item "Library Donations" has been renamed to "Library Fines/Fees" to more accurately describe the monies being deposited. A new account has been created in the Donations Fund to track the Library's donations and related expenditures. The separation of these revenue items accounts for the decrease in the Library Donations account.

Camp Verde Community Library  
Fund 01-20-70

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009	2008/2009	2008/2009
	2007/2008 BUDGET	2007/2008 ACTUAL			DEPARTMENT REQUEST	MANAGER'S RECOMMEND	COUNCIL ADOPTION
<b>Salary Related Expenditures</b>							
6000 Salaries	197,943	193,511	6000	Salaries	203,530	203,530	203,530
6001 Overtime	500	0	6001	Overtime	500	500	500
7014 FICA	12,303	11,978	6010	FICA	12,650	12,650	12,650
7013 Medicare	2,877	2,806	6011	Medicare	2,958	2,958	2,958
7015 Retirement	18,259	18,577	6012	Retirement	19,281	19,281	19,281
7011 Unemployment Insurance	689	689	6013	Unemployment Insurance	492	492	492
7012 Workman's Compensation	1,064	900	6014	Workman's Compensation	972	972	972
6002 Health, Life & STD Insurance	26,211	27,338	6020	Health, Dental, Life & STD Insurance	27,873	27,873	27,873
6003 Dental Insurance	1,630	652	6021	Dental Insurance	0	0	0
<b>Total Salary Expenditures</b>	<b>\$ 261,477</b>	<b>\$ 256,450</b>		<b>Total Salary Expenditures</b>	<b>\$ 268,256</b>	<b>\$ 268,256</b>	<b>\$ 268,256</b>
<b>Operational Expenditures</b>				<b>Operational Expenditures</b>			
6009 Training	600	410	7010	Training	600	600	600
6010 Travel	800	665	7015	Travel	1,300	1,300	1,300
6040 Office Supplies	6,500	5,094	7030	Office Supplies	7,500	7,500	7,500
6011 Subscription/Memberships	350	437	7035	Subscriptions/Memberships	350	350	350
6042 Books/Tapes/Publications	25,000	25,862	7036	Books/Tapes/Publications	45,000	45,000	45,000
6075 Advertising	400	427	7038	Advertising	500	500	500
6080 Postage	2,000	2,270	7039	Postage	2,500	2,500	2,500
6201 Computer Services/Software	1,000	1,379	7040	Computer Services/Software	1,000	1,000	1,000
6020 Fuel/Oil/Lube	500	500	7055	Fuel/Oil/Lube	0	0	0
6055 Electric	7,000	6,865	7060	Electric	7,500	7,500	7,500
6056 Propane	3,000	3,318	7061	Gas/Propane	3,000	3,000	3,000
6057 Water	750	799	7062	Water	800	800	800
			7063	Sewer	0	0	0
6058 Waste Removal	800	564	7064	Waste Removal	666	666	666
			7065	Telephone	2,917	2,917	2,917
			7066	Cell Phone	0	0	0
			7067	Pest Control	315	315	315
6094 Contractual Services	5,000	3,501	7110	Legal Services	1,850	1,850	1,850
6066 Commissioner's Expense	250	262	7120	Contract Labor/Services	5,000	5,000	5,000
6004 Volunteer Expenses	1,000	1,012	7300	Commission Expense	250	250	250
6026 Building Maintenance	500	594	7613	Volunteer Expenses	1,250	1,250	1,250
6031 Equipment Maintenance	500	1,468		Equipment Maintenance	500	500	500
6048 Materials/County Match	20,000	20,000					
6052 Amigo/Aznet	4,000	2,430	7641	Amigo/Aznet-Lib Database Access	3,000	3,000	3,000
6067 Library Programs	8,000	8,000	7640	Library Programs	8,500	8,500	8,500
9055 Donations	200	200					
			7642	Dynix-Lib Automation Program Library Grants	12,500	12,500	12,500
<b>Total Operational Expenditures</b>	<b>\$ 88,150</b>	<b>\$ 85,057</b>		<b>Total Operational Expenditures</b>	<b>\$ 106,797</b>	<b>\$ 106,798</b>	<b>\$ 106,798</b>
<b>Equipment/Capital Expenditures</b>				<b>Equipment/Capital Expenditures</b>			
8001 Equipment/Furniture	2,000	1,124	8000	Office Equipment/Furniture	2,000	2,000	2,000
6032 Copier Maintenance Contract	700	33	8020	Equipment Lease	2,000	2,000	2,000
8004 Dynix	13,500	9,353					
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 16,200</b>	<b>\$ 10,510</b>		<b>Total Equipment/Capital Expenditures</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>Total Expenditures</b>	<b>\$ 365,827</b>	<b>\$ 353,017</b>		<b>Total Expenditures</b>	<b>\$ 379,054</b>	<b>\$ 379,054</b>	<b>\$ 379,054</b>
<b>Revenues</b>				<b>Revenues</b>			
<b>Library Revenues</b>				<b>Library Revenues</b>			
40-4120 Library Donations	6,000	11,058		Library Fines/Fees	4,200	4,200	4,200
43-4500 Library District	58,000	58,000		Library District	80,718	80,718	80,718
43-4600 50% Library Match	15,000	0		50% Library Match	0	0	0
43-4800 Library Computer Equipment	0	0		Library Grants	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 79,000</b>	<b>\$ 69,058</b>		<b>Total Departmental Revenues</b>	<b>\$ 84,918</b>	<b>\$ 84,918</b>	<b>\$ 84,918</b>
Net <Subsidy From>/Contribution To General Purpose Revenues	<b>\$ (286,827)</b>	<b>\$ (283,960)</b>			<b>\$ (294,136)</b>	<b>\$ (294,136)</b>	<b>\$ (294,136)</b>

# Beaver Creek Library

## **Our Mission**

The Beaver Creek Library will provide for the informational needs of the Beaver Creek area.

## **Department Duties/Description**

The Beaver Creek Library operates as a branch of the Camp Verde Community Library. It is in partnership with the Yavapai County Library District and the Beaver Creek Community. At this point in time, the branch operates as a pickup and drop off location where patrons return checked out items and pick up library items they've previously requested. Library patrons may also sign up for library cards and place holds on any item held by the Yavapai Library Network. As this project grows, we will be adding other services.

## **Department Staffing:**

Library Assistant (0.40)

## **Accomplishments for the Fiscal Year 2007/2008:**

1. Opened for business on July 5, 2007.
2. Steady increases in usage statistics.
3. Hired a part-time employee to cover the 16 hours per week of operation.
4. Obtained a small, but faithful, group of volunteers to help run the library.

## **Performance Objectives for Fiscal Year 2008/2009:**

1. Raise enough money from the Beaver Creek area to help pay the bills and facilitate future growth.
2. Recruit new volunteers to allow for staffing flexibilities and to possibly expand hours of operation.

## **Significant Expenditure Changes:**

- \* Establishment of budget unit in 2008-2009 fiscal year.

## **Fiscal Notes**

- \* Yavapai County Library District funds the expenditures for the Beaver Creek Library Site. The revenue listed is the funding from Yavapai County Library District.

Beaver Creek Library  
Fund 01-20-71

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009	2008/2009	2008/2009
	2007/2008 BUDGET	2007/2008 ACTUAL			DEPARTMENT REQUEST	MANAGER'S RECOMMEND	COUNCIL ADOPTION
<b>Salary Related Expenditures</b>							
6000 Salaries			6000	Salaries	7,533	7,533	7,533
6001 Overtime			6001	Overtime			
7014 FICA			6010	FICA	467	467	467
7013 Medicare			6011	Medicare	109	109	109
7015 Retirement			6012	Retirement	0	0	0
7011 Unemployment Insurance			6013	Unemployment Insurance	69	69	69
7012 Workman's Compensation			6014	Workman's Compensation	31	31	31
6002 Health, Life & STD Insurance			6020	Health, Dental, Life & STD Insurance	0	0	0
6003 Dental Insurance			6021	Dental Insurance	0	0	0
<b>Total Salary Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>		<b>Total Salary Expenditures</b>	<b>\$ 8,208</b>	<b>\$ 8,209</b>	<b>\$ 8,209</b>
<b>Operational Expenditures</b>				<b>Operational Expenditures</b>			
6009 Training			7010	Training			
6010 Travel			7015	Travel			
6040 Office Supplies			7030	Office Supplies	700	700	700
6011 Subscription/Memberships			7035	Subscriptions/Memberships			
6042 Books/Tapes/Publications			7036	Books/Tapes/Publications			
6075 Advertising			7038	Advertising			
6080 Postage			7039	Postage	85	85	85
6201 Computer Services/Software			7040	Computer Services/Software			
6020 Fuel/Oil/Lube			7055	Fuel/Oil/Lube			
6055 Electric			7060	Electric			
6056 Propane			7061	Gas/Propane	500	500	500
6057 Water			7062	Water			
			7063	Sewer			
			7064	Waste Removal			
6058 Waste Removal			7065	Telephone	1,693	1,693	1,693
			7066	Cell Phone			
			7067	Pest Control	300	300	300
			7110	Legal Services			
6094 Contractual Services			7120	Contract Labor/Services			
6066 Commissioner's Expense			7300	Commission Expense			
6004 Volunteer Expenses			7613	Volunteer Expenses			
6026 Building Maintenance			n/a				
6031 Equipment Maintenance				Library Facility Rent	15,000	15,000	15,000
6048 Materials/County Match							
6052 Amigo/Aznet							
6067 Library Programs							
9055 Donations							
<b>Total Operational Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>		<b>Total Operational Expenditures</b>	<b>\$ 18,279</b>	<b>\$ 18,278</b>	<b>\$ 18,278</b>
<b>Equipment/Capital Expenditures</b>				<b>Equipment/Capital Expenditures</b>			
8001 Equipment/Furniture			8000	Office Equipment/Furniture			
6032 Copier Maintenance Contract			8020	Equipment Lease	240	240	240
8004 Dynix							
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>		<b>Total Equipment/Capital Expenditures</b>	<b>\$ 240</b>	<b>\$ 240</b>	<b>\$ 240</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>		<b>Total Expenditures</b>	<b>\$ 26,727</b>	<b>\$ 26,727</b>	<b>\$ 26,727</b>
<b>Revenues</b>				<b>Revenues</b>			
<b>Beaver Creek Library Revenues</b>				<b>Beaver Creek Library Revenues</b>			
IGA with Yavapai County Library District				IGA with Yavapai County Library District	26,727	26,727	26,727
Beaver Creek Library Donations				Beaver Creek Library Donations			
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>		<b>Total Departmental Revenues</b>	<b>\$ 26,727</b>	<b>\$ 26,727</b>	<b>\$ 26,727</b>
Net <Subsidy From>/Contribution To General Purpose Revenues	<b>\$ -</b>	<b>\$ -</b>			<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>

# Parks and Recreation

## **Our Mission**

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

## **Department Duties/Description**

The Parks and Recreation Department is responsible for providing recreational and social programs and events for all ages. The Parks and Recreation Director is responsible for four (4) departments which include: Janitorial, Maintenance, Parks and Recreation, and the Heritage Pool. The Parks and Recreation Department is responsible for the following:

- \* Planning and implementing community events and programs.
- \* Scheduling and rental of facilities and ball fields.
- \* Scheduling ball field lights.
- \* Working with Little League, AYSO and Youth Football on the organization of field usage.
- \* Three commissions which include the Parks and Recreation Commission, Trails and Pathways Commission and Youth Commission.
- \* The Camp Verde Recycle Center.
- \* Oversee six neighborhood parks, skate park, pool and weight room.
- \* Supervise part-time employees that include: referees, scorekeepers, umpires, seasonal teen employees at the pool and parks, and summer program staff.

