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AGENDA

WORK SESSION

MAYOR and COMMON COUNCIL

of the TOWN OF CAMP VERDE

COUNCIL CHAMBERS - 473 S. Main Street, # 106

WEDNESDAY, MAY 8, 2013 at 4:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance:**
4. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2013/14 Tentative Budget and the 2014 Capital Improvements Plan (CIP). Discussion may include, in no particular order, and not limited to the following budget units. Note: Any items not addressed at this meeting may be carried over to a subsequent meeting.**
 - a. **General Government**
 - Mayor & Council
 - Clerk
 - Town Manager
 - Finance
 - HR
 - Risk Management
 - Economic Development
 - IT
 - Non-departmental
 - Municipal Court
 - Public Works
 - ✓ Public Works
 - ✓ Stormwater Management
 - ✓ Maintenance
 - ✓ Parks & Recreation
 - Parks & Recreation
 - Pool
 - Programs
 - ✓ HURF – Streets
 - Community Development
 - ✓ Community Development
 - ✓ Building
 - ✓ Planning & Zoning
 - ✓ Code Enforcement
 - Marshal's Office
 - ✓ Marshal's Office
 - ✓ Animal Control
 - Library
 - b. **Capital Improvements Plan**
5. **Adjournment**

Posted by: V.JONES Date/Time: 05-02-2013 10:00 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.



It's in Your Hands
Build a Stronger Community
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**Proposed General &
HURF Fund Budgets**
for Fiscal Year
2013-14

Town of Camp Verde, Arizona

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

Table of Contents

| | |
|-----------------------------|----|
| General Purpose Revenues | 1 |
| Dept. Subsidies & Transfers | 2 |
| Expenditures by Category | 3 |
| General Government | |
| -Mayor & Council | 4 |
| -Clerk | 5 |
| -Town Manager | 6 |
| -Finance | 8 |
| -HR | 11 |
| -Risk Management | 12 |
| -Economic Development | 14 |
| -IT | 16 |
| -Non Departmental | 18 |
| Municipal Court | 20 |
| Public Works | |
| -Public Works | 22 |
| -Stormwater | 24 |
| -Maintenance | 26 |
| Community Development | |
| -Community Development | 28 |
| -Building | 30 |
| -Planning & Zoning | 32 |
| -Code Enforcement | 34 |
| Marshal's Office | |
| -Marshal's Office | 36 |
| -Animal Control | 40 |
| Library | |
| -Library | 42 |
| Parks & Rec | |
| -Parks & Rec | 44 |
| -Pool | 46 |
| -Programs | 48 |
| HURF | 52 |

**General Fund
General Purpose Revenues**

| ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|-------------------------------|-------------------------------|--|--------------------------------|-------------|------------------------------|---------------------------------|--------------------------------|
| Local Revenues | | | | | | | | |
| Sales Taxes | | | | | | | | |
| Town Sales Tax | 1,536,345 | 1,522,119 | 2,187,500 | 1,582,566 | 72% | 2,244,000 | 2,310,000 | |
| Accommodation Tax | 84,609 | 88,626 | 72,000 | 91,297 | 100% | 120,000 | 120,000 | |
| Construction Tax (2% CIP) | 95,023 | 85,765 | 88,440 | 110,453 | 100% | 144,000 | 144,000 | |
| Construction Tax (1% Debt) | 47,512 | 42,243 | 43,560 | 55,227 | 100% | 72,000 | 72,000 | |
| Total Sales Taxes | \$ 1,763,489 | \$ 1,738,753 | \$ 2,391,500 | \$ 1,839,543 | 77% | \$ 2,580,000 | \$ 2,646,000 | \$ - |
| Franchise Fees | | | | | | | | |
| APS Franchise Fee | 199,115 | 204,722 | 200,000 | 152,000 | 76% | 200,000 | 210,000 | |
| Camp Verde Water Franchise Fee | 21,308 | 21,769 | 21,000 | 16,000 | 76% | 21,000 | 22,050 | |
| NPG Cable Franchise Fee | 14,050 | 10,468 | 10,000 | 6,957 | 70% | 10,000 | 10,500 | |
| UNS Gas Franchise Fee | 8,880 | 8,542 | 8,000 | 3,700 | 46% | 8,000 | 8,400 | |
| Total Franchise Fees | \$ 243,353 | \$ 245,501 | \$ 239,000 | \$ 178,657 | 75% | \$ 239,000 | \$ 250,950 | \$ - |
| Miscellaneous | | | | | | | | |
| Refunds & Reimbursements | 992 | 11,121 | 0 | 2,001 | N/A | 0 | 0 | |
| Yavapai County - Fort Verde IGA | 22,500 | 30,000 | 30,000 | 0 | 0% | 0 | 0 | |
| Miscellaneous | 9,686 | 2,281 | 0 | 86 | N/A | 0 | 0 | |
| Surplus Property Sales | 17,161 | 1,350 | 0 | (229) | N/A | 0 | 0 | |
| Proceeds from Sale of Assets | 15,245 | 4,287 | 0 | 0 | N/A | 0 | 0 | |
| Scrap Sales | 0 | 1,448 | 0 | 0 | N/A | 0 | 0 | |
| Interest | 8,976 | 5,665 | 20,000 | 19,281 | 96% | 20,000 | 25,000 | |
| Total Miscellaneous | \$ 74,560 | \$ 56,152 | \$ 50,000 | \$ 21,139 | 42% | \$ 20,000 | \$ 25,000 | \$ - |
| Total Local Revenues | \$ 2,081,402 | \$ 2,040,406 | \$ 2,680,500 | \$ 2,039,339 | 76% | \$ 2,839,000 | \$ 2,921,950 | \$ - |
| Intergovernmental Revenues | | | | | | | | |
| Urban Revenue Sharing | 1,044,381 | 917,689 | 1,110,000 | 832,990 | 75% | 1,213,000 | 1,213,000 | |
| State Sales Tax | 821,815 | 849,619 | 909,000 | 654,465 | 72% | 915,000 | 915,000 | |
| Vehicle License Tax | 575,293 | 558,632 | 565,000 | 420,408 | 74% | 565,000 | 565,000 | |
| Total Intergovernmental Revenues | \$ 2,441,489 | \$ 2,325,940 | \$ 2,584,000 | \$ 1,907,863 | 74% | \$ 2,693,000 | \$ 2,693,000 | \$ - |
| Total General Purpose Revenues | \$ 4,522,891 | \$ 4,366,346 | \$ 5,264,500 | \$ 3,947,202 | 75% | \$ 5,532,000 | \$ 5,614,950 | \$ - |
| | | | Annual Budget pro-rated to Mar 3,948,375 | | | | | |

General Fund
Departmental Expense Summaries & Operating Transfers
Fund: 01 Dept #(s): Listed separately

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| General Fund Net Department Cost | | | | | | | | | |
| 100 | Mayor & Council | 17,151 | 22,881 | 27,284 | 14,480 | 53% | 49,173 | 43,934 | 0 |
| 110 | Town Manager | 197,486 | 195,617 | 190,965 | 130,999 | 69% | 208,579 | 199,495 | 0 |
| 120 | Town Clerk | 204,072 | 132,485 | 208,665 | 135,171 | 65% | 213,755 | 193,515 | 0 |
| 130 | Finance | 229,062 | 198,913 | 202,783 | 139,258 | 69% | 213,837 | 211,837 | 0 |
| 140 | Human Resources | 49,094 | 47,113 | 49,121 | 11,563 | 24% | 34,158 | 27,565 | 0 |
| 160 | Risk Management | 474,009 | 205,346 | 310,010 | 157,829 | 51% | 309,209 | 273,040 | 0 |
| 170 | Economic Development | 168,750 | 244,130 | 204,418 | 119,860 | 59% | 314,199 | 171,715 | 0 |
| 180 | Information Technology | 82,238 | 139,082 | 135,028 | 128,379 | 95% | 142,384 | 130,635 | 0 |
| 300 | Magistrate Court | 80,362 | 40,130 | 55,651 | 157,397 | 100% | 61,651 | 64,165 | 0 |
| 400 | Public Works Engineer | 100,910 | 70,442 | 91,489 | 60,403 | 66% | 112,667 | 109,925 | 0 |
| 410 | Storm Water | 39,850 | 31,684 | 39,000 | 15,924 | 41% | 121,377 | 88,295 | 0 |
| 420 | Maintenance | 381,797 | 399,316 | 412,889 | 330,199 | 80% | 493,877 | 488,055 | 0 |
| 500 | Community Development | 79,612 | 97,621 | 73,096 | 51,094 | 70% | 121,899 | 119,310 | 0 |
| 510 | Building | 26,411 | (4,773) | 38,131 | (31,841) | N/A | 23,997 | 3,580 | 0 |
| 520 | Planning & Zoning | 114,673 | 9,479 | 65,535 | 29,597 | 45% | 62,029 | 55,820 | 0 |
| 540 | Code Enforcement | 15,354 | 8,644 | 84,748 | 62,277 | 73% | 64,304 | 62,245 | 0 |
| 600 | Marshal | 1,703,643 | 1,826,577 | 1,933,758 | 1,372,101 | 71% | 2,266,165 | 2,081,868 | 0 |
| 610 | Animal Control | 113,358 | 117,200 | 70,750 | 40,856 | 58% | 75,093 | 71,550 | 0 |
| 700 | Library | 203,361 | 190,411 | 267,418 | 152,509 | 57% | 269,640 | 258,340 | 0 |
| 800 | Parks & Rec | 131,169 | 129,597 | 120,651 | 79,127 | 66% | 119,452 | 121,154 | 0 |
| 820 | Pool | 19,290 | 657 | 46,209 | 3,042 | 7% | 53,081 | 58,382 | 0 |
| 830 | Children's Rec | 26,886 | 4,314 | 13,566 | 3,673 | 27% | 8,096 | 8,015 | 0 |
| 999 | Non Departmental | 141,808 | 112,698 | 352,970 | 93,181 | 26% | 351,590 | 333,490 | 0 |
| Total Net Departmental Costs | | \$ 4,600,346 | \$ 4,219,564 | \$ 4,994,135 | \$ 3,257,078 | 65% | \$ 5,690,212 | \$ 5,175,930 | \$ - |

| | | | | | | | | | |
|--|------------------|---------------------|---------------------|---------------------|------------|--|--------------------|---------------------|---------------------|
| Remove Budgeted Contingent Expenses | 0 | 0 | (225,000) | 0 | | | (225,000) | (225,000) | (225,000) |
| Net Cost to General Fund from Operations Only | \$ 77,455 | \$ (146,782) | \$ (495,365) | \$ (690,124) | N/A | | \$ (66,788) | \$ (664,020) | \$ (225,000) |

| Operating Transfers (Non-Departmental Only) | | | | | | | | | |
|--|--|-------------------|---------------------|-------------------|-------------------|--|-------------------|-------------------|-------------|
| 500700 | Transfer In from Y-A Gaming Fund | (27,279) | 0 | 0 | 0 | | 0 | 0 | |
| 501100 | Transfer In from Employee Asst. Fund | 0 | (39,768) | 0 | 0 | | 0 | 0 | |
| 550300 | Transfer Out to CIP Fund | 100,173 | 959,616 | 195,799 | 73,829 | | 0 | 0 | |
| 550600 | Transfer Out to Non-Fed Grants Fund | 0 | 5,566 | 0 | 0 | | 0 | 0 | |
| 551300 | Transfer Out to Debt Serv. (All Const Tax) | 0 | 0 | 0 | 0 | | 216,000 | 216,000 | |
| 551300 | Transfer Out to Debt Service Fund | 201,003 | 243,165 | 290,165 | 224,055 | | 169,272 | 169,272 | |
| 551500 | Transfer Out to Library Bldg Fund | 100 | 27,279 | 0 | 0 | | 0 | 0 | |
| Total Non-Departmental Operating Transfers | | \$ 273,997 | \$ 1,195,858 | \$ 485,964 | \$ 297,884 | | \$ 385,272 | \$ 385,272 | \$ - |

| Net Effect on General Fund Balance | | | | | | | | | |
|---|--|-------------------|---------------------|-------------------|---------------------|-----|-------------------|--------------------|-------------|
| General Revenues | | (4,522,891) | (4,366,346) | (5,264,500) | (3,947,202) | 75% | (5,532,000) | (5,614,950) | 0 |
| Net Departmental Costs & Transfers | | 4,874,343 | 5,415,422 | 5,480,099 | 3,554,962 | 65% | 6,075,484 | 5,561,202 | 0 |
| Use of / (Surplus to) Fund Balance | | \$ 351,452 | \$ 1,049,076 | \$ 215,599 | \$ (392,240) | | \$ 543,484 | \$ (53,748) | \$ - |

**General Fund Expenditures
by Category**

| EXPENSE CATEGORY | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|--|-------------------------------|-------------------------------|-------------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------------|
| Salary Related Expenditures | | | | | | | |
| Salaries | 2,645,193 | 2,619,792 | 2,817,445 | 1,972,505 | 3,222,324 | 3,120,615 | 0 |
| Pro Tem Judges | 0 | 0 | 2,700 | 0 | 2,700 | 2,700 | 0 |
| Overtime | 34,236 | 45,586 | 41,000 | 52,614 | 41,000 | 41,000 | 0 |
| Holiday Pay | 15,367 | 29,173 | 31,000 | 1,265 | 31,000 | 11,400 | 0 |
| Uniform Allowance | 20,100 | 19,123 | 24,300 | 17,246 | 31,200 | 31,200 | 0 |
| FICA | 121,942 | 118,234 | 132,333 | 94,890 | 158,056 | 154,625 | 0 |
| Medicare | 38,224 | 38,344 | 40,855 | 28,861 | 48,271 | 46,530 | 0 |
| Retirement | 287,557 | 325,313 | 345,339 | 240,041 | 426,654 | 409,040 | 0 |
| Unemployment Insurance | 6,201 | 6,216 | 6,279 | 2,241 | 1,149 | 1,110 | 0 |
| Workman's Compensation | 43,648 | 69,491 | 64,875 | 52,323 | 82,831 | 78,715 | 0 |
| Health, Dental, Life & STD Insurance | 365,741 | 371,350 | 425,751 | 300,310 | 505,911 | 478,040 | 0 |
| Total Salary Related Expenditures | \$ 3,578,209 | \$ 3,642,622 | \$ 3,931,877 | \$ 2,762,296 | \$ 4,551,096 | \$ 4,374,975 | \$ - |
| Operational Expenditures | | | | | | | |
| Training | 19,438 | 17,747 | 30,850 | 12,831 | 39,550 | 31,250 | 0 |
| Tuition Reimbursement | 0 | 4,397 | 5,000 | 0 | 5,000 | 2,500 | 0 |
| Travel | 4,180 | 13,273 | 22,020 | 15,893 | 27,620 | 23,050 | 0 |
| Uniforms | 2,623 | 7,465 | 2,400 | 5,052 | 2,400 | 2,400 | 0 |
| Office Supplies | 23,376 | 23,860 | 31,700 | 16,567 | 31,700 | 23,450 | 0 |
| Subscriptions/Memberships | 12,009 | 14,857 | 17,580 | 15,121 | 20,355 | 20,355 | 0 |
| Books/Tapes/Publications | 15,154 | 20,629 | 25,270 | 15,652 | 28,320 | 22,820 | 0 |
| Printing | 4,567 | 3,052 | 7,725 | 1,632 | 8,775 | 7,275 | 0 |
| Advertising | 4,405 | 3,255 | 24,250 | 14,472 | 23,700 | 17,200 | 0 |
| Postage | 8,485 | 3,212 | 5,000 | 4,326 | 9,050 | 7,050 | 0 |
| Computer Services/Software | 29,913 | 83,312 | 124,711 | 118,831 | 106,308 | 106,308 | 0 |
| Auto Repair/Maintenance | 32,148 | 53,792 | 53,050 | 16,472 | 31,700 | 20,950 | 0 |
| Fuel | 58,363 | 69,529 | 74,040 | 41,802 | 73,550 | 60,550 | 0 |
| Utilities | 162,413 | 163,415 | 149,111 | 105,477 | 151,765 | 145,265 | 0 |
| Waste Removal | 5,540 | 5,788 | 7,601 | 5,071 | 7,850 | 7,850 | 0 |
| Cell Phone | 2,516 | 3,576 | 3,600 | 3,310 | 17,550 | 13,100 | 0 |
| Pest Control | 3,596 | 2,878 | 3,360 | 1,636 | 3,300 | 3,200 | 0 |
| Consulting Services | 179,409 | 117,536 | 81,000 | 68,923 | 116,160 | 70,500 | 0 |
| Legal Services | 239,353 | 18,449 | 69,100 | 29,113 | 69,400 | 42,400 | 0 |
| Contract Labor/Services | 110,532 | 98,009 | 117,900 | 83,333 | 138,090 | 130,090 | 0 |
| Interpreters | 0 | 0 | 500 | 45 | 500 | 500 | 0 |
| Equipment & Maint | 15,133 | 14,606 | 35,395 | 22,288 | 36,090 | 32,090 | 0 |
| Service Charges | 8,821 | 6,616 | 5,000 | 1,259 | 5,500 | 5,500 | 0 |
| Credit Card Processing Fees | 7,170 | 5,928 | 1,500 | 649 | 1,500 | 1,500 | 0 |
| Liability Insurance | 182,745 | 163,283 | 190,000 | 83,452 | 190,000 | 172,200 | 0 |
| Legal Defense | 0 | 0 | 25,000 | 0 | 15,000 | 15,000 | 0 |
| Safety / Security Program | 0 | 0 | 4,000 | 3,889 | 7,000 | 5,500 | 0 |
| Department Specific Expenditures | 436,449 | 915,576 | 413,835 | 270,652 | 490,385 | 337,935 | 0 |
| Total Operational Expenditures | \$ 1,568,338 | \$ 1,834,040 | \$ 1,530,498 | \$ 957,748 | \$ 1,658,118 | \$ 1,327,788 | \$ - |
| Equipment/Capital Expenditures | | | | | | | |
| Office Equipment/Furniture | 0 | 14,531 | 0 | 0 | 0 | 0 | 0 |
| Equipment Lease | 13,699 | 9,165 | 9,925 | 6,625 | 5,400 | 5,400 | 0 |
| Total Equipment/Capital Expenditures | \$ 13,699 | \$ 23,696 | \$ 9,925 | \$ 6,625 | \$ 5,400 | \$ 5,400 | \$ - |
| Operating Transfers and Contingency | | | | | | | |
| Transfer Out to CIP Fund | 100,173 | 959,616 | 195,799 | 73,829 | 0 | 0 | 0 |
| Transfer Out to Debt Service Fund | 201,003 | 243,165 | 290,165 | 224,055 | 169,272 | 169,272 | 0 |
| Transfer Out to Library Building Fund | 100 | 27,279 | 0 | 0 | 0 | 0 | 0 |
| Employee Term Payouts | 6,349 | 0 | 25,000 | 0 | 25,000 | 25,000 | 0 |
| Contingency | 0 | 0 | 200,000 | 0 | 200,000 | 200,000 | 0 |
| Total Operating Transfers and Contingency | \$ 307,625 | \$ 1,230,060 | \$ 710,964 | \$ 297,884 | \$ 394,272 | \$ 394,272 | \$ - |
| Total General Fund Expenditures | \$ 5,467,871 | \$ 6,730,418 | \$ 6,183,264 | \$ 4,024,553 | \$ 6,608,886 | \$ 6,102,435 | \$ - |

Mayor & Council
Fund / Dept: 01-100

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|--------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 3,525 | 3,633 | 4,200 | 2,700 | | 22,200 | 22,200 | |
| 601000 | FICA | 219 | 225 | 260 | 167 | | 1,376 | 1,380 | |
| 601100 | Medicare | 51 | 51 | 61 | 42 | | 322 | 325 | |
| 601300 | Unemployment | 47 | 54 | 53 | 21 | | 42 | 45 | |
| 601400 | Workman's Compensation | 187 | 177 | 316 | 67 | | 339 | 340 | |
| Total Wages & Related | | \$ 4,029 | \$ 4,140 | \$ 4,890 | \$ 2,997 | 61% | \$ 24,279 | \$ 24,290 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 100 | 4,020 | 4,000 | 45 | | 5,000 | 5,000 | |
| 701500 | Travel | 95 | 4,243 | 5,000 | 4,561 | | 6,000 | 4,750 | |
| 703000 | Office Supplies | 0 | 129 | 0 | 25 | | 0 | 0 | |
| 706000 | Electric | 1,597 | 1,661 | 1,300 | 1,167 | | 1,300 | 1,300 | |
| 706100 | Gas/Propane | 310 | 250 | 309 | 208 | | 309 | 309 | |
| 706200 | Water | 126 | 138 | 150 | 129 | | 150 | 150 | |
| 706300 | Sewer | 411 | 412 | 380 | 343 | | 380 | 380 | |
| 706400 | Waste Removal | 112 | 112 | 120 | 143 | | 120 | 120 | |
| 706700 | Pest Control | 38 | 41 | 35 | 26 | | 35 | 35 | |
| 711000 | Legal Services | 9,901 | 7,121 | 10,000 | 4,785 | | 10,000 | 6,000 | |
| 757100 | Public Relations | 103 | 221 | 500 | 21 | | 1,000 | 1,000 | |
| 757301 | Dinner/Reception Expense | 329 | 393 | 600 | 30 | | 600 | 600 | |
| Total Operating Expenditures | | \$ 13,122 | \$ 18,741 | \$ 22,394 | \$ 11,483 | 51% | \$ 24,894 | \$ 19,644 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| N/A | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 17,151 | \$ 22,881 | \$ 27,284 | \$ 14,480 | | \$ 49,173 | \$ 43,934 | \$ - |
| Revenues | | | | | | | | | |
| N/A | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |
| Total Departmental Revenues | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Net Effect on General Fund | | \$ 17,151 | \$ 22,881 | \$ 27,284 | \$ 14,480 | 53% | \$ 49,173 | \$ 43,934 | \$ - |

Town Clerk

Fund / Dept: 01-120

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|----------------------------|-------------------------|-------------------------|-------------------------|--------------------------|-------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 150,415 | 108,385 | 124,908 | 95,243 | | 145,205 | 139,135 | |
| 601000 | FICA | 8,759 | 6,389 | 7,744 | 5,665 | | 9,005 | 8,630 | |
| 601100 | Medicare | 2,077 | 1,612 | 1,811 | 1,325 | | 2,105 | 2,020 | |
| 601200 | Retirement | 12,325 | 10,404 | 12,022 | 9,541 | | 16,760 | 16,060 | |
| 601300 | Unemployment | 340 | 263 | 178 | 101 | | 40 | 40 | |
| 601400 | Workman's Compensation | 266 | 287 | 337 | 258 | | 395 | 380 | |
| 602000 | Health, Dental & Life Ins | 16,608 | 12,467 | 14,360 | 10,763 | | 22,940 | 15,295 | |
| Total Wages & Related | | \$ 190,790 | \$ 139,807 | \$ 161,360 | \$ 122,896 | 76% | \$ 196,450 | \$ 181,560 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 375 | 780 | 1,000 | 363 | | 500 | 500 | |
| 701500 | Travel | 411 | 949 | 1,000 | 150 | | 500 | 500 | |
| 703000 | Office Supplies | 940 | 1,989 | 1,800 | 1,528 | | 1,800 | 1,500 | |
| 703500 | Subscriptions/Memberships | 300 | 565 | 500 | 439 | | 500 | 500 | |
| 703800 | Advertising | 1,560 | 1,757 | 3,000 | 292 | | 3,000 | 2,000 | |
| 704000 | Computer Services/Software | 545 | 430 | 0 | 0 | | 0 | 0 | |
| 706000 | Electric | 1,826 | 2,017 | 1,800 | 1,417 | | 1,800 | 1,800 | |
| 706100 | Gas/Propane | 381 | 304 | 500 | 253 | | 500 | 500 | |
| 706200 | Water | 397 | 328 | 415 | 124 | | 415 | 415 | |
| 706300 | Sewer | 500 | 501 | 500 | 417 | | 500 | 500 | |
| 706400 | Waste Removal | 136 | 136 | 140 | 174 | | 140 | 140 | |
| 706700 | Pest Control | 46 | 50 | 50 | 31 | | 50 | 50 | |
| 711000 | Legal Services | 2,979 | 259 | 1,000 | 0 | | 1,000 | 1,000 | |
| 712000 | Contract Labor/Services | 0 | 0 | 0 | 0 | | 12,000 | 12,000 | |
| 758000 | Elections | 20,558 | 0 | 45,000 | 18,388 | | 2,500 | 0 | |
| 758100 | Recording Fees | 6 | 4 | 50 | 5 | | 50 | 50 | |
| 758200 | Records Management | 0 | 0 | 500 | 1,010 | | 2,000 | 2,000 | |
| Total Operating Expenditures | | \$ 30,960 | \$ 10,069 | \$ 57,255 | \$ 24,591 | 43% | \$ 27,255 | \$ 23,455 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| | N/A | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 221,750 | \$ 149,876 | \$ 218,615 | \$ 147,487 | | \$ 223,705 | \$ 205,015 | \$ - |
| Revenues | | | | | | | | | |
| 410000 | Copies | 33 | 11 | 0 | 1 | | 0 | 0 | |
| 412000 | Bus. License Fees | 12,630 | 14,615 | 9,000 | 10,585 | | 9,000 | 10,000 | |
| 412100 | Liquor License Fees | 3,215 | 2,740 | 950 | 1,730 | | 950 | 1,500 | |
| 414101 | Special Event Permits | 1,800 | 25 | 0 | 0 | | 0 | 0 | |
| Total Departmental Revenues | | \$ 17,678 | \$ 17,391 | \$ 9,950 | \$ 12,316 | 124% | \$ 9,950 | \$ 11,500 | \$ - |
| Net Effect on General Fund | | \$ 204,072 | \$ 132,485 | \$ 208,665 | \$ 135,171 | 65% | \$ 213,755 | \$ 193,515 | \$ - |

Annual Budget pro-rated to Mar 156,499

Town Manager

Our Mission

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

Department Description

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

Department Staffing

- Position 1 (1.0)
- Position 2 (0.65)

Accomplishments for the Fiscal Year 2012-13

1. Continued to represent the Town in the water rights negotiation process
2. Kept IT and Economic Development afloat until positions/contracts were filled/finalized
3. Hired new Economic Development Director to pursue economic development initiatives with the economic development community
4. In partnership with Economic Development processed incubator study and continued Fourth Fridays at the Fort (FFF); however, revamping/renaming program
5. Partnered with local municipalities with respect to SR 260- 5 year plan for limited highway expansion that would afford all parties economic benefits
6. Supported the Risk Management (RM) program as it is taking on ever-increasing presence and responsibility in the manager's department
7. Implemented up-to-date budget information to Council as a result of our new financial software's reporting and allocating abilities
8. Completed application to the USDA for Library funding (outcome - denied funding); however, Mary Lyons Trust property sale and other income resources generated substantial funding to proceed with the construction of a library building.
9. Initiated possible sale of Town properties (one property sold as a result of the process)
10. Completed the process for Camp Verde to be designated as the official Center of Arizona Community with a Centennial Legacy marker @ Rezzonico Park
11. In partnership with IT, implemented a new telephone system/Microsoft Lync Program, which is in our existing software
12. Worked with Sanitary District and Town Clerk for the Town to accept Trusteeship of the District (voter approved 3/12/13).
13. Worked with the Verde Valley Archaeology Center to house visitor center in their facilities.
14. Implemented new Town Hall hours for more availability to our customers
15. Implemented a team building/staff development day to provide needed training and networking for/with employees
16. Transitioned HR Specialist responsibilities to another employee due to shifting responsibilities in the system
17. In partnership with Community Development and the Marshal's Department added manpower to the Code Enforcement responsibilities to take care of some long standing areas
18. Initiated a town-wide clean-up day to beautify Camp Verde and encourage citizen participation and to support Code Enforcements efforts
19. Initiated a revisit of Town's Personnel Hand Book in order to enhance and stay current with state and federal regulations
20. Capital Improvement Plan (CIP) adoption

Performance Objectives for Fiscal Year 2013-14

1. Continue to represent the Town in the water rights negotiation process
2. Continue to support the IGA between the Town and CVUSD for shared resources
3. Implement further changes in the FY 13/14 IGA/financing of the Town's shared-cost for Fort Verde
4. Begin implementing Capital Improvement Projects (CIP) for the responsible use of public revenues (taxpayer dollars)
5. In partnership with Economic Development Director, develop fresh opportunities and ideas/marketing for Town activities
6. In partnership with the Library Director, obtain final Library design/build plans in order to go forward with project

Budget Points of Interest

1. Acquired cell-phone that now affords the Town Manager to receive e-mails

Town Manager

Fund / Dept: 01-110

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 153,820 | 149,415 | 138,465 | 98,419 | | 142,382 | 142,385 | |
| 601000 | FICA | 8,975 | 8,528 | 8,585 | 5,555 | | 8,828 | 8,830 | |
| 601100 | Medicare | 2,099 | 1,994 | 2,008 | 1,299 | | 2,065 | 2,065 | |
| 601200 | Retirement | 14,417 | 16,101 | 15,439 | 10,964 | | 16,431 | 16,435 | |
| 601300 | Unemployment | 271 | 248 | 147 | 30 | | 22 | 25 | |
| 601400 | Workman's Compensation | 250 | 441 | 374 | 267 | | 384 | 385 | |
| 602000 | Health, Dental & Life Ins | 12,814 | 13,036 | 11,847 | 8,897 | | 12,617 | 12,620 | |
| Total Wages & Related | | \$ 192,646 | \$ 189,763 | \$ 176,865 | \$ 125,431 | 71% | \$ 182,729 | \$ 182,745 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 315 | 1,460 | 1,950 | 755 | | 1,600 | 1,250 | |
| 701500 | Travel | 24 | 478 | 1,100 | 720 | | 1,000 | 1,000 | |
| 703000 | Office Supplies | 1,038 | 426 | 1,500 | 133 | | 1,500 | 750 | |
| 703500 | Subscriptions/Memberships | 25 | 50 | 1,200 | 875 | | 1,200 | 1,200 | |
| 703600 | Books/Tapes/Publications | 0 | 0 | 200 | 0 | | 200 | 200 | |
| 703700 | Printing | 68 | 0 | 500 | 62 | | 500 | 500 | |
| 703900 | Postage | 6 | 0 | 0 | 0 | | 50 | 50 | |
| 706000 | Electric | 1,027 | 1,068 | 1,000 | 750 | | 1,000 | 1,000 | |
| 706100 | Gas/Propane | 199 | 160 | 200 | 134 | | 200 | 200 | |
| 706200 | Water | 361 | 284 | 250 | 207 | | 250 | 250 | |
| 706300 | Sewer | 265 | 265 | 250 | 221 | | 250 | 250 | |
| 706400 | Waste Removal | 72 | 72 | 150 | 92 | | 150 | 150 | |
| 706600 | Cell Phone | 850 | 1,263 | 1,050 | 844 | | 1,200 | 1,200 | |
| 706700 | Pest Control | 24 | 26 | 50 | 16 | | 50 | 50 | |
| 711000 | Legal Services | 111 | 19 | 200 | 0 | | 200 | 200 | |
| 712000 | Contract Labor/Services | 0 | 0 | 3,500 | 0 | | 15,500 | 7,500 | |
| 757100 | Public Relations | 455 | 283 | 1,000 | 759 | | 1,000 | 1,000 | |
| Total Operating Expenditures | | \$ 4,840 | \$ 5,854 | \$ 14,100 | \$ 5,568 | 39% | \$ 25,850 | \$ 16,750 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| N/A | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 197,486 | \$ 195,617 | \$ 190,965 | \$ 130,999 | | \$ 208,579 | \$ 199,495 | \$ - |
| Revenues | | | | | | | | | |
| N/A | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |
| Total Departmental Revenues | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Net Effect on General Fund | | \$ 197,486 | \$ 195,617 | \$ 190,965 | \$ 130,999 | 69% | \$ 208,579 | \$ 199,495 | \$ - |

Finance Department

Our Mission

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

Department Description

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

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

Department Staffing

- Finance Director (1.0)
- Accountant (1.0)

Accomplishments for the Fiscal Year 2012-13

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

Performance Objectives for Fiscal Year 2013-14

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

Budget Points of Interest

1. Software recurring fees were moved from the Non-Departmental budget to the Finance Dept Budget.
 - a. LY's fees were all pro-rated to June 30th. This year's fees show the full annual cost (\$8,700 higher).
2. A new consulting cost for next year will be a \$3,000 fee to the State for Open Books reporting integration.
3. Our sales tax auditor did not charge us for any work he did in this current fiscal year which is one reason why the consulting line is so low.
4. The Finance operating budget has not yet been adjusted for changes due to bringing on the wastewater services.