## **Department Staffing:**

Director (1)  
Recreation Supervisor (1)  
Administrative Assistant (1)  
Receptionist (0.70)  
Scorekeepers  
Summer Help

## **Accomplishments for the Fiscal Year 2007/2008:**

1. Established Youth Commission.
2. Secured building for Teen Center.
3. Increased number of children in Grasshopper Basketball.
4. Increase in numbers for all adult sports which include basketball, softball, volleyball, 10K race, canoe challenge.
5. Established a flag football league.
6. Re-established the Youth Summer Program.
7. Partnered with Cottonwood Parks & Recreation to establish a golf league.
8. Worked with Town Council and Parks & Recreation Commission to set new department goals.

## **Performance Objectives for Fiscal Year 2008/2009:**

1. Compile all information that will be needed to submit for the Heritage Grant in February 2009.
2. Increase the enrollment to 75 children in the Youth Summer Program.
3. Decrease the number of special events to three (3) in fiscal year 2008-2009.
4. Simplify the events. Provide more old fashioned family fun and less commercial activity.
5. Increase Grasshopper Basketball to over 300 participants.
6. Increase core leadership numbers in Youth Commission and form additional sub committees.
7. Establish operational means for the opening of the Teen Center.
8. Provide additional events and programs for the community such as Trick or Treat Main Street.
9. Update the Parks and Recreation Five-Year Plan.
10. Establish an e-newsletter on our website.
11. Establish a Parks and Recreation "My Space" page and educate the youth on using this web tool as a means to receive updated information about our youth programs, activities and employment.
12. Increase the Parks and Recreation volunteer base.

## **Significant Expenditure Changes:**

- \* Decrease in salary related expenditures due to the reassignment of the Parks & Recreation Maintenance Staff to the Maintenance Department budget. A portion of the salaries for the Parks & Recreation Director and the Administrative Assistant have been allocated to the Special Events budget for time spent on special events.
- \* Decrease of \$8,000 for Recreational Programs (7610) to account for monies received from the Yavapai-Apache Nation to be used for youth programs. These program costs will be accounted for in the Yavapai-Apache Nation Gaming Compact Fund.
- \* Increase of \$200 for Commission Expense (7300) to cover cost for supplies for the Trails and Pathways Commission.
- \* Addition of \$1,500 for the Youth Commission to attend conferences hosted by Arizona Parks and Recreation Association and to assist with the cost of some of the projects that they would like to host for the teens in the community such as: dances, bus trips, and hosting joint meetings with Cottonwood Youth Commission and the Yavapai-Apache Unity Group.
- \* Decrease of \$10,000 for Contract Labor/Services (7120) used to cover the cost of additional referees, umpires, etc. for children's recreation programs. These expenditures have been transferred to the Yavapai-Apache Nation Gaming Compact Fund to be paid through monies donated by the Yavapai-Apache Nation for children's programs.

## **Fiscal Notes**

- \* The utility calculations (7060-7067) include the Parks & Recreation Offices along with the Community Center Gym, the Ramada, Butler Park, the Skate Park, the Teen Center, and Hallet Plaza.

Parks & Recreation  
Fund 01-20-80

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009	2008/2009	2008/2009
	2007/2008 BUDGET	2007/2008 ACTUAL			DEPARTMENT REQUEST	MANAGER'S RECOMMEND	COUNCIL ADOPTION
<b>Salary Related Expenditures</b>							
6000 Salaries	223,284	223,284	6000	Salaries	107,471	107,471	107,471
Seasonal & Summer Help		9,460	6000	Seasonal & Summer Help	9,456	9,456	9,456
6001 Overtime	1,789	1,893	6001	Overtime	1,500	0	0
7014 FICA	14,541	14,541	6010	FICA	7,342	7,249	7,249
7013 Medicare	3,401	3,401	6011	Medicare	1,717	1,695	1,695
7015 Retirement	21,036	21,607	6012	Retirement	10,298	10,156	10,156
7011 Unemployment Insurance	719	719	6013	Unemployment Insurance	367	367	367
7012 Workman's Compensation	12,897	8,341	6014	Workman's Compensation	2,800	2,756	2,756
6002 Health, Life & STD Insurance	36,442	38,780	6020	Health, Dental, Life & STD Insurance	16,647	16,647	16,647
6003 Dental Insurance	2,281	951	6021	Dental Insurance	0	0	0
<b>Total Salary Expenditures</b>	<b>\$ 316,390</b>	<b>\$ 322,977</b>		<b>Total Salary Expenditures</b>	<b>\$ 157,598</b>	<b>\$ 155,798</b>	<b>\$ 155,798</b>
<b>Operational Expenditures</b>							
6009 Training	5,000	4,300	7010	Training	2,000	2,000	2,000
6010 Travel	2,800	3,245	7015	Travel	1,000	1,000	1,000
6019 Uniforms	1,000	1,500	7020	Uniforms	200	200	200
6040 Office Supplies	3,000	3,000	7030	Office Supplies	2,500	2,500	2,500
6011 Subscriptions/Memberships	900	400	7035	Subscriptions/Memberships	900	900	900
6070 Advertising	4,000	3,000	7038	Advertising	2,000	2,000	2,000
6201 Computer Services/Software	1,800	1,800	7040	Computer Services/Software	0	0	0
6021 Vehicle Maintenance/Repair	5,000	4,000	7050	Auto Repair/Maintenance	4,000	4,000	4,000
6020 Fuel/Oil/Lube	6,000	8,000	7055	Fuel/Oil/Lube	1,000	1,000	1,000
6055 Electric	15,000	16,000	7060	Electric	33,666	33,666	33,666
			7061	Gas/Propane	7,869	7,869	7,869
6057 Water	0	0	7062	Water	4,225	4,225	4,225
			7063	Sewer	2,242	2,242	2,242
6058 Waste Removal	1,000	900	7064	Waste Removal	1,000	1,821	1,821
			7065	Telephone			
6043 Cell Phones/Walkie Talkies	1,800	1,500	7066	Cell Phone		1,600	1,600
			7067	Pest Control	588	588	588
			7110	Legal Services	925	925	925
6093 PT Rec/Program Labor	25,000	18,000	7120	Contract Labor/Services	15,000	15,000	15,000
8100 Equipment Rentals	1,500	1,500	7130	Equipment Rental	500	500	500
6024 Credit Card Processing Service Charges	325		7210	Credit Card Processing Fees		650	650
6066 Commission Expenses	200	100	7300	Commission Expense	400	400	400
6044 Safety Equipment	800	800	7512	Safety Equipment	200	200	200
6067 Recreational Programs	18,000	18,000	7610	Recreational Programs	10,000	10,000	10,000
6082 Recreation Start Banks	1,500	700	7611	Recreation Start Banks	800	800	800
9055 Recreation Program Sponsorships	25,000	15,000	7612	Recreation Program Sponsorships	25,000	25,000	25,000
Fingerprinting Volunteers	3,000	3,000	7613	Volunteer Expenses	0	0	0
6064 Reimbursements/Refunds	1,500	6,500	7614	Reimbursements/Refunds	0	0	0
6069 Summer Program	14,000	5,000	7620	Summer Program	0	0	0
9056 Special Olympics Donations	1,500		7630	Special Olympics Donations	500	500	500
6204 Computer Equipment	2,000	2,000	8010	Computer Equipment	2,000	2,000	2,000
6032 Copier Maintenance Contract	2,700	1,500	8020	Equipment Lease	1,500	1,500	1,500
6025 Credit Card Machine Purchase	0	0	n/a	Youth Commission	1,500	1,500	1,500
6026 Facilities Maintenance/Repairs	2,000	177	n/a				
6027 Field Maintenance	4,000	2,800	n/a				
6031 Equipment Maintenance	4,000	4,000	n/a				
6068 Special Events	0	0	n/a				
6081 General Supplies/Parks	3,000	4,300	n/a				
8200 State Sales Tax	7,000		n/a				
8300 Fertilizer/Landscape Maintenance	5,000		n/a				
<b>Total Operational Expenditures</b>	<b>\$ 169,325</b>	<b>\$ 131,022</b>		<b>Total Operational Expenditures</b>	<b>\$ 121,515</b>	<b>\$ 124,586</b>	<b>\$ 124,586</b>
<b>Equipment/Capital Expenditures</b>							
8002 Equipment	6,000	6,000	8050	Parks & Rec Equipment	3,000	3,000	3,000
8001 Light Recreational Equipment	1,500	1,500	8055	Light Recreational Equipment	1,500	1,500	1,500
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>		<b>Total Equipment/Capital Expenditures</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
<b>Total Expenditures</b>	<b>\$ 493,215</b>	<b>\$ 461,499</b>		<b>Total Expenditures</b>	<b>\$ 283,613</b>	<b>\$ 284,884</b>	<b>\$ 284,884</b>
<b>Revenues</b>							
<b>Parks &amp; Recreation Revenues</b>				<b>Parks &amp; Recreation Revenues</b>			
4002 Recreational Programs	25,000	18,000		Recreational Programs	20,000	20,000	20,000
4004 Summer Program	14,000	4,000		Summer Program	3,000	3,000	3,000
4044 Special Olympics Donations	3,000	680		Special Olympics Donations	0	0	0
4049 Parks Sponsorships	30,000	12,000		Recreational Program Sponsorships	25,000	25,000	25,000
				Credit Card Fees Collected			
<b>Total Departmental Revenues</b>	<b>\$ 72,000</b>	<b>\$ 34,680</b>		<b>Total Departmental Revenues</b>	<b>\$ 48,000</b>	<b>\$ 48,000</b>	<b>\$ 48,000</b>
Net <Subsidy From>/Contribution To General Purpose Revenues	<b>\$ (421,215)</b>	<b>\$ (426,819)</b>			<b>\$ (235,613)</b>	<b>\$ (236,884)</b>	<b>\$ (236,884)</b>

# Special Events

## Our Mission

The Town of Camp Verde's Parks and Recreation Department's mission for Special Events is to strive to provide cost effective, wholesome, family oriented events that enhance the quality of life for the citizens of Camp Verde.

## Department Duties/Description

The Special Events budget covers six (6) events. Those events include:

- \* Pecan, Wine & Antique Festival - wine sampling from Arizona wineries, local pecan farm products and antiques.
- \* Easter Egg Hunt - small community event geared towards children ages 2-10 years of age.
- \* Cornfest - fun, family oriented event that is enjoyed by all ages and takes place annually in July.
- \* Fort Verde Days - celebration of the Town's heritage.
- \* Trick or Treat Main Street - safe, well lit area for trick or treating for the children of the community.
- \* Christmas Craft Bazaar, Breakfast with Santa, and Parade of Lights - family oriented events that include a craft sale; pancakes, sausage and pictures with Santa; light parade.

The department has cut back from ten (10) events a year to six (6). These six (6) events are community and family oriented events. By cutting back the number of events, the Town will see a savings of approximately \$90,000 from what was needed in the 2007-2008 Fiscal Year Budget.