Finance

Fund / Dept: 01-130

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|-----------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 97,703 | 94,611 | 100,860 | 71,758 | | 104,905 | 104,905 | |
| 601000 | FICA | 6,035 | 5,839 | 6,253 | 4,438 | | 6,505 | 6,505 | |
| 601100 | Medicare | 1,411 | 1,357 | 1,462 | 1,038 | | 1,525 | 1,525 | |
| 601200 | Retirement | 9,321 | 10,126 | 11,246 | 7,994 | | 12,110 | 12,110 | |
| 601300 | Unemployment | 260 | 443 | 178 | 31 | | 30 | 30 | |
| 601400 | Workman's Compensation | 206 | 217 | 272 | 194 | | 285 | 285 | |
| 602000 | Health, Dental & Life Ins | 12,947 | 12,081 | 14,360 | 10,768 | | 15,295 | 15,295 | |
| Total Wages & Related | | \$ 127,883 | \$ 124,674 | \$ 134,631 | \$ 96,221 | 71% | \$ 140,655 | \$ 140,655 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 415 | 1,845 | 2,000 | 380 | | 2,000 | 2,250 | |
| 701500 | Travel | 94 | 981 | 1,500 | 456 | | 2,000 | 2,000 | |
| 703000 | Office Supplies | 1,563 | 1,856 | 2,000 | 1,008 | | 2,000 | 1,750 | |
| 703500 | Subscriptions/Memberships | 1,020 | 280 | 1,080 | 430 | | 1,080 | 1,080 | |
| 703600 | Books/Tapes/Publications | 0 | 167 | 250 | 0 | | 250 | 250 | |
| 703700 | Printing | 795 | 543 | 1,500 | 0 | | 600 | 600 | |
| 703800 | Advertising | 1,258 | 300 | 2,500 | 375 | | 600 | 600 | |
| 703900 | Postage | 50 | 0 | 0 | 0 | | 0 | 0 | |
| 704000 | Computer Services/Software | 2,372 | 0 | 0 | 152 | | 0 | 0 | |
| 704200 | Software Recurring Fees | 0 | 0 | 15,000 | 15,116 | | 23,800 | 23,800 | |
| 706000 | Electric | 539 | 574 | 580 | 399 | | 580 | 580 | |
| 706100 | Gas/Propane | 106 | 129 | 150 | 110 | | 140 | 140 | |
| 706200 | Water | 224 | 119 | 180 | 68 | | 130 | 130 | |
| 706300 | Sewer | 88 | 88 | 90 | 74 | | 90 | 90 | |
| 706400 | Waste Removal | 48 | 48 | 60 | 45 | | 50 | 50 | |
| 706500 | Telephone | 370 | 369 | 0 | 0 | | 0 | 0 | |
| 706700 | Pest Control | 8 | 9 | 12 | 6 | | 12 | 12 | |
| 710000 | Consulting Services | 67,728 | 44,270 | 10,000 | 0 | | 9,000 | 7,000 | |
| 711000 | Legal Services | 2,461 | 204 | 800 | 0 | | 400 | 400 | |
| 712000 | Contract Labor/Services | 20,147 | 18,007 | 30,000 | 24,000 | | 30,000 | 30,000 | |
| 713100 | Equipment Maint. Agreements | 360 | 105 | 450 | 418 | | 450 | 450 | |
| Total Operating Expenditures | | \$ 99,646 | \$ 69,894 | \$ 68,152 | \$ 43,037 | 63% | \$ 73,182 | \$ 71,182 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| 802000 | Equipment Lease | 1,533 | 1,361 | 0 | 0 | | 0 | 0 | |
| 800000 | Copier Purchase | 0 | 2,984 | 0 | 0 | | 0 | 0 | |
| Total Equipment/Capital Expenditures | | \$ 1,533 | \$ 4,345 | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 229,062 | \$ 198,913 | \$ 202,783 | \$ 139,258 | | \$ 213,837 | \$ 211,837 | \$ - |
| Net Effect on General Fund | | \$ 229,062 | \$ 198,913 | \$ 202,783 | \$ 139,258 | 69% | \$ 213,837 | \$ 211,837 | \$ - |

Annual Budget pro-rated to Mar 152,087

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Human Resources

Fund / Dept: 01-140

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 26,167 | 26,441 | 23,076 | 19 | | 8,661 | 8,910 | |
| 601000 | FICA | 1,622 | 1,639 | 1,431 | 1 | | 537 | 555 | |
| 601100 | Medicare | 379 | 383 | 335 | 1 | | 126 | 130 | |
| 601200 | Retirement | 2,579 | 2,846 | 2,573 | 2 | | 999 | 1,030 | |
| 601300 | Unemployment | 42 | 86 | 53 | 2 | | 3 | 5 | |
| 601400 | Workman's Compensation | 54 | 61 | 62 | 0 | | 23 | 25 | |
| 602000 | Health, Dental & Life Ins | 4,192 | 4,648 | 4,311 | 7 | | 1,529 | 1,530 | |
| Total Wages & Related | | \$ 35,035 | \$ 36,104 | \$ 31,841 | \$ 32 | 0% | \$ 11,878 | \$ 12,185 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 9,899 | 0 | 700 | 299 | | 700 | 700 | |
| 701110 | Tuition Reimbursement | 0 | 4,397 | 5,000 | 0 | | 5,000 | 2,500 | |
| 701500 | Travel | 0 | 0 | 300 | 0 | | 500 | 300 | |
| 703000 | Office Supplies | 545 | 215 | 500 | 335 | | 600 | 400 | |
| 703500 | Subscriptions/Memberships | 0 | 180 | 480 | 0 | | 480 | 480 | |
| 703800 | Advertising | 922 | 940 | 1,000 | 1,563 | | 2,000 | 1,500 | |
| 711000 | Legal Services | 111 | 296 | 2,500 | 1,429 | | 2,500 | 1,000 | |
| 752000 | Personnel Expenses | 204 | 360 | 800 | 3,121 | | 4,000 | 4,000 | |
| 752200 | Recruitment Expenses | 1,791 | 3,149 | 5,000 | 4,016 | | 5,000 | 3,000 | |
| 752300 | Employee Recognition | 587 | 1,472 | 1,000 | 768 | | 1,500 | 1,500 | |
| Total Operating Expenditures | | \$ 14,059 | \$ 11,009 | \$ 17,280 | \$ 11,531 | 67% | \$ 22,280 | \$ 15,380 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| N/A | | 0 | 0 | 0 | | | 0 | 0 | |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 49,094 | \$ 47,113 | \$ 49,121 | \$ 11,563 | | \$ 34,158 | \$ 27,565 | \$ - |
| Revenues | | | | | | | | | |
| N/A | | 0 | 0 | 0 | | | 0 | 0 | |
| Total Departmental Revenues | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Net Effect on General Fund | | \$ 49,094 | \$ 47,113 | \$ 49,121 | \$ 11,563 | 24% | \$ 34,158 | \$ 27,565 | \$ - |
| | | | | | Annual Budget pro-rated to Mar | | 36,841 | | |

Risk Management

Our Mission

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

Department Description

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

Department Staffing

- Position 1 (.35)
- Position 2 (N/A)

Although .35% of this individual's time was allocated to Risk Management, there is an ever increasing presence in Risk Management's role in order to protect the Town's common business interests.

Accomplishments for the Fiscal Year 2012-13

1. Updated Bloodborne Pathogen (BBP) Program with new mandated forms and facilitated annual training
2. Continued implementation of Risk Management Policies and Procedures/Safety Program
3. Expanded in-house curriculum re: Workers' Compensation by presenting PowerPoint to employees
4. Created a policy with respect to establishing/building a reserve account for expenses to protect the Town's common business interest
5. Facilitated installation of a push-button, pneumatic door at the Marshal's Department
6. Facilitated installation and training by Town Marshal for proper use of alert buttons in Administration/Community Dev./Magistrate Court
7. Initiated attendance at meetings/hearings re: legal matters in order to resolve/close litigation/claims
8. Obtained restitution judgment to mitigate graffiti damage and to establish a precedence of zero tolerance of Town property damage
9. Facilitated/partnered with Camp Verde Fire District on AED/CPR/Basic First Aid training (for those employees wanting training)
10. Completed OSHA 10 hr. Certification
11. Updated the Pandemic Influenza Response Plan
12. Up-loaded all old Safety Data Sheets (SDS) Sheets on "S" Drive for obsolete or chemicals the Town no longer uses (30 year record retention schedule)
13. Began Implementation of the Global Harmonizing System (GHS)
14. In partnership with the Safety Committee and Town employees received gold award for Zero (0) property and casualty claims and bronze award for keeping claims under a certain threshold within the Workers' Compensation line of coverage
15. Recommended area Risk Managers from a group named Northern Arizona Risk Managers Coalition in order to share ideas/network opportunities and jointly and cooperatively use resources

Performance Objectives for Fiscal Year 2013-14

1. In partnership with the Town Marshal begin working on Emergency Operations Planning
2. Continue Implementing the Global Harmonizing System (GHS) and train end users to standard
3. Update 'Hazard Communication Program' replacing the 'Hazard Communications System'
4. Update/revise SDS Binder with new format of SDS sheets/scan and place on the Town Network
5. Continue creating a solid foundation for Risk Management so that this element of Government can serve the Town in the future

Budget Points of Interest

1. Reduction of \$25,000 for a specific liability that was accrued 3 years ago and has been fully expensed. Contact Finance Director for an explanation as to why the funds are still remaining in the Risk Management FY 12/13 budget.

Risk Management

Fund / Dept: 01-160

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|----------------------------|-------------------------|-------------------------|--------------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 375 | 290 | 17,230 | 12,219 | | 17,225 | 17,745 | |
| 601000 | FICA | 23 | 18 | 1,068 | 757 | | 1,068 | 1,100 | |
| 601100 | Medicare | 5 | 4 | 250 | 177 | | 250 | 260 | |
| 601200 | Retirement | 0 | 32 | 1,921 | 1,361 | | 1,988 | 2,050 | |
| 601300 | Unemployment | 4 | 0 | 31 | 5 | | 5 | 5 | |
| 601400 | Workman's Compensation | 0 | 1 | 47 | 33 | | 47 | 50 | |
| 602000 | Health, Dental & Life Ins | 0 | 0 | 2,513 | 1,871 | | 2,676 | 2,680 | |
| Total Wages & Related | | \$ 407 | \$ 345 | \$ 23,060 | \$ 16,423 | 71% | \$ 23,259 | \$ 23,890 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 0 | 0 | 600 | 310 | | 600 | 600 | |
| 701500 | Travel | 0 | 0 | 200 | 0 | | 200 | 200 | |
| 703000 | Office Supplies | 0 | 0 | 300 | 72 | | 300 | 300 | |
| 703500 | Subscriptions/Memberships | 0 | 0 | 250 | 55 | | 250 | 250 | |
| 703600 | Books/Tapes/Publications | 0 | 0 | 200 | 0 | | 200 | 200 | |
| 703700 | Printing | 0 | 0 | 100 | 0 | | 100 | 100 | |
| 703800 | Advertising | 0 | 0 | 200 | 0 | | 200 | 200 | |
| 710000 | Consulting Services | 0 | 0 | 500 | 0 | | 500 | 500 | |
| 711000 | Legal Services | 209,938 | 4,049 | 25,000 | 252 | | 25,000 | 7,500 | |
| 712000 | Contract Labor/Services | 80,919 | 71,000 | 70,000 | 53,250 | | 71,000 | 71,000 | |
| 713210 | Office Equipment | 0 | 0 | 0 | 0 | | 0 | 0 | |
| 713230 | Pers. Protection Equipment | 0 | 0 | 300 | 0 | | 300 | 300 | |
| 722000 | Liability Insurance | 182,745 | 163,283 | 190,000 | 83,452 | | 190,000 | 172,200 | |
| 722100 | Legal Defense | 0 | 0 | 25,000 | 0 | | 15,000 | 15,000 | |
| 722500 | Safety / Security Program | 0 | 0 | 4,000 | 3,889 | | 7,000 | 5,500 | |
| 751300 | Medical Supplies | 0 | 0 | 300 | 126 | | 300 | 300 | |
| Total Operating Expenditures | | \$ 473,602 | \$ 238,332 | \$ 316,950 | \$ 141,406 | 45% | \$ 310,950 | \$ 274,150 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| | N/A | 0 | 0 | 0 | 0 | | 0 | 0 | |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 474,009 | \$ 238,677 | \$ 340,010 | \$ 157,829 | | \$ 334,209 | \$ 298,040 | \$ - |
| Revenues | | | | | | | | | |
| 722001 | Liability Ins. Rebate | 0 | 33,331 | 30,000 | 0 | | 25,000 | 25,000 | |
| Total Departmental Revenues | | \$ - | \$ 33,331 | \$ 30,000 | \$ - | | \$ 25,000 | \$ 25,000 | \$ - |
| Net Effect on General Fund | | \$ 474,009 | \$ 205,346 | \$ 310,010 | \$ 157,829 | 51% | \$ 309,209 | \$ 273,040 | \$ - |
| | | | | Annual Budget pro-rated to Mar | | 232,508 | | | |

Economic Development Department

Our Mission

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

Department Description

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

Department Staffing

- Economic Development Director (1) and one part time (18 hours/week) Visitor Center supervisor

Accomplishments for the Fiscal Year 2012-13

1. Completed a planned business incubator feasibility study
2. Worked with Marathon Consulting to begin a valley-wide discussion on widening State Route 260
3. Broadened Camp Verde's regional participation through organizations such as Verde Valley Regional Economic Development Organization, Sustainable Economic Development Initiative and Northern Arizona Council of Governments
4. Carried out the continuing Free Fourth Friday program, which it should be noted ended in November 2012
5. Created an Entertainment District designation in the downtown to eliminate restrictions on certain types of business that serve alcohol
6. Hosted a visit from the Arizona Commerce Authority in October
7. Hired a new economic development director, Steve Ayers, who took over in February 2013
8. Transferred the Visitor Center from the Chamber of Commerce to the town and relocated it in the Camp Verde Historical Society Museum
9. Formed a group known informally as the Heritage Committee to explore better ways of carrying out special events and explore opportunities for citizen participation in heritage-based projects

Performance Objectives for Fiscal Year 2013-14

1. Develop a long-term strategic economic development plan
2. Begin implementation of a heritage-based economic development model, to include, but not limited to, the list of projects outlined to the Town Council entitled "Town of Camp Verde Heritage Projects Survey"
3. Develop a Web-based presence for both tourism and economic development
4. Develop an overall tourism marketing campaign
5. Develop a long term agreement with ASP that will cooperatively manage Fort Verde SHP
6. Actively recruit new businesses, while specifically targeting ones that fit our heritage development model
7. Build capacity for the Economic Development Department through public and private partnerships
8. Create a master design plan for the Finnie Flat/Main Street Corridor
9. Develop a plan for sustaining our special events including their execution, funding and volunteer base
10. Work with the US Forest Service to bring jeep tours, market existing trails, enhance other trail opportunities and interpret archaeological sites at Clear Creek Ruin and the Verde Salt Mine.
11. Organize a Heritage Commission to carry out heritage-based projects with the long term goal of establishing a National Heritage Area
12. Begin a personal development program with the goal of obtaining a Certified Economic Developer certificate through the International Economic Development Council

Budget Points of Interest

1. This year's budget reflects a shift from the department's focus on conventional economic development projects, such as the business incubator and an aggressive business attraction program, to the funding of cooperative projects that will enhance the Town's ability to tap into its cultural, agricultural and natural assets, as a way of developing a sense of place.
2. Flexibility will be the key, as not all of the opportunities that will arise have been clearly defined. Priorities will change as "targets of opportunity" arise.

Economic Development

Fund / Dept: 01-170

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|--------------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 0 | 62,196 | 64,961 | 37,052 | | 80,298 | 80,300 | |
| 601000 | FICA | 0 | 3,856 | 4,028 | 2,297 | | 4,978 | 4,980 | |
| 601100 | Medicare | 0 | 902 | 942 | 537 | | 1,164 | 1,165 | |
| 601200 | Retirement | 0 | 6,685 | 7,243 | 3,830 | | 7,538 | 7,540 | |
| 601300 | Unemployment | 0 | 0 | 89 | 13 | | 27 | 30 | |
| 601400 | Workman's Compensation | 0 | 168 | 175 | 100 | | 217 | 220 | |
| 602000 | Health, Dental & Life Ins | 0 | 6,579 | 7,180 | 4,187 | | 7,647 | 7,650 | |
| Total Wages & Related | | \$ - | \$ 80,386 | \$ 84,618 | \$ 48,016 | 57% | \$ 101,869 | \$ 101,885 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 0 | 0 | 2,000 | 1,018 | | 2,500 | 2,500 | |
| 703000 | Office Supplies | 0 | 0 | 500 | 291 | | 300 | 300 | |
| 703500 | Subscriptions/Memberships | 0 | 0 | 0 | 273 | | 400 | 400 | |
| 703800 | Advertising | 0 | 0 | 15,000 | 11,043 | | 15,000 | 10,000 | |
| 710000 | Consulting Services | 0 | 0 | 0 | 0 | | 35,000 | 5,000 | |
| 741110 | Web Campaign | 0 | 0 | 15,000 | 0 | | 10,000 | 5,000 | |
| 741120 | Business Recruitment & PR | 0 | 0 | 2,000 | 1,055 | | 2,000 | 2,000 | |
| 741130 | Special Events | 0 | 0 | 0 | 0 | | 25,000 | 12,500 | |
| 742010 | Incubator Feasibility Study | 0 | 0 | 20,000 | 19,980 | | 0 | 0 | |
| 757100 | Projects | 0 | 0 | 0 | 219 | | 80,000 | 15,000 | |
| 780000 | Visitor's Center Contract | 55,000 | 55,000 | 0 | 0 | | 8,830 | 8,830 | |
| 780100 | Tourism Marketing | 25,000 | 25,000 | 0 | 0 | | 0 | 0 | |
| 780200 | Visitor's Center Pest Control | 0 | 0 | 300 | 165 | | 300 | 300 | |
| 781000 | Fort Verde Operations | 88,750 | 75,000 | 45,000 | 38,000 | | 35,000 | 10,000 | |
| 798000 | Initial Operating Costs | 0 | 9,319 | 0 | 0 | | 0 | 0 | |
| Total Operating Expenditures | | \$ 168,750 | \$ 164,319 | \$ 99,800 | \$ 72,044 | 72% | \$ 214,330 | \$ 71,830 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| N/A | | 0 | 0 | 0 | 0 | | 0 | 0 | |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 168,750 | \$ 244,705 | \$ 184,418 | \$ 120,060 | | \$ 316,199 | \$ 173,715 | \$ - |
| Revenues | | | | | | | | | |
| 451100 | Advertising Sponsorships | 0 | 575 | 0 | 200 | | 2,000 | 2,000 | |
| Total Departmental Revenues | | \$ - | \$ 575 | \$ - | \$ 200 | | \$ 2,000 | \$ 2,000 | \$ - |
| Operating Transfers | | | | | | | | | |
| 550600 | Transfer Out to Non-Fed Grants | 0 | 0 | 20,000 | 0 | | 0 | 0 | |
| Total Departmental Revenues | | \$ - | \$ - | \$ 20,000 | \$ - | | \$ - | \$ - | \$ - |
| Net Effect on General Fund | | \$ 168,750 | \$ 244,130 | \$ 204,418 | \$ 119,860 | 59% | \$ 314,199 | \$ 171,715 | \$ - |
| | | | | | Annual Budget pro-rated to Mar | | | | |
| | | | | | 153,314 | | | | |

Information Technology Services

Our Mission

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

Department Description

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

Department Staffing

- Assistant to the Town Marshal 1 (0.15)
- Contracted Consultant

Accomplishments for the Fiscal Year 2012-13

1. Designed and Implemented Inter-site Enterprise Backup / Disaster Recovery Solution.
2. Upgraded Email System to Microsoft Exchange 2013.
3. Upgraded / Completed Town-wide Phone System.
4. Deployed Video / Screen share- Conferencing, in process of rolling out town-wide.
5. Upgraded Core Server Infrastructure to Windows Server 2012.
6. Commenced Office 2013 upgrades to all Town workstations.
7. Upgraded Town and CVMO Internet Firewalls.
8. Commenced deployment of comprehensive Remote Access solution for Town staff.

Performance Objectives for Fiscal Year 2013-14

1. Implement comprehensive Business Continuity Solution, with the primary objective of ensuring continued operations and accessibility of all systems in the event of a catastrophic disruption at our primary datacenter.
2. Deploy real-time monitoring and alerting solution for all critical infrastructure components, utilizing software included in the existing Microsoft Enterprise Agreement.
3. Implement Workstation Lifecycle Management process with the following objectives:
 - i. Maintain consistent hardware baseline for all Town workstations. As part of this objective, component upgrades will be performed on approximately 1/3 of the Town's current Workstation inventory during FY14.
 - ii. Provide a Five-year procurement schedule for all Town PC Workstations and Laptops that will establish the Town's hardware refresh policy and a standardized platform for all future purchases.
4. Provide Training, Documentation to all Town staff covering our standard applications and available IT resources.
5. Upgrade Wireless Area Network (WAN) Infrastructure to increase site-to-site bandwidth, thereby improving quality Voice and Video communications and overall user experience for all facilities.

Budget Points of Interest

IT Services

Fund / Dept: 01-180

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|---------------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|-------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 12,293 | 6,315 | 15,384 | 0 | | 4,368 | 4,495 | |
| 601000 | FICA | 762 | 391 | 954 | 0 | | 271 | 280 | |
| 601100 | Medicare | 178 | 92 | 223 | 0 | | 63 | 65 | |
| 601200 | Retirement | 1,211 | 672 | 1,715 | 0 | | 504 | 520 | |
| 601300 | Unemployment | 19 | 0 | 36 | 0 | | 1 | 5 | |
| 601400 | Workman's Compensation | 20 | 17 | 42 | 0 | | 12 | 15 | |
| 602000 | Health, Dental & Life Ins | 1,720 | 1,730 | 2,874 | 0 | | 765 | 765 | |
| Total Wages & Related | | \$ 16,203 | \$ 9,217 | \$ 21,228 | \$ - | 0% | \$ 5,984 | \$ 6,145 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 0 | 0 | 0 | 0 | | 1,500 | 750 | |
| 704000 | Computer Services/Software | 0 | 67,133 | 15,000 | 17,701 | | 14,940 | 14,940 | |
| 704100 | Internet / Wireless / Telephone | 8,276 | 10,521 | 26,500 | 32,150 | | 26,500 | 26,500 | |
| 704200 | Software Recurring Fees | 827 | 0 | 32,300 | 27,615 | | 36,800 | 36,800 | |
| 710000 | Consulting Services | 56,932 | 52,211 | 40,000 | 50,913 | | 56,160 | 45,000 | |
| 713210 | Office Equipment | 0 | 0 | 0 | 0 | | 500 | 500 | |
| Total Operating Expenditures | | \$ 66,035 | \$ 129,865 | \$ 113,800 | \$ 128,379 | 113% | \$ 136,400 | \$ 124,490 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| N/A | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 82,238 | \$ 139,082 | \$ 135,028 | \$ 128,379 | | \$ 142,384 | \$ 130,635 | \$ - |
| Revenues | | | | | | | | | |
| N/A | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |
| Total Departmental Revenues | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Net Effect on General Fund | | \$ 82,238 | \$ 139,082 | \$ 135,028 | \$ 128,379 | 95% | \$ 142,384 | \$ 130,635 | \$ - |
| | | | | | Annual Budget pro-rated to Mar | | 101,271 | | |

Non-Departmental

Department Description

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

Budget Points of Interest

1. The cost for copier paper (703200) has decreased as a result of Council receiving their agenda packets electronically.
2. Subscription/Memberships (703500) consist of \$1,846/NACOG's an increase over last year of 9% for Town's portion of the Rural Transportation Liaison and Economic Development Administration for the regional planning grant; \$8,970 annual dues to League of Arizona Cities and Towns; and \$366 for other unanticipated expenses
3. Postage (703900) is now being processed for the library through administration; as a result these expenses were higher than budgeted and will necessitate an increase in this expenditure line-item
4. Consultant expenditures were appropriated for Town-owned property sales/appraisals in FY12/13. This line-item may be dedicated to other consultant expenditures in FY 13/14
5. Emergency Services Agreement (785000) is an Intergovernmental Agreement (IGA) with Yavapai County for coordination of emergency services in the event of a substantial emergency
6. Camp Verde Sanitary District (CVSD) ground Lease (786000) provides for the annual lease payment of the 15 acres leased by the Town from the CVSD in accordance with the Intergovernmental Agreement
7. Stewards of Public Lands (791000) are funds appropriated to assist the Stewards of Public Lands volunteer group with needed supplies, landfill fees, etc. for public land cleanup projects
8. Verde Valley Senior Center (793000) are funds that help the Verde Valley Senior Center regional operations including the Meals-on-Wheels program that serves Verde Valley residents including Camp Verde
9. Water Adjudication (794000) is an appropriation for water rights acquisition. Expenses would include legal, hydrologist fees and engineering studies.
10. Yavapai County Water Advisory Committee (796000) is committed to preserving sustainable water resources within Yavapai County by developing and enacting a total water management strategy. Funds provided to this committee are utilized to fund studies used in developing the management strategy.

Non-Departmental
Fund / Dept: 01-999

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|------------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Operating Expenditures | | | | | | | | | |
| 703200 | Copier Paper | 2,830 | 2,713 | 3,000 | 1,603 | | 2,500 | 2,500 | |
| 703500 | Subscriptions/Memberships | 8,644 | 10,681 | 11,500 | 10,956 | | 11,500 | 11,500 | |
| 703900 | Postage | 5,103 | 184 | 2,000 | 3,852 | | 8,000 | 6,000 | |
| 705000 | Auto Repair/Maintenance | 1,640 | 1,167 | 3,600 | 321 | | 3,600 | 1,500 | |
| 705500 | Fuel | 150 | 524 | 400 | 577 | | 600 | 600 | |
| 706000 | Electric | 5,774 | 5,943 | 7,000 | 6,840 | | 9,150 | 9,150 | |
| 706100 | Gas/Propane | 3,888 | 3,689 | 5,000 | 4,298 | | 6,000 | 6,000 | |
| 706200 | Water | 1,054 | 1,185 | 1,500 | 1,683 | | 2,400 | 2,400 | |
| 706300 | Sewer | 382 | 383 | 500 | 589 | | 800 | 800 | |
| 706400 | Waste Removal | 184 | 184 | 400 | 182 | | 300 | 300 | |
| 706500 | Telephone | 12,152 | 11,991 | 0 | 0 | | 0 | 0 | |
| 706700 | Pest Control | 925 | 981 | 950 | 311 | | 600 | 600 | |
| 710000 | Consulting Services | 41 | 0 | 10,000 | 16,500 | | 0 | 0 | |
| 713000 | Equipment Rental | 1,020 | 1,020 | 1,500 | 765 | | 1,020 | 1,020 | |
| 713100 | Equipment Maint. Agreements | 6,827 | 3,827 | 2,000 | 1,397 | | 2,000 | 2,000 | |
| 720000 | Service Charges | 8,817 | 6,616 | 5,000 | 1,259 | | 5,500 | 5,500 | |
| 751900 | Office Equipment Maintenance | 202 | 0 | 1,000 | 0 | | 0 | 0 | |
| 757300 | Conference Room Supplies | 46 | 83 | 200 | 0 | | 200 | 200 | |
| 782100 | LTAF II Grant Matching | 3,720 | 0 | 0 | 0 | | 0 | 0 | |
| 784000 | Recycling | 5,144 | 980 | 0 | 0 | | 0 | 0 | |
| 785000 | Emergency Services Agreement | 3,969 | 4,675 | 4,675 | 4,675 | | 4,675 | 4,675 | |
| 786000 | Sanitary District IGA | 0 | 0 | 100 | 0 | | 100 | 100 | |
| 789100 | Bus. Incentive - Coury | 31,856 | 1,303 | 22,000 | 11,158 | | 30,000 | 25,000 | |
| 791000 | Stewards of Public Lands | 444 | 0 | 1,500 | 0 | | 1,500 | 1,500 | |
| 793000 | Verde Valley Senior Center | 12,500 | 12,500 | 12,500 | 12,503 | | 12,500 | 12,500 | |
| 793500 | DWR - State Imposed Fee | 0 | 13,546 | 0 | 0 | | 0 | 0 | |
| 794000 | Water Adjudication | 3,053 | 10,101 | 20,000 | 1,850 | | 12,000 | 3,000 | |
| 796000 | Yavapai County Water Advisor | 10,000 | 8,000 | 11,645 | 11,645 | | 11,645 | 11,645 | |
| 799900 | Miscellaneous | (479) | 1 | 0 | 217 | | 0 | 0 | |
| 999800 | Employee Termination Payouts | 6,349 | 0 | 25,000 | 0 | | 25,000 | 25,000 | |
| 999900 | Contingency | 0 | 0 | 200,000 | 0 | | 200,000 | 200,000 | |
| Total Operating Expenditures | | \$ 136,235 | \$ 102,277 | \$ 352,970 | \$ 93,181 | 26% | \$ 351,590 | \$ 333,490 | \$ - |
| Actual Contingency & Payouts Use in Year | | \$ 6,349 | \$ 65,025 | \$ - | | | | | |
| Equipment/Capital Expenditures | | | | | | | | | |
| 800000 | Copier Purchase | 0 | 8,563 | 0 | 0 | | 0 | 0 | |
| 802000 | Equipment Lease | 5,573 | 1,858 | 0 | 0 | | 0 | 0 | |
| Total Equipment/Capital Expenditures | | \$ 5,573 | \$ 10,421 | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 141,808 | \$ 112,698 | \$ 352,970 | \$ 93,181 | | \$ 351,590 | \$ 333,490 | \$ - |
| Net Effect on General Fund | | \$ 141,808 | \$ 112,698 | \$ 352,970 | \$ 93,181 | 26% | \$ 351,590 | \$ 333,490 | \$ - |
| Annual Budget pro-rated to Mar | | | | | 264,728 | | | | |

Camp Verde Municipal Court

Our Mission

The Town of Camp Verde Municipal Courts 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 Description

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

The Courts duties include:

- Complying with Town Code 5-2-2 Powers and Duties of Town Magistrate (2001-A183) (2008-A355)
- Complying with all Rules of Court
- Complying with all state, federal, and local laws
- complying with Supreme Court administrative codes and orders

Department Staffing

- Magistrate (1)
- Assistant Magistrate (2- PT)
- Court Supervisor (1)
- Court Clerks (4)

Accomplishments for the Fiscal Year 2012-13

1. The Court was able to get into compliance with state law, administrative orders and rules of court regarding the retention of records.
2. Acquired the necessary training to fulfill our yearly 12hr COJET training requirements.
3. The Court was able to get back into compliance by being able to monitor Court Orders on a regular basis.
4. Completed the new hire training along with the mandated continuing education
5. Validated our warrant list and reconciled with AZ department of Public Safety and Camp Verde Marshal

Performance Objectives for Fiscal Year 2013-14

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

Budget Points of Interest

1. The Court decreased in projected revenues significantly. Court Estimated 300,000 with a projected amount of around 200,000.
2. The Court has noted since January 2013, an increase of case filing and this should continue with the full staffing of the Marshals Office.

Department statistics FY 2012-2013

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

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

Total Case filings: YTD March 1, 2013 2180 cases
Total Case filings: YTD March 31, 2012 2416 cases
Total Case filing: YTD March 31, 2011 1962 cases

Municipal Court
Fund / Dept: 01-300

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED | |
|---|----------------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|-------------|------------------------|---------------------------|--------------------------|--|
| Expenditures | | | | | | | | | | |
| Wages & Related | | | | | | | | | | |
| 600000 | Salaries | 208,779 | 213,516 | 238,600 | 169,455 | | 241,089 | 246,245 | | |
| 600010 | Pro Tem Judge Salaries | 0 | 0 | 2,700 | 0 | | 2,700 | 2,700 | | |
| 601000 | FICA | 12,265 | 12,763 | 14,793 | 10,097 | | 15,115 | 15,435 | | |
| 601100 | Medicare | 2,868 | 2,993 | 3,460 | 2,361 | | 3,535 | 3,610 | | |
| 601200 | Retirement | 19,723 | 22,600 | 26,603 | 18,618 | | 27,822 | 28,420 | | |
| 601300 | Unemployment | 413 | 448 | 534 | 165 | | 85 | 85 | | |
| 601400 | Workman's Compensation | 288 | 533 | 501 | 452 | | 511 | 525 | | |
| 602000 | Health, Dental & Life Ins | 25,523 | 27,151 | 35,900 | 26,620 | | 38,234 | 38,235 | | |
| Total Wages & Related | | \$ 269,859 | \$ 280,004 | \$ 323,091 | \$ 227,768 | 70% | \$ 329,091 | \$ 335,255 | \$ - | |
| Operating Expenditures | | | | | | | | | | |
| 701000 | Training | 600 | 0 | 1,500 | 480 | | 2,000 | 1,500 | | |
| 701500 | Travel | 437 | 0 | 2,500 | 51 | | 2,000 | 1,000 | | |
| 703000 | Office Supplies | 3,056 | 2,148 | 4,600 | 1,107 | | 4,600 | 3,000 | | |
| 703500 | Subscriptions/Memberships | 150 | 125 | 300 | 150 | | 300 | 300 | | |
| 703600 | Books/Tapes/Publications | 125 | 169 | 300 | 210 | | 300 | 300 | | |
| 703700 | Printing | 182 | 1,152 | 700 | 146 | | 700 | 700 | | |
| 706000 | Electric | 3,080 | 3,203 | 2,800 | 2,251 | | 2,800 | 2,800 | | |
| 706100 | Gas/Propane | 598 | 480 | 520 | 401 | | 520 | 520 | | |
| 706200 | Water | 804 | 879 | 765 | 714 | | 765 | 765 | | |
| 706300 | Sewer | 794 | 795 | 750 | 662 | | 750 | 750 | | |
| 706400 | Waste Removal | 216 | 216 | 240 | 276 | | 240 | 240 | | |
| 706500 | Telephone | 0 | 0 | 905 | 568 | | 905 | 905 | | |
| 706700 | Pest Control | 73 | 79 | 80 | 49 | | 80 | 80 | | |
| 711000 | Legal Services | 0 | 0 | 500 | 0 | | 500 | 500 | | |
| 712000 | Contract Labor/Services | 98 | 761 | 1,400 | 1,020 | | 1,400 | 1,400 | | |
| 712100 | Interpreters | 0 | 0 | 500 | 45 | | 500 | 500 | | |
| 713000 | Equipment Rental | 0 | 0 | 9,000 | 8,250 | | 9,000 | 9,000 | | |
| 713210 | Office Equipment | 514 | 506 | 500 | 484 | | 500 | 500 | | |
| 721000 | Credit Card Processing Fees | 4,274 | 4,562 | 0 | 0 | | 0 | 0 | | |
| 755500 | Court Appointed Attorneys | 14,543 | 14,465 | 14,000 | 10,085 | | 14,000 | 14,000 | | |
| 755800 | Jury Fees | 99 | 13 | 200 | 116 | | 200 | 200 | | |
| 755900 | Recording System | 0 | 0 | 550 | 539 | | 550 | 0 | | |
| 755800 | Security System | 0 | 0 | 350 | 251 | | 350 | 350 | | |
| 757100 | Public Relations | 0 | 0 | 200 | 0 | | 200 | 200 | | |
| Total Operating Expenditures | | \$ 29,643 | \$ 29,553 | \$ 43,160 | \$ 27,855 | 65% | \$ 43,160 | \$ 39,510 | \$ - | |
| Equipment/Capital Expenditures | | | | | | | | | | |
| 802000 | Capital Lease | 0 | 0 | 3,400 | 2,564 | | 3,400 | 3,400 | | |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ 3,400 | \$ 2,564 | | \$ 3,400 | \$ 3,400 | \$ - | |
| Total Departmental Expenditures | | \$ 299,502 | \$ 309,557 | \$ 369,651 | \$ 258,187 | | \$ 375,651 | \$ 378,165 | \$ - | |
| Revenues | | | | | | | | | | |
| 413000 | Fees, Fines & Forfeitures | 208,762 | 256,159 | 300,000 | 90,814 | | 300,000 | 300,000 | | |
| 431000 | Court Appointed Attorney Reimb's | 10,378 | 13,268 | 14,000 | 9,976 | | 14,000 | 14,000 | | |
| Total Departmental Revenues | | \$ 219,140 | \$ 269,427 | \$ 314,000 | \$ 100,790 | 32% | \$ 314,000 | \$ 314,000 | \$ - | |
| Net Effect on General Fund | | \$ 80,362 | \$ 40,130 | \$ 55,651 | \$ 157,397 | 283% | \$ 61,651 | \$ 64,165 | \$ - | |
| | | | | | Annual Budget pro-rated to Mar | | 41,738 | | | |

Public Works Department

Engineering Division

Our Mission

Public Works plans, develops and maintains streets, stormwater, sewer utilities, facilities & grounds and our parks to promote public health, personal safety, transportation economic growth and civic vitality. We work with Town Staff, Tribal, County and State Governments and the public to improve the quality of life in Camp Verde.

Department Description

The Department of Public Works has six divisions: Engineering, Streets, Stormwater, Sewer Utilities, Facilities Maintenance/Janitorial, and Parks and Recreation. The Public Works Director is the town Engineer and provides support to Community Development for Plan and Engineering Design Review, The department also assists with or manages a wide variety of Town Related Streets, Stormwater and Utility infrastructure/construction projects. Director and staff work to maintain Town Standards, Codes and Ordinances both as a guide for current projects and future development. The Director is assisted by the Public Works Deputy Director, Public Works Analyst, Administrative staff. There are four crew members for Streets, Stormwater and Engineering maintenance, repair and construction needs. The Maintenance Foreman works with a crew of six to provide facilities and grounds maintenance and janitorial needs for all town facilities, and landscaping. The Parks/Recreation Coordinator facilitates community recreation and Town Sponsored events. The Sewer Utility Division manager has a staff of six to operate & maintain the Town's Sewer System.

Department Staffing

- Public Works Director/Engineer (.47)
- Public Works Analyst (.35)
- Public Works Deputy Director (.20)
- Administrative Assistant (.10)

Accomplishments for the Fiscal Year 2012-13

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

Performance Objectives for Fiscal Year 2013-14

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

Budget Points of Interest

1. None

Public Works Engineer

Fund / Dept: 01-400

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 69,147 | 51,577 | 61,645 | 41,469 | | 74,300 | 74,300 | |
| 601000 | FICA | 4,283 | 3,196 | 3,822 | 2,571 | | 4,607 | 4,610 | |
| 601100 | Medicare | 1,002 | 748 | 894 | 601 | | 1,077 | 1,080 | |
| 601200 | Retirement | 7,143 | 5,355 | 6,873 | 4,529 | | 8,574 | 8,575 | |
| 601300 | Unemployment | 139 | 98 | 86 | 13 | | 15 | 15 | |
| 601400 | Workman's Compensation | 643 | 484 | 1,029 | 674 | | 1,455 | 1,455 | |
| 602000 | Health, Dental & Life Ins | 8,366 | 4,836 | 6,965 | 4,739 | | 8,564 | 8,565 | |
| Total Wages & Related | | \$ 90,723 | \$ 66,294 | \$ 81,314 | \$ 54,596 | 67% | \$ 98,592 | \$ 98,600 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 331 | 245 | 250 | 235 | | 1,500 | 1,000 | |
| 701500 | Travel | 177 | 526 | 200 | 1,634 | | 2,500 | 1,750 | |
| 703000 | Office Supplies | 862 | 521 | 300 | 211 | | 400 | 400 | |
| 703500 | Subscriptions/Memberships | 278 | 360 | 400 | 245 | | 400 | 400 | |
| 703600 | Books/Tapes/Publications | 101 | 282 | 100 | 0 | | 250 | 250 | |
| 703700 | Printing | 129 | 149 | 100 | 0 | | 150 | 150 | |
| 703800 | Advertising | 0 | 0 | 100 | 100 | | 100 | 100 | |
| 705000 | Auto Repair/Maintenance | 0 | 0 | 50 | 0 | | 50 | 50 | |
| 705500 | Fuel | 0 | 0 | 100 | 80 | | 150 | 150 | |
| 706000 | Electric | 899 | 956 | 900 | 666 | | 900 | 900 | |
| 706100 | Gas/Propane | 227 | 275 | 325 | 235 | | 325 | 325 | |
| 706200 | Water | 369 | 193 | 200 | 113 | | 200 | 200 | |
| 706300 | Sewer | 147 | 147 | 140 | 123 | | 140 | 140 | |
| 706400 | Waste Removal | 80 | 81 | 90 | 76 | | 90 | 90 | |
| 706500 | Telephone | 21 | 0 | 0 | 0 | | 0 | 0 | |
| 706700 | Pest Control | 14 | 15 | 20 | 10 | | 20 | 20 | |
| 710000 | Consulting Services | 3,418 | 5,223 | 2,500 | 0 | | 2,500 | 2,500 | |
| 711000 | Legal Services | 3,093 | 870 | 4,000 | 1,804 | | 4,000 | 3,000 | |
| 713210 | Office Equipment | 206 | 58 | 400 | 725 | | 400 | 400 | |
| Total Operating Expenditures | | \$ 10,352 | \$ 9,901 | \$ 10,175 | \$ 6,257 | 61% | \$ 14,075 | \$ 11,825 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| N/A | | 0 | 0 | 0 | 0 | | 0 | 0 | |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 101,075 | \$ 76,195 | \$ 91,489 | \$ 60,853 | | \$ 112,667 | \$ 110,425 | \$ - |
| Revenues | | | | | | | | | |
| 414000 | Plan Review Fees | 165 | 5,753 | 0 | 450 | | 0 | 500 | |
| Total Departmental Revenues | | \$ 165 | \$ 5,753 | \$ - | \$ 450 | | \$ - | \$ 500 | \$ - |
| Net Effect on General Fund | | \$ 100,910 | \$ 70,442 | \$ 91,489 | \$ 60,403 | 66% | \$ 112,667 | \$ 109,925 | \$ - |

Annual Budget pro-rated to Mar 68,617

Public Works Department

Stormwater Management Division

Our Mission

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

Department Description

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

Department Staffing

- Public Works Director/Engineer (.08)
- Public Work Analyst (.08)
- Streets Foreman (.04)
- Senior Equipment Operator (.04)
- Maintenance Worker (.20)
- Administrative Assistant (.40)
- Streets Laborer (.08)

Accomplishments for the Fiscal Year 2012-13

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

Performance Objectives for Fiscal Year 2013-14

1. Complete Phase II Cliffs Parkway Drainage Improvements
2. Identify, prioritize & plan stormwater improvement projects to be funded by Yavapai County Flood
3. Work with Yavapai County Flood control and FEMA to develop and establish flood plain records for new and existing structures.
4. Develop a master list and maintenance schedule for all Town owned storm water structures.

Budget Points of Interest

1. The significant changes within the stormwater budget from last year will be the addition of funding for part time maintenance and funding for materials.
2. \$2000 of addition Funding for part-time workers
3. Additional funding was added for drainage facility maintenance and equipment rental for stormwater maintenance.

Stormwater

Fund / Dept: 01-410

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|----------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 18,984 | 21,084 | 25,822 | 11,269 | | 83,327 | 58,980 | |
| 601000 | FICA | 1,177 | 1,307 | 1,605 | 699 | | 5,166 | 3,660 | |
| 601100 | Medicare | 275 | 306 | 375 | 163 | | 1,208 | 855 | |
| 601200 | Retirement | 1,807 | 2,253 | 2,886 | 1,134 | | 9,159 | 6,350 | |
| 601300 | Unemployment | 15 | 6 | 46 | 2 | | 28 | 25 | |
| 601400 | Workman's Compensation | 569 | 1,459 | 432 | 190 | | 3,034 | 2,025 | |
| 602000 | Health, Dental & Life Ins | 2,183 | 2,614 | 3,734 | 1,324 | | 12,005 | 8,950 | |
| Total Wages & Related | | \$ 25,010 | \$ 29,029 | \$ 34,900 | \$ 14,781 | 42% | \$ 113,927 | \$ 80,845 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 0 | 500 | 500 | 0 | | 1,000 | 1,000 | |
| 701500 | Travel | 14 | 1,189 | 200 | 365 | | 1,200 | 1,200 | |
| 703000 | Office Supplies | 85 | 41 | 50 | 553 | | 250 | 250 | |
| 703500 | Subscriptions/Memberships | 0 | 0 | 100 | 0 | | 100 | 100 | |
| 703600 | Books/Tapes/Publications | 0 | 102 | 100 | 0 | | 100 | 100 | |
| 703700 | Printing | 235 | 0 | 50 | 0 | | 150 | 150 | |
| 704000 | Computer Services/Software | 0 | 0 | 0 | 0 | | 500 | 500 | |
| 706600 | Cell Phone | 0 | 0 | 0 | 0 | | 450 | 450 | |
| 710000 | Consulting Services | 0 | 823 | 3,000 | 225 | | 3,000 | 3,000 | |
| 711000 | Legal Services | 56 | 0 | 100 | 0 | | 300 | 300 | |
| 713210 | Office Equipment | 0 | 0 | 0 | 0 | | 200 | 200 | |
| 713240 | Maintenance Equipment | 0 | 0 | 0 | 0 | | 200 | 200 | |
| 759000 | Yav County Flood Control | 17,389 | 519,306 | 0 | 0 | | 0 | 0 | |
| Total Operating Expenditures | | \$ 17,779 | \$ 521,961 | \$ 4,100 | \$ 1,143 | 28% | \$ 7,450 | \$ 7,450 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| N/A | | 0 | 0 | 0 | 0 | | 0 | 0 | |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 42,789 | \$ 550,990 | \$ 39,000 | \$ 15,924 | | \$ 121,377 | \$ 88,295 | \$ - |
| Revenues | | | | | | | | | |
| 432000 | Yav County Flood Control | 2,939 | 519,306 | 0 | 0 | | 0 | 0 | |
| Total Departmental Revenues | | \$ 2,939 | \$ 519,306 | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Net Effect on General Fund | | \$ 39,850 | \$ 31,684 | \$ 39,000 | \$ 15,924 | 41% | \$ 121,377 | \$ 88,295 | \$ - |

Annual Budget pro-rated to Mar 29,250

####

Public Works Department

Maintenance Division

Our Mission

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

Department Description

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

Department Staffing

- Position 1 (1.0)
- Position 2 (0.5)

Accomplishments for the Fiscal Year 2012-13

1. Installed ramp and railing from Ramada to soccer field and added new fence.
2. Added dog waste disposal systems to Butler Park and replaced sections of fencing.
3. Added climate control system to irrigation at Butler Park.

Performance Objectives for Fiscal Year 2013-14

- 1.

Budget Points of Interest

1. 01-420-20-70100-Training- Raised \$1600 to cover cost of training for 4 current maintenance personal, 1 new maintenance person and 2 Janitor personal to attending training throughout the year.
2. 01-420-20-701500- Travel- Increased to pay for travel to and from training.
3. 01-420-20-706700-Pest Control- Raised \$500 to cover any termite abatement if needed.
4. 01-420-20-751000- Building Maintenance- Raised \$10,000 to cover annual maintenance and repairs to new buildings acquired Streets Facility, Library, Sanitary District buildings.
5. 01-420-20-751600- Parks Facilities Maintenance/Repairs- Increased by \$110 to round figure up from \$13,890 to \$14,000.
6. 01-420-20-751700-Grounds Maintenance- Increased \$3000 to purchase Wood Fiber Mulch for 2 Playground areas.
7. 01-420-20-753000- Janitorial Supplies- Increased \$1000 to increased cost of supplies and additional supplies needed to clean new facilities acquired
8. New Line item needed for materials for maintenance of Fort.

Maintenance

Fund / Dept: 01-420

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|--|-------------------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 202,236 | 206,306 | 216,533 | 180,966 | | 260,176 | 266,980 | |
| 600100 | Overtime | 261 | 231 | 0 | 245 | | 0 | 0 | |
| 601000 | FICA | 12,436 | 12,696 | 13,425 | 11,197 | | 16,131 | 16,555 | |
| 601100 | Medicare | 2,908 | 2,969 | 3,140 | 2,619 | | 3,773 | 3,870 | |
| 601200 | Retirement | 19,859 | 21,817 | 23,398 | 18,233 | | 29,470 | 30,260 | |
| 601300 | Unemployment | 551 | 536 | 605 | 292 | | 103 | 105 | |
| 601400 | Workman's Compensation | 5,567 | 8,600 | 7,839 | 7,154 | | 9,912 | 10,170 | |
| 602000 | Health, Dental & Life Ins | 39,943 | 41,337 | 48,824 | 33,465 | | 54,062 | 54,065 | |
| Total Wages & Related | | \$ 283,761 | \$ 294,492 | \$ 313,764 | \$ 254,171 | 81% | \$ 373,627 | \$ 382,005 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 1,180 | 3,835 | 2,400 | 3,350 | | 4,700 | 3,000 | |
| 701500 | Travel | 164 | 914 | 500 | 692 | | 1,000 | 1,000 | |
| 702000 | Uniforms | 2,111 | 1,958 | 2,400 | 2,270 | | 2,400 | 2,400 | |
| 703000 | Office Supplies | 243 | 259 | 300 | 83 | | 300 | 300 | |
| 703800 | Advertising | 0 | 59 | 100 | 0 | | 100 | 100 | |
| 704200 | Software Recurring Fees | 0 | 0 | 1,200 | 0 | | 1,200 | 1,200 | |
| 705000 | Auto Repair/Maintenance | 3,264 | 7,799 | 6,000 | 1,723 | | 6,000 | 2,500 | |
| 705500 | Fuel | 5,679 | 4,797 | 6,600 | 3,536 | | 6,600 | 4,500 | |
| 706000 | Electric | 2,272 | 2,414 | 2,800 | 1,681 | | 2,800 | 2,400 | |
| 706100 | Gas/Propane | 540 | 643 | 750 | 545 | | 750 | 750 | |
| 706200 | Water | 559 | 803 | 750 | 775 | | 750 | 750 | |
| 706300 | Sewer | 382 | 383 | 350 | 319 | | 350 | 350 | |
| 706400 | Waste Removal | 218 | 200 | 250 | 192 | | 250 | 250 | |
| 706600 | Cell Phone | 895 | 1,608 | 1,475 | 1,173 | | 2,200 | 2,200 | |
| 706700 | Pest Control | 935 | 38 | 100 | 24 | | 600 | 500 | |
| 711000 | Legal Services | 0 | 0 | 200 | 0 | | 200 | 200 | |
| 713000 | Equipment Rental | 0 | 0 | 250 | 0 | | 250 | 250 | |
| 713210 | Office Equipment | 0 | 0 | 100 | 0 | | 100 | 100 | |
| 713240 | Maintenance Equipment | 2,421 | 3,354 | 3,500 | 3,089 | | 3,500 | 3,500 | |
| 751000 | Building Maintenance | 43,060 | 47,566 | 38,000 | 38,035 | | 50,000 | 48,000 | |
| 751200 | Safety Equipment | 295 | 643 | 500 | 7 | | 600 | 600 | |
| 751300 | OSHA Medical Supplies | 968 | 607 | 800 | 380 | | 800 | 800 | |
| 751400 | Graffiti Clean-Up | 0 | 431 | 200 | 0 | | 200 | 200 | |
| 751500 | Fire Extinguishers | 1,501 | 1,780 | 4,300 | 2,844 | | 4,800 | 2,400 | |
| 751600 | Park Facilities Maintenance | 9,547 | 1,901 | 13,890 | 10,491 | | 14,000 | 10,000 | |
| 751700 | Grounds Maintenance | 8,506 | 7,234 | 8,500 | 4,151 | | 12,000 | 10,000 | |
| 751750 | Flags & Banners | 0 | 0 | 1,400 | 764 | | 1,400 | 1,400 | |
| 751800 | Fertilizer / Herbicides | 4,576 | 5,468 | 6,200 | 1,155 | | 6,200 | 6,200 | |
| 751903 | Visitor's Center Maintenance | 616 | 1,841 | 500 | 0 | | 500 | 500 | |
| 753000 | Janitorial Supplies | 5,595 | 6,126 | 6,000 | 4,791 | | 7,000 | 7,000 | |
| 753100 | Mats & Rugs | 2,509 | 2,163 | 2,700 | 1,791 | | 2,700 | 2,700 | |
| Total Operating Expenditures | | \$ 98,036 | \$ 104,824 | \$ 113,015 | \$ 83,861 | 74% | \$ 134,250 | \$ 116,050 | \$ - |
| Total Departmental Expenditures | | \$ 381,797 | \$ 399,316 | \$ 426,779 | \$ 338,032 | | \$ 507,877 | \$ 498,055 | \$ - |
| Operating Transfers | | | | | | | | | |
| 500400 | Transfer In from Parks Fund (Maint) | 0 | 0 | (13,890) | (7,833) | | (14,000) | (10,000) | |
| Total Departmental Revenues | | \$ - | \$ - | \$ (13,890) | \$ (7,833) | | \$ (14,000) | \$ (10,000) | \$ - |
| Net Effect on General Fund | | \$ 381,797 | \$ 399,316 | \$ 412,889 | \$ 330,199 | 80% | \$ 493,877 | \$ 488,055 | \$ - |

Annual Budget pro-rated to Mar 309,667

Community Development Department

Our Mission

The Town of Camp Verde's Community Development Department manages growth through planning, zoning and building services and protects the enjoyment of private property owners while providing professional, competent, and consistent service to the public in order to enhance the community and the lives of the residents.

Department Description

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

Department Staffing:

- Community Development Director (1.0)

Accomplishments for the Fiscal Year 2012-13

1. Through the Request for Proposal process, selected a nuisance abatement contractor. The contractor's responsibilities are to abate (remove) all rubbish, debris and weeds on properties that have failed to comply with a prior notice of a violation.
2. Revised and created new and easily understood processes for Nuisance Ordinance Enforcement in the Town Code and Zoning Violations in the Planning and Zoning Ordinance for an efficient process from the beginning to the end.

Performance Objectives for Fiscal Year 2013-14

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

Budget Points of Interest

1. The Community Development Department Umbrella, is approached in the budget as the administrative head of the entire Community Development Divisions with the Community Development Director, Planning & Zoning Commission and the Board of Adjustments operational budget included.