## Department Staffing:

- \* Pecan, Wine & Antique Festival - event organization (5 months) - Admin Assist; event set up (one week) - 5 Maint; event staffing (3 days) - 1 full time staff, 2 Maint, 72 volunteer hours; event tear down (one week) - 5 Maintenance.
- \* Easter Egg Hunt - event organization (50% of two weeks) - Admin Assist; event staffing (1 day) - Admin Assist, 2 Maintenance, 24 volunteer hours.
- \* Cornfest - event organization (2 months) - Admin Assist; event staffing (1 day) - Admin Assist, 6 Maintenance, 56 volunteer hours.
- \* Fort Verde Days - event organization (4 months) - Admin Assist; event set up (75% of 1 week) - 6 Maintenance; event staffing (3 days) - all Parks & Recreation and Maintenance staff, 20 volunteer hours; event tear down (75% of one week) - 6 Maintenance.
- \* Trick or Treat Main Street - event organization (2 months) - Admin Assistant, Main Street Merchants, churches, civic groups, Youth Commission; event staffing (1 day) -
- \* Christmas Craft Bazaar, Breakfast with Santa and Parade of Lights - event organization (2 months) - Admin Assist; Craft Bazaar set up (5 hours) - 6 Maintenance; Breakfast with Santa set up (75% of 3 days) - 2 Maintenance; Parade of Lights set up (5 hours) - all Parks & Recreation and Maintenance staff; 48 volunteer hours.

## Accomplishments for the Fiscal Year 2007/2008:

1. Trick or Treat Main Street
2. Cut events from ten (10) events per year to six (6) saving the Town an estimated \$70,000 in the FY07/08 budget.

## Performance Objectives for Fiscal Year 2008/2009:

1. Work to find ways to make the six (6) events more cost effective.
2. Increase community involvement with the special event committees.

## Significant Expenditure Changes:

- \* Each line item for the Special Events budget has been reduced with no additional funds being requested.
- \* Deletion of Start Banks expenditure and revenue line items as this should be treated as a "pass-through" account that should be tracked as an asset.

## Fiscal Notes

- \* Workman's Compensation includes 220 hours of volunteer hours calculated at \$7.90 per hour.



Special Events  
Fund 01-20-81

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
	2007/2008 BUDGET	2007/2008 ACTUAL					
<b>Salary Related Expenditures</b>							
6000 Salaries	25,000	9,000	6000	Salaries	9,000	28,148	28,148
6001 Overtime	8,000	5,000	6001	Overtime	4,500	5,314	5,314
7014 FICA	2,046	800	6010	FICA	837	2,075	2,075
7013 Medicare	479	300	6011	Medicare	196	485	485
7015 Retirement	3,168	1,000	6012	Retirement	1,276	3,162	3,162
7011 Unemployment Insurance	0	0	6013	Unemployment Insurance	0	0	0
7012 Workman's Compensation	2,546	900	6014	Workman's Compensation	819	1,892	1,892
6002 Health, Life & STD Insurance	0	0	6020	Health, Dental, Life & STD Insurance	0	0	0
6003 Dental Insurance	0	0	6021	Dental Insurance	0	0	0
<b>Total Salary Expenditures</b>	<b>\$ 41,238</b>	<b>\$ 17,000</b>		<b>Total Salary Expenditures</b>	<b>\$ 16,628</b>	<b>\$ 41,076</b>	<b>\$ 41,076</b>
<b>Operational Expenditures</b>				<b>Operational Expenditures</b>			
6070 Event Advertising	17,000	15,500	7038	Advertising	5,000	5,000	5,000
6071 Banners/Signage	2,500	1,800		Banners	1,000	1,000	1,000
6072 Entertainment	15,500	12,000		Entertainment	6,000	6,000	6,000
6073 Food	27,900	5,200		Food	2,500	2,500	2,500
6074 Insurance	0	0		Lodging	250	250	250
6076 Lodging	1,700	400		Security	1,400	1,400	1,400
6077 Security	3,200	4,000		Judges	350	350	350
6078 Judges	1,250	600		Special Event Supplies	10,000	10,000	10,000
6079 Wine Reimbursements	8,000	4,789		Start Banks	8,600	0	0
6080 Special Event Supplies	18,300	15,000					
6081 Special Event Tent Labor	1	0					
6082 Start Banks	18,500	10,800					
6083 Fireworks	5,000	5,000					
8100 Equipment Rental	4,500	4,500	7110	State Sales Tax		2,500	2,500
<b>Total Operational Expenditures</b>	<b>\$ 123,351</b>	<b>\$ 79,589</b>	7130	Legal Services			
				Equipment Rental	4,500	4,500	4,500
				<b>Total Operational Expenditures</b>	<b>\$ 39,600</b>	<b>\$ 33,500</b>	<b>\$ 33,500</b>
<b>Total Expenditures</b>	<b>\$ 164,589</b>	<b>\$ 96,589</b>		<b>Total Expenditures</b>	<b>\$ 56,228</b>	<b>\$ 74,576</b>	<b>\$ 74,576</b>
<b>Revenues</b>				<b>Revenues</b>			
<b>Special Events Revenues</b>				<b>Special Events Revenues</b>			
4003 Special Events	100,000	45,000		Special Events	42,000	42,000	42,000
4037 Start Banks	20,000	12,000		Start Banks	8,600	0	0
4042 Special Event Sponsorships	15,000	3,800		Special Event Sponsorships	4,000	4,000	4,000
4056 Fireworks Sponsorship	5,000	5,000		Fireworks Sponsorship	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 140,000</b>	<b>\$ 65,800</b>		<b>Total Departmental Revenues</b>	<b>\$ 54,600</b>	<b>\$ 46,000</b>	<b>\$ 46,000</b>
Net <Subsidy From>/Contribution To General Purpose Revenues	<b>\$ (24,589)</b>	<b>\$ (30,789)</b>			<b>\$ (1,628)</b>	<b>\$ (28,576)</b>	<b>\$ (28,576)</b>

# Pool

## **Our Mission**

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

## **Department Duties/Description**

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

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

## **Department Staffing:**

Manager (1)  
Assistant Manager (1)  
Lifeguard (15)  
Cashier (5)

## **Accomplishments for the Fiscal Year 2007/2008:**

1. In conjunction with Parks and Recreation, provided two (2) Family Fun Nights for the community.
2. Pool deck re-surfaced, put shades up for patrons and painted majority of both inside and outside of bath house.
3. Addressed problem with septic system to prevent possible back up and potential health risk.
4. Worked closely with ADEQ and Yavapai County Health Department to ensure facility is sanitary and safe for public.
5. Maintenance Department now has two (2) employees who are certified pool operators.

## **Performance Objectives for Fiscal Year 2008/2009:**

1. Provide the community with a safe, accident free swim season.
2. Act professional in every situation.
3. Surveillance of the water is our primary objective.
4. Promote water safety.

## **Significant Expenditure Changes:**

- \* Increase of \$4,500 for Pool Chemicals (7600) due to high cost of fuel resulting in increased freight charges.
- \* Increase of \$300 for Training (7010) to cover supplies and costs associated with the Red Cross for lifeguard training.
- \* Increase of \$100 for Concessions (7603) to cover the cost of popsicles for end of swim lessons along with the cost of swim diapers for sale in the pool office.

Pool  
Fund 01-20-82

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009	2008/2009	2008/2009
	2007/2008 BUDGET	2007/2008 ACTUAL			DEPARTMENT REQUEST	MANAGER'S RECOMMEND	COUNCIL ADOPTION
<b>Salary Related Expenditures</b>							
6000 Seasonal Employees	60,000	60,000	6000	Salaries	60,000	64,600	64,600
7014 FICA	3,720	3,720	6010	FICA	3,720	4,005	4,005
7013 Medicare	870	870	6011	Medicare	870	937	937
7011 Unemployment	738	800	6013	Unemployment	588	633	633
7012 Workman's Comp	5,975	5,975	6014	Workman's Comp	4,539	4,887	4,887
<b>Total Salary Expenditures</b>	<b>\$ 71,303</b>	<b>\$ 71,365</b>		<b>Total Salary Expenditures</b>	<b>\$ 69,717</b>	<b>\$ 75,062</b>	<b>\$ 75,062</b>
<b>Operational Expenditures</b>				<b>Operational Expenditures</b>			
6009 Training	800	1,100	7010	Training	1,100	1,100	1,100
6010 Travel	0	0	7015	Travel	0	0	0
6055 Utilities	15,400	15,400	7060	Electric	0	0	0
			7061	Gas/Propane	23,000	23,000	23,000
			7062	Water	0	0	0
			7063	Sewer	0	0	0
6058 Waste Removal	880	600	7064	Waste Removal	880	880	880
6051 Telephone	1,000	1,500	7065	Telephone	1,500	1,500	1,500
			7066	Cell Phone	0	0	0
			7067	Pest Control	315	315	315
			7110	Legal Services	0	0	0
6041 Pool Chemicals	7,500	12,000	7600	Pool Chemicals	12,000	12,000	12,000
6040 Pool Supplies	6,000	4,000	7601	Pool Supplies	4,000	4,000	4,000
6031 Equipment Maintenance/Repair	5,300	5,300	7602	Pool Equipment Maintenance/Repair	5,000	5,000	5,000
6039 Concessions	100	100	7603	Pool Concession Supplies	200	200	200
6100 Permits	400	100	7604	Permits	400	400	400
6060 Swim Team	2,200	550	7605	Swim Team	500	500	500
<b>Total Operational Expenditures</b>	<b>\$ 39,580</b>	<b>\$ 40,650</b>		<b>Total Operational Expenditures</b>	<b>\$ 48,895</b>	<b>\$ 48,895</b>	<b>\$ 48,895</b>
<b>Total Expenditures</b>	<b>\$ 110,883</b>	<b>\$ 112,015</b>		<b>Total Expenditures</b>	<b>\$ 118,612</b>	<b>\$ 123,957</b>	<b>\$ 123,957</b>
<b>Revenues</b>				<b>Revenues</b>			
<b>Pool Revenues</b>				<b>Pool Revenues</b>			
4022 C.V.U.S.D. Pool Reimbursement	12,000	12,000		C.V.U.S.D. Pool Reimbursement	19,500	19,500	19,500
4026 Pool-User Fees	20,000	20,000		Pool-User Fees	20,000	20,000	20,000
4028 Pool Concessions	300	0		Pool Concessions	0	0	0
4041 Swim Team	500	800		Swim Team	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 32,800</b>	<b>\$ 32,800</b>		<b>Total Departmental Revenues</b>	<b>\$ 39,500</b>	<b>\$ 39,500</b>	<b>\$ 39,500</b>
Net <Subsidy From>/Contribution To General Purpose Revenues	<b>\$ (78,083)</b>	<b>\$ (79,215)</b>			<b>\$ (79,112)</b>	<b>\$ (84,457)</b>	<b>\$ (84,457)</b>

# Capital Improvement Projects

## Department Duties/Description

The Town of Camp Verde's Capital Improvement Projects Fund was established to provide for the infrastructure and capital needs of the departments of the Town of Camp Verde. A portion of the Town's Sales Tax collections are used to fund the Capital Improvement Projects Fund.