Community Development

Fund / Dept: 01-500

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|-----------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 43,739 | 61,061 | 32,822 | 25,745 | | 71,531 | 73,815 | |
| 601000 | FICA | 2,512 | 3,592 | 2,036 | 1,474 | | 4,435 | 4,580 | |
| 601100 | Medicare | 588 | 840 | 475 | 345 | | 1,037 | 1,070 | |
| 601200 | Retirement | 4,316 | 6,366 | 3,660 | 2,857 | | 8,255 | 8,520 | |
| 601300 | Unemployment | 73 | 106 | 55 | 11 | | 13 | 15 | |
| 601400 | Workman's Compensation | 369 | 577 | 1,145 | 406 | | 1,416 | 1,465 | |
| 602000 | Health, Dental & Life Ins | 5,714 | 9,861 | 4,452 | 3,601 | | 7,647 | 7,650 | |
| Total Wages & Related | | \$ 57,311 | \$ 82,403 | \$ 44,645 | \$ 34,439 | 77% | \$ 94,334 | \$ 97,115 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 80 | 717 | 2,000 | 665 | | 2,000 | 1,000 | |
| 701500 | Travel | 22 | 526 | 870 | 0 | | 870 | 500 | |
| 703000 | Office Supplies | 50 | 120 | 400 | 9 | | 400 | 200 | |
| 703500 | Subscriptions/Memberships | 362 | 544 | 570 | 377 | | 600 | 600 | |
| 703600 | Books/Tapes/Publications | 0 | 0 | 120 | 0 | | 120 | 120 | |
| 703700 | Printing | 0 | 2 | 50 | 0 | | 50 | 50 | |
| 703800 | Advertising | 28 | 0 | 100 | 15 | | 100 | 100 | |
| 705000 | Auto Repair/Maintenance | 9 | 384 | 800 | 7 | | 800 | 400 | |
| 705500 | Fuel | 250 | 392 | 840 | 145 | | 800 | 400 | |
| 706000 | Electric | 3,308 | 3,440 | 3,635 | 2,418 | | 3,600 | 3,600 | |
| 706100 | Gas/Propane | 638 | 516 | 725 | 431 | | 800 | 800 | |
| 706200 | Water | 729 | 679 | 810 | 652 | | 1,000 | 1,000 | |
| 706300 | Sewer | 852 | 854 | 1,000 | 711 | | 1,000 | 1,000 | |
| 706400 | Waste Removal | 232 | 232 | 276 | 296 | | 500 | 500 | |
| 706600 | Cell Phone | 87 | 0 | 0 | 0 | | 0 | 0 | |
| 706700 | Pest Control | 78 | 85 | 90 | 53 | | 100 | 100 | |
| 711000 | Legal Services | 10,110 | 1,980 | 9,500 | 7,712 | | 9,000 | 6,000 | |
| 713100 | Equipment Maint. Agreements | 1,238 | 1,520 | 2,840 | 610 | | 2,000 | 2,000 | |
| 721000 | Credit Card Processing Fees | 2,115 | 1,166 | 1,500 | 649 | | 1,500 | 1,500 | |
| 751200 | Safety Equipment | 75 | 0 | 300 | 202 | | 300 | 300 | |
| 756001 | Maps / Cartography | 0 | 2 | 50 | 0 | | 50 | 50 | |
| 758100 | Recording Fees | 13 | 0 | 0 | 0 | | 0 | 0 | |
| Total Operating Expenditures | | \$ 20,276 | \$ 13,159 | \$ 26,476 | \$ 14,952 | 56% | \$ 25,590 | \$ 20,220 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| 802000 | Equipment Lease | 2,105 | 2,076 | 2,000 | 1,760 | | 2,000 | 2,000 | |
| Total Equipment/Capital Expenditures | | \$ 2,105 | \$ 2,076 | \$ 2,000 | \$ 1,760 | | \$ 2,000 | \$ 2,000 | \$ - |
| Total Departmental Expenditures | | \$ 79,692 | \$ 97,638 | \$ 73,121 | \$ 51,151 | | \$ 121,924 | \$ 119,335 | \$ - |
| Revenues | | | | | | | | | |
| 410000 | Copies | 80 | 17 | 25 | 57 | | 25 | 25 | |
| Total Departmental Revenues | | \$ 80 | \$ 17 | \$ 25 | \$ 57 | | \$ 25 | \$ 25 | \$ - |
| Net Effect on General Fund | | \$ 79,612 | \$ 97,621 | \$ 73,096 | \$ 51,094 | 70% | \$ 121,899 | \$ 119,310 | \$ - |

Annual Budget pro-rated to Mar 54,822

Building Department

Our Mission

The Town of Camp Verde Building Safety Division 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, plan review and inspection services.

Department Description

The Building Safety Division is responsible for effectively enforcing all building codes and other applicable codes adopted by the Town of Camp Verde and to establish the minimum requirements to safeguard the public health, safety and general welfare through means of egress facilities, strength, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency operations. Duties include but are not limited to:

- Review, document, record and maintain the records of all permit submittals, inspection records and historical information.
- Provide plan review to ensure that plans submitted are designed to meet the requirements of the adopted building codes.
- Provide inspections during each phase of construction; checking for structural strength, adequate sanitation, water, ventilation, stability, ingress/egress and safety from fire and other hazards.
- Provide monthly building information internally and to outside agencies, as required and/or deemed necessary.
- Provide annual audit information internally and to outside agencies, as required and/or deemed necessary.
- Verify all contractors hold the appropriate licensure to perform work within the Town limits.
- Prepare and maintain annual department budget.
- Prepare and maintain department fee schedule.
- Research permits history for realtors, lending companies and prospective owners.
- Correspond with other departments and governmental agencies to obtain approvals of submitted documents for construction.

Department Staffing

- Building Official (1.0)
- Permit Technician (1.0)

Accomplishments for the Fiscal Year 2012-13

1. Prepared Permit Technician standard operating procedures.
2. Prepared annual budget and fee schedule.
3. Renewed ICC certification for Commercial Mechanical Inspector, Commercial Plumbing Inspector, Residential Building Inspector and Building Official – Robert Foreman.
4. Attended Council/Staff meetings as necessary.
5. Attended regional and state AZBO meeting regarding 2012 Building Codes.
6. Attended pre-development meetings for commercial development projects (CVUSD and Shell solar projects, AT&T wireless tower, Camp Verde Library, Jackpot Ranch, Rainbow Acres, etc..)
7. Attended training with Yavapai County Flood Control.
8. Attended Fall and Spring ICC and AZBO training institutes.
9. Performed duties as Town Safety Officer and Safety Committee Chairman – Robert Foreman.
10. Worked closely with the new Fire Marshal on the IGA and Fire Dept. /Building Dept. relations – Robert Foreman.
11. Continued to perform duties as Acting Code Enforcement Official – Robert Foreman.
12. Developed and RFP for the abatement of Dangerous Structures and selected Hollamon Generations as the contractor.
13. Selected three (3) initial buildings for demolition and took to Council.
14. Provided public education brochures during Building Safety Month in May and throughout the year.
15. Continued to work toward the adoption of the 2012 Building Codes.

Performance Objectives for Fiscal Year 2013-14

1. Adoption of the 2012 Building Codes.
2. Becky Oium: Obtain Residential Plans Examiner Certification.
3. Robert Foreman: Renew certification for Plans Examiner.

Budget Points of Interest

1. Several budget line items have increased due to the pending adoption of the 2012 Building Codes and related public codes and amendments.
2. The Building Safety Division revenue projections for FY 2013/2014 have been slightly increased after a careful analysis of the previous three (3) fiscal years.

Building Department

Fund / Dept: 01-510

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------|-------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 77,883 | 76,098 | 80,130 | 54,842 | | 93,517 | 93,765 | |
| 601000 | FICA | 4,779 | 4,345 | 4,967 | 3,109 | | 5,798 | 5,815 | |
| 601100 | Medicare | 1,116 | 1,016 | 1,163 | 727 | | 1,356 | 1,360 | |
| 601200 | Retirement | 7,679 | 8,219 | 8,934 | 6,103 | | 10,792 | 10,820 | |
| 601300 | Unemployment | 178 | 175 | 167 | 28 | | 27 | 30 | |
| 601400 | Workman's Compensation | 562 | 851 | 1,075 | 709 | | 1,139 | 1,170 | |
| 602000 | Health, Dental & Life Ins | 13,365 | 13,610 | 13,570 | 9,658 | | 15,293 | 15,295 | |
| Total Wages & Related | | \$ 105,562 | \$ 104,314 | \$ 110,006 | \$ 75,176 | 68% | \$ 127,922 | \$ 128,255 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 200 | 1,530 | 1,750 | 300 | | 2,500 | 1,750 | |
| 701500 | Travel | 95 | 730 | 1,500 | 0 | | 1,500 | 1,000 | |
| 703000 | Office Supplies | 719 | 238 | 1,500 | 463 | | 1,500 | 750 | |
| 703500 | Subscriptions/Memberships | 250 | 275 | 300 | 0 | | 300 | 300 | |
| 703600 | Books/Tapes/Publications | 0 | 772 | 1,500 | 102 | | 1,500 | 0 | |
| 703700 | Printing | 451 | 2 | 525 | 302 | | 525 | 525 | |
| 703800 | Advertising | 0 | 0 | 250 | 110 | | 300 | 300 | |
| 703900 | Postage | 65 | 0 | 0 | 0 | | 0 | 0 | |
| 705000 | Auto Repair/Maintenance | 773 | 251 | 1,000 | 42 | | 250 | 500 | |
| 705500 | Fuel | 980 | 1,048 | 2,500 | 1,240 | | 2,400 | 2,400 | |
| 706600 | Cell Phone | 141 | 191 | 300 | 203 | | 300 | 300 | |
| 710000 | Consulting Services | 1,427 | 15,009 | 10,000 | 1,250 | | 5,000 | 2,500 | |
| 756500 | Fire Inspection Fees | 0 | 7,075 | 0 | 0 | | 0 | 0 | |
| Total Operating Expenditures | | \$ 5,101 | \$ 27,121 | \$ 21,125 | \$ 4,012 | 19% | \$ 16,075 | \$ 10,325 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| 802000 | Equipment Lease | 0 | 0 | 0 | 0 | | 0 | 0 | |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 110,663 | \$ 131,435 | \$ 131,131 | \$ 79,188 | | \$ 143,997 | \$ 138,580 | \$ - |
| Revenues | | | | | | | | | |
| 414000 | Plan Review Fees | 24,312 | 50,814 | 33,000 | 38,593 | | 41,000 | 50,000 | |
| 414300 | Building Permits | 59,940 | 85,394 | 60,000 | 72,436 | | 79,000 | 85,000 | |
| Total Departmental Revenues | | \$ 84,252 | \$ 136,208 | \$ 93,000 | \$ 111,029 | | \$ 120,000 | \$ 135,000 | \$ - |
| Net Effect on General Fund | | \$ 26,411 | \$ (4,773) | \$ 38,131 | \$ (31,841) | -84% | \$ 23,997 | \$ 3,580 | \$ - |

Annual Budget pro-rated to Mar 28,598

Planning & Zoning

Our Mission

The Planning and Zoning Division manages growth through the Current and Long Range Planning processes while providing professional, competent and consistent service to the public in order to enhance the community and the lives of the residents and protecting the heritage and natural surroundings in a manner that will maintain a balance between the quality of life and the economic stability of the Town.

Department Description

The Planning & Zoning Division has incorporated both the Current Planning and the Long Range Planning Divisions into one. The Current Planning portion of the division reviews and processes all new development proposals and applications. The Long Range Planning portion of the division manages and updates the General Plan, Planning & Zoning Ordinances and the regional planning activities with other agencies.

Department Staffing

- Community Development Director (Accounted for under Community Development)
- Assistant Planner (1.0)

Accomplishments for the Fiscal Year 2012-13

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

Performance Objectives for Fiscal Year 2013-14

1. Initiate the General Plan update process and continue to recommend text changes as needed to the Planning & Zoning Ordinance.

Budget Points of Interest

1. Since the combination of the Current and Long Range Planning Divisions, the budgets for both have been combined as well.

Planning & Zoning

Fund / Dept: 01-520

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|----------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 59,680 | 17,209 | 43,305 | 33,299 | | 41,662 | 38,965 | |
| 601000 | FICA | 3,575 | 1,002 | 2,685 | 1,959 | | 2,583 | 2,420 | |
| 601100 | Medicare | 837 | 235 | 627 | 459 | | 604 | 565 | |
| 601200 | Retirement | 5,883 | 1,992 | 4,829 | 3,669 | | 4,808 | 4,500 | |
| 601300 | Unemployment | 137 | 40 | 91 | 14 | | 13 | 15 | |
| 601400 | Workman's Compensation | 401 | 311 | 349 | 330 | | 112 | 105 | |
| 602000 | Health, Dental & Life Ins | 9,334 | 2,409 | 7,324 | 5,765 | | 7,647 | 7,650 | |
| Total Wages & Related | | \$ 79,847 | \$ 23,198 | \$ 59,210 | \$ 45,495 | 77% | \$ 57,429 | \$ 54,220 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 703000 | Office Supplies | 295 | 552 | 2,000 | 235 | | 2,000 | 1,000 | |
| 703500 | Subscriptions/Memberships | 352 | 0 | 0 | 0 | | 0 | 0 | |
| 703700 | Printing | 0 | 0 | 200 | 0 | | 2,000 | 2,000 | |
| 703800 | Advertising | 637 | 199 | 2,000 | 615 | | 2,000 | 2,000 | |
| 703900 | Postage | 111 | 0 | 0 | 0 | | 0 | 0 | |
| 704000 | Computer Services/Software | 706 | 0 | 0 | 0 | | 0 | 0 | |
| 710000 | Consulting Services | 49,863 | 0 | 5,000 | 0 | | 5,000 | 5,000 | |
| 756001 | Maps / Cartography | 0 | 0 | 1,525 | 0 | | 1,500 | 1,500 | |
| 756100 | General Plan | 182 | 0 | 500 | 0 | | 5,000 | 5,000 | |
| 758100 | Recording Fees | 72 | 0 | 100 | 0 | | 100 | 100 | |
| Total Operating Expenditures | | \$ 52,218 | \$ 751 | \$ 11,325 | \$ 850 | 8% | \$ 17,600 | \$ 16,600 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| 802000 | Equipment Lease | 0 | 0 | 0 | 0 | | 0 | 0 | |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 132,065 | \$ 23,949 | \$ 70,535 | \$ 46,345 | | \$ 75,029 | \$ 70,820 | \$ - |
| Revenues | | | | | | | | | |
| 414100 | Permit Fees | 17,196 | 14,470 | 5,000 | 16,748 | | 13,000 | 15,000 | |
| 414400 | Recording Fees | 196 | 0 | 0 | 0 | | 0 | 0 | |
| Total Departmental Revenues | | \$ 17,392 | \$ 14,470 | \$ 5,000 | \$ 16,748 | | \$ 13,000 | \$ 15,000 | \$ - |
| Net Effect on General Fund | | \$ 114,673 | \$ 9,479 | \$ 65,535 | \$ 29,597 | 45% | \$ 62,029 | \$ 55,820 | \$ - |

Annual Budget pro-rated to Mar 49,151

Code Enforcement

Our Mission

Manage Code Enforcement with the intent of preserving the peaceful enjoyment of private properties within the Town while providing professional, competent, courteous and consistent service to the public.

Department Description

The Code Enforcement Division investigates and seeks compliance with the Town's Zoning and Nuisance Ordinances. Courtesy and Violation Notices are issued by the Officers with a time line given for compliance. If compliance is not reached by the violator within the time line, citations can be issued for zoning violations or abatement can be initiated for nuisance violations.

Department Staffing (1.0)

- Code Enforcement Officer (1.0). There are (2) Code Enforcement Officers with each having a ½ time responsibility to Code Enforcement.

Accomplishments for the Fiscal Year 2012-13

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

Performance Objectives for Fiscal Year 2013-14

1. Signage enforcement has been somewhat held off until a full staff of (2) officers could be reinstated. Starting in April of 2013, a new Officer will start duty. A comprehensive sign enforcement initiative will begin sometime in May to remind violators of the Town requirements. Once the public has been noticed, full compliance requirements will be enacted.

Budget Points of Interest

1. As mentioned above, savings have been recognized with the combination duties of the Animal Control and Code Enforcement Officers.

Code Enforcement

Fund / Dept: 01-540

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 11,057 | 6,528 | 51,693 | 37,924 | | 34,195 | 34,300 | |
| 601000 | FICA | 656 | 373 | 3,205 | 2,058 | | 2,120 | 2,130 | |
| 601100 | Medicare | 153 | 87 | 750 | 517 | | 496 | 500 | |
| 601200 | Retirement | 1,090 | 699 | 5,764 | 4,162 | | 3,946 | 3,960 | |
| 601300 | Unemployment | 22 | 12 | 131 | 58 | | 13 | 15 | |
| 601400 | Workman's Compensation | 189 | 207 | 775 | 689 | | 677 | 680 | |
| 602000 | Health, Dental & Life Ins | 1,778 | 919 | 10,555 | 7,200 | | 7,647 | 7,650 | |
| Total Wages & Related | | \$ 14,945 | \$ 8,825 | \$ 72,873 | \$ 52,608 | 72% | \$ 49,094 | \$ 49,235 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 0 | 0 | 400 | 0 | | 1,000 | 500 | |
| 701500 | Travel | 0 | 0 | 200 | 0 | | 1,000 | 500 | |
| 703000 | Office Supplies | 186 | 67 | 100 | 0 | | 400 | 200 | |
| 705000 | Auto Repair/Maintenance | 0 | 0 | 600 | 4 | | 0 | 0 | |
| 705500 | Fuel | 289 | 440 | 600 | 132 | | 0 | 0 | |
| 706600 | Cell Phone | 139 | 116 | 275 | 327 | | 450 | 450 | |
| 756210 | Nuisance Abatement | 0 | 0 | 5,000 | 4,240 | | 6,000 | 5,000 | |
| 756220 | Dangerous Bldg. Abatement | 0 | 0 | 5,000 | 5,900 | | 7,000 | 7,000 | |
| 758100 | Recording Fees | 0 | 0 | 200 | 0 | | 360 | 360 | |
| Total Operating Expenditures | | \$ 614 | \$ 623 | \$ 12,375 | \$ 10,603 | 86% | \$ 16,210 | \$ 14,010 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| 802000 | Equipment Lease | 0 | 0 | 0 | 0 | | 0 | 0 | |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 15,559 | \$ 9,448 | \$ 85,248 | \$ 63,211 | | \$ 65,304 | \$ 63,245 | \$ - |
| Revenues | | | | | | | | | |
| 414200 | Zoning Fines | 205 | 804 | 500 | 934 | | 1,000 | 1,000 | |
| Total Departmental Revenues | | \$ 205 | \$ 804 | \$ 500 | \$ 934 | | \$ 1,000 | \$ 1,000 | \$ - |
| Net Effect on General Fund | | \$ 15,354 | \$ 8,644 | \$ 84,748 | \$ 62,277 | 73% | \$ 64,304 | \$ 62,245 | \$ - |
| | | | | | Annual Budget pro-rated to Mar | | | | 63,561 |

Marshal's Department

Our Mission

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

Department Description

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

Department Staffing

- Marshal (1)
- Commander (1)
- Sergeant (4)
- Deputy (11) *3 vacant positions
- Detective (2)
- Dispatcher supervisor (1)
- Dispatcher (7)
- Admin Assistant (1)
- Records Specialist (1)
- Records Receptionist *.5 new position
- Property and Evidence (1) new position

Accomplishments for the Fiscal Year 2012-13

1. Marshal's Office volunteers (VIPS) contributed over 2700 hours.
2. CVMO employees received over 821 hours of training.
3. Conducted annual Safety Fair at Bashas'
4. Conducted annual National Night Out
5. Conducted VIN etching event for Vehicle Theft Awareness week.
6. Provided school officials with CVMO procedures on active shooter response
7. Duty handguns traded in for replacement (Generation 4 Glock .40 cal)
8. Implemented Mobile Data Computers (MDCs) for patrol vehicles
9. Held an employee awards /appreciation event
10. CVMO police uniform color/style changed
11. Selected a Motor Officer and purchased a 2005 Harley
12. Replaced K-9 Jake with K-9 Claymore and new handler both attended 9 week training academy
13. Implemented Volunteer Uniforms
14. Replaced 10 expired ballistic vests for patrol
15. Held Citizens Police Academy
16. Replaced miled out fleet vehicles with 9 Tahoes

Performance Objectives for Fiscal Year 2013-14

1. Increase business checks and neighborhood police presence, targeting crime areas to reduce criminal acts
2. Actively seek and apply for public safety grants
3. Empower and guide employees to create and carry out required training to maintain certifications and levels of proficiency
4. Bring CVMO employees current with NIMS training requirements
5. Actively recruit to fill (3) open deputy positions

Budget Points of Interest

1. (1) FULL TIME Property/Evidence technician
2. (.5) part-time records receptionist
3. Cell phone stipend for detectives, Det. Sgt., Commander, Marshal
4. Police ammunition cost increase

5. Workman's compensation calculations include 22 volunteers per month calculated at a \$400 value per volunteer per month. This value is then multiplied by the rates set by workers compensation provider to find actual premium paid. The volunteers include the Volunteers in Police Services (VIPS) members
6. MDC wifi annual costs
7. Computer server upgrade costs associated with Spillman will be split between four agencies
8. Patrol equipment needing replacement (Taser, Radar gun, pocket recorders)

Department Statistics FY 2012-2013

Homicide – 1

Sexual Assaults – 22

Residential Burglary – 32

Commercial Burglary – 4

Thefts – 159

Motor Vehicle Theft – 15

Domestic Violence – 115

DUI Arrests – 29

Juvenile Arrests – 48

Adult Arrests – 191

Traffic Accidents – 122

Citations Issued - 406

Marshal's Department
Fund / Dept: 01-600

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|-----------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|-------------|------------------------------|---------------------------------|--------------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 1,156,293 | 1,185,224 | 1,226,699 | 876,751 | | 1,429,425 | 1,342,045 | |
| 600100 | Overtime | 33,658 | 44,627 | 40,000 | 51,603 | | 40,000 | 40,000 | |
| 600000 | Holiday Pay Premium | 15,085 | 27,904 | 30,000 | 1,265 | | 30,000 | 11,000 | |
| 600300 | Uniform Allowance | 18,300 | 17,323 | 22,500 | 16,121 | | 29,400 | 29,400 | |
| 601000 | FICA | 31,878 | 31,495 | 33,734 | 29,249 | | 46,490 | 43,945 | |
| 601100 | Medicare | 17,134 | 17,942 | 17,787 | 13,435 | | 22,168 | 20,625 | |
| 601200 | Retirement | 150,457 | 179,846 | 177,084 | 125,660 | | 208,037 | 192,115 | |
| 601200 | Retirement Penalty | 0 | 0 | 0 | 0 | | 26,548 | 26,550 | |
| 601300 | Unemployment | 2,414 | 2,338 | 2,400 | 867 | | 435 | 410 | |
| 601400 | Workman's Compensation | 29,497 | 48,242 | 43,143 | 38,725 | | 59,939 | 56,460 | |
| 602000 | Health, Dental & Life Ins | 163,235 | 170,755 | 184,855 | 135,663 | | 242,400 | 225,195 | |
| Total Wages & Related | | \$ 1,617,951 | \$ 1,725,696 | \$ 1,778,202 | \$ 1,289,339 | 73% | \$ 2,134,842 | \$ 1,987,745 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 5,684 | 2,693 | 8,000 | 3,067 | | 8,000 | 6,000 | |
| 701500 | Travel | 2,262 | 2,505 | 6,000 | 6,815 | | 6,000 | 6,000 | |
| 702000 | Uniforms | 512 | 4,910 | 0 | 2,782 | | 0 | 0 | |
| 703000 | Office Supplies | 4,695 | 7,535 | 6,000 | 5,051 | | 6,000 | 6,000 | |
| 703500 | Subscriptions/Memberships | 270 | 1,177 | 750 | 1,392 | | 1,295 | 1,295 | |
| 703600 | Books/Tapes/Publications | 177 | 183 | 0 | 562 | | 600 | 600 | |
| 703700 | Printing | 2,262 | 62 | 2,500 | 612 | | 2,500 | 1,250 | |
| 703900 | Postage | 169 | 10 | 0 | 61 | | 0 | 0 | |
| 704000 | Computer Services/Software | 15,545 | 4,437 | 34,211 | 24,915 | | 1,068 | 1,068 | |
| 705000 | Auto Repair/Maintenance | 26,322 | 43,681 | 40,000 | 14,375 | | 20,000 | 15,000 | |
| 705500 | Fuel | 48,746 | 60,116 | 60,000 | 34,392 | | 60,000 | 50,000 | |
| 706000 | Electric | 18,788 | 20,309 | 22,000 | 15,594 | | 22,000 | 20,000 | |
| 706100 | Gas/Propane | 2,509 | 2,776 | 3,500 | 1,826 | | 3,500 | 3,500 | |
| 706200 | Water | 2,866 | 2,876 | 3,000 | 2,174 | | 3,000 | 3,000 | |
| 706300 | Sewer | 2,118 | 2,503 | 2,400 | 1,925 | | 2,400 | 2,400 | |
| 706400 | Waste Removal | 600 | 600 | 1,800 | 478 | | 1,800 | 1,800 | |
| 706500 | Telephone | 6,946 | 7,762 | 0 | 467 | | 0 | 0 | |
| 706600 | Cell Phone | 404 | 398 | 500 | 763 | | 12,950 | 8,500 | |
| 706700 | Pest Control | 350 | 357 | 315 | 223 | | 315 | 315 | |
| 710000 | Consulting Services | 0 | 0 | 0 | 35 | | 0 | 0 | |
| 711000 | Legal Services | 167 | 2,966 | 15,000 | 11,392 | | 15,000 | 15,000 | |
| 713100 | Equipment Maint. Agreements | 1,397 | 1,596 | 4,150 | 1,236 | | 1,440 | 1,440 | |
| 713210 | Office Equipment | 0 | 0 | 0 | 3,893 | | 2,630 | 2,630 | |
| 754000 | Patrol/Investigation Equip. | 4,234 | 5,787 | 5,800 | 9,517 | | 20,000 | 7,500 | |
| 754100 | Patrol/Investigation Equip. Maint | 2,187 | 7,258 | 3,000 | 4,166 | | 3,000 | 3,000 | |
| 754200 | Communication Equipment | 0 | 710 | 800 | 661 | | 800 | 800 | |
| 754300 | Communication Equip. Maint | 2,907 | 755 | 2,000 | 3,480 | | 2,000 | 2,000 | |
| 754400 | Repeater/Generator Maint | 1,559 | 5,944 | 1,800 | 1,046 | | 1,800 | 1,800 | |
| 754700 | Crime Prevention | 0 | 779 | 500 | 670 | | 1,500 | 1,500 | |
| 754800 | Advocacy Center | 2,646 | 2,646 | 2,700 | 2,825 | | 2,825 | 2,825 | |
| 754850 | Volunteers | 0 | 0 | 0 | 997 | | 2,000 | 2,000 | |
| 754900 | Medical Supplies | 720 | 397 | 1,000 | 434 | | 1,000 | 1,000 | |
| 755200 | K-9 Expenditures | 542 | 1,930 | 1,000 | 2,418 | | 2,500 | 2,500 | |
| Total Operating Expenditures | | \$ 157,584 | \$ 195,658 | \$ 228,726 | \$ 160,244 | 70% | \$ 207,923 | \$ 170,723 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| 802000 | Equipment Lease | 2,955 | 2,510 | 2,630 | 2,301 | | 0 | 0 | |
| Total Equipment/Capital Expenditures | | \$ 2,955 | \$ 2,510 | \$ 2,630 | \$ 2,301 | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 1,778,490 | \$ 1,923,864 | \$ 2,009,558 | \$ 1,451,884 | 72% | \$ 2,342,765 | \$ 2,158,468 | \$ - |
| Revenues | | | | | | | | | |
| 410000 | Copies | 1,514 | 1,309 | 1,400 | 881 | | 1,400 | 1,400 | |
| 414504 | Fingerprint Fees | 965 | 880 | 800 | 600 | | 800 | 800 | |
| 416100 | Auto Impound Fees | 0 | 0 | 0 | 4,350 | | 800 | 800 | |
| 480000 | Miscellaneous | 618 | 2,373 | 0 | 352 | | 0 | 0 | |
| 440000 | Yav-Apache Dispatch | 71,750 | 92,725 | 73,600 | 73,600 | | 73,600 | 73,600 | |
| Total Departmental Revenues | | \$ 74,847 | \$ 97,287 | \$ 75,800 | \$ 79,783 | 105% | \$ 76,600 | \$ 76,600 | \$ - |
| Net Effect on General Fund | | \$ 1,703,643 | \$ 1,826,577 | \$ 1,933,758 | \$ 1,372,101 | 71% | \$ 2,266,165 | \$ 2,081,868 | \$ - |

Annual Budget pro-rated to Mar 1,450,319

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Animal Control/Code Enforcement Department

Our Mission

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

Department Description

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

Department Staffing

- Animal Control / Code Enforcement Officer (1.0).
-Two employees at ½ time in this department.