### Accomplishments for the Fiscal Year 2007/2008:

1. Hot mopped the roof on Rio Verde Plaza.
2. Purchased two (2) new patrol vehicles for the Marshal's Department.
3. Purchased new tractor for the Maintenance Department.
4. Contributed to local organizations.
5. Supplied \$722,000 to the Streets/HURF Fund to cover the deficit in the fund along with providing the needed funds to complete the Sanitary District Streets Overlay Project, Finnie Flat Sidewalks, and Town Site Improvements grant match.

### Performance Objectives for Fiscal Year 2008/2009:

1. Upgrade the Town's infrastructure with regard to networking and computer systems.
2. Purchase a Town-wide software package that will integrate the various departments of the Town and provide for increased customer service and reliability of information.
3. Obtain architectural and engineering service to develop plans for the construction of a new Library facility.
4. Relocate the Town's Public Works/Streets Department yard to the new 118 acre parcel to alleviate the \$36,000 lease payment for the current Public Works/Streets Department yard rent.
5. Provide support to the Streets/HURF Fund to allow the Department to provide adequate services to the citizens.

### Significant Expenditure Changes:

- \* Capital Improvements Projects vary from year to year, therefore, the majority of the expenditure changes are significant.

### Fiscal Notes

- \* In order to continue to provide adequate services to the citizens of Camp Verde, staff has re-allocated the percentage of revenues distributed to the CIP Fund. In the 2008-2009 fiscal year, staff is not allocating any of the total Town Sales Tax revenues to the CIP Fund. Staff feels that the fund balance in the CIP Fund is substantial enough to provide for the capital needs of the Town in the 2008-2009 fiscal year without the high level of sales tax allocation as in the past.
- \* \$129,100 allocated to Public Works Yard Construction is for the first phase of construction on a new Equipment and Shop Yard for the Public Works/Streets Departments located on a portion of the 118 acre Community Park site.
- \* The Operating Transfer Out to the General Fund is to help fund various projects listed in the General Fund Budget.
- \* The Operating Transfer Out to the Streets/HURF Fund is provided to the Streets/HURF Fund to cover a portion of the costs of Street Improvements and Construction costs.

CIP Fund  
Fund 03-00-00

Expenditures Requested Projects	2006/2007	2007/2008	ESTIMATED	2008/2009	2008/2009	2008/2009
	ACTUAL	BUDGET	2007/2008 ACTUAL	DEPARTMENT REQUEST	MANAGER'S RECOMMEND	COUNCIL ADOPTION
5015 Verde Lakes Drive	0	0	0	0	0	0
5016 Finnie Flats Drainage	0	0	0	0	0	0
5035 Water Co. Debt Service Encumbrance	0	100,000	0	0	0	0
5036 Sanitary District	0	135,000	0	0	0	0
5071 Hot Mop Rio Verde Plaza Roof	0	8,000	8,000	0	0	0
5080 CVMO Vehicles	117,908	72,000	72,000	144,000	72,000	72,000
5081 Police Radio Upgrade	5,908	0	0		0	0
5086 Parks Vehicles	10,293	0	0		0	0
5087 Solar Heating System & Pool Covers	0	58,500	0		0	0
5089 Pool Remodel	29,858	0	0		0	0
5091 Duct Work-Adult Literacy	8,966	0	0		0	0
5095 Rolling File Cabinets	0	20,000	0		0	0
5096 Court Remodel	6,462	0	0	0	0	0
5111 CVMO Well	36	0	0	0	0	0
5115 CVMO Remodel	142,986	0	0	0	0	0
5116 CVMO Remodel-Furniture/Equipment	2,667	0	0	0	0	0
5121 Library Enhancement	0	10,000	6,000	10,000	10,000	10,000
5180 Impact Fee Study	4,644	0	0		0	0
5220 110 Diesel Tractor	0	38,000	32,921		0	0
6094 P&Z Consultant	3,990	0	0		0	0
6095 Permit Software (Comm Dev)	0	80,000	0		0	0
7000 Organizational Donation	0	32,000	10,000	0	0	0
8090 Chamber of Commerce	0	135,000	0	0	0	0
Incode Software				60,000	60,000	60,000
Computer/networking infrastructure upgrades				50,000	50,000	50,000
CVMO Evidence Lockers	0	0	0	15,800	0	0
Animal Shelter - New Facility	0	0	0	100,000	0	0
Library Facility				4,000,000	0	0
Active Net Recreation Software				10,500	0	0
Pool Heater				20,000	20,000	20,000
Public Works/Streets Office Remodel			18,400	0	0	0
Public Works Yard Construction				129,100	129,100	129,100
Streets Inspector Truck				32,000	32,000	32,000
<b>Total Requested Projects</b>	<b>\$ 333,720</b>	<b>\$ 688,500</b>	<b>\$ 147,321</b>	<b>\$ 4,571,400</b>	<b>\$ 373,100</b>	<b>\$ 373,100</b>
<b>Operating Transfers</b>						
Operating Transfer Out - General Fund					86,300	86,300
Operating Transfer Out - CIP Fund			67,500			
Operating Transfer Out - Streets/HURF Fund			722,000	259,570	271,346	271,346
<b>Total Operating Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 789,500</b>	<b>\$ 259,570</b>	<b>\$ 357,646</b>	<b>\$ 357,646</b>
<b>Total Expenditures</b>	<b>\$ 333,720</b>	<b>\$ 688,500</b>	<b>\$ 936,821</b>	<b>\$ 4,830,970</b>	<b>\$ 730,746</b>	<b>\$ 730,746</b>
<b>Revenues</b>						
<b>CIP Fund Revenues</b>						
4001 CIP Fund Revenue	585,348	700,000	580,000	240,000	0	0
<b>Total Departmental Revenues</b>	<b>\$ 585,348</b>	<b>\$ 700,000</b>	<b>\$ 580,000</b>	<b>\$ 240,000</b>	<b>\$ -</b>	<b>\$ -</b>
Net <Subsidy From>/Contribution To CIP Fund Balance	<b>\$ (251,629)</b>	<b>\$ 11,500</b>	<b>\$ (356,821)</b>	<b>\$ (4,590,970)</b>	<b>\$ (730,746)</b>	<b>\$ (730,746)</b>
Prior Year Ending CIP Fund Balance			\$ 1,719,178	\$ 1,362,357	\$ 1,362,357	\$ 1,362,357
Estimated Ending CIP Fund Balance (deficit)	\$ 1,719,178		\$ 1,362,357	\$ (3,228,613)	\$ 631,611	\$ 631,611

# Parks Fund

## **Our Mission**

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

## **Department Duties/Description**

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

### **Accomplishments for the Fiscal Year 2007/2008:**

1. Completed Verde Lakes Park playground.
2. Purchased 118 acres for the Community Park site.
3. Replaced fall material at each playground site.
4. Purchased BBQ stations for Ramada, Butler Park & Arturo Park.

### **Performance Objectives for Fiscal Year 2008/2009:**

1. Complete Black Bridge Park.
2. Develop a Master Plan for the 118 acre Community Park site.
3. Refurbish the tennis court at Butler Park.
4. Install shades over the bleachers at Butler Park ball field.
5. Construct a shade at the Heritage Skate Park.
6. Refurbish the basketball court at Butler Park.
7. Repair the sand volleyball court at Butler Park.

### **Significant Expenditure Changes:**

- \* Increase of \$55,000 in Local Park Improvements (5130) to hire a consultant to develop a "Master Plan" for the new Community Park in the amount of \$50,000 along with upgrades to the Butler Park tennis court totaling \$30,000.
- \* Appropriation of \$200,000 for Interfund Loan Repayment (General Fund) for Refunding Agreement dated March 6, 2008 to repay a total of \$832,000 borrowed from the General Fund to purchase the 118 acre Community Park site.

### **Fiscal Notes**

- \* The payments for the purchase of the Butler Park Soccer Field have been properly transferred to the Debt Service Fund with a corresponding operating transfer out to the Debt Service Fund of Parks Fund revenues to cover the payment.
- \* In order to continue to provide adequate services to the citizens of Camp Verde, staff has re-allocated the percentage of revenues distributed to the Parks Fund. In the 2008-2009 fiscal year, staff is allocating 19% of the total Town Sales Tax revenues to the Parks Fund. Staff feels that the contributions to the Parks Fund will be substantial enough to provide for the development and maintenance of the parks within the Town of Camp Verde.

Parks Fund  
Fund 04-00-00

Expenditures

**Park Projects**

5050	Sunnyside park
5060	Butler Soccer Field
5080	Special Events Tent
5130	Local Park Improvements
5140	NEPA Study
5150	Collection Agreement-Forest Svc
5160	Black Bridge Riverfront Park
5170	Verde Lakes Park
9999	Parks Fund Contingency
	Community Park Acquisition
	Community Park Development
	Interfund Loan Repayment (General Fund)
	<b>Total Assumption Projects</b>

	ESTIMATED 2007/2008 BUDGET	2007/2008 ACTUAL	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
	500	800	300	300	300
	5,500	5,500	0	0	0
	0	0	0	0	0
	45,000	20,000	100,000	100,000	100,000
	0	0	0	0	0
	0	0	0	0	0
	95,000	70,000	50,000	50,000	50,000
	12,000	4,000	500	500	500
	0	0	0	0	0
	1,900,000	2,404,925	0	0	0
	0	0	0	0	0
	0	0	200,000	200,000	200,000
	<b>\$ 2,058,000</b>	<b>\$ 2,505,225</b>	<b>\$ 350,800</b>	<b>\$ 350,800</b>	<b>\$ 350,800</b>

**Operating Transfers**

Operating Transfer Out-Debt Service Fund
<b>Total Operating Transfers</b>

			5,500	5,500	5,500
<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,500</b>	<b>\$ 5,500</b>	<b>\$ 5,500</b>

**Total Expenditures**

<b>\$ 2,058,000</b>	<b>\$ 2,505,225</b>	<b>\$ 356,300</b>	<b>\$ 356,300</b>	<b>\$ 356,300</b>
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Revenues

**Parks Fund Revenues**

4001	Parks Fund Revenue
4002	Parks Fund Donations
	Interfund Loan (from General Fund)
	<b>Total Departmental Revenues</b>

470,000	97,399	440,000	440,000	440,000
0				
0	832,000	0	0	0
<b>\$ 470,000</b>	<b>\$ 929,399</b>	<b>\$ 440,000</b>	<b>\$ 440,000</b>	<b>\$ 440,000</b>

Net <Subsidy From>/Contribution To Parks Fund Balance

<b>\$ (1,588,000)</b>	<b>\$ (1,575,826)</b>	<b>\$ 83,700</b>	<b>\$ 83,700</b>	<b>\$ 83,700</b>
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Prior Year Ending Parks Fund Balance

\$ 1,660,258	\$ 1,660,258	\$ 84,432	\$ 84,432	\$ 84,432
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Estimated Ending Parks Fund Balance (deficit)

\$ 72,258	\$ 84,432	\$ 168,132	\$ 168,132	\$ 168,132
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# Magistrate Special Revenue Fund

## **Department Duties/Description**

The purpose of the Magistrate Special Revenue Fund is to help the Court finance and achieve some needs that might not be possible without them. They are placed in individual numbered account for tracking the funds. Each fund is authorized by State or local law.