Accomplishments for the Fiscal Year 2012-13

1. 123 animals impounded
2. 78 animals adopted / rescued
3. 24 dogs returned to owner
4. 21 dogs taken to Cottonwood Humane Society
5. 0 dogs / cats euthanized
6. 380 dog at large calls
7. 46 barking dog calls
8. 17 dog bite cases
9. 1150 dog license issued
10. Arizona pet License Plate grant \$2000 (Feral cat neuter release) 27 altered cats
11. Arizona Pet License plate grant \$3000 (Household Animals) spay / neuter 100 animals
12. Hosted 2 vaccination clinics
13. Implemented a successful program combining the animal control unit and code enforcement
14. Reviewed and modified Animal Control policy and procedure

Performance Objectives for Fiscal Year 2013-14

1. Continue animal welfare programs by working with other organizations to offer clinics and community education
2. Train new animal control officer
3. Continue educating citizens on responsible pet ownership
4. Move current impound to industrial park
5. Maintain relationship with Walmart who provides free dog and cat food
6. Apply for grant funding spay / neuter

Budget Points of Interest

1. Cost to purchase building and move impound to industrial park
2. Cage replacement for F150 ACO/Code Enforcement truck
3. Workman's Compensation calculations include one volunteer per month calculated at a \$400 value per volunteer per month. This value is then multiplied by the rates set by the worker's compensation provider to find the actual premium paid.

Animal Control
Fund / Dept: 01-610

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 66,051 | 65,632 | 29,213 | 21,791 | | 33,311 | 34,910 | |
| 600100 | Overtime | 317 | 728 | 1,000 | 766 | | 1,000 | 1,000 | |
| 600000 | Holiday Pay Premium | 282 | 1,269 | 1,000 | 0 | | 1,000 | 400 | |
| 600300 | Uniform Allowance | 1,800 | 1,800 | 1,800 | 1,125 | | 1,800 | 1,800 | |
| 601000 | FICA | 4,244 | 4,282 | 1,811 | 1,225 | | 2,301 | 2,365 | |
| 601100 | Medicare | 993 | 1,001 | 424 | 322 | | 538 | 555 | |
| 601200 | Retirement | 6,571 | 6,625 | 3,257 | 2,560 | | 4,283 | 4,400 | |
| 601300 | Unemployment | 175 | 226 | 89 | 69 | | 13 | 15 | |
| 601400 | Workman's Compensation | 1,149 | 1,639 | 1,376 | 474 | | 100 | 105 | |
| 602000 | Health, Dental & Life Ins | 13,088 | 13,616 | 7,180 | 5,481 | | 7,647 | 7,650 | |
| Total Wages & Related | | \$ 94,670 | \$ 96,818 | \$ 47,150 | \$ 33,813 | 72% | \$ 51,993 | \$ 53,200 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 34 | 35 | 500 | 1,020 | | 500 | 500 | |
| 701500 | Travel | 385 | 177 | 500 | 150 | | 500 | 500 | |
| 702000 | Uniforms | 0 | 597 | 0 | 0 | | 0 | 0 | |
| 703000 | Office Supplies | 90 | 0 | 250 | 9 | | 250 | 250 | |
| 703500 | Subscriptions/Memberships | 95 | 25 | 50 | 0 | | 150 | 150 | |
| 703700 | Printing | 445 | 1,142 | 1,500 | 510 | | 1,500 | 1,250 | |
| 704100 | Internet Wireless Access | 439 | 352 | 0 | 0 | | 0 | 0 | |
| 705000 | Auto Repair/Maintenance | 140 | 510 | 1,000 | 0 | | 1,000 | 1,000 | |
| 705500 | Fuel | 2,269 | 2,212 | 3,000 | 1,700 | | 3,000 | 2,500 | |
| 706000 | Electric | 2,782 | 2,568 | 0 | 100 | | 1,500 | 1,500 | |
| 706100 | Gas/Propane | 1,830 | 1,643 | 0 | 0 | | 0 | 0 | |
| 706500 | Telephone | 344 | 360 | 0 | 0 | | 300 | 300 | |
| 711000 | Legal Services | 0 | 0 | 0 | 0 | | 0 | 0 | |
| 713210 | Office Equipment | 0 | 0 | 0 | 0 | | 6,000 | 2,000 | |
| 755000 | Animal Control Equipment | 1,426 | 1,745 | 2,500 | 421 | | 4,000 | 4,000 | |
| 755100 | Animal Cremations | 1,352 | 1,568 | 1,900 | 380 | | 1,000 | 1,000 | |
| 755300 | Facility Lease Payments | 18,930 | 16,432 | 21,000 | 6,418 | | 12,000 | 12,000 | |
| Total Operating Expenditures | | \$ 30,561 | \$ 29,366 | \$ 32,200 | \$ 10,708 | 33% | \$ 31,700 | \$ 26,950 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| N/A | | 0 | 0 | 0 | 0 | | 0 | 0 | 0 |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 125,231 | \$ 126,184 | \$ 79,350 | \$ 44,521 | | \$ 83,693 | \$ 80,150 | \$ - |
| Revenues | | | | | | | | | |
| 416000 | Dog Licenses | 7,748 | 6,494 | 5,400 | 2,470 | | 5,400 | 5,400 | |
| 416100 | Impound Fees | 3,016 | 1,795 | 2,200 | 1,195 | | 2,200 | 2,200 | |
| 416200 | Adoption Fees | 1,109 | 695 | 1,000 | 0 | | 1,000 | 1,000 | |
| Total Departmental Revenues | | \$ 11,873 | \$ 8,984 | \$ 8,600 | \$ 3,665 | 43% | \$ 8,600 | \$ 8,600 | \$ - |
| Net Effect on General Fund | | \$ 113,358 | \$ 117,200 | \$ 70,750 | \$ 40,856 | 58% | \$ 75,093 | \$ 71,550 | \$ - |
| | | | | | Annual Budget pro-rated to Mar | | | | |
| | | | | | 53,063 | | | | |

Camp Verde Community Library

Our Mission

Camp Verde Community Library is a center of information for Camp Verde and surrounding areas. Our mission is to make Camp Verde Community Library the preferred destination for community members by delivering outstanding value, an exceptional patron experience and continuous innovation. We achieve this when we listen to our patrons, provide superior service, embrace positive change, and consistently fulfill our "good company is always welcome" motto.

Department Description

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

Department Staffing

- Library Director (1)
- Children's Librarian (1)
- Library Specialist (3)
- Library Clerk (.85)

Accomplishments for the Fiscal Year 2012-13

1. Start building up staffing levels in anticipation of a new library building – *The Library hired 2.5 positions to bring staffing levels up to 5.85 FTE.*
2. Open the library 5 days a week – *The Library opened on Fridays and began a series of Beginning Computer classes for adults in September 2012. We continue to be open Tuesday through Saturday for a total of 45.5 hours per week.*
3. Continue children's programs and expand adult programs under the concept of cost neutrality – *The Children's Library added a Saturday story time (in addition to regular Wednesday morning story time) and monthly dance and music programs for babies and young children. A Kid's book club and a teen book/movie club met monthly at the library and monthly school visits continued. Through the process of cleaning out storage spaces, rearranging office spaces and interfilling the collection, the Library opened up a new Large Print Room. This space has been used for the Brown Bag Lunch programs, books discussion groups, and for tween/teen programs. It is also a popular spot for those needing a quiet place to read or study.*
4. Plan for a new library building – *The town hired Architect, Joel Westervelt, to design the new Library and Shepard & Westnitzer, Inc. to develop the site plans. Approval for funding and the erection of a 17,000 square foot, two-story building on the property between the current library building and Rezzonico Park was granted by the Town Council on February 6, 2012. Demolition of the building at 33 W Moser Lane is scheduled to begin at the end of May 2014.*
5. *Library staff participated in National Night Out, Trick or Treat on Main Street and the Pecan & Wine Festival.*
6. *Spaces were provided for patrons to plug in and use their own wireless devices within the library during open hours.*
7. *All areas of the library have been culled of out-of-date materials, and genres have been integrated and rearranged for easier access on shelves that are lower at the top and further from the floor at the bottom. The series/genres in the Children's Library were integrated for easier access by patrons and volunteers. Shelving units were rearranged to accommodate the Children's Librarian's workstation which was removed from a back office and placed in the public area.*
8. *A part-time assistant was hired to help with Children's programming and services.*
9. *Monthly teen game days began in November using a donated Wii and PS3.*

Performance Objectives for Fiscal Year 2013-14

1. Improve and enhance the Library's website utilizing Internet social media links and updates
2. Support more Town-sponsored and community events with a library presence using Geek the Library campaign material
3. Work with Camp Verde Promotions to bring a Mini Maker Faire to Fort Verde Days
4. Explore offering services to Spanish-speaking families
5. Build the new library and have the grand opening by the end of FY2014
6. Convert the collection to RFID, purchase and install systems that use RFID technology in the new library building
7. Using the [Edge Benchmarks Version 1.0](#), determine ways to strengthen the Library's technology offerings to community members
8. Begin Baby Literacy programming and outreach to young families
9. Plan and furnish an Early Literacy/Socializing space in the Children's Library for babies and toddlers and their caregivers
10. Launch a Library Teen Advisory Board to inform the design of the Teen Area in the new library

Budget Points of Interest

1. None

Library

Fund / Dept: 01-700

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|-----------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 177,359 | 170,739 | 214,620 | 148,418 | | 222,105 | 222,105 | |
| 601000 | FICA | 10,993 | 10,582 | 13,306 | 9,199 | | 13,770 | 13,770 | |
| 601100 | Medicare | 2,571 | 2,475 | 3,112 | 2,151 | | 3,225 | 3,225 | |
| 601200 | Retirement | 16,317 | 16,329 | 22,953 | 15,536 | | 22,100 | 22,100 | |
| 601300 | Unemployment | 472 | 459 | 444 | 263 | | 110 | 110 | |
| 601400 | Workman's Compensation | 885 | 827 | 1,482 | 386 | | 1,460 | 1,460 | |
| 602000 | Health, Dental & Life Ins | 25,910 | 24,805 | 34,105 | 25,125 | | 30,590 | 30,590 | |
| Total Wages & Related | | \$ 234,507 | \$ 226,216 | \$ 290,022 | \$ 201,078 | 69% | \$ 293,360 | \$ 293,360 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 0 | 87 | 800 | 544 | | 600 | 600 | |
| 701500 | Travel | 0 | 55 | 450 | 262 | | 450 | 450 | |
| 703000 | Office Supplies | 5,589 | 4,675 | 6,000 | 3,614 | | 6,000 | 3,000 | |
| 703500 | Subscriptions/Memberships | 263 | 107 | 0 | (128) | | 1,700 | 1,700 | |
| 703600 | Books/Tapes/Publications | 14,751 | 18,954 | 22,500 | 14,778 | | 24,800 | 20,800 | |
| 703900 | Postage | 2,981 | 3,018 | 3,000 | 413 | | 1,000 | 1,000 | |
| 704000 | Computer Services/Software | 1,203 | 439 | 500 | 1,182 | | 1,500 | 1,500 | |
| 706000 | Electric | 7,891 | 7,591 | 8,566 | 5,478 | | 8,600 | 6,500 | |
| 706100 | Gas/Propane | 4,993 | 3,633 | 6,000 | 1,939 | | 5,000 | 3,000 | |
| 706200 | Water | 600 | 467 | 900 | 382 | | 750 | 750 | |
| 706400 | Waste Removal | 600 | 600 | 700 | 478 | | 700 | 700 | |
| 706500 | Telephone | 2,146 | 2,267 | 0 | 0 | | 0 | 0 | |
| 706700 | Pest Control | 270 | 292 | 850 | 323 | | 500 | 500 | |
| 711000 | Legal Services | 148 | 685 | 0 | 1,739 | | 1,000 | 1,000 | |
| 712000 | Contract Labor/Services | 4,863 | 4,741 | 5,000 | 4,263 | | 5,500 | 5,500 | |
| 713000 | Equipment Rental | 670 | 670 | 2,000 | 268 | | 0 | 0 | |
| 713210 | Office Equipment | 0 | 294 | 500 | 655 | | 500 | 500 | |
| 720000 | Service Charges | 4 | 0 | 0 | 0 | | 0 | 0 | |
| 751902 | Equipment Maintenance | 258 | 0 | 500 | 58 | | 500 | 500 | |
| 761300 | Volunteer Expense | 953 | 866 | 1,100 | 304 | | 1,100 | 1,100 | |
| 764000 | Library Programs | 2,103 | 3,049 | 3,500 | 1,199 | | 3,500 | 3,500 | |
| 764101 | Amigo/Aznet Database | 1,095 | 1,372 | 2,000 | 938 | | 1,000 | 1,000 | |
| 764200 | Dynix Automation | 7,210 | 5,575 | 8,000 | 5,619 | | 6,000 | 6,000 | |
| Total Operating Expenditures | | \$ 58,591 | \$ 59,437 | \$ 72,866 | \$ 44,308 | 61% | \$ 70,700 | \$ 59,600 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| N/A | | 0 | 0 | 0 | 0 | | 0 | 0 | |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 293,098 | \$ 285,653 | \$ 362,888 | \$ 245,386 | | \$ 364,060 | \$ 352,960 | \$ - |
| Revenues | | | | | | | | | |
| 410000 | Copies | 731 | 1,206 | 1,100 | 267 | | 50 | 50 | |
| 413000 | Fee, Fines & Forfeitures | 3,526 | 4,237 | 3,800 | 2,233 | | 3,800 | 3,800 | |
| 414600 | Book Rentals | 0 | 69 | 0 | 0 | | 0 | 0 | |
| 481000 | Surplus Property Sales | 726 | 738 | 770 | 573 | | 770 | 770 | |
| 402500 | Yav County Library District | 84,754 | 88,992 | 89,800 | 89,804 | | 89,800 | 90,000 | |
| Total Departmental Revenues | | \$ 89,737 | \$ 95,242 | \$ 95,470 | \$ 92,877 | 97% | \$ 94,420 | \$ 94,620 | \$ - |
| Net Effect on General Fund | | \$ 203,361 | \$ 190,411 | \$ 267,418 | \$ 152,509 | 57% | \$ 269,640 | \$ 258,340 | \$ - |

Annual Budget pro-rated to Mar 200,564

Parks & Recreation Department

Our Mission

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

Department Description

The Parks and Recreation Division is responsible for providing recreational programs and events for all ages. The Parks and Recreation Coordinator is responsible for five (5) Program Areas: Parks and Recreation, Heritage Pool, Children's Recreation, Adult Recreation and Community Programs.

The Parks and Recreation Program Area is responsible for the following:

- Planning and implementing community events and programs.
- Scheduling and rental of facilities and ball fields.
- Working with Little League, AYSO and Youth Football and other user groups to schedule field usage.
- Working with Little League, AYSO and Youth Football and other user groups to schedule lights for Butler Park Fields.
- Supervise part-time and seasonal employees in various Program Areas including: referees, scorekeepers, umpires, Lifeguards and summer program staff.

Department Staffing

- Public Works Director (0.10)
- Parks & Recreation Coordinator (0.90)
- Public Works Administrative Assistant (0.15)

Accomplishments for the Fiscal Year 2012-13

1. Hired a Parks & Recreation Coordinator
2. Worked with the public to rent & schedule various Parks and Recreation facilities and parks.
3. Worked with local non-profits and other stakeholders to assist with special events usage of Parks & Recreation facilities and fields.
4. Worked with Little League, AYSO and Youth Football and other user groups to schedule field usage and lights.
5. Scheduled use of Town Banner poles & Marquee lettering.
6. Receipted all money for facility rentals and program fees.
7. Generated work orders to Maintenance for events, facility rentals, banners, marquee lettering and program requirements.
8. Provided excellent customer service to the public and other internal and external customers
9. Purchased new protective floor covering material for Gym floor.
10. Worked with So. Verde High School to purchase safety wall mats for Gym walls.
11. Coordinated with Facilities Maintenance to install safety wall mats for Gym walls.
12. Coordinated with Facilities Maintenance to ensure preparations for events, facility rentals and program needs.

Performance Objectives for Fiscal Year 2013-14

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

Budget Points of Interest

1. 01-800-20-703800 – Expense - Advertising – Re-activated account (\$300) to allow for proper advertising of various events & programs
2. 01-800-20-713220 – Expense - Rec Equipment – Reduce account to \$2000 from \$5880 to allow purchase of Division wide equipment such as PA equipment, signage, sports timers etc. Last year's budget purchased protective Gym floor coverings.

Parks & Rec

Fund / Dept: 01-800

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|-----------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 61,793 | 55,468 | 47,538 | 29,888 | | 51,561 | 52,975 | |
| 601000 | FICA | 3,788 | 3,364 | 2,947 | 1,743 | | 3,197 | 3,285 | |
| 601100 | Medicare | 886 | 787 | 689 | 408 | | 748 | 770 | |
| 601200 | Retirement | 5,916 | 5,779 | 5,300 | 2,837 | | 5,482 | 5,645 | |
| 601300 | Unemployment | 97 | 97 | 112 | 60 | | 23 | 25 | |
| 601400 | Workman's Compensation | 1,195 | 1,565 | 1,669 | 505 | | 343 | 355 | |
| 602000 | Health, Dental & Life Ins | 7,591 | 7,922 | 9,047 | 4,311 | | 8,794 | 8,795 | |
| Total Wages & Related | | \$ 81,266 | \$ 74,982 | \$ 67,302 | \$ 39,752 | 59% | \$ 70,148 | \$ 71,850 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 0 | 0 | 0 | 0 | | 350 | 350 | |
| 701500 | Travel | 0 | 0 | 0 | 37 | | 400 | 400 | |
| 703000 | Office Supplies | 590 | 376 | 600 | 237 | | 600 | 600 | |
| 703500 | Subscriptions/Memberships | 0 | 488 | 100 | 57 | | 100 | 100 | |
| 703800 | Advertising | 0 | 0 | 0 | 359 | | 300 | 300 | |
| 706000 | Electric | 36,664 | 39,334 | 33,666 | 29,896 | | 33,666 | 33,666 | |
| 706100 | Gas/Propane | 4,596 | 5,281 | 6,500 | 4,274 | | 6,000 | 6,000 | |
| 706200 | Water | 2,590 | 2,831 | 3,000 | 2,256 | | 3,000 | 3,000 | |
| 706300 | Sewer | 1,911 | 1,913 | 2,200 | 1,593 | | 2,000 | 2,000 | |
| 706400 | Waste Removal | 3,042 | 2,944 | 3,150 | 2,639 | | 3,150 | 3,150 | |
| 706700 | Pest Control | 505 | 548 | 588 | 341 | | 588 | 588 | |
| 711000 | Legal Services | 278 | 0 | 300 | 0 | | 300 | 300 | |
| 713100 | Equipment Maint. Agreements | 360 | 105 | 450 | 410 | | 450 | 450 | |
| 713210 | Office Equipment | 120 | 0 | 0 | 8 | | 0 | 0 | |
| 721000 | Credit Card Processing Fees | 781 | 200 | 0 | 0 | | 0 | 0 | |
| 751300 | OSHA Medical Supplies | 0 | 0 | 500 | 40 | | 500 | 500 | |
| 760400 | Permits | 0 | 0 | 400 | 400 | | 400 | 400 | |
| Total Operating Expenditures | | \$ 51,437 | \$ 54,020 | \$ 51,454 | \$ 42,547 | 83% | \$ 51,804 | \$ 51,804 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| 800000 | Copier Purchase | 0 | 2,984 | 0 | 0 | | 0 | 0 | |
| 802000 | Equipment Lease | 1,533 | 1,360 | 1,895 | 0 | | 0 | 0 | |
| Total Equipment/Capital Expenditures | | \$ 1,533 | \$ 4,344 | \$ 1,895 | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 134,236 | \$ 133,346 | \$ 120,651 | \$ 82,299 | | \$ 121,952 | \$ 123,654 | \$ - |
| Revenues | | | | | | | | | |
| 470000 | Facility Rental Fees | 3,067 | 3,749 | 0 | 3,172 | | 2,500 | 2,500 | |
| Total Departmental Revenues | | \$ 3,067 | \$ 3,749 | \$ - | \$ 3,172 | | \$ 2,500 | \$ 2,500 | \$ - |
| Net Effect on General Fund | | \$ 131,169 | \$ 129,597 | \$ 120,651 | \$ 79,127 | 66% | \$ 119,452 | \$ 121,154 | \$ - |

Annual Budget pro-rated to Mar 90,488

Parks & Recreation Department

Heritage Pool Program

Our Mission

The Camp Verde Heritage Pool's mission is to provide an aquatic facility that is safe and affordable while providing recreational programs and services that enhance the physical, social and emotional well-being of all residents.

Department Description

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

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

Department Staffing

- Recreation Coordinator (.10)
- Supervisory Lifeguard (One Seasonal Employee)
- Head Lifeguard (Two Seasonal Employees)
- Maintenance (.15)
- Life Guards (Seasonal Employees as required)

Accomplishments for the Fiscal Year 2012-13

1. Provided a safe, fun swim season

Performance Objectives for Fiscal Year 2013-14

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

Budget Points of Interest

1. 01-820-20-701000 – Expense – Training – Increased account to \$1,000 from \$500 in order to ensure adequate training of employees and provide additional training to Parks & Recreation Coordinator on pool operation.
2. 01-820-20-706000 – Expense – Electric – Increased account to \$5,000 from \$3,800 to more accurately reflect actual costs.
3. 01-820-20-706100 – Expense - Gas/Propane – Decreased account to \$9,000 from \$13,000 to more accurately reflect actual costs.
4. 01-820-20-760000- Expense Pool Chemicals – Increase account to \$5500 from \$4500 to allow for extended season

Heritage Pool

Fund / Dept: 01-820

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|---------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 40,148 | 34,014 | 52,941 | 20,718 | | 52,496 | 52,770 | |
| 601000 | FICA | 2,486 | 2,106 | 3,282 | 1,271 | | 3,255 | 3,275 | |
| 601100 | Medicare | 581 | 492 | 768 | 297 | | 761 | 765 | |
| 601200 | Retirement | 305 | 312 | 1,048 | 451 | | 1,048 | 1,080 | |
| 601300 | Unemployment | 515 | 545 | 672 | 189 | | 86 | 45 | |
| 601400 | Workman's Compensation | 1,074 | 2,511 | 1,858 | 664 | | 901 | 910 | |
| 602000 | Health, Dental & Life Ins | 578 | 533 | 1,795 | 865 | | 1,912 | 1,915 | |
| Total Wages & Related | | \$ 45,687 | \$ 40,513 | \$ 62,364 | \$ 24,455 | 39% | \$ 60,459 | \$ 60,760 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 701000 | Training | 225 | 0 | 500 | 0 | | 1,000 | 500 | |
| 706000 | Electric | 4,441 | 6,960 | 3,800 | 4,647 | | 5,000 | 5,000 | |
| 706100 | Gas/Propane | 9,890 | 3,524 | 13,000 | 2 | | 10,000 | 10,000 | |
| 706400 | Waste Removal | 0 | 363 | 225 | 0 | | 360 | 360 | |
| 706500 | Telephone | 312 | 299 | 400 | 228 | | 350 | 350 | |
| 706700 | Pest Control | 330 | 357 | 220 | 223 | | 350 | 350 | |
| 751300 | OSHA Med Supplies | 0 | 0 | 0 | 0 | | 150 | 150 | |
| 760000 | Pool Chemicals | 3,295 | 4,202 | 4,500 | 2,353 | | 5,500 | 5,500 | |
| 760100 | Pool Supplies | 170 | 2,026 | 3,700 | 1,630 | | 3,700 | 3,700 | |
| 760200 | Equipment Maintenance | 5,230 | 3,298 | 5,000 | 1,825 | | 5,000 | 3,000 | |
| 760300 | Concession Supplies | 0 | 25 | 200 | 0 | | 200 | 200 | |
| 760400 | Permits | 397 | 0 | 900 | 0 | | 900 | 900 | |
| Total Operating Expenditures | | \$ 24,290 | \$ 21,054 | \$ 32,445 | \$ 10,908 | 34% | \$ 32,510 | \$ 30,010 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| N/A | | 0 | | 0 | 0 | | 0 | 0 | |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 69,977 | \$ 61,567 | \$ 94,809 | \$ 35,363 | | \$ 92,969 | \$ 90,770 | \$ - |
| Revenues | | | | | | | | | |
| 417000 | User Fees | 17,231 | 16,520 | 17,000 | 7,537 | | 17,000 | 17,000 | |
| 482000 | Concession Sales | 188 | 390 | 200 | 184 | | 400 | 400 | |
| Total Departmental Revenues | | \$ 17,419 | \$ 16,910 | \$ 17,200 | \$ 7,721 | 45% | \$ 17,400 | \$ 17,400 | \$ - |
| Operating Transfers | | | | | | | | | |
| 500700 | Transfer In from YAN Fund | (33,268) | (44,000) | (31,400) | (24,600) | | (22,488) | (14,988) | |
| Total Departmental Revenues | | \$ (33,268) | \$ (44,000) | \$ (31,400) | \$ (24,600) | | \$ (22,488) | \$ (14,988) | \$ - |
| Net Effect on General Fund | | \$ 19,290 | \$ 657 | \$ 46,209 | \$ 3,042 | 7% | \$ 53,081 | \$ 58,382 | \$ - |

Annual Budget pro-rated to Mar 34,657

Parks & Recreation Department

Children's Recreational Program

Our Mission

The Children's Recreational Program provides positive programs for youth by giving them an opportunity to have fun while developing physically, emotionally and socially.

Department Description

The Children's Recreation Program provides recreational and social activities and events for the youth in the community. Children's Recreational Programs include: Grasshopper Basketball, Summer Field trips

Various other Parks & Recreation programs provide activities suitable for children such as the Heritage Pool and Community Programs. Also Parks & Recreation works with various Youth groups such as Little League, AYSO and Youth Football to make opportunities available by providing facilities and information in order to help make these programs successful.

Trick or Treat Main Street was formerly in this program area but has been moved to Community Programs to more accurately reflect the varied involvement in this program.

Department Staffing

- Referees (2) seasonal
- Scorekeeper(1) seasonal
- Timer (1) seasonal
- Summer & seasonal staff (3)

Accomplishments for the Fiscal Year 2012-13

1. Conducted a successful co-ed youth basketball program for 92 1st – 4th graders.
2. Conducted a successful co-ed youth basketball program for 52 5th – 8th graders.
3. Basketball programs included registering participants, receipting fees, recruiting volunteer coaches, officials, scheduling & attending games as well as providing uniforms and trophies for participants.
4. Worked with the Library Endowment and other non-profit groups to provide refreshments at basketball games as a fundraising opportunity.
5. Provided a safe and enjoyable Trick or Treat community event for children and families.
6. Worked with Library to hold Children's events at Community Center to allow for larger attendance and events which needed more space.

Performance Objectives for Fiscal Year 2013-14

1. Work with Camp Verde High School to provide educational internship opportunities to students which would allow increased part-time and seasonal personnel available to Parks & Recreation.
2. Provide 8 summer field trips on a self-supporting revenue/expense basis.
3. Continue and expand the Grasshopper Basketball program.
4. Continue working with partners to provide opportunities for children.

Budget Points of Interest

1. 01-830-40-421001 – Revenue - Children's Recreation Program – Increased account to \$13,600 from \$3600 to reflect anticipated increase in revenue from addition of summer field trips and increased Grasshopper Basketball revenue.
2. 01-830-40-423002 – Revenue – Children's Recreation Sponsor - Deactivated account in favor of two accounts following.
01-830-40-423010 – Revenue – Rec Tuition Support - \$1500
01-830-40-423020 – Revenue – Rec Program Support - \$2100
3. 01-830-20-6000000 – Revenue – Salaries – Increased to \$10,240 from \$5300 due to being combined with former Contract Labor Services account due to Town using only employees, not contract labor and to allow for seasonal & summer staff.
4. 01-830-20-712000 – Expense – Contract Labor – Deactivated account. Amount transferred to Salary account (\$3500) to reflect change of employment status of Referees & other officials. Not using contract labor any more.
5. 01-830-20-761000 – Expense – Recreational Programs – Increased account to \$5000 to reflect combining with deactivated account Rec Program Sponsor.
6. 01-830-20-762000 – Expense – Summer Program – Increased account to \$8600 from previous \$2500. Amount is intended to allow 8 summer field trips. Expense will only be incurred if matching revenue is available – trips are intended to be self-supporting and revenue neutral.

Parks & Recreation Department

Adult Recreation Program

Our Mission

The Adult Recreation Program provides fun, safe and affordable recreational opportunities that will enhance the quality of life and promote healthy lifestyles for adults of all ages in our community.

Department Description

The Adult Recreation Program works to provide self – supporting recreation programs for adults in the community. This usually takes the form of recreation leagues such as Basketball, Softball, Volleyball and other team sports. Providing facilities, organization and hiring of officials are the main functions of this program.

Department Staffing

- Seasonal referees and officials as needed

Accomplishments for the Fiscal Year 2012-13

1. Provided co-ed softball

Performance Objectives for Fiscal Year 2013-14

1. Provide an organized men's league
2. Provide an organized women's league
3. Provide and organized co-ed league

Budget Points of Interest

1. 01-840-20-600000 – Expense - Salaries – Reduced to a total of \$5500 and combined with former Contract Labor/Services account due to Town using only employees, not contract labor.

Parks & Recreation Department

Community Recreation Program

Our Mission

The Community Recreation Program provides affordable, family oriented programs that will enhance the quality of life for Camp Verde citizens of all ages.