Local (Municipal) Court Enhancement Funds are collected by the Court as per Ordinance No. 2001-A182 (3). It states that the funds shall be used exclusively to enhance the technological, operational and security capabilities of the Court.

Local Judicial Collections Enhancement Fund (JCEF) is collected by the Court as per ARS 12.113 for the purpose of improving, maintaining and enhancing the ability to collect and manage monies assessed or received by the Courts including restitution, child support, fines and civil penalties; and to improve court automation projects likely to improve case processing or the administration of justice.

Fill the Gap Fund is collected by the Court as per ARS 12-102.I02 to allocate funds to counties for the purpose of planning and implementing collaborative projects that are designed to improve the processing of criminal cases.

Fill the Gap and JCEF funds must be requested through a "grant process" to the Supreme Court for approval of how the Court wishes to spend the funds. There are no match funds. Spending must meet the criteria of the legislative intent.

The Local Court Enhancement Fund is currently being used to pay for a Court Clerk that has moved into the open position.

## **Department Staffing:**

Court Clerk (1)



Magistrate Special Revenue Fund  
Fund 05-00-00

Expenditures

Special Fund Expenditures

6000	Court Enhancement Salaries	0	25,304
7014	Court Enhancement FICA	0	1,569
7013	Court Enhancement Medicare	0	367
7015	Court Enhancement Retirement	0	2,429
7011	Court Enhancement Unemployment Insurance	0	69
7012	Court Enhancement Worker's Compensation	0	85
6002	Court Enhancement Health Insurance	0	5,285
6003	Court Enhancement Dental Insurance	0	122
6034	Fill the Gap	5,800	0
6037	Local JCEF	4,500	1,000
6038	Court Enhancement	30,500	35,700
<b>Total Special Fund Expenditures</b>		<b>\$ 40,800</b>	<b>\$ 71,930</b>

Revenues

Special Fund Revenues

4051	Local JCEF	5,800	5,800
4052	Fill the Gap	4,500	4,500
4053	Court Enhancement	30,500	30,500
<b>Total Special Fund Revenues</b>		<b>\$ 40,800</b>	<b>\$ 40,800</b>

Net <Subsidy From>/Contribution To Magistrate Special Revenues Fund Balance

\$ - \$ (31,130)

Prior Year Ending Magistrate Special Revenues Fund Balance

\$ 62,148

Estimated Ending Magistrate Special Revenues Fund Balance (deficit)

\$ 31,018

		ESTIMATED	NEW	NEW	2008/2009	2008/2009	2008/2009
		2007/2008	ACCOUNT	ACCOUNT	DEPARTMENT	MANAGER'S	COUNCIL
		BUDGET	NUMBERS	TITLE	REQUEST	RECOMMEND	ADOPTION
6000	Court Enhancement Salaries	0	6000	Court Enhancement Salaries	26,953	26,953	26,953
6010	Court Enhancement FICA	0	6010	Court Enhancement FICA	1,671	1,671	1,671
6011	Court Enhancement Medicare	0	6011	Court Enhancement Medicare	391	391	391
6012	Court Enhancement Retirement	0	6012	Court Enhancement Retirement	2,547	2,547	2,547
6013	Court Enhancement Unemployment Insurance	0	6013	Court Enhancement Unemployment Insurance	762	762	762
6014	Court Enhancement Worker's Compensation	0	6014	Court Enhancement Worker's Compensation	85	85	85
6020	Court Enhancement Health, Dental, Life & STD Insurance	0	6020	Court Enhancement Health, Dental, Life & STD Insurance	5,502	5,502	5,502
6021	Court Enhancement Dental Insurance	0	6021	Court Enhancement Dental Insurance	0	0	0
Fill the Gap		5,800		Fill the Gap			
Local JCEF		4,500		Local JCEF	2,500	2,500	2,500
Court Enhancement		30,500		Court Enhancement	2,000	2,000	2,000
<b>Total Special Fund Expenditures</b>		<b>\$ 40,800</b>		<b>Total Special Fund Expenditures</b>	<b>\$ 42,411</b>	<b>\$ 42,411</b>	<b>\$ 42,411</b>
Revenues				Revenues			
Special Fund Revenues				Special Fund Revenues			
Local JCEF		5,800		Local JCEF	4,045	4,045	4,045
Fill the Gap		4,500		Fill the Gap	6,090	6,090	6,090
Court Enhancement		30,500		Court Enhancement	33,695	33,695	33,695
<b>Total Special Fund Revenues</b>		<b>\$ 40,800</b>		<b>Total Special Fund Revenues</b>	<b>\$ 43,830</b>	<b>\$ 43,830</b>	<b>\$ 43,830</b>
Net <Subsidy From>/Contribution To Magistrate Special Revenues Fund Balance		\$ -			\$ 1,419	\$ 1,419	\$ 1,419
Prior Year Ending Magistrate Special Revenues Fund Balance					\$ 31,018	\$ 31,018	\$ 31,018
Estimated Ending Magistrate Special Revenues Fund Balance (deficit)					\$ 32,437	\$ 32,437	\$ 32,437

# State Grants

## **Department Duties/Description**

The State Grants Fund tracks expenditures and revenues for grants issued by the State of Arizona. The two current grant items are the PANT Officer and the School Resource Officer. The Town of Camp Verde is not the direct grant recipient, but rather a sub-recipient as the funds are distributed to the Town of Camp Verde from the main grant recipient to reimburse the Town for actual expenditures of the Town employees that participate in the grant.

## **Department Staffing:**

PANT Officer (1)  
School Resource Officer

## **Fiscal Notes**

- \* LTAF II Grant is funding for transportation related expenses. \$2,500 of this amount is allocated to help fund the Verde Valley Veteran's Van in the FY08-09. The remaining \$6,000 is allocated to be utilized to improve service to the Camp Verde Voucher Program.

State Grants Fund  
Fund 06-00-00

Expenditures	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
	2007/2008 BUDGET	2007/2008 ACTUAL					
<b>State Grants Fund Expenditures</b>							
50-04-9000 Library Gates Grant	0	0	50-04-9000	Library Gates Grant			
50-08-8001 GOHS IN-CAR CAMERAS	10,000	10,803	50-08-8001	GOHS IN-CAR CAMERAS	0	0	0
50-08-8200 SLIF Grant-Black Bridge Park	0	0	50-08-8200	SLIF Grant-Black Bridge Park			
50-10-9999 Safe Routes to School Grant Expenses	0	0	50-10-9999	Safe Routes to School Grant Expenses			
50-18-9999 LTAF II Grant	0	15,062	50-18-9999	LTAF II Grant	8,500	8,500	8,500
50-19-9999 School Resource Officer	0	56,479	50-19-9999	School Resource Officer	52,750	60,142	60,142
50-27-6000 PANT Salary	0	39,884	50-28-6000	PANT Salary	55,400	41,233	41,233
50-27-6001 PANT Overtime	0	9,373	50-28-6001	PANT Overtime		5,174	5,174
50-27-6019 PANT Uniform Allowance	0	1,200	50-28-6003	PANT Uniform Allowance		1,200	1,200
50-27-7013 PANT Medicare	0	732	50-28-6011	PANT Medicare		690	690
50-27-7015 PANT Retirement	0	4,596	50-28-6012	PANT Retirement		6,618	6,618
50-27-7011 PANT Unemployment Insurance	0	69	50-28-6013	PANT Unemployment Insurance		69	69
50-27-7012 PANT Worker's Compensation	0	497	50-28-6014	PANT Worker's Compensation		2,538	2,538
50-27-6002 PANT Health, Life & STD Insurance	0	5,354	50-28-6020	PANT Health, Dental, Life & STD Insurance		5,577	5,577
50-27-6003 PANT Dental Insurance	0	122	50-28-6021	PANT Dental Insurance		0	0
50-45-9999 Camp Verde Cannons Projects-AOT	0	6,200	50-45-9999	Camp Verde Cannons Projects-AOT			
<b>Total State Grant Expenditures</b>	<b>\$ 10,000</b>	<b>\$ 150,370</b>		<b>Total State Grant Expenditures</b>	<b>\$ 116,650</b>	<b>\$ 131,741</b>	<b>\$ 131,741</b>
<b>Revenues</b>				<b>Revenues</b>			
<b>State Grants Fund Revenues</b>				<b>State Grants Fund Revenues</b>			
41-4400 Library Gates Grant	0	0	41-4400	Library Gates Grant			
41-4500 Camp Verde Cannons Reimbs-AOT	0	6,200	41-4500	Camp Verde Cannons Reimbs-AOT			
41-4606 School Resource Officer	0	56,479	41-4606	School Resource Officer	52,750	60,142	60,142
41-4700 LTAF II Grant	0	15,062	41-4700	LTAF II Grant	8,500	8,500	8,500
41-4801 Governor's Office of Hwy Safety	10,000	10,803	41-4801	Governor's Office of Hwy Safety	0		
41-4820 PANT Reimbursements	0	61,827	41-4820	PANT Reimbursements	55,400	63,099	63,099
41-4826 SLIF Grant-Black Bridge Park	0	0	41-4826	SLIF Grant-Black Bridge Park			
41-5010 Safe Routes to School Grant Reimbursements	0	0	41-5010	Safe Routes to School Grant Reimbursements			
<b>Total State Grant Revenues</b>	<b>\$ 10,000</b>	<b>\$ 150,371</b>		<b>Total State Grant Revenues</b>	<b>\$ 116,650</b>	<b>\$ 131,741</b>	<b>\$ 131,741</b>
Net <Subsidy From>/Contribution To State Grants Fund Balance	\$ -	\$ 1			\$ -	\$ -	\$ -
Prior Year Ending State Grants Fund Balance	\$ -				\$ 1	\$ 1	\$ 1
Estimated Ending State Grants Fund Balance (deficit)	\$ 1				\$ 1	\$ 1	\$ 1

# Yavapai-Apache Gaming Compact

## **Department Duties/Description**

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

### **Accomplishments for the Fiscal Year 2007/2008:**

1. Used an estimated \$6,000 to fund a Summer Program for the Youth of Camp Verde.
2. Transferred \$18,547.50 to the Camp Verde Schools Native American Club
3. Transferred \$9,273.75 to the Camp Verde Library Endowment (non-profit organization)

### **Performance Objectives for Fiscal Year 2008/2009:**

1. Fund the Summer Program for an estimated 75 local youth.
2. Host the Grasshopper Basketball program for an estimated 300 local youth.
3. Establish new youth activities and programs.
4. Open and operate a Teen Center for local area teens.