Department Description

The Community Recreation Program provides recreational and social activities and events for families and audiences of all ages. These programs include:

- Trick or Treat on Main
- Christmas Craft Bazaar
- Parade of Lights

Trick or Treat on Main was formerly a program of Children's Recreation but has been moved to this program to more accurately reflect the varied involvement in this program.

Department Staffing

- None

Accomplishments for the Fiscal Year 2012-13

1. Conducted a successful Trick or Treat on Main event
2. Conducted a successful Parade of Lights event.
3. Conducted a successful Christmas Craft Bazaar
4. Worked with Area Agency on Aging to provide programs on Health Living.

Performance Objectives for Fiscal Year 2013-14

1. Provide additional bus trips of varied types to appeal to a variety of audiences.
2. Continue to work with partners to provide opportunities for residents.
3. Increase Trick or Treat on Main to be more of a Family Street Festival
4. Conduct a successful Parade of Lights event
5. Conduct a successful Christmas Craft Bazaar

Budget Points of Interest

1. 01-860-40-421003 – Revenue – Community Programs – Increased account to \$5,000 from \$750 to reflect anticipated increase in Community Bus trips.
2. 01-860-40-423004 – Revenue – Community Program Sponsor – reduced to \$2500 from \$8,000 to allow for donation of funds for Halloween candy. General fund will pay for candy if donations are not available.

Programming

Fund / Dept: 01-830

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|----------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Wages & Related | | | | | | | | | |
| 600000 | Salaries | 7,746 | 4,050 | 6,800 | 2,560 | | 8,385 | 8,385 | |
| 601000 | FICA | 475 | 246 | 392 | 159 | | 520 | 520 | |
| 601100 | Medicare | 112 | 58 | 99 | 37 | | 125 | 125 | |
| 601200 | Retirement | 638 | 255 | 591 | 0 | | 0 | 0 | |
| 601300 | Unemployment | 17 | 36 | 82 | 7 | | 15 | 15 | |
| 601400 | Workman's Compensation | 277 | 316 | 577 | 46 | | 130 | 130 | |
| 602000 | Health, Dental & Life Ins | 852 | 441 | 0 | 0 | | 0 | 0 | |
| Total Wages & Related | | \$ 10,117 | \$ 5,402 | \$ 8,541 | \$ 2,809 | 33% | \$ 9,175 | \$ 9,175 | \$ - |
| Operating Expenditures | | | | | | | | | |
| 712000 | Contract Labor/Services | 4,505 | 3,500 | 8,000 | 800 | | 2,690 | 2,690 | |
| 713000 | Equipment Rental | 0 | 327 | 325 | 25 | | 1,000 | 1,000 | |
| 713220 | Rec. Equipment | 0 | 1,224 | 7,130 | 55 | | 3,650 | 3,650 | |
| 761010 | Children's Programs | 6,041 | 6,183 | 6,600 | 4,893 | | 5,000 | 5,000 | |
| 761020 | Adult Programs | 410 | 0 | 300 | 190 | | 300 | 300 | |
| 761030 | Community Programs | 0 | 5,018 | 8,500 | 2,317 | | 6,100 | 6,100 | |
| 761040 | Summer Programs | 0 | 0 | 0 | 0 | | 0 | 0 | |
| 762000 | Summer Program | 0 | 0 | 2,500 | 0 | | 8,600 | 8,600 | |
| Total Operating Expenditures | | \$ 10,956 | \$ 16,252 | \$ 33,355 | \$ 8,280 | 25% | \$ 27,340 | \$ 27,340 | \$ - |
| Equipment/Capital Expenditures | | | | | | | | | |
| | N/A | 0 | 0 | 0 | 0 | | 0 | 0 | |
| Total Equipment/Capital Expenditures | | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Total Departmental Expenditures | | \$ 21,073 | \$ 21,654 | \$ 41,896 | \$ 11,089 | | \$ 36,515 | \$ 36,515 | \$ - |
| Revenues | | | | | | | | | |
| 421001 | Children's Rec Program | 2,550 | 2,340 | 3,600 | 3,350 | | 13,600 | 13,600 | |
| 421002 | Adult Rec Program | 275 | 2,162 | 6,880 | 411 | | 3,719 | 3,800 | |
| 421003 | Community Programs | 688 | 1,353 | 750 | 707 | | 5,000 | 5,000 | |
| 423004 | Community Programs Sponsor | 0 | 420 | 8,000 | 0 | | 2,500 | 2,500 | |
| 423010 | Child Rec Tuition Support | 0 | 0 | 0 | 280 | | 1,500 | 1,500 | |
| 423020 | Child Rec Program Support | 4,111 | 2,065 | 3,600 | 0 | | 2,100 | 2,100 | |
| Total Departmental Revenues | | \$ 7,624 | \$ 8,340 | \$ 22,830 | \$ 4,748 | 21% | \$ 28,419 | \$ 28,500 | \$ - |
| Operating Transfers | | | | | | | | | |
| 500700 | Transfer In from YAN Fund | 0 | (9,000) | (5,500) | (2,668) | | 0 | 0 | |
| | Transfer Out to YAN Fund | 13,437 | 0 | 0 | | | 0 | 0 | |
| Total Operating Transfers | | \$ 13,437 | \$ (9,000) | \$ (5,500) | \$ (2,668) | | \$ - | \$ - | \$ - |
| Net Effect on General Fund | | \$ 26,886 | \$ 4,314 | \$ 13,566 | \$ 3,673 | 27% | \$ 8,096 | \$ 8,015 | \$ - |

Annual Budget pro-rated to Mar 10,174

Public Works Department

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

Our Mission

The mission of the Streets Division is to provide the highest quality public roads through the prudent use of resources, technology, innovations, teamwork and coordination with Town employees and public agencies. We recognize the importance of preserving the Town's major investments in streets infrastructure. We will continue to educate management, elected officials and the public of the importance of their roads and the potential impact of decision they make.

Department Description

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

Department Staffing

- Public Works Director/Engineer (.20)
- Public Works Analyst (.40)
- Public Works Administrative Assistant (.20)
- Public Works Deputy Director (.15)
- Streets Foreman (.96)
- Senior Equipment Operator (.96)
- Medium Equipment Operator (.96)
- Streets Laborer (.96)

Accomplishments for the Fiscal Year 2012-13

1. Completed Public Works Yard, cleared site, perimeter fencing, secured building and built out for office space and equipment storage at yard.
2. Completed Hollamon Street sidewalk Project
3. Completed Annual Street Striping, Slurry Seal programs
4. Applied for and received Highway Safety Improvement Program Grant in the amount of \$75000
5. Completed the Planning Assistance for Rural Areas (PARA) Grant resulting in a conceptual design for the Tri-Intersection

Performance Objectives for Fiscal Year 2013-14

1. Plan and complete the Slurry Seal, Chip Seal programs and Street Striping
2. Identify and participate in training in order to learn new techniques and keep current certifications
3. Work with ADOT for the successful completion of Finnie Flat sidewalk Project
4. Install Signs received from the Highway Safety Improvement Program Grant

Budget Points of Interest

1. None

HURF Fund (pg. 1)
Fund / Dept: 20-000

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---------------------------------------|---|-------------------------|-------------------------|-------------------------|--------------------------|------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Project Expenditures | | | | | | | | | |
| 600000 | Salaries | 165,415 | 215,299 | 221,223 | 152,062 | | 241,052 | 261,540 | |
| 600100 | Overtime | 0 | 176 | 0 | 312 | | 0 | 0 | |
| 601000 | FICA | 10,254 | 13,359 | 13,716 | 9,447 | | 14,945 | 16,215 | |
| 601100 | Medicare | 2,398 | 3,124 | 3,208 | 2,209 | | 3,495 | 3,795 | |
| 601200 | Retirement | 15,512 | 20,283 | 22,436 | 15,034 | | 27,236 | 29,600 | |
| 601300 | Unemployment Insurance | 456 | 632 | 453 | 106 | | 87 | 90 | |
| 601400 | Workman's Compensation | 8,002 | 12,691 | 19,910 | 11,646 | | 15,942 | 16,955 | |
| 602000 | Health Insurance | 24,853 | 30,075 | 35,948 | 24,689 | | 44,657 | 46,190 | |
| Total Salary Expenditures | | \$ 226,890 | \$ 295,639 | \$ 316,894 | \$ 215,505 | 68% | \$ 347,414 | \$ 374,385 | \$ - |
| Operational Expenditures | | | | | | | | | |
| 701000 | Training | 175 | 590 | 1,900 | 271 | | 1,900 | 500 | |
| 701500 | Travel | 65 | 524 | 1,430 | 12 | | 1,430 | 500 | |
| 702000 | Uniforams | 3,427 | 3,734 | 3,500 | 2,039 | | 3,500 | 3,500 | |
| 703000 | Office Supplies | 927 | 465 | 500 | 291 | | 600 | 600 | |
| 703500 | Subscriptions/Memberships | 0 | 0 | 300 | 304 | | 300 | 300 | |
| 703600 | Books/Tapes/Publications | 0 | 0 | 100 | 0 | | 100 | 100 | |
| 703700 | Printing | 52 | 19 | 200 | 124 | | 200 | 200 | |
| 703800 | Advertising | 193 | 118 | 800 | 104 | | 500 | 500 | |
| 703900 | Postage | 43 | 0 | 0 | 0 | | 0 | 0 | |
| 704000 | Computer Services/Software | 1,800 | 0 | 1,200 | 0 | | 1,200 | 1,200 | |
| 705000 | Auto Repair/Maintenance | 11,342 | 24,610 | 30,000 | 22,043 | | 30,000 | 15,000 | |
| 705500 | Fuel | 12,197 | 16,499 | 15,000 | 16,752 | | 18,000 | 18,000 | |
| 706000 | Electric | 1,972 | 2,484 | 2,650 | 2,325 | | 3,000 | 3,000 | |
| 706100 | Gas/Propane | 955 | 997 | 2,000 | 1,463 | | 3,000 | 3,000 | |
| 706200 | Water | 1,111 | 1,220 | 1,300 | 1,220 | | 1,300 | 1,300 | |
| 706300 | Sewer | 147 | 147 | 3,200 | 122 | | 1,200 | 1,200 | |
| 706400 | Waste Removal | 742 | 80 | 300 | 265 | | 600 | 600 | |
| 706500 | Telephone | 491 | 521 | 600 | 0 | | 0 | 0 | |
| 706600 | Cell Phone | 1,224 | 1,712 | 1,640 | 1,687 | | 2,800 | 2,800 | |
| 706700 | Pest Control | 455 | 307 | 300 | 192 | | 600 | 600 | |
| 710000 | Consulting Services | 0 | 4,650 | 0 | 0 | | 0 | 0 | |
| 711000 | Legal Services | 352 | 278 | 2,000 | 0 | | 2,000 | 2,000 | |
| 712000 | Contract Labor/Services | 0 | 1,630 | 5,000 | 0 | | 5,000 | 5,000 | |
| 713000 | Equipment Rental | 0 | 0 | 1,200 | 0 | | 1,200 | 1,200 | |
| 713100 | Equipment Maint. Agreements | 356 | 105 | 450 | 410 | | 450 | 450 | |
| 713210 | Office Equipment | 0 | 74 | 600 | 470 | | 600 | 600 | |
| 713240 | Maintenance Equipment | 64 | 4,375 | 2,500 | 334 | | 2,500 | 2,500 | |
| 722000 | Liability Insurance | 0 | 12,378 | 10,000 | 10,000 | | 10,000 | 10,000 | |
| 751300 | OSHA Medical Supplies | 532 | 844 | 1,650 | 100 | | 1,650 | 1,650 | |
| 755300 | Street Yard Lease Payments | 33,660 | 0 | 0 | 0 | | 0 | 0 | |
| 756000 | Mapping | 0 | 39 | 200 | 13 | | 200 | 200 | |
| 758100 | Recording Fees | 32 | 18 | 300 | 0 | | 300 | 300 | |
| 770000 | Street Maintenance | 45,504 | 74,541 | 60,000 | 17,115 | | 60,000 | 60,000 | |
| 770100 | Street Striping | 0 | 116 | 25,000 | 132 | | 25,000 | 25,000 | |
| 770200 | Chip Seal / Maintenance | 0 | 105 | 65,000 | 15,306 | | 65,000 | 65,000 | |
| 770400 | Right-of-Way Aquisition | 0 | 0 | 3,000 | 0 | | 3,000 | 3,000 | |
| 771000 | Street & Safety Signing | 3,015 | 10,017 | 10,000 | 3,495 | | 5,000 | 5,000 | |
| 773000 | Traffic Signal Maintenance | 2,359 | 2,515 | 8,000 | 1,717 | | 8,000 | 4,000 | |
| 773500 | Traffic Signal Electricity | 8,069 | 7,266 | 8,300 | 7,082 | | 9,000 | 9,000 | |
| 773600 | Main Street Lights/Irrigation Electricity | 10,936 | 11,201 | 10,000 | 5,896 | | 10,000 | 10,000 | |
| 774000 | Small Tools | 1,227 | 2,794 | 2,500 | 1,623 | | 2,500 | 2,500 | |
| 775000 | Litter Abatement | 0 | 0 | 500 | 0 | | 500 | 500 | |
| Total Operational Expenditures | | \$ 143,424 | \$ 186,973 | \$ 283,120 | \$ 112,907 | 40% | \$ 282,130 | \$ 260,800 | \$ - |

; on next page)

HURF Fund (pg. 2)
Fund / Dept: 20-000

| ACCOUNT NUMBERS | ACCOUNT TITLE | 2010-11 AUDITED ACTUALS | 2011-12 AUDITED ACTUALS | 2012-13 ADJUSTED BUDGET | 2012-13 Through Mar 31st | % of Bud | 2013-14 DEPT REQUESTED | 2013-14 MANAGER RECOMMEND | 2013-14 COUNCIL PROPOSED |
|---|-----------------------------------|-------------------------|-------------------------|-------------------------|--------------------------------|-------------------|------------------------|---------------------------|--------------------------|
| Expenditures | | | | | | | | | |
| Equipment/Capital Expenditures | | | | | | | | | |
| 800000 | Office Equipment/Furniture | 0 | 2,984 | 0 | 0 | | 0 | 0 | |
| 802000 | Equipment Lease | 1,538 | 1,361 | 0 | 0 | | 0 | 0 | |
| 824000 | Vehicles | 0 | 8,500 | 15,000 | 0 | | 0 | 0 | |
| 871000 | Street Construction | 27 | 3,287 | 50,000 | 24,518 | | 50,000 | 50,000 | |
| 871300 | Chip Seal Maintenance | 0 | 24,707 | 25,000 | 0 | | 0 | 0 | |
| 871400 | Street Paving | 0 | 0 | 25,000 | 0 | | 25,000 | 25,000 | |
| 871500 | Finnie Flat Sidewalk | 420 | 4,794 | 12,000 | 0 | | 12,000 | 12,000 | |
| 871501 | Finnie Flat Sidewalk RoWay | 0 | 0 | 3,200 | 0 | | 3,200 | 3,200 | |
| Total Equipment/Capital Expenditures | | \$ 1,985 | \$ 45,633 | \$ 130,200 | \$ 24,518 | 19% | \$ 90,200 | \$ 90,200 | \$ - |
| Total Expenditures | | \$ 372,299 | \$ 528,245 | \$ 730,214 | \$ 352,930 | 48% | \$ 719,744 | \$ 725,385 | \$ - |
| Revenues | | | | | | | | | |
| 403000 | HURF Revenue | 796,016 | 688,134 | 725,000 | 534,674 | | 750,000 | 750,000 | |
| 433000 | Refunds/Reimbursements | 325 | 190 | 800 | 4 | | 800 | 800 | |
| 480000 | Miscellaneous | 0 | 106 | 0 | 0 | | 0 | 0 | |
| 481000 | Surplus Property Sales | 0 | 0 | 600 | 0 | | 600 | 600 | |
| 490000 | Interest | 17 | 4,006 | 5,000 | 7,176 | | 5,000 | 5,000 | |
| Total Departmental Revenues | | \$ 796,358 | \$ 692,436 | \$ 731,400 | \$ 541,854 | 74% | \$ 756,400 | \$ 756,400 | \$ - |
| Operating Transfers | | | | | | | | | |
| 500800 | Transfer In from Fed Grants Fund | (8,783) | 0 | 0 | 0 | | 0 | 0 | |
| 550300 | Transfer Out to CIP Fund | 0 | 350,000 | 80,000 | 20,000 | | 0 | 0 | |
| 550900 | Transfer Out to CDBG Fund | 0 | 0 | 66,934 | 23,410 | | 0 | 0 | |
| 550800 | Transfer Out to Fed Grants Fund | 0 | 0 | 7,253 | 0 | | 0 | 0 | |
| 551300 | Transfer Out to Debt Service Fund | 0 | 25,268 | 102,400 | 84,448 | | 166,318 | 166,318 | |
| Total Operating Transfers | | \$ (8,783) | \$ 375,268 | \$ 256,587 | \$ 127,858 | 50% | \$ 166,318 | \$ 166,318 | \$ - |
| Net Effect on HURF Fund | | \$ (432,842) | \$ 211,077 | \$ 255,401 | \$ (61,066) | -24% | \$ 129,662 | \$ 135,303 | \$ - |
| | | | | | Annual Budget pro-rated to Mar | | | | |
| | | | | | 191,551 | | | | |
| Beginning Available HURF Fund Balance (Est'd) | \$ 924,322 | \$ 1,357,164 | \$ 1,146,087 | \$ 1,146,087 | \$ 890,686 | \$ 890,686 | | | |
| 10-year Repayment Plan Set-aside | \$ - | \$ 565,000 | \$ 514,000 | \$ 514,000 | \$ 464,000 | \$ 464,000 | | | |
| Ending Available HURF Fund Balance (Est'd) | \$ 1,357,164 | \$ 581,087 | \$ 376,686 | \$ 693,153 | \$ 297,024 | \$ 291,383 | \$ - | | |

INTRODUCTION

The CIP is a critical piece in the Town's overall planning. It is the most important implementation tool of the General Plan. Development of the community's facilities and services is one of the primary functions of municipal government. Without functional public services including water and wastewater facilities, public safety, streets, drainage systems, managed development, and parks and recreation, Camp Verde cannot reach its potential as a quality place to live. While the Town does not currently provide all of these services to the entire community, it is imperative that a plan is formulated as development occurs.

The CIP is a five-year plan that outlines current capital and infrastructure needs, future anticipated needs, current projects and future costs to the community. The CIP addresses both repair and replacement of existing infrastructure as well as the development of new facilities to accommodate future growth and/or improve services. The CIP links the Town's planning and budgeting functions.

The immediate purpose of this year's CIP plan is to identify Fiscal Year 2013-2014 projects to coincide with the budget approval process. Staff has provided additional projects for years 2015 through 2018. Each year discussions should focus on prioritizing and mapping a clear and realistic update of the plan, making adjustments that reflect changes in needs and importance. When evaluating the projects it is helpful to define the criteria for the importance placed on each project to arrive at the order of priority for the current and next five fiscal year plans. A weighting system is used to consider the following:

- Health, Safety and legal impacts: What does the project do to improve the overall health and safety of citizens, employees and visitors or provide a recognized standard service to the community? Does the project mitigate any potential legal issues?
- Fiscal Impact: What fiscal impact does the project have on the Town's finances? Is there outside funding sources? Is there potential for recouping or adding to revenues?
- Environmental Impact: Will the project address environmental concerns or enhance the natural environment?
- Operations: What impact will the project make on operational efficiency and maintenance costs, how will staffing levels be affected (does the project provide better efficiency, will additional staff be required)

- **Economic Development:** Will the project improve the Town's position to attract economic growth - a significant part of the equation being physical image?
- **Public Desire:** Has the community expressed a desire for the project through surveys, public meetings etc.? What percentage of residents and what level will they benefit from the implementation of the project?
- **Service Levels:** Will customer service be improved? Will the community benefit from the completion of the project?

As the Capital Improvement Plan develops and is used as a guide in decision making, a formal process should be put into place to include public input through public meetings, mailings and outreach.

FINANCIAL

Camp Verde, like most communities, will most likely have more needs than financial resources. It is important to carefully examine the current financial condition of the Town as well as possible funding alternatives.

The key to implementing the CIP is consistent, systematic funding. Camp Verde uses a number of funding options to finance its operations. The majority of revenues go toward day-to-day operations: salaries, benefits, insurance, utilities, fuel and other costs. This leaves little left over to finance large capital projects. For this reason, alternate funding methods need to be examined.

A critical component of funding is user fees. These fees should be adjusted periodically to ensure that the fees adequately cover the cost of service and replacement so that the general fund in no way subsidizes user services.

In addition, the Town needs to work closely with developers to ensure that future development pays for its appropriate share of infrastructure and amenities so adequate funding can be allocated to the CIP.

Funding Options:

- **Pay-as-you-go:** from current revenues. A large portion of Town revenues are from State shared sources distributed on a per-capita basis; including state sales tax and state income tax.
- **Municipal Bonds:** The Town can issue Bonds, which must be paid back, with interest, over a period of time. The issuance of municipal bonds must be approved by a majority of the voters. A Pledge Revenue Obligation Bond Issue is generally the least expensive

way to finance large municipal projects. The bond's repayment is backed by pledged tax revenues of the town.

- **Lease–Purchase Agreements:** This method lessens the up-front costs to the municipality. Interest is paid, but the payoff period is typically for a shorter period than bonds, and the Town will have the option to purchase the leased equipment at the end of the agreement.
- **Grants:** Grants must be identified and researched and are obtained through an application process that has no guarantee of funding. Federal, state, county, and private grants are available to finance capital projects. Grants must be identified and researched and are obtained through an application process that has no guarantee of funding and many require either financial or “in-kind” matches. All grants require staffing resources.
- **User Fees:** Fees paid by service or facility users that should be sufficient enough to maintain existing facilities and develop additional capacity.

Current Debt/Obligations

The town currently has three long-term obligations of debt and pledged revenues.

- **2005 Revenue Obligation Bond**
Outstanding principle - \$1,595,000, 3.125% to 5% interest is paid semi-annually with a principle payment in July of each year, the current annual payment is \$168,000. The obligation expires in 2024.
- **2011 Revenue Obligation Bond**
Outstanding principle- \$1,005,000, 3.91% interest is paid semi-annually with a principle payment in July of each year, the current annual payment is \$107,000. The obligations expire in 2023.
- **Pledged Revenues for Camp Verde Sanitary District Lease-Purchase Agreement**
Annual commitment-\$135,000, last year's actual payment -\$118,800. The obligation expires in 2032.

Town of Camp Verde
Five -Year Capital Improvement Projects Plan (FY 2013-2018)

| Department | Description | FY 13-14 | FY 14-15 | FY 15-16 | FY 16-17 | FY 17-18 | 5 Year Total |
|-----------------------------------|---|--------------|------------|--------------|------------|-----------|--------------|
| | Equestrian Trailhead | \$ 50,000 | | | | | \$ 50,000 |
| | Total Administration CIP: | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| <i>Clerk</i> | 206-207-208 Council Chambers-Council Offices-Conf Room | | | \$ 161,500 | | | \$ 161,500 |
| | Archival Room-File System | | | \$ 22,000 | | | \$ 22,000 |
| | Audio System-Current Chamber | \$ 15,000 | | | | | \$ 15,000 |
| | Total Clerk CIP: | \$ 15,000 | \$ - | \$ 183,500 | \$ - | \$ - | \$ 198,500 |
| | Office Remodel | \$ 16,000 | | | | | \$ 16,000 |
| | Total Community Development CIP: | \$ 16,000 | \$ - | \$ - | \$ - | \$ - | \$ 16,000 |
| <i>Court</i> | New Court Room | | | \$ 200,000 | | | \$ 200,000 |
| | Total Court CIP: | \$ - | \$ - | \$ 200,000 | \$ - | \$ - | \$ 200,000 |
| <i>Library</i> | Library Building | \$ 2,084,000 | | | | | \$ 2,084,000 |
| | Radio Frequency Identification Equipment | \$ 20,000 | \$ 60,000 | | | | \$ 80,000 |
| | Total Library CIP: | \$ 2,104,000 | \$ 60,000 | \$ - | \$ - | \$ - | \$ 2,164,000 |
| <i>Marshal Office</i> | Animal Control | \$ 10,500 | | | | | \$ 10,500 |
| | Expansion of Property & Evidence Room Option 1 | | \$ 125,000 | \$ 45,000 | | | \$ 170,000 |
| | Expansion of Property & Evidence Room Option 2 | | \$ 207,500 | \$ 45,000 | | | \$ 252,500 |
| | Improve Police Radio Reception | | \$ 75,000 | \$ 30,000 | | | \$ 105,000 |
| | Police Records Remodel | | | | \$ 50,000 | | \$ 50,000 |
| | Relocate Detective Unit to Teen Center | | | \$ 9,000 | | | \$ 9,000 |
| | Replace Dispatch Consoles | | | | | \$ 36,000 | \$ 36,000 |
| | Total Marshal Office CIP: | \$ 10,500 | \$ 407,500 | \$ 129,000 | \$ 50,000 | \$ 36,000 | \$ 633,000 |
| <i>Public Works / Engineering</i> | Black Bridge Improvements | | | \$ 150,000 | \$ 892,000 | | \$ 1,042,000 |
| | Camp Verde Water System Acquisition | | | \$ 6,500,000 | | | \$ 6,500,000 |
| | Facilities Comprehensive Plan | \$ 35,000 | | | | | \$ 35,000 |
| | Geographic Information System (GIS) | \$ 185,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 | \$ 505,000 |
| | Old Highway 279 Improvements | | \$ 95,000 | \$ 850,000 | | | \$ 945,000 |
| | Public Transit System | \$ 15,000 | \$ 146,500 | | | | \$ 161,500 |
| | Public Works / Engineering Total: | \$ 220,000 | \$ 175,000 | \$ 7,580,000 | \$ 972,000 | \$ 80,000 | \$ 9,027,000 |
| <i>Public Works / Maintenance</i> | Banners, Flags and Holiday Decorations | \$ 15,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | | \$ 45,000 |
| | Gym and Kitchen Remodel | \$ 120,000 | | | | | \$ 120,000 |
| | Gym Floor & Bleachers | \$ 70,500 | | | | | \$ 70,500 |
| | Remodel Public Works Entry/300 Building | \$ 22,000 | | | | | \$ 22,000 |
| | Remodel Room 304 | \$ 30,000 | | | | | \$ 30,000 |
| | Repairs to Historical Society Building | \$ 28,000 | | | | | \$ 28,000 |
| | Replace Doors on 300 Building | \$ 20,000 | \$ 10,000 | | | | \$ 30,000 |
| | Replace Shingle Roofs on Gymnasium, & Rooms 304 & 306 | \$ 135,000 | | | | | \$ 135,000 |
| | Roll Shutters | \$ 13,025 | | | | | \$ 13,025 |
| | Tractor Backhoe Attachment | \$ 17,000 | | | | | \$ 17,000 |
| | Upgrade Electrical Service Panel 200 Building | \$ 10,000 | | | | | \$ 10,000 |
| | Vehicles Replacement | \$ - | \$ - | \$ 76,000 | | | \$ 76,000 |
| | Public Works / Maintenance Total: | \$ 480,525 | \$ 20,000 | \$ 86,000 | \$ 10,000 | \$ - | \$ 596,525 |

Town of Camp Verde
Five -Year Capital Improvement Projects Plan (FY 2013-2018)

| Department | Description | FY 13-14 | FY 14-15 | FY 15-16 | FY 16-17 | FY 17-18 | 5 Year Total |
|--|---|--------------|--------------|--------------|--------------|------------|---------------|
| <i>Public Works / Parks & Recreation</i> | Butler Park | \$ 66,000 | \$ 40,000 | | | | \$ 106,000 |
| | Camp Verde Trails System | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 75,000 |
| | Community Park | \$ 795,000 | \$ 750,000 | \$ 585,000 | \$ 700,000 | \$ 525,000 | \$ 3,355,000 |
| | Pool Upgrades | \$ 29,000 | | | | | \$ 29,000 |
| | Rezzonico Park Development | \$ 18,000 | \$ 45,000 | \$ 45,000 | \$ 39,000 | \$ 45,000 | \$ 192,000 |
| | Splash Pad | | | \$ 80,000 | | | \$ 80,000 |
| | Top Dresser Material Handler | \$ 18,500 | | | | | \$ 18,500 |
| | Public Works / Parks & Recreation Total: | \$ 941,500 | \$ 850,000 | \$ 725,000 | \$ 754,000 | \$ 585,000 | \$ 3,855,500 |
| <i>Public Works / Stormwater</i> | Annual Stormwater Improvements Projects | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 150,000 |
| | Cliffs Parkway Drainage Basin Improvements | \$ 25,500 | \$ 15,000 | | | | \$ 40,500 |
| | Gadis Wash Drainage Improvements | \$ 45,000 | \$ 7,500 | \$ 25,000 | \$ 8,500 | \$ 9,500 | \$ 95,500 |
| | Hollamon St., Main Street Drainage | | \$ 225,750 | | \$ 1,675,250 | | \$ 1,901,000 |
| | Murdock Road Drainage Improvements | | \$ 85,000 | | | | \$ 85,000 |
| | Public Works / Stormwater Total: | \$ 100,500 | \$ 363,250 | \$ 55,000 | \$ 1,713,750 | \$ 39,500 | \$ 2,272,000 |
| | Lift Gate | | \$ 10,500 | | | | \$ 10,500 |
| | Materials Crusher | | | \$ 250,000 | | | \$ 250,000 |
| | Materials Spreader | \$ 10,000 | | | | | \$ 10,000 |
| | Nine Wheel Roller Compactor | | \$ 25,000 | | | | \$ 25,000 |
| | PadfootSheep's Foot roller compactor | | | | \$ 25,250 | | \$ 25,250 |
| | Powerscreen | | | | | \$ 125,000 | \$ 125,000 |
| | Sidewalk, Curb and gutter Replacement and Development | \$ 20,900 | \$ 21,840 | \$ 22,822 | \$ 23,848 | \$ 24,921 | \$ 114,331 |
| | Sign Truck | | \$ 25,500 | | | | \$ 25,500 |
| | Skiploader | | \$ 35,500 | | | | \$ 35,500 |
| | SR 260 & Industrial Dr.-Goswick Way | | \$ 450,000 | | | | \$ 450,000 |
| | Steel Wheel Drum Vibratory Roller | | | \$ 27,750 | | | \$ 27,750 |
| | Street Sweeper | | \$ 125,000 | | | | \$ 125,000 |
| Tire Replacement Program | \$ 27,250 | \$ 8,376 | | | | \$ 35,626 | |
| | Public Works / Streets Division Total: | \$ 58,150 | \$ 701,716 | \$ 300,572 | \$ 49,098 | \$ 149,921 | \$ 1,259,457 |
| | Total for all Divisions of Public Works: | \$ 1,800,675 | \$ 2,109,966 | \$ 8,746,572 | \$ 3,498,848 | \$ 854,421 | \$ 17,010,482 |
| Town of Camp Verde - 5 Year Capital Improvement Projects Plan | | \$ 3,996,175 | \$ 2,577,466 | \$ 9,259,072 | \$ 3,548,848 | \$ 890,421 | \$ 20,271,982 |

Town of Camp Verde Capital Improvement Plan

ADMINISTRATION -Project Request

Name of Project:

Trailhead at the Community Park

Project Description:

To appropriate funding in the Capital Improvement Plan (CIP) to establish financial, operational and strategic focus for a Trailhead (Phase 1 of a proposed Equestrian Arena(s)/Facilities). This trailhead would serve equestrian riders of all ages. Currently, the Community Park Master Plan features a multi-use facility and includes an area for a trailhead/competition equestrian arena/horse trailer parking.

The Town previously placed an OHV and equestrian trailhead at the base of Copper Canyon via a partnership with USFS at a combined cost of \$206,698 (with \$31,176.18 public donations and \$178,486 USFS grant funding). Many of the assets placed at the Copper Canyon trailhead have not been included in the cost for the trailhead at the community park. Primarily, because assets like the restrooms, barbecues, and picnic tables should be available in other areas of the park.

The trailhead will require an individual to oversee the coordination. Additionally, the trailhead should be designed by someone who is familiar with the needs associated with equestrian sports and facilities including space requirements of the horses, their riders and horse trailers.

Why the Project is needed:

To establish Trailhead for Phase 1 of the Equestrian Arena(s)/Facilities

Staffing Required to Complete Project (FTEs and positions):

FTE 3/maintenance/park workers

Location of Project (if not already mentioned):

Community Park

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---|----------|
| 2013/2014 | Archaeology/Environmental Site Assessment/evaluate placement of trailhead/grade land, add Parking delineators, and install Hitching Posts and fencing/equestrian ingress/egress gates | \$50,000 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Seek grant funding & partnerships, Review Finance options

Town of Camp Verde Capital Improvement Plan

CLERK OFFICE-Project Request

Name of Project:

Remodel Rooms 206-207 for Council Chambers

Project Description:

Remodel rooms 206/207 to house Council Chambers. Upgrade equipment to facilitate live streaming during Council meetings, which will provide additional community outreach and opportunities for public participation.

Why the Project is needed:

Council Chambers are currently shared with the Magistrate Court. At times, conflicts occur and Council meetings must be rescheduled and/or relocated to other areas. Unfortunately, when this occurs it is not possible to record the meeting and place the audio on the Web site. This causes great inconvenience to the public. Further, the current Chamber facility is small, allowing for no more than 74 people. This limit includes Council members, media, and staff. Further, when executive sessions are held, the public is forced to stand outside in inclement weather until the meetings are concluded.

Room 206/207 is ideal, as the room accommodates 108 people. Room 208 (the old Sanitary District offices) is located adjacent to this room. This area could be improved to provide a Council office, a conference room in which Council could hold executive sessions with the sound equipment serving both areas, which would eliminate the need to have the public stand outside while waiting for the meeting to end. In addition, staff believes there is sufficient room to include an archival area in which to store Town records.

This project would necessitate the need to upgrade the recording equipment, as the Court requires use of the existing recording equipment. The upgrade would provide live feed Web streaming for meetings and other matters of community interest. This upgrade will allow the community to watch meetings in real time. Further, this media could support other means of public participation and community outreach

A larger and state-of-the-art Council Chambers would not only improve the Town's image, but could attract other organizations that could hold their meetings in Camp Verde. Further, with the live web streaming, the new Chambers could serve as a method to stay in contact with the public through live web streaming during emergencies or possibly other items of public interest.

Staffing Required to Complete Project (FTEs and positions):

Structural and remodel work to be completed by contractor selected through bid process; staff to manage the project costs and contract.

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|---------|
| 2015/16 | Remodel Room 206/207/208 for use as a Council Chambers, Council Office, Conference Room & Archival Room to include removal of restrooms, insulation, painting, flooring, replace windows, data cabling, interior, etc. | 108,000 |
| | Heating/air conditioning | 18,000 |
| | Council dais to include staff work area | Unknown |
| | Council/Staff Chairs (10) | 1,500 |

| | | |
|--|--|------------------|
| | 100 Audience Chairs | 12,000 |
| | IT equipment - Computer monitors (10) in Council Chambers; 3 Computers (one in Council office); mounted cameras (2-3); cabling; projector, 2 large monitor (TVs?) screens mounted in each corner, phones, etc. | Unknown |
| | Sound System | 20,000 |
| | Podium | 1,000 |
| | Conference Room Table | 1,000 |
| | TOTAL Known Costs | \$161,500 |

Back Up Documents:

[Quote for remodel 206-207-208](#)

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Finance or reserve fund



RESIDENTIAL AND COMMERCIAL CONTRACTOR
 PO BOX 2898 CAMP VERDE, AZ 86322 (928) 567-2477
 ROC#261021

December 12, 2012

**Town of Camp Verde
 BUDGET NUMBERS FOR PROPOSED RELOCATION OF COUNCIL CHAMBERS**

Listed below are some approximate costs associated with renovating Rooms 206, 207 and 208 to accommodate the Council Chambers/conference area and storage room. These costs are based off a site visit, and no architectural plans provided by Owners

This is to serve as a guide for budgeting purposes only and should not be construed as a bid.

DEMOLITION

- Bathroom/Shower 800
- Ceiling Tiles 3,000
- Flooring Tile 2,400
- HVAC 900
- Interior walls 300
- Windows 2,400
- Mold/Asbestos Abatement 5,000

| | |
|-----------------------------------|--------|
| WALL FRAMING | 2,500 |
| SHEETROCK | 4,000 |
| HVAC | 18,000 |
| ELECTRICAL/LIGHT FIXTURES | 15,000 |
| DATA/CABLING | 4,000 |
| DROP CEILING | 7,600 |
| INSULATION (WALLS/CEILING) | 10,000 |
| MISCELLANEOUS BLOCK REPAIR | 600 |
| FLOORING | 8,900 |
| WINDOWS | 18,000 |
| PAINTING | 3,400 |
| INTERIOR DOORS/HARDWARE | 3,000 |
| CABINETS/SHELVING | 16,500 |

Possible floor tile and ceiling tiles
 Fur out block walls, new wall sections
 Cover block walls & new walls
 two energy efficient units, new ducting
 New panel, energy efficient lights
 Projector, USB, computer, data
 Standard 2' x 4'
 Ceiling & walls
 Various repairs needed
 Commercial grade glue down
 Dual pane, fixed, Low E, energy efficient
 Interior
 Security type doors

MISCELLANEOUS

- Permit
- Sales Tax
- Bonding

Town of Camp Verde Capital Improvement Plan

CLERK OFFICE-Project Request

Name of Project:

Archives & Public Records Storage Facility/System & Council Office/Conference Room

Project Description:

Improve Room 208 as facility in which to consolidate and archive the Town's permanent records from all departments into one location and provide Council Office & Conference Room

Why the Project is needed:

As defined in the Arizona Revised Statutes (ARS §41-1350) records are: "All books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government, or because the informational and historical value of the data contained therein..." Records as defined above are the property of the **STATE OF ARIZONA**. They are in no sense personal property, nor are they the property of a specific agency or political subdivision (ARS §41-1347).

Town records, such as current minutes, deeds, contracts, agreements, studies, etc. are stored in the Clerk's Office in filing cabinets that are unsecured and non-fireproof. Historical and/or inactive records are 'archived' in the girl's shower area of the Community Center. This area is also unsecured and non-fireproof. Neither facility offers the protection that these important records require. Other Town records are located in backrooms that are also unsecured.

Statutes require records to be stored in secure and climate-controlled areas with an environment that is free of dust, insect and/or rodent infestation, and exposure to light. Until such time as an area is identified and improved, the state's records relative to the business and history of the Town of Camp Verde.

In addition, this space has sufficient room for a Council office and a conference room.

Staffing Required to Complete Project (FTEs and positions):

A contractor will be required to retrofit the Room 208 with climate/humidity controlling and install file storage systems. When complete, relocation, re-filing, and indexing records will be required. This is likely to take at least one FTE (Deputy Clerk) several months to complete.

Location of Project (if not already mentioned):

Proposed Room 208 (former Sanitary District Offices) or new construction, or another area that is of sufficient size to sustain the Town's growing records for the next 5-10 years.

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---|--|
| 2015/16 | Room 208 – Construction (Includes Archival Room, Council Offices & Conference Room) | Included w/ 206-207 Council Chambers Project |
| 2015/16 | Filing systems (cabinets, shelving, map storage cabinets, etc.) | \$20,000 |

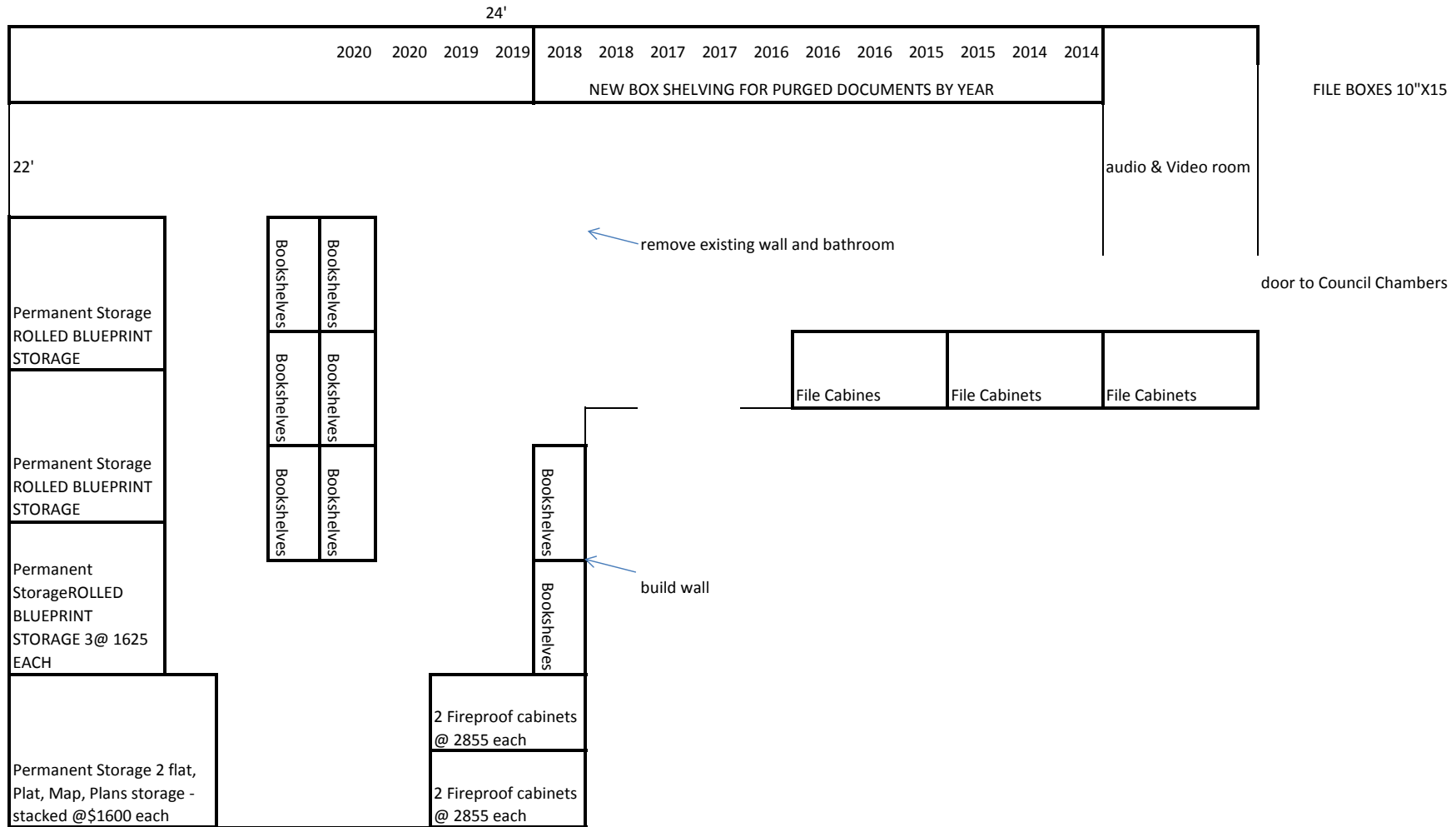
| | | |
|---------|----------------------------|---------|
| 2015/16 | Computer/Phone (IT Budget) | \$2,000 |
| | | |

Back Up Documents:

[Storage 2012.xlsx](#)

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Note: Accurate quotes/estimates are required from industry vendors for final budget; above amounts are in-house estimates only.



Hearing & Air Conditioning with Duct work

Electric Panel upgrade

construction - turn key ready

asbestos and mold abatement A-1500-3000 M\$500-4000 or more

Flooring 372 squar feet

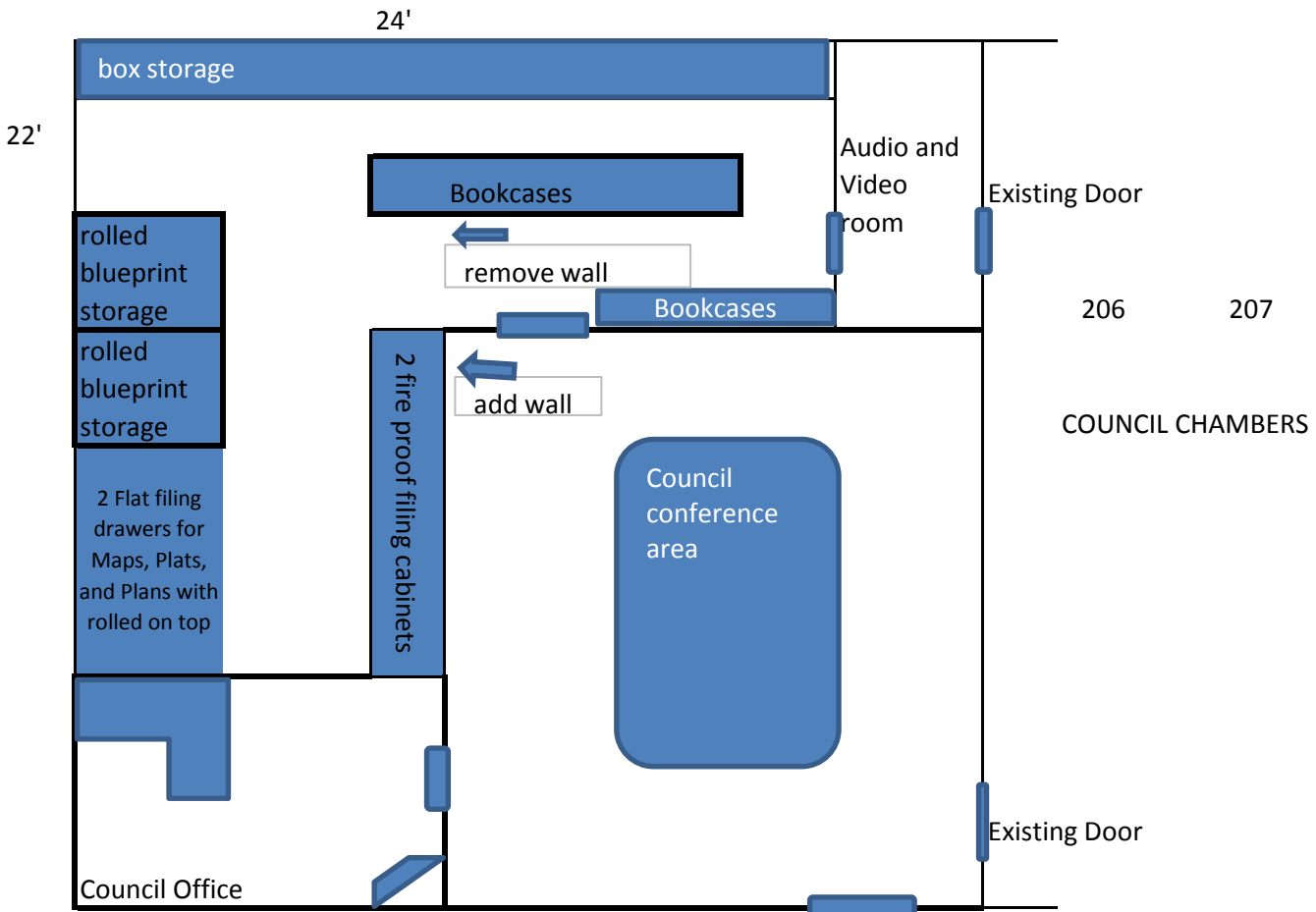
drop ceiling

flooring - Laminate engineered 1.99 - 8.17

carpeting .99 per square foot - up

240 Square feet current area

RECORDS STORAGE CIP



NOT TO SCALE

□ equals approximately 2 feet

372 Sq feet Proposed Storage compared to current 240 Square Feet

- Heating & Air Conditioning with Duct work \$30,000
- Electric Panel upgrade \$7,338
- construction - turn key ready \$50,000
- Asbestos and Mold Abatement \$500-???
- Drop Ceiling
- Flooring carpet tiles \$.99 - \$3.79

| | cost per unit | | w | d | h | | |
|------------------------------|---------------|----|-------|----|----|-----|------------|
| (3) Rolled Blueprint Storage | 1624 | x3 | 4872 | 42 | 36 | 76 | Quill |
| (2) Flat File | 1539 | x2 | 3078 | 53 | 41 | 16" | TAB |
| (2) Fireproof Cabinets | 2855 | x2 | 5710 | 43 | 31 | | Sentry |
| (5) Shelving for boxes | 569 | x5 | 2845 | 77 | 24 | 78 | Home Depot |
| | | | 16505 | | | | |

Current Shelving would have to be cut apart moved and re-welded together, not very cost effective

Town of Camp Verde Capital Improvement Plan

Clerk Office-Project Request

Name of Project:

Council Chambers Sound System (if current Chamber is not relocated)

Project Description:

Upgrade sound system in the current Council Chambers to include 9 desktop gooseneck microphones and a digital sound mixer; replace 4 speakers; and install audio components in an equipment rack.

Why the Project is needed:

Both the Court and the Clerk's Office use the Liberty System to record meetings. The sound system in the current Council Chambers is old and no longer working properly. Microphone repairs are frequent and expensive. We receive numerous complaints from the public about the sound quality during meetings. Further, the sound quality of the web audio is inadequate. A new sound system will digitally integrate the sound for both the Chamber and live web streaming of meetings. The proposed system is provided by JCG Technologies, which is the company that provides the Liberty Recording System, related services, and technical support. The new sound system will be fully integrated with the Liberty Recording System.

Staffing Required to Complete Project (FTEs and positions):

JCG Technologies will provide equipment and installation. Staff must identify and clear a secure space for the equipment rack. Some IT assistance might be needed as well.

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|----------|
| 2013/14 | Replace sound system in the current Council Chambers | \$15,000 |
| 2014/15 | | |
| 2015/16 | | |
| 2016/17 | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund

Town of Camp Verde Capital Improvement Plan

Community Development-Project Request

Name of Project:

Community Development Office Remodel of customer and counter area.

Project Description:

Remodel to include newly located handicap access doors with new doors, handicap walk and wheelchair access and customer – counter area.

Why the Project is needed:

Currently, the Building and Planning Division Offices have the lunch room office separating the Building Division and Planning Division counter and customer service areas. With the proposed remodel, the lunch room interior walls would be lowered to counter height thus allowing for clear vision between the Building and Planning offices and allowing for a single counter area for the front counter staff to immediately recognize entrance of both the Building and Planning customers. Also, the new handicap access doors, proposed at the exterior center of the new customer area, would provide for required ADA, safer and more convenient access.

Staffing Required to Complete Project (FTEs and positions):

CD Staff would advertise for bids and monitor work progress of contractor

Location of Project (if not already mentioned):

473 S. Main St.

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---------------------------------------|----------|
| 2013/2014 | Community Development Office remodel. | \$16,000 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General and / or Reserve Funds.

Town of Camp Verde Capital Improvement Plan

Court Office-Project Request

Name of Project:

New Court Room/ Office Area

Project Description:

Improve rooms 206/207 and old Sanitary District offices to house the Court Room, court staff offices, prosecutor office, defense office, victim waiting room and jury room

Why the Project is needed:

The new court facility in rooms 206/207 and old sanitary office will accommodate the future and current needs of this court. The current shared court room/ Council chambers do not meet the needs of the court. The prosecutor now uses the court room with a temporary cloth partition and she does not have privacy from the court proceedings, other defendants and attorneys. The court room also does not allow a room for defense attorneys to speak to their clients in private. Victims are also entitled to a private area/room away from the defendants. The current court room does not have a proper area for a jury box and a room for jury deliberations.

Staffing Required to Complete Project (FTEs and positions):

Either a contractor or a sufficient number of staff will be required to remodel the existing facilities to include removal of existing benches and debris. Walls will need to be painted; installation of heating/cooling, flooring, telephones, sound, and computer equipment will be required in both rooms. Current staff desks would be reused. The court room would require new judge's bench jury box and witness stand and seating to accommodate 50-60 people.

Location of Project (if not already mentioned):

Room 206-207 and 208

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|------------------------|
| 2015/16 | Remodel Room 206/207 and Sanitary District Office to include the purchase and installation of phone and sound equipment required for court operations. | \$150,000 - \$200,000* |

*Estimate Only, actual amount may vary.

Back Up Documents:

N/A

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund and some court enhancements funds

Town of Camp Verde Capital Improvement Plan

Library-Project Request

Name of Project:

Library Building

Project Description:

To build a new library to meet the needs of Camp Verde's growing community.

Why the Project is needed:

Our present facility was built in 1974 and is about 5,000 square feet. Since then, our population, collection and services have grown and we have outgrown the building. The current facility is not designed to meet the technological and interactive demands for modern library services as they have evolved throughout the years. In addition to lending material in a variety of formats from CD and DVD to Large Print books, library services today include, but are not limited to

- informal social gathering/interaction spaces
- rooms for programming & instruction for children, teens and adults
- assistance with eBooks, eBook readers and mobile devices
- access to computers, the Internet & WiFi
- computer labs for classes and one-on-one tutoring
- online services, classes and job-helps support
- continuing education opportunities and test-proctoring
- meeting space for citizens to interact with each other in large or small groups or quiet study

The present facility can provide some of these services to a limited degree and very inconveniently, but a facility that will allow us to provide all of those services at the highest possible level would benefit the community and allow library staff to grow and improve library services to more fully meet standards of excellence.

Staffing Required to Complete Project (FTEs and positions):

One additional fulltime Library Specialist and 2-3 additional part-time support staff will be needed to effectively run a library that is over twice the size of the current one. Professionals will need to be hired for architectural design, construction, etc.

Location of Project (if not already mentioned):

On Black Bridge Road between the current library and Rezzonico Park

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|----------------|
| 2013/2014 | Finalize building design & site plan | \$284,000.00 |
| 2013/2014 | Break Ground and commence construction phase | \$1,800,000.00 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Finance 1.8 million through local banks or USDA loan, Library Building donation funds, \$200,000 from the Mary Lyons Estate and continue to raise money through donations and grants throughout the project.

Town of Camp Verde Capital Improvement Plan

LIBRARY-Project Request

Name of Project:

Security Gates and CircIT Self-Checkout with Radio Frequency Identification (RFID) Equipment

Project Description:

Install security gates with people counters and RFID self-checkout and check-in stations as we build the new library.

Why the Project is needed:

This project, when used to its fullest potential, will allow us to offer self-checkout services to our patrons, provide better security for our materials and more efficient inventory control. Most importantly, CircTRAK it will reduce check-in errors that frustrate patrons when they are billed for material they have already returned. RFID technology will aide library staff in doing many tasks more accurately and efficiently, allowing them to focus on interacting with people instead of spending so much time processing material. The gates will provide security for library materials by sounding an alarm when items that have not been checked out are taken through. The people counter on the gates will give accurate figures for the traffic that comes in and out of the library. The CircIT self-checkout stations are simple enough for children and those who are not technology literate to operate and will allow patrons who want to, to help themselves instead of standing in line waiting to be helped. The CircIT software is intuitive and easy to learn reducing the time needed to train new volunteers to use the current library software. The RFID technology will permit patrons to stack all selected material on a pad and check it out at one time. RFID tags will enable librarians to perform inventory of library materials regularly so that an accurate list of items will show available to patrons using the online library catalog and an accurate count of items will be used in the YLN billing formula.

Staffing Required to Complete Project (FTEs and positions):

RFID tags will be applied to existing material under the direction of the Library Director by volunteers interested in special projects. New material will be tagged with RFID tags as they are processed into the system by library staff.

Location of Project (if not already mentioned):

The application of the RFID tags will take place at the current library in preparation for full utilization of the project in the new library as it is built between the current location and Rezzonico Park

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|----------|
| 2013/2014 | Acquire the tags and a workstation to program them | |
| 2013/2014 | Purchase and install security gates during building construction | \$20,000 |
| 2014/2015 | Purchase and install CircIT self-checkout and checkin stations | \$40,000 |
| 2014/2015 | Purchase and install CircTRAK | \$20,000 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

This project would cost about \$80,000. The Yavapai County Free Library District will be providing the RFID tags to be placed on library items and will pay half the costs of the software and hardware purchase. The cost of wiring for and installing security gates will be part of the construction design of the new building.

Town of Camp Verde Capital Improvement Plan

MARSHAL OFFICE-Project Request

Name of Project:

Animal Impound relocation to the industrial park (off Industrial Dr.)

Project Description:

Utilize the Industrial Park as an animal impound site. Purchase a prebuilt garage and add kennels, window air conditioner / heater, add insulation and plywood walls, desk area to the interior. Water and electric would need to be added.

Why the Project is needed:

Currently CVMO pays \$600.00 per month for 3 kennels at Montezuma Veterinary (\$7,200.00 annually). By utilizing a space at the Industrial Park owned by the Town, there would be an estimated \$10,500.00 cost with an annual electric/water reoccurring cost of approximately \$1,000.00. The new location would be a saving to the town in the long run and would be a permanent location for the animal impound.

Staffing Required to Complete Project (FTEs and positions):

Utilities (water/electric) hook up costs (\$300.00) and Public Works minimal assistance as needed for building placement etc. – 1 day.

Location of Project (if not already mentioned):

Off Industrial Dr.

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|-------------------------------------|-------------|
| 2013/2014 | Relocate impound to industrial park | \$10,500.00 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Budget item / Finance

Town of Camp Verde Capital Improvement Plan

Marshall Office-Project Request

Name of Project:

| | |
|--|----------------------------------|
| Expansion of the Property and Evidence Room (Option 1) | Total Project Cost: \$170,000.00 |
|--|----------------------------------|

Project Description:

The need to expand the property and evidence room will be necessary in fiscal year 2014/2015 in order to continue to hold additional items of property and evidence. **OPTION 1:** Add on to the existing room by hiring an outside contractor to add a 20x30 addition on the south side of the Marshal's Office. Rolling shelving would be added to the room. The current part-time staffing for this area would be addressed in the annual budget and a full time staff position would be requested. The following fiscal year 2015/2016 a Bar Code device and software compatible with the Spillman program is recommended to be purchased in order to track property/evidence and input items into the computer.

Why the Project is needed:

The current room size of the property and evidence room is approximately 900 sq ft. the current room is at 80% capacity and severely limited in options for expansion.