Yavapai-Apache Gaming Compact

Fund 07-00-00

Expenditures

**Yavapai-Apache Gaming Compact Expenditures**  
 50-55-8000 WIFA Grant Expenditures  
 50-55-8500 Yavapai-Apache Gaming Compact Expenditures  
 Parks & Recreation Youth Program Expenditures  
**Total Yavapai-Apache Gaming Expenditures**

2007/2008 BUDGET	ESTIMATED 2007/2008 ACTUAL	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
0	0			
0	27,821			
	6,000	31,000	31,000	31,000
<b>\$ -</b>	<b>\$ 33,821</b>	<b>\$ 31,000</b>	<b>\$ 31,000</b>	<b>\$ 31,000</b>

Revenues

**Yavapai-Apache Gaming Compact Revenues**  
 42-4010 Yavapai-Apache Gaming Compact  
 40-4000 WIFA Grant Revenues  
**Total Yavapai-Apache Gaming Revenues**

0	46,369	46,000	46,000	46,000
0	0			
<b>\$ -</b>	<b>\$ 46,369</b>	<b>\$ 46,000</b>	<b>\$ 46,000</b>	<b>\$ 46,000</b>

Net <Subsidy From>/Contribution To Yavapai-Apache Gaming Compact Fund Balance

<b>\$ -</b>	<b>\$ 12,548</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
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Prior Year Ending Yavapai-Apache Gaming Compact Fund Balance  
 Estimated Ending Yavapai-Apache Gaming Compact Fund Balance (deficit)

\$ 44,610	\$ 57,158	\$ 57,158	\$ 57,158	\$ 57,158
\$ 57,158	\$ 72,158	\$ 72,158	\$ 72,158	\$ 72,158

**Designated Funds**

Parks & Recreation Youth Programs Designation  
 Estimated Ending Designated Fund Balance

18,548	18,500	18,500	18,500	18,500
<b>31,436</b>	<b>18,936</b>	<b>18,936</b>	<b>18,936</b>	<b>18,936</b>

**Undesignated Funds**

Estimated Ending Undesignated Fund Balance

<b>\$ 25,721</b>	<b>\$ 53,221</b>	<b>\$ 53,221</b>	<b>\$ 53,221</b>	<b>\$ 53,221</b>
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# CDBG Fund

## **Our Mission**

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

## **Department Duties/Description**

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

### **Department Staffing:**

Town Clerk (shared position with Town Clerk's Department)

Assistant Clerk (shared position with Town Clerk's Department)

### **Accomplishments for the Fiscal Year 2007/2008:**

1. Completed the Ramada/Town Hall Restroom Accessibility Improvement Project.
2. Completed the Downtown Park Improvement Project that resulted in the installation of a new self-contained concrete restroom unit with showers.
3. Completed engineering and design work for Townsite Street Improvement projects.

### **Performance Objectives for Fiscal Year 2008/2009:**

1. Complete the Senior Center Improvement Project.
2. Complete the Townsite Street Improvement and Lighting Project.
3. Apply for and administer CDBG program funds for the proposed Hollamon Street Improvements Project.

### **Fiscal Notes**

- \* Hollamon Street Improvements funding is not guaranteed. The Town hopes to submit an application for funding to CDBG, therefore funding for this project is based solely on approval by CDBG.

CDBG Grants Fund  
Fund 09-00-00

Expenditures

**CDBG Grants Fund Expenditures**

2007/2008 BUDGET	ESTIMATED 2007/2008 ACTUAL	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
0		0	0	0
28,195	8,195		0	0
270,000	290,000		0	0
0	6,835		0	0
0		246,000	246,000	246,000
		54,000	54,000	54,000
0			0	0
		272,063	272,063	272,063
		50,970	50,970	50,970
		58,775	58,775	58,775
			0	0
<b>\$ 298,195</b>	<b>\$ 305,030</b>	<b>\$ 681,808</b>	<b>\$ 681,808</b>	<b>\$ 681,808</b>

Revenues

**CDBG Grants Fund Revenues**

28,195	8,195		0	0
270,000	290,000		0	0
0	6,835		0	0
0		246,000	246,000	246,000
		54,000	54,000	54,000
323,033		272,063	272,063	272,063
		50,970	50,970	50,970
58,775		58,775	58,775	58,775
0			0	0
0			0	0
<b>\$ 680,003</b>	<b>\$ 305,030</b>	<b>\$ 681,808</b>	<b>\$ 681,808</b>	<b>\$ 681,808</b>

Net <Subsidy From>/Contribution To CDBG Grants Fund Balance

<b>\$ 381,808</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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Prior Year Ending CDBG Fund Balance

\$ -	\$ -	\$ -	\$ -	\$ -
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Estimated Ending CDBG Fund Balance (deficit)

\$ -	\$ -	\$ -	\$ -	\$ -
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# 9-1-1 Fund

## **Department Duties/Description**

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

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

### **Accomplishments for the Fiscal Year 2007/2008:**

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

### **Performance Objectives for Fiscal Year 2008/2009:**

1. No monies are anticipated to be spent in the 2008-2009 fiscal year.

### **Significant Expenditure Changes:**



9-1-1 Fund

Fund 10-00-00

		ESTIMATED	2008/2009	2008/2009	2008/2009
		2007/2008	DEPARTMENT	MANAGER'S	COUNCIL
		BUDGET	REQUEST	RECOMMEND	ADOPTION
Expenditures					
<b>9-1-1 Fund Expenditures</b>					
50-6060	9-1-1 Expenditures		0	0	0
<b>Total 9-1-1 Expenditures</b>		\$ -	\$ -	\$ -	\$ -
Revenues					
<b>9-1-1 Fund Revenues</b>					
40-4100	9-1-1 Distributions	600	600	600	600
<b>Total 9-1-1 Revenues</b>		\$ 600	\$ 600	\$ 600	\$ 600
Net <Subsidy From>/Contribution To 9-1-1 Fund Balance		\$ 600	\$ 600	\$ 600	\$ 600
Prior Year Ending 9-1-1 Fund Balance		\$ 1,184	\$ 1,784	\$ 1,784	\$ 1,784
Estimated Ending 9-1-1 Fund Balance (deficit)		\$ 1,784	\$ 2,384	\$ 2,384	\$ 2,384

# Debt Service Fund

## **Department Duties/Description**

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The Town of Camp Verde currently has three (3) long-term debt obligations; the GADA loan for the Camp Verde Marshal's Office Facility, Koch Financial for the Sanitary District Funding Agreement, and Chicago Title for the soccer field at Butler Park.

Debt Service Fund  
Fund 13-00-00

Expenditures

**GADA Loan Expenditures**

13-50-58-8000	Principal-GADA Loan
13-50-58-8001	Interest-GADA Loan
13-50-58-8002	Miscellaneous Charges-GADA Loan

**Sanitary District Loan Expenditures**

13-60-00-8000	Principal-Sanitary District Loan
13-60-00-8001	Interest-Sanitary District Loan

**Butler Park Soccer Field**

13-70-00-8000	Butler Park Soccer Field
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**Total Debt Service Fund Expenditures**

	ESTIMATED 2007/2008 BUDGET	2007/2008 ACTUAL	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
	35,000	80,000	80,000	80,000	80,000
	91,174	89,650	87,600	87,600	87,600
		15,000	40,993	40,993	40,993
		52,523	94,244	94,244	94,244
			5,500	5,500	5,500
	<b>\$ 126,174</b>	<b>\$ 237,173</b>	<b>\$ 308,338</b>	<b>\$ 308,337</b>	<b>\$ 308,337</b>

Revenues

**GADA Loan Revenues**

13-40-4000	1% of 3% Construction Tax
13-40-4070	Rio Verde Plaza Rents-transfer net of expenses
13-40-4900	GADA Loan Interest Revenue
13-40-7777	Operating Transfers In-from General Fund

**Sanitary District Loan Revenues**

13-40-4100	Sanitary District Funding-GF Operating Transfer
	Sanitary District Funding-CIP Operating Transfer

**Butler Park Soccer Field Revenues**

	Operating Transfers In-from Parks Fund
	<b>Total Debt Service Fund Revenues</b>

	151,607	151,607	151,607	151,607
	23,300	8,186	8,186	8,186
	518	500	500	500
	44,577	7,233	7,233	7,233
		from CIP		
	23	135,237	135,237	135,237
	67,500			
		5,500	5,500	5,500
	<b>45,095</b>	<b>242,430</b>	<b>308,264</b>	<b>308,263</b>

Net <Subsidy From>/Contribution To Debt Service Fund Balance

<b>\$ (81,079)</b>	<b>\$ 5,257</b>	<b>\$ (74)</b>	<b>\$ (74)</b>	<b>\$ (74)</b>
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Prior Year Ending Debt Service Fund Balance

Estimated Ending Debt Service Fund Balance (deficit)

\$ 81,176	\$ 97	\$ 5,354	\$ 5,354	\$ 5,354
\$ 97	\$ 5,354	\$ 5,280	\$ 5,280	\$ 5,280

# Library Building Fund

## **Department Duties/Description**

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

Library Building Fund

Fund 15-00-00

Expenditures

**Library Building Fund Expenditures**

50-8000	Library Master Plan Design
	Library Building Expenditures
	<b>Total Library Building Fund Expenditures</b>

	ESTIMATED 2007/2008 BUDGET	2007/2008 ACTUAL	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
	0	0	0	0	0
	0	0	0	0	0
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Revenues

**Library Building Fund Revenues**

40-4600	Donation Revenues
40-4800	Interest Revenues
	<b>Total Library Building Fund Revenues</b>

	0	23,722	14,449	14,449	14,449
	0	12,881	10,000	10,000	10,000
	<b>\$ -</b>	<b>\$ 36,604</b>	<b>\$ 24,449</b>	<b>\$ 24,449</b>	<b>\$ 24,449</b>

Net <Subsidy From>/Contribution To Library Building Fund Balance

	<b>\$ -</b>	<b>\$ 36,604</b>	<b>\$ 24,449</b>	<b>\$ 24,449</b>	<b>\$ 24,449</b>
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Prior Year Ending Library Building Fund Balance

Estimated Ending Library Building Fund Balance (deficit)

		\$ 186,440	\$ 223,044	\$ 223,044	\$ 223,044
	\$ 186,400	\$ 223,044	\$ 247,492	\$ 247,493	\$ 247,493

# Impact Fees

## **Department Duties/Description**

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

- A. To establish uniform procedures for the imposition, calculation, collection, expenditure and administration of any development fees imposed on New Development;
- B. To implement the goals, objectives and policies of the Town of Camp Verde General Plan, as amended from time to time, to assure that New Development contributes its fair share towards the costs of providing Public Facilities or Services reasonably necessitated by such New Development;
- C. To ensure that New Development obtains a reasonable benefit by the Public Facilities or Services provided with the proceeds of Development Fees;
- D. To ensure that all applicable and appropriate legal standards and criteria relating to the imposition of Development Fees are properly incorporated into the Town Code; and
- E. To ensure that all applicable procedural requirements of A.R.S. § 9-463.05 have been met.

Impact Fee Fund  
Fund 16-00-00

Expenditures

**Impact Fee Expenditures**

01-9999	General Government Expenditures
02-9999	Police Services Expenditures
03-9999	Library Expenditures
04-9999	Parks & Recreation Expenditures
	<b>Total Impact Fee Expenditures</b>

	ESTIMATED 2007/2008 BUDGET	2007/2008 ACTUAL	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Revenues

**Impact Fee Revenues**

01-4001	General Government Impact Fees
01-4002	General Government Interest
02-4001	Police Services Impact Fees
02-4002	Police Services Interest
03-4001	Library Impact Fees
03-4002	Library Interest
04-4001	Parks & Recreation Impact Fees
04-4002	Parks & Recreation Interest
	<b>Total Impact Fee Revenues</b>

	104,009	16,568	17,000	17,000	17,000
	980	97	100	100	100
	154,494	12,756	15,000	15,000	15,000
	1,400	57	60	60	60
	57,790	13,255	13,000	13,000	13,000
	540	67	70	70	70
	128,950	29,576	30,000	30,000	30,000
	1,250	236	250	250	250
	<b>\$ 449,413</b>	<b>\$ 72,612</b>	<b>\$ 75,480</b>	<b>\$ 75,480</b>	<b>\$ 75,480</b>

Net <Subsidy From>/Contribution To Impact Fee Fund Balance

	<b>\$ 449,413</b>	<b>\$ 72,612</b>	<b>\$ 75,480</b>	<b>\$ 75,480</b>	<b>\$ 75,480</b>
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Prior Year Ending Impact Fee Fund Balance  
Estimated Ending Impact Fee Fund Balance (deficit)

	\$ 34,072	\$ 106,684	\$ 106,684	\$ 106,684	\$ 106,684
	\$ 106,684	\$ 182,164	\$ 182,164	\$ 182,164	\$ 182,164

# Housing Grant Fund

## **Our Mission**

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

### **Department Staffing:**

Administrative Assistant (0.50)  
Summer Internship

### **Accomplishments for the Fiscal Year 2007/2008:**

1. Environmental Review Record completed.
2. Advertised and conducted two public presentations for potential applicants (Town Hall & Verde Lakes).
3. Over 50 potential applicant contacts/prescreens made.
4. 17 applications received.
5. 10 applications qualified.
6. 8 pre-construction site visits made.
7. Held Homebuyer Personal Finance Management & Maintenance Course.

### **Performance Objectives for Fiscal Year 2008/2009:**

1. Rank/select applicants.
2. Initiate project set-ups, cost estimates, etc.
3. Prepare request for bids and select bid award.
4. Coordinate rehab and construction activities.
5. Complete individual project close out reports.
6. Complete HOME Grant 07/08 close out report.

### **Fiscal Notes**

- \* Low Income is defined by the U.S. Department of Housing and Urban Development as 80% or below the median income of an area. The median household income in 2008 for Yavapai County is \$50,500 per year.



Housing Grant Fund  
Fund 18-00-00

Expenditures

**Housing Fund Expenditures**

18-10-00-9000 Home Grant Administration Exps  
18-10-00-9999 Home Grant Rehabilitation Exps  
18-50-00-7020 Local Revolving Loan Fund Exps\*  
**Total Housing Fund Expenditures**

2006/2007 ACTUAL	2007/2008 BUDGET	ESTIMATED 2007/2008 ACTUAL	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
4,259	35,000	4,659	26,082	26,082	26,082
-	354,000	0	354,000	354,000	354,000
-	45,000	7,000	210,106	210,106	210,106
<b>\$ 4,259</b>	<b>\$ 434,000</b>	<b>\$ 11,659</b>	<b>\$ 590,188</b>	<b>\$ 590,188</b>	<b>\$ 590,188</b>

Revenues

**Housing Fund Revenues**

18-40-00-4010 Home Grant Administration Reimbs  
18-40-00-4011 Home Grant Rehabilitation Reimbs  
18-42-00-4500 Local Revolving Loan Fund Payments  
**Total Housing Fund Revenues**

4,259	35,000	4,659	26,082	26,082	26,082
-	354,000	0	354,000	354,000	354,000
19,476	21,274	18,000	21,500	21,500	21,500
<b>\$ 23,735</b>	<b>\$ 410,274</b>	<b>\$ 22,659</b>	<b>\$ 401,582</b>	<b>\$ 401,582</b>	<b>\$ 401,582</b>

Net <Subsidy From>/Contribution To Housing Grant Fund Balance

<b>\$ (19,476)</b>	<b>\$ (23,726)</b>	<b>\$ 11,000</b>	<b>\$ (188,606)</b>	<b>\$ (188,606)</b>	<b>\$ (188,606)</b>
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Prior Year Ending Housing Grant Fund Balance

		\$ 194,585	\$ 205,585	\$ 205,585	\$ 205,585
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Estimated Ending Housing Grant Fund Balance (deficit)

\$ 194,585		\$ 205,585	\$ 16,979	\$ 16,979	\$ 16,979
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\*Current RLF balance as of May 31, 2008 - \$194,312.93

2007/2008 Local Revolving Loan Fund Estimated Balance 188,606  
2008/2009 Local Revolving Loan Fund Estimated Available Fund Balance 210,106

# Donations

**Department Duties/Description**

The Donation Fund was established to accurately track donations given to the departments of the Town of Camp Verde that are designated for a specific purpose.

Donations  
Fund 19-00-00

Expenditures

**Donation Fund Expenditures**

Animal Shelter Expenditures  
K-9 Expenditures  
General CVMO Donations  
Library Donations  
**Total Donation Fund Expenditures**

2007/2008 BUDGET	ESTIMATED 2007/2008 ACTUAL	2008/2009 DEPARTMENT REQUEST	2008/2009 MANAGER'S RECOMMEND	2008/2009 COUNCIL ADOPTION
0	0	2,000	2,000	2,000
0	0	1,600	1,600	1,600
0	0	2,000	2,000	2,000
0	0	4,000	4,000	4,000
<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,600</b>	<b>\$ 9,600</b>	<b>\$ 9,600</b>

Revenues

**Donation Fund Revenues**

Animal Shelter Donations  
K-9 Donations  
General CVMO Donations  
Library Donations  
**Total Donation Fund Revenues**

0	5,200	2,000	2,000	2,000
0	1,091	1,600	1,600	1,600
0	1,000	2,000	2,000	2,000
0	0	4,000	4,000	4,000
<b>\$ -</b>	<b>\$ 7,291</b>	<b>\$ 9,600</b>	<b>\$ 9,600</b>	<b>\$ 9,600</b>

Net <Subsidy From>/Contribution To Donation Fund Balance

<b>\$ -</b>	<b>\$ (7,291)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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Prior Year Ending Donations Fund Balance  
Estimated Ending Donations Fund Balance (deficit)

\$ -	\$ 7,291	\$ 7,291	\$ 7,291	\$ 7,291
\$ 7,291	\$ 7,291	\$ 7,291	\$ 7,291	\$ 7,291

Fund Balance Designations

Animal Shelter Donations  
K-9 Donations  
General CVMO Donations  
Library Donations

# Streets/HURF Fund

## **Our Mission**

The Town of Camp Verde's Streets Department's mission is to provide and maintain, within the Town's available resources, adequate and safe transportation infrastructure, effective street maintenance, and promotion of safety.

## **Department Duties/Description**

The Streets Department is a division of the Public Works Department. With a crew of five, the Streets Department maintains over 110 miles of paved roads, as well as blading and maintaining the numerous dirt roads. Each year the Crew performs crack-seal, chip-seal, patch and pavement projects. The Crew inspects, installs and updates traffic and informational signs. The Crew also keeps the Town's Right of Way clear from tree/brush and trash; each year over 7,000 cubic yards of trimmings are cleared. On an average year, the Department issues between 25-30 Road Cut Permits and 70-80 Culvert Permits which require at least one inspection from a Crew member. The Streets Department is also responsible for street sweeping, dead animal pick up and removal of trash for Adopt-a-Road Volunteer Groups.

### **Department Staffing:**

Public Works Director/Engineer (0.20)  
Streets Foreman (1)  
Street Inspector (0.80)  
Heavy Equipment Operator (1)  
Medium Equipment Operator (2)  
Streets Laborer (1)  
Administrative Assistant (0.50)

### **Accomplishments for the Fiscal Year 2007/2008:**

1. Worked with Rinker Materials, Yavapai-Apache Sand & Gravel to solve the entry/exit problem to these businesses by paving old Hwy 279 up to their property lines.
2. Improved/widened Quarter Horse Road between the ditch up to Glenrose.
3. Improvements and maintenance to Verde Lakes Drive required due to the increased snow melt and resulting flooding in this area
4. All planned striping, crack-seal and chip-seal projects were completed.

### **Performance Objectives for Fiscal Year 2008/2009:**

1. Identify strengths and weaknesses in the Department and provide training/cross training.
2. Begin communications with other municipalities in an effort to reduce costs by joining together for materials and services.
3. Begin work in relocating the Streets Yard to 10 acres in the new Town Park.
4. Obtain millings from upcoming ADOT projects that may be used for street repair.
5. Work with Town Engineer/Department Head to update/revise Town Ordinances.

### **Significant Expenditure Changes:**

- \* Increase of \$7,000 in Auto Repair/Maintenance (7050) due to aging fleet of vehicles requiring higher levels of maintenance.
- \* Increase of \$28,000 in Fuel/Oil/Lube (7055) due to rising costs of gasoline and petroleum related products.

### **Fiscal Notes**

- \* Consulting Services (7100) of \$93,000 is budgeted for outside Engineering Firms and consultants to provide the Town Engineer with technical support due to the lack of equipment and personnel in the Town's Public Works Department. \$60,032 of the expenditures is allocated for the Small Area Transportation Study of which \$48,259 is reimbursable. The remaining (approximate) \$32,000 will be used for various projects including development of the Town's Engineering Standards.
- \* The portion of the Town's Engineering Standards allocated to the Streets/HURF Fund are the sections regarding engineering standards for streets. The portions on Storm Water and Utilities are allocated to the Public Works/ Engineer Department in the General Fund.
- \* Chip Seal/Maintenance (8713) includes \$240,000 for the Camp Verde Sanitary District Street Overlay Project.
- \* Town Site Improvements (XXXX) is matching funds and additional funds for the CDBG project budgeted in the CDBG Fund (Fund 09).
- \* Refunds/Reimbursements (XXXX) of \$47,820 is for the Small Area Transportation Study reimbursements.
- \* The TEA Grant is for the Finne Flat Sidewalk project.
- \* HURF Revenues and LTAF Revenues are restricted monies received from the State that can only be used for transportation related expenditures. The State provides annual estimates of the amounts that each municipality will receive during the fiscal year. Due to the decline in the economy, this year's estimates are thought to be finalized at 10% less than the estimates provided. Therefore, the estimates shown for both HURF and LTAF revenues are budgeted 10% less than the estimates provided by the state in early April 2008. If the estimates for the HURF and LTAF revenues remain unchanged when finalized, the increase in revenues will result in a decrease in the amount of subsidy from the Capital Improvements Fund (CIP Fund).
- \* Computer Services/Software (7040) accounts for \$2,000 for the IWORQ System and \$1,000 for general computer services.