Staffing Required to Complete Project (FTEs and positions):

Utilize an outside contractor for remodel and utilize an outside contractor to install shelving

Location of Project (if not already mentioned):

Marshal's Office

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---|-------------|
| 2014/2015 | Remodel existing Property/Evidence Room using contractor | \$85,000.00 |
| 2014/2015 | Add rolling shelves | \$40,000.00 |
| 2015/2016 | Purchase Bar Code Device and software for Spillman system | \$45,000.00 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Finance – budgeted item

Town of Camp Verde Capital Improvement Plan

Marshal Office-Project Request

Name of Project:

Expansion of the Property and Evidence Room (Option 2)

Total Project Cost: \$252,500.00

Project Description:

The need to expand the property and evidence room will be necessary in fiscal year 2014/2015 in order to continue to hold additional items of property and evidence. **OPTION 2:** Move the dispatch center to a secondary location (Teen Center) and remove the adjoining wall between property/evidence and dispatch to expand the property and evidence room. This project would require moving the entire dispatch unit as well as remodeling the room. Rolling shelving would be added to the room. The current part-time staffing for this area would be addressed in the annual budget and a full time staff position would be requested. The following fiscal year 2015/2016 a Bar Code device and software compatible with the Spillman program is recommended to be purchased in order to track property/evidence and input items into the computer.

Why the Project is needed:

The current room size of the property and evidence room is approximately 900 sq ft. the current room is at 80% capacity and severely limited in options for expansion.

Staffing Required to Complete Project (FTEs and positions):

Bid contractor for remodel project. DPS employees. Century 21 employees. 2 FTEs Public Works employees.

Location of Project (if not already mentioned):

Marshal's Office

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---|--------------|
| 2014/2015 | Remodel project to be completed by outside contractor | \$50,000.00 |
| 2014/2015 | 2 Public works employees FTE's to move desks and equipment | \$5,000.00 |
| 2014/2015 | Relocate ACJIS terminals, phone systems and hardware equip | \$100,000.00 |
| 2014/2015 | 3- Door security systems for entry into building and dispatch | \$7,500.00 |
| 2014/2015 | Re-inforce interior walls for sound | \$5,000.00 |
| 2014/2015 | Rolling shelves | \$40,000.00 |
| 2015/2016 | Bar Coding device and software for Spillman system | \$45,000.00 |

Back Up Documents:

Contractor estimate

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Finance

Town of Camp Verde Capital Improvement Plan

Marshall Office-Project Request

Name of Project:

Improve radio reception and coverage for portable radios and vehicle radios Total Project Cost: \$115,000.00

Project Description:

There is a need to improve police radio reception and coverage throughout Camp Verde and surrounding locations. Currently there are locations where Officers cannot get out on their portable radios and/or reception is very poor. This includes vehicle radio reception and clarity. In order to have better radio coverage, there are three areas that need to be addressed.

1. Upgrade the portable radio's by replacing current portable radios
2. Add a Voting system (satellite radio identifier) which would be placed strategically in 3 locations within the jurisdiction of Camp Verde to include the Tribal Nation.
3. Adjust the Tower antenna for better reception.

Why the Project is needed:

The current police portable radios and vehicle radios have poor reception and clarity. This is an officer safety issue based on the fact that dispatchers and other officers need to be able to understand what is being transmitted to ensure the officer is clearly being understood. With the terrain being mountainous, it is necessary to purchase a voting system which is similar to cell phone towers that allow multiple identification sources for the police radios. In addition to adding the Voting system – an adjustment to the Tower antenna would need to be done in conjunction. New portable radios with antennas attached to the portable microphones will provide an additional step to the necessary steps to ensure adequate operability.

Staffing Required to Complete Project (FTEs and positions):

Contracted services

Location of Project (if not already mentioned):

Marshal's Office, several locations in Camp Verde jurisdiction

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|----------------------------|-------------|
| 2014/2015 | Voting System installation | \$65,000.00 |
| 2014/2015 | Adjust Tower Antenna | \$10,000.00 |
| 2015/2016 | 25 Portable Radios | \$30,000.00 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Grant, Rico, Finance

Town of Camp Verde Capital Improvement Plan

Marshall Office-Project Request

Name of Project:

Police Records Section Remodel

Project Description:

The records section is out growing the current space and will be in need to have additional space. It is being recommended that a remodel of the current records section be expanded by 16 X 20 into the courtyard of the Marshal's Office. This would provide space necessary to store records and allow for the additional space needed for the records section.

Why the Project is needed:

The need for additional space in the records section

Staffing Required to Complete Project (FTEs and positions):

Bid contracted service

Location of Project (if not already mentioned):

Marshal's Office

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|-------------|
| 2016/2017 | Remodel project to add 16X20 addition to records section | \$50,000.00 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Finance

Town of Camp Verde Capital Improvement Plan

Marshall Office-Project Request

Name of Project:

| | |
|--|--------------------------------|
| Detective Unit Relocation to Teen Center | Total project cost: \$9,000.00 |
|--|--------------------------------|

Project Description:

| |
|---|
| As the Marshal's Office continues to grow and the need for space becomes an issue. It is recommended that the detective unit be relocated to the Teen Center. |
|---|

Why the Project is needed:

| |
|--|
| This will free up office space for patrol, VIPs, sergeants and ACO's |
|--|

Staffing Required to Complete Project (FTEs and positions):

| |
|--|
| FTEs for 2 Public Works employees for 3 days total of \$3,000.00 |
|--|

Location of Project (if not already mentioned):

| |
|------------------|
| Marshal's Office |
|------------------|

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|------------|
| 2015/16 | Move desks and computers to Teen Center – wiring hook up | \$1,000.00 |
| 2015/16 | Partitions for office | \$5,000.00 |
| 2015/16 | Staffing required for project | \$3,000.00 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

| |
|---------|
| Finance |
|---------|

Town of Camp Verde Capital Improvement Plan

Marshall Office-Project Request

Name of Project:

Replacement of Dispatch Consoles

Project Description:

The current 4 dispatch consoles are 6 years old and will need to be replaced within the next 5 years to ensure upgraded operability with compatibility with a digital system and Spillman technology.

Why the Project is needed:

In order to continue to be compatible with digital systems and upgraded technology

Staffing Required to Complete Project (FTEs and positions):

Contracted service

Location of Project (if not already mentioned):

Marshal's Office Dispatch

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---|-------------|
| 2017/2018 | Replace and Upgrade 4 dispatch consoles | \$36,000.00 |
| | | |
| | | |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Grant or RICO

Town of Camp Verde Capital Improvement Plan

Public Works/ENGINEERING Project Request

Name of Project:

Black Bridge Improvements

Project Description:

Protect the Bridge from scour by armoring the bridge supports, replace the bearing pads, replace the guardrail, and replace the deck seals.

Why the Project is needed:

Black Bridge was built in 1975 and is the only Town owned Bridge that crosses the Verde River. Over the years Black Bridge has served the community well enduring numerous flood events and the daily wear and tear. Black bridge is in surprisingly good shape for its age but needs some critical improvements to extend its service life.

Staffing Required to Complete Project (FTEs and positions):

PW Project Manager and Administrative staff time will be required to contract out this project.

Location of Project (if not already mentioned):

Black Bridge on Montezuma Castle Highway

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|-----------|
| 2015-16 | Design, acquire permits and environmental clearances | \$150,000 |
| 2016/17 | Install Scour Prevention, replace bearing pads, guardrail, & Seals | \$892,000 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Matching Grant and HURF

Town of Camp Verde Capital Improvement Plan

Public Works/Engineering Project Request

Name of Project:

Acquisition of Camp Verde Water System: Privately Owned

Project Description:

Purchase the Camp Verde Water System (CVWS) and its assets from its current owners, retain current CVWS employees, and operate the Water System as a Town Utility.

Why the Project is needed:

A municipality the size of Camp Verde, that is certain to grow in the future, should own and operate the utilities within their corporate boundary. As a Town we have better opportunities for grants and a much greater capacity for loans/debt for the funding necessary to maintain the existing system and to expand the water system services to more residents. Water is a valuable asset to any community and the ability to provide quality water at a reasonable rate to as many of our resident as possible would be our goal.

Staffing Required to Complete Project (FTEs and positions):

1-FTE Deputy Public Works Director to manage the Utility Division Operations. (the Deputy Director position would assist the Director with the management of all of the public works divisions; streets, maintenance, stormwater, fleet, & utilities) It is assumed that the CVWS employees will be retained. 1-FTE Water System supervisor, 2-FTE Utility Maintenance Workers, 1-FTE Accounts Manager, & 1-FTE Admin. Assistant.

Location of Project (if not already mentioned):

Town of Camp Verde

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---------------------------------|--------------|
| 2016/17 | Acquire Camp Verde Water System | \$6,500,000* |
| | *most recent valuation | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, WIFA Grants, Finance and Utility Billings

Town of Camp Verde Capital Improvement Plan

Public Works/ENGINEERING Project Request

Name of Project:

Facilities Comprehensive Plan

Project Description:

Hire a consultant to evaluate the existing condition and capacity of all Town facilities in order to prepare a comprehensive plan that would best suit the business needs of the Town. The consultant would begin by working with the various departments to understand our current and future business needs. Once the assessment is complete, a plan will be developed that will provide a practical road map to move forward with any necessary changes or remodels for all facilities. By doing this we will have a better idea of the "Big Picture" as it relates to our needs for our future.

Why the Project is needed:

Most if not all Town facilities need to be updated to accommodate modern technology, population growth, energy efficiency and overall functionality.

Staffing Required to Complete Project (FTEs and positions):

Public Works Director and staff creating the Scope of work and working with professional consultants

Location of Project (if not already mentioned):

Town Complex and grounds

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|-----------------------------------|----------|
| 2013/14 | Consultant Fee for Planning Stage | \$35,000 |
| | | |
| | | |

Back Up Documents:

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

CIP, General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/ENGINEERING Project Request

Name of Project:

Geographic Information System (GIS) Mapping and Information Technology Services

Project Description:

Purchase Computer and Software to accurately map and build a data base of the Town's Infrastructure and assets.

Why the Project is needed:

The purpose of the County's GIS is to show property and parcel configurations, mapping, aerial imagery, and to provide property ownership data and physical attributes for all of the properties in Yavapai County. The Yavapai County GIS is helpful however; it is often not very accurate. Typically it does not show the correct alignment of the ROW and, because it is not its intended purpose, does not show utility locations. As Camp Verde moves into the future, adds services, population increases the accurate mapping of Town roads, properties, utility locations, and ROW will become a critical need for managing growth. It is only with accurate mapping of Town infrastructure, that includes all data and attributes that good planning and successful growth can occur.

Staffing Required to Complete Project (FTEs and positions):

1-FTE with IT and GIS experience and Training. The duties would include providing mapping and data bases for Streets, Stormwater, Water & Sewer Utilities, and Planning and Zoning along with IT services.

Location of Project (if not already mentioned):

Public Works Administration Office.

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|---|
| 2014/15 | Hire FTE and Purchase computer, Plotter, GIS Software and Office Furniture/Equipment | \$105,000(\$80,000 of total for Salary +Benefits) |
| 2015/16 | 1 FTE Salary & Benefits | \$80,000 |
| 2016/17 | 1 FTE Salary & Benefits | \$80,000 |
| 2017/18 | 1 FTE Salary & Benefits | \$80,000 |
| 2018/19 | 1 FTE Salary & Benefits | \$80,000 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

The project would be funded by a combination of General Fund, Grant, and HURF monies.

Town of Camp Verde Capital Improvement Plan

Public Works/ENGINEERING Project Request

Name of Project:

Old Highway 279 Improvements

Project Description:

Design, Engineer and then construct drainage and street improvements on the 1-mile unimproved section of Old Highway 279 in Camp Verde. The improvements will include; street and drainage design work, installation of several box culverts, and approximately 1-mile of asphalt paving.

Why the Project is needed:

There is an approximate 1-mile stretch of unimproved road that exists as portion of Old 279 in Camp Verde. This section of road causes severe dust issues during the dry season and is sometimes impassible during the monsoon season due to the inadequate drainage infrastructure. This section of Old 279 crosses several washes including Cherry Creek and will require installation of large box culverts to carry the flows. The road currently exists as a 2-lane gravel road that needs to be widened and paved to include a center turn lane to support the commercial development planned for that area.

Staffing Required to Complete Project (FTEs and positions):

Engineering, Project Manager, and Administrative staff time is required to contract this project out.

Location of Project (if not already mentioned):

HWY Old 279 in Camp Verde

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---|-----------|
| 2014/15 | Engineering <i>Design</i> of Drainage and Road Improvements | \$95,000 |
| 2015/16 | Construct Drainage and Road Improvements | \$850,000 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

CIP, HURF and General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/ENGINEERING Project Request

Name of Project:

Public Transit System

Project Description:

Establish a public transit in Camp Verde by partnering with existing local, regional, and state transit systems: Cottonwood Area Transit System (CATS), Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA), and ADOT's Federal Transit Administration (FTA). The first step would be to conduct a public transit feasibility study to identify service goals, objectives, profiles and user of a potential bus system. The Town could then work towards setting up a IGA with CATS and NAIPTA to establish bus stop with in Camp Verde and working with ADOT FTA to purchase public busses for the new route.

Why the Project is needed:

There are numerous residents of Camp Verde that have been using the Transportation voucher program to receive subsidized cab rides with the Verde valley over the last 4-5 years to visit medical, government, and commercial establishments that they could not otherwise have been able to afford transportation to. In the Verde Valley CATS is the only existing public transit system in operation and has shown interest in partnering with the Town of Camp Verde to provide service between Camp Verde and Cottonwood. This service would provide transportation at a reasonable price.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Administrative Staffing will be required. An Additional FTE position of Public Works Analyst will be need for this project and the numerous CIP projects that need to be managed in the present and future.

Location of Project (if not already mentioned):

Town Wide, Bus Stop locations will be determined by the study

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|----------------------------------|
| 2013/14 | Transit Feasibility Study | \$60,000 (Town Match \$15,000) |
| 2014/15 | Initial Funding of Operations, Administration, and the Purchase of New Buses | \$735,000 (Town Match \$146,500) |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Matching ADOT FTA Grant, General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Main Street Banners, Flags and Holiday Decorations

Project Description:

Purchase new banners, flags and holiday decorations for the brackets on the Main Street Light poles.

Why the Project is needed:

The flags, banners and holiday decorations are several years old; they show wear from their use and exposure to the elements. The banners, flags and holiday decorations are seen by citizens and travelers to our Town, and set a tone for the event they advertise.

Staffing Required to Complete Project (FTEs and positions):

Staff time to research and price the flags, banners and holiday decorations: 10+ hours with possible review by Council

Location of Project (if not already mentioned):

Main Street

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---------------------|----------|
| 2013/14 | Flags and Banners | \$15,000 |
| 2014/15 | Holiday Decorations | \$10,000 |
| 2015/16 | Holiday Decorations | \$10,000 |
| 2016/17 | Holiday Decorations | \$10,000 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, CIP

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Gym and Kitchen Remodel

Project Description:

Remodel Kitchen:, new Appliances including a commercial stove, cooktop to meet the American National Standards Institute, cabinets and fresh paint. Kitchen needs to be brought up to the current electrical and plumbing codes. Add HVAC to Kitchen which currently has an evaporative cooler.

Repaint Gym

Remodel Restrooms making them ADA Compliant, with new fixtures, stalls, hot water.

Why the Project is needed:

The Gym, Kitchen and Restrooms receive constant use. The restrooms are not ADA compliant and stalls are falling apart and currently don't have hot water. Kitchen appliances are old and failing.

Staffing Required to Complete Project (FTEs and positions):

Staff time to prepare scope of work and bid documents, maintenance, contractors and volunteers.

Location of Project (if not already mentioned):

395 S. Main Street

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|------------------------------------|-----------|
| 2013/2014 | Remodel Gym, Kitchen and Restrooms | \$120,000 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund (*possible* donation of equipment and time - this would have to be researched and may not be an option)

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE-Project Request

Name of Project:

Gymnasium Flooring & Bleachers

Project Description:

Refinish wood floor and install bleachers that meet current safety standards. Remove the existing bleachers from the gym. Remove the finish on the wood floor by sanding, then make necessary repairs to a clean floor surface, apply stain, markings and sealer. Then install new bleachers. Prep and paint walls in gym, hall, restrooms and kitchen.

Why the Project is needed:

The solid wood floor in the gym is original. It has been at least five years since the floor has been refinished. Over time and the constant use it gets, the floor becomes rough and has some warping. The refinishing project is a necessary preventative maintenance that will extend the useful life of the floor and prevent a possible unsafe (trip/fall hazard) environment for the public. The bleachers are also original, they have not been inspected or maintained by a professional and lack current safety features such as guardrails, smaller openings between the footboard/seat boards that help to prevent potential fall hazards. Opening and closing the bleachers is done manually and is very strenuous, the wood bleachers are heavy and the expandable mechanism is difficult to fully open and close. They will be replaced with aluminum, lightweight folding bleachers meeting current safety standards. Finally, the room and attached areas require prep work and a fresh coat of paint.

Staffing Required to Complete Project (FTEs and positions):

Work will be contracted to a third party. Staff time to prepare scope of work for manage the bid process and oversee the projects.

Location of Project (if not already mentioned):

Gymnasium in the Public Works Building at 395 S. Main Street

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|----------|
| 2012/13 | Refinish Gymnasium Floor | \$17,000 |
| 2012/13 | Bleachers | \$40,000 |
| 2012/13 | Bleachers Option to add Back Support | \$11,000 |
| 2012/13 | Install Electrical Power for Bleachers | \$2,500 |
| | | |

Back Up Documents

[Bleacher Seating](#)

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP



8742 N. 78TH AVE.
PEORIA, AZ 85345
(623) 939-8126 PH
(623) 939-2526 FAX
www.arizonacourtlines.com

January 2nd, 2013

Re: **Camp Verde Middle School**
Camp Verde, AZ

The following is our detailed proposal as a manufacturer/supplier for the telescoping bleachers for the above referenced project:

Bleacher Seating (Irwin Telescopic)

3 each Model 4500 Electrically Operated Telescoping Bleacher
22'-0" plus end rails x 7 Seating Rows

TOTAL PRICE (Furnished and Installed): \$ 39,887.00

Add for Plastic Folding Back Supports: \$ 10,195.00

Matt Alfrey
matt@arizonacourtlines.com

Exclusions:

Any and all electrical, any and all demo, general liability coverage for general contractor completed operations, subrogation, permits, performance bonds and taxes.

Add for Power 2500.00

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Remodel Public Works Entry Area

Project Description:

Security and function improvements: Install pony walls with counter tops, a gate open up a customer service window in the wall adjacent to the front entrance, paint walls and replace worn, stained carpet.

Why the Project is needed:

The current configuration of the Public Woks entrance does not adequately provide for a reception area; this allows access to the entire building by anyone without proper monitoring by staff. The proposed remodel would control entry into town offices and provide improved access and work surfaces for better customer service and safety for employees. The entry door does not fit properly, causing maintenance issues, and the gap allows cooling and heat to escape, the door is all glass and not energy efficient. New carpet and paint in the entrance and front hall is needed.

Staffing Required to Complete Project (FTEs and positions):

Project management of the bid process and coordinate contracted work

Location of Project (if not already mentioned):

395 S Main Street

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|-------------------------------|----------|
| 2013/14 | Remodel Public Works entrance | \$22,000 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, CIP

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Remodel Room 304

Project Description:

Remodel Room 304 (The Old Weight Room) so that it can be used as a meeting room or office space for public and private use. The project includes window repairs, drywall repair, painting, interior & exterior lighting improvements and new flooring.

Why the Project is needed:

Room 304 would have more value to staff and the community as a meeting room than its current use as a storage room. In the past, room 304 has served as the community weight room and more recently a storage room. The walls need repair and paint, new lighting, new flooring and optional drop ceiling to hide the duct work.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman and Admin. to manage bid process and project work.

Location of Project (if not already mentioned):

Public Works Building: room 304 on the East side of the Town's Gym

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|------------------|-------------|
| 2013/14 | Remodel Room 304 | \$30,000.00 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund /CIP

Town of Camp Verde Capital Improvement Plan

Public Works- MAINTENANCE - Project Request

Name of Project:

Repairs to Historical Society Building

Project Description:

Repair and/or replacement of the masonry and mortar between the limestone blocks of the Historical Society Building.

Why the Project is needed:

The Historical Society building, originally built as a school in 1914- 1915, is constructed from limestone blocks that were cut from the hills surrounding Camp Verde. Masons laid the blocks and filled the joints with mortar mixed from the sand and fine gravel available in the immediate area. Over the years, repairs and maintenance made to the exterior consisted of covering the original stone with several layers of paint; if joint mortar was cracked or missing it was not replaced or it was crudely patched with concrete. When campus buildings were painted in 2012, the many layers of paint were sand blasted from the limestone walls, exposing the original white blocks and mortar. The exposure has highlighted the unique historic building on our campus but has also revealed the need to make professional repairs that closely match the original materials and craftsmanship. The work should be done by an expert in order to maintain the integrity of the building and enhance it aesthetically without impacting the historical merit.

Staffing Required to Complete Project (FTEs and positions):

Administration to prepare bid and manage work progress

Location of Project (if not already mentioned):

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--------------------------------------|-----------|
| 2013/14 | Mortar Repair of Historical Building | \$ 28,000 |

Back Up Documents:

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Possible Grant funds, General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Replace Doors on 300 Building

Project Description:

1. Replace the double doors at the Gymnasium Hollamon St. entrance with Card Reader system
2. Replace Single door at Gymnasium rear entrance
3. Replace double doors to Public Works Building (see also Public Works entry remodel)

Why the Project is needed:

The front and rear entrance doors of the Gymnasium and front entry doors to Public Works building have been vandalized, repaired and refurbished many times. We have been directed to provide keys to citizens allowing them 24-hour access to Gymnasium without a way to track entrance /exit. Staff has had to clean up trash and human waste; the gym mats have been removed and not stored properly. Replacing the double doors at the Gymnasium entrance on Hollamon Street with a card reader system will provide a record of entry and exit, allow staff to electronically deny access, and offer better control. The rear door to the Gymnasium would be replaced with a new heavy metal door that would not be accessible with the card reader it would have standard key lock – keys to the rear door would not be given out for casual public use. The front door to the Public Works building has a very large gap between the double doors making it very inefficient for heating/cooling. A new door would be more energy efficient and be more secure.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman and Admin. Staff to prepare and manage bid process and supervise the project.

Location of Project (if not already mentioned):

395 S Main Street

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|------------|
| 2013/14 | Replace Gymnasium Doors and Card Reader System | \$20,000 |
| 2014/15 | Replace Double entry doors to Public Works | \$10,000** |

** See Public Works Entry Remodel – replacing the door with that project is preferred

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, CIP

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Structural Repair and Replace the Shingle Roof on the Gymnasium, Room 304 & 306

Project Description:

Make Structural repairs, remove and replace the shingle roof on the Public Works Building: Gymnasium, Rooms 304 & 305

Why the Project is needed:

The roof structure over rooms 304 and 306 was not constructed to withstand the weight of the HVAC units and two layers of roofing. The roof is worn, weathered stressed and leaking. Due to the age and condition, repairs are becoming less efficient. Potential damage to the gym floor can be costly and new leaks are discovered with each storm. The new roofs will match the roofs installed in 2011 on the Administration and 200 Building.

Staffing Required to Complete Project (FTEs and positions):

Re-roof project will be awarded to most responsible bidder, maintenance Foreman and Admin to prepare scope of work manage the bid process and the contracted work.

Location of Project (if not already mentioned):

395 S Main St

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---|-----------|
| 2013/14 | Structural roof repairs, remove & re-roof the gym, rooms 304 & 306 of the Public Works Building | \$135,000 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Roll Shutters for Public Works Building

Project Description:

Install Roll Shutters on the south windows of Finance, and Public Works offices in the Public Works Building

Why the Project is needed:

Added security, provides additional heating/cooling efficiency and sound proofing, and enhances the aesthetics of the building

Staffing Required to Complete Project (FTEs and positions):

Staff will obtain competitive bids and oversee the contractor doing the installation

Location of Project (if not already mentioned):

300 Building

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---|----------|
| 2103/2014 | Roll Shutters for Public Works Building | \$13,025 |
| | | |

Back Up Documents:

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Tractor Backhoe Attachment

Project Description:

Purchase Backhoe Attachment

Why the Project is needed:

A Backhoe Attachment to the Kubota Tractor will be efficient for smaller projects and in tight spaces. Where the use of a large backhoe would damage fields and grounds.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman/Admin Research Compare features and price, obtain Bids

Location of Project (if not already mentioned):

395 S Main St- Maintenance Department

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---------------------------|-------------|
| 2013/14 | Kubota Backhoe Attachment | \$17,000.00 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/ CIP Possible lease purchase

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE-Project Request

Name of Project:

Upgrade Electrical Service Panel on 200 Building

Project Description:

Replace the existing 200-amp Electric Service Panel on the 200 Building with a 400-amp Electric Service Panel

Why the Project is needed:

The existing 200-amp electric service panel does not provide sufficient capacity for the electrical demands of a modern building calling for sufficient energy to operate multiple office machines such as computers, printer, and copiers and faxes all running concurrently with the HVAC unit. Prior to updating or re-Purposing any of the individual rooms, sufficient electric power and wiring will be required. Replacing the exiting 200-amp panel with a new 400-amp, 40-circuit Electric Service Panel will allow future upgrades (such as removing the evap. Coolers and installing HVAC Units) and remodeling or re-purposing the rooms to more modern spaces that will support current technology used for public presentations or office space. *This project is required prior to any remodeling or repurposing of rooms in the 200 building.*

Staffing Required to Complete Project (FTEs and positions):

Staff time to research /compare and obtain quotes would primarily be the responsibility of the Maintenance Foreman w/ some Administration assistance.

Location of Project (if not already mentioned):

435 S. Main Street

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|------------------------|----------|
| 2013/14 | Electric Service Panel | \$10,000 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Replacement of Maintenance Vehicles

Project Description:

Purchase New Maintenance Vehicles to replace our aging fleet

Why the Project is needed:

The current fleet of Maintenance Vehicles is aging, the frequency and expense of repairs is more frequent and costly.

Staffing Required to Complete Project (FTEs and positions):

Staff time to research compare and obtain quotes would primarily be the responsibility of the Maintenance Foreman w/some Admin. Assistance. Vehicles may be replaced through the bid process, State surplus or States contract.

Location of Project (if not already mentioned):

Maintenance Division of Public Works

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--------------------|----------|
| 2015/16 | Dump Truck | \$32,000 |
| 2015/16 | Van-Janitors | \$20,000 |
| 2015/16 | 2-Golf Carts (gas) | \$24,000 |
| | | |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, CIP, or Lease Purchase

Town of Camp Verde Capital Improvement Plan
Public Works/PARKS & RECREATION-Project Request

Name of Project:

Parks and Rec: Butler Park Improvements

Project Description:

Additions and improvements at Butler Park. Including playground equipment, tennis court, new hardscape and shading.

Why the Project is needed:

Butler Park gets almost constant use. The picnic area, playground and athletic fields all can benefit from improvements to the infrastructure (sidewalks, lighting, planters, benches & Ramada) and amenities (additional playground, drinking fountain, tennis court). The tennis court is so dilapidated that complete restoration is required. Both safety and aesthetic upgrades are needed to bring the park to the status of its utilization.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman, Maintenance Lead, Maintenance Workers will do some infrastructure work, improvements that require special equipment or expertise will be awarded through the bid process and managed by staff.

Location of Project (if not already mentioned):

Butler Park: 1214 Garner Lane

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|----------|
| 2013/14 | Ramada and Picnic Area, Refurbish Tennis Court, perimeter fencing, add seating | \$66,000 |
| 2014/15 | Playground structure | \$40,000 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Park Improvements/CIP or possible Grant opportunities

Town of Camp Verde Capital Improvement Plan
Public Works/PARKS & RECREATION-Project Request

Name of Project:

Camp Verde Trails System

Project Description:

Construct an Urban Trail System that links neighborhoods together and to Downtown, the parks, the river, school, and the Outpost Mall areas. The trails would be constructed with concrete or paving whenever practical but could also have an aggregate surface.

Why the Project is needed:

There already exists numerous dirt trails throughout the town that have been worn in by the sheer determination to get somewhere on foot or bicycle. Upgrading these trails and adding more new trails will not only improve the walking/biking experience of those who currently use them but would encourage others to use alternate means of transportation to get places with some exercise and at the same time save money on gas.

Staffing Required to Complete Project (FTEs and positions):

The streets and maintenance crews could build a lot of these, PW Project Manager and Administrative staff time will be required to contract out some sections of this project.

Location of Project (if not already mentioned):

Throughout Camp Verde

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|----------|
| 2013/14 | Improve Existing Trails and Build new Trails | \$15,000 |
| 2014/15 | Improve Existing Trails and Build new Trails | \$15,000 |
| 2015/16 | Improve Existing Trails and Build new Trails | \$15,000 |
| 2016/17 | Improve Existing Trails and Build new Trails | \$15,000 |
| 2017/18 | Improve Existing Trails and Build new Trails | \$15,000 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, etc.):

Matching Grants, Park Fund, HURF, and General Fund

Town of Camp Verde Capital Improvement Plan
Public Works/PARKS & RECREATION-Project Request