Streets/HURF Department  
Fund 20-20-00

Expenditures 20-70-76	ESTIMATED		NEW ACCOUNT NUMBERS	NEW ACCOUNT TITLE	2008/2009	2008/2009	2008/2009
	2007/2008 BUDGET	2007/2008 ACTUAL			DEPARTMENT REQUEST	MANAGER'S RECOMMEND	COUNCIL ADOPTION
<b>Salary Related Expenditures</b>							
6000 Salaries	243,395	243,395	6000	Salaries	240,500	240,500	240,500
6001 Overtime	1,000	1,000	6001	Overtime	2,000	2,000	2,000
7014 FICA	15,152	15,152	6010	FICA	15,035	15,035	15,035
7013 Medicare	3,544	3,544	6011	Medicare	3,516	3,516	3,516
7015 Retirement	23,462	23,462	6012	Retirement	22,916	22,916	22,916
7011 Unemployment Insurance	603	603	6013	Unemployment Insurance	446	446	446
7012 Workman's Compensation	29,286	29,286	6014	Workman's Compensation	22,504	22,504	22,504
6002 Health, Life & STD Insurance	36,579	36,579	6020	Health, Dental, Life & STD Insurance	36,108	36,108	36,108
6003 Dental Insurance	2,281	2,281	6021	Dental Insurance	0	0	0
<b>Total Salary Expenditures</b>	<b>\$ 355,301</b>	<b>\$ 355,302</b>		<b>Total Salary Expenditures</b>	<b>\$ 343,026</b>	<b>\$ 343,026</b>	<b>\$ 343,025</b>
<b>Operational Expenditures</b>				<b>Operational Expenditures</b>			
6009 Training	2,000	1,500	7010	Training	2,500	2,500	2,500
6010 Travel	1,500	500	7015	Travel	1,500	1,500	1,500
6019 Uniforms	3,600	3,600	7020	Uniforms	3,800	3,800	3,800
6040 Office Supplies	800	800	7030	Office Supplies	800	800	800
6011 Subscription Membership	200	100	7035	Subscriptions/Memberships	200	200	200
6042 Books/Tapes/Publications	700	300	7036	Books/Tapes/Publications	400	400	400
6041 Printing	700	250	7037	Printing	500	500	500
6070 Advertising	1,500	1,000	7038	Advertising	1,500	1,500	1,500
6094 Computer Services	1,000	1,000	7040	Computer Services/Software	3,000	3,000	3,000
6021 Equipment Maintenance	28,000	28,000	7050	Auto Repair/Maintenance	35,000	35,000	35,000
6020 Fuel/Oil/Lube	22,000	28,000	7055	Fuel/Oil/Lube	50,000	50,000	50,000
6055 Electric	1,500	600	7060	Electric	1,000	2,551	2,551
6056 Natural Gas	1,400	50	7061	Gas/Propane	1,800	1,845	1,845
6057 Water	700	200	7062	Water	700	2,340	2,340
		2,600	7063	Sewer	200	73	73
		150	7064	Waste Removal	200	581	581
6051 Telephone	3,000	100	7065	Telephone	950	676	676
		0	7066	Cell Phone	2,000	2,000	2,000
		0	7067	Pest Control	200	336	336
6096 Engineering	15,000	65,000	7100	Consulting Services	93,000	93,000	93,000
		200	7110	Legal Services	2,000	2,000	2,000
6005 Seasonal Help	9,000	100	7120	Contract Labor/Services	10,000	10,000	10,000
8406 Surveying	5,000	0	7120	Contract Labor/Services			
6023 Equipment Rental	8,000	8,000	7130	Equipment Rental	8,000	8,000	8,000
7009 Liability Insurance	25,000	25,000	7220	Liability Insurance	30,000	30,000	30,000
6026 Equipment Yard & Barn Repairs	1,000	1,000	7510	Building Maintenance	0	0	0
6037 OSHA Medical Supplies	600	600	7513	OSHA Medical Supplies	700	700	700
6031 Communications Equip/Repair	1,000	0	7543	Communication Equipment Maintenance	0	0	0
6008 Improvements/Repeater Site	1,000	0	7544	Repeater/Generator Maintenance	0	0	0
6045 Drug Screening	500	0	7545	Drug Screening	0	0	0
6092 Street Yard Land Rental	25,000	26,500	7553	Street Yard Lease Payments	36,000	36,000	36,000
6064 Mapping	200	150	7560	Mapping	200	200	200
8006 Title Clearance	100	5	7581	Recording Fees	1,000	1,000	1,000
6028 Street Maintenance	30,000	30,500	7700	Street Maintenance	40,000	40,000	40,000
8401 Street & Safety Signing	5,000	5,000	7710	Street & Safety Signing	6,000	6,000	6,000
6027 Transportation Enhancement	26,000	13,000	7720	Transportation Enhancement	0	0	0
6025 Traffic Signal Maintenance	10,000	10,000	7730	Traffic Signal Maintenance	15,000	15,000	15,000
8404 Traffic Signal Electricity	5,000	5,250	7735	Traffic Signal Electricity	7,200	7,200	7,200
				Main Street Lights/Irrigation Electricity	1,000	9,424	9,424
6088 Small Tools	1,800	1,800	7740	Small Tools	1,800	1,800	1,800
6065 Litter Abatement	1,000	1,000	7750	Litter Abatement	1,000	1,000	1,000
6093 GIS Equipment	1	0	n/a				
8075 Lease Purchase	1	0	n/a				
6203 IWORO System	1,200	0					
<b>Total Operational Expenditures</b>	<b>\$ 240,002</b>	<b>\$ 261,855</b>		<b>Total Operational Expenditures</b>	<b>\$ 359,150</b>	<b>\$ 370,926</b>	<b>\$ 370,926</b>
<b>Equipment/Capital Expenditures</b>				<b>Equipment/Capital Expenditures</b>			
8060 Public Works Remodel +5%	26,400	0	8040	Structural	0	0	0
6095 Computer Supplies	1,500	1,500	8010	Computer Equipment	1,000	1,000	1,000
6043 Copier Maintenance Agreement	2,400	2,400	8020	Equipment Lease	8,000	8,000	8,000
8402 Street Construction	50,000	50,000	8710	Street Construction	60,000	60,000	60,000
8408 Street Stripping	28,000	28,000	8711	Street Stripping	30,000	30,000	30,000
9500 Right-of-Way Acquisition	1,000	50	8712	Right-of-Way Acquisition	1,000	1,000	1,000
9510 Chip Seal/Maintenance	400,000	400,100	8713	Chip Seal/Maintenance	675,000	675,000	675,000
9540 Street Paving	40,000	45,000	8714	Street Paving	55,000	55,000	55,000
8400 Capital Improvements	1			Finney Flat Sidewalk	106,810	106,810	106,810
9530 Flood Control	1			Town Site Improvements	127,408	127,408	127,408
9999 Contingency				County IGA-Finnie Flat Drainage	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 549,302</b>	<b>\$ 527,050</b>		<b>Total Equipment/Capital Expenditures</b>	<b>\$ 1,064,218</b>	<b>\$ 1,064,218</b>	<b>\$ 1,064,218</b>
<b>Total Expenditures</b>	<b>\$ 1,144,605</b>	<b>\$ 1,144,207</b>		<b>Total Expenditures</b>	<b>\$ 1,766,394</b>	<b>\$ 1,778,170</b>	<b>\$ 1,778,169</b>
<b>Revenues</b>				<b>Revenues</b>			
<b>Streets/HURF Revenues</b>				<b>Streets/HURF Revenues</b>			
40-4090 Refunds/Reimbursements	10,000	105,170		Refunds/Reimbursements	47,820	47,820	47,820
40-4100 Security Deposits	2,000			TEA Grant Reimbursements	62,164	62,164	62,164
40-4110 Surplus Property Sales	4,000			Security Deposits			
40-4900 Investment Interest	55,000			Surplus Property Sales			
43-4201 HURF Revenue	989,678	840,873		Investment Interest			
43-4215 LTAF Revenue	84,551	72,000		HURF Revenue	877,186	877,186	877,186
Operating Transfer In-CIP Fund		722,000		LTAF Revenue	46,146	46,146	46,146
<b>Total Departmental Revenues</b>	<b>\$ 1,145,229</b>	<b>\$ 1,740,043</b>		Operating Transfer In-CIP Fund	259,570	271,346	271,346
				<b>Total Departmental Revenues</b>	<b>\$ 1,292,886</b>	<b>\$ 1,304,662</b>	<b>\$ 1,304,662</b>
Net <Subsidy From>/Contribution To Streets/HURF Fund Balance	\$ 624	\$ 595,836			\$ (473,508)	\$ (473,508)	\$ (473,507)
Prior Year Ending Streets/HURF Fund Balance		(122,328)			473,508	473,508	473,508
Estimated Ending Streets/HURF Fund Balance (deficit)		473,508			\$ 0	\$ 0	\$ 1

## Personnel Requests for FY 2008-2009

Department	Position Title	Annual Salary	Uniform Allowance	FICA	Medicare	Retirement	Unemploy	Worker's Comp Ins	Health Insurance	Total Annual Costs
Town Clerk	Transcriptionist	12,000.00		744.00	174.00		68.60	48.92		13,035.52
	Receptionist	27,079.78		1,678.95	392.66	2,559.04	68.60	110.40	5,503	37,392.31
		<b>39,079.78</b>	<b>-</b>	<b>2,422.95</b>	<b>566.66</b>	<b>2,559.04</b>	<b>137.20</b>	<b>159.33</b>	<b>5,503</b>	<b>50,427.83</b>
Community Development	Planner	39,951.86		2,477.02	579.30	3,775.45	68.60	162.88	5,571	52,585.72
	Planning Assist	35,311.64		2,189.32	512.02	3,336.95	68.60	143.97	5,546	47,108.69
		<b>75,263.50</b>	<b>-</b>	<b>4,666.34</b>	<b>1,091.32</b>	<b>7,112.40</b>	<b>137.20</b>	<b>306.85</b>	<b>11,117</b>	<b>99,694.41</b>
Marshal's Department	Dispatcher	29,161.86	480.00	1,837.80	429.81	2,755.80	68.60	120.85	5,514	40,368.54
	Deputy	35,689.16	1,200.00		534.89	5,089.27	68.60	1,902.34	5,548	50,032.45
	Deputy	35,689.16	1,200.00		534.89	5,089.27	68.60	1,902.34	5,548	50,032.45
		<b>100,540.18</b>	<b>2,880.00</b>	<b>1,837.80</b>	<b>1,499.59</b>	<b>12,934.34</b>	<b>205.80</b>	<b>3,925.53</b>	<b>16,610</b>	<b>140,433.44</b>
Library	Increased Hours	5,860.40		363.34	84.98	553.81	68.60	23.89	31	6,985.86
	PT Library Aide	10,232.17		634.39	148.37	966.94	68.60	41.72	-	12,092.19
		<b>16,092.57</b>	<b>-</b>	<b>997.74</b>	<b>233.34</b>	<b>1,520.75</b>	<b>137.20</b>	<b>65.61</b>	<b>31</b>	<b>19,078.04</b>
Public Works	Eng/Storm Wtr Tech	34,450.26		2,135.92	499.53	3,255.55	68.60	140.45	5,542	46,091.97
		<b>34,450.26</b>	<b>-</b>	<b>2,135.92</b>	<b>499.53</b>	<b>3,255.55</b>	<b>68.60</b>	<b>140.45</b>	<b>5,542</b>	<b>46,091.97</b>

**Total Annual Costs for Personnel Requests: 355,725.69**

# Open Positions as of 4/16/08

Department	Position Title	Annual Salary	Uniform Allowance	FICA	Medicare	Retirement	Unemployment	Worker's Comp Ins	Health Insurance	Total Annual Costs
Maintenance	Maintenance Worker	25,079.08	-	1,554.90	363.65	2,369.97	68.60	1,348.15	5,492	36,276.71
Municipal Court	Court Clerk	26,419.12	-	1,637.99	383.08	2,496.61	68.60	83.78	5,499	36,588.57
Planning & Zoning	Code Enforcement Officer	29,318.64	-	1,817.76	425.12	2,770.61	68.60	641.93	5,515	40,557.32
		<b>51,498.20</b>	<b>-</b>	<b>3,192.89</b>	<b>746.72</b>	<b>4,866.58</b>	<b>137.20</b>	<b>1,431.93</b>	<b>10,991.76</b>	<b>72,865.28</b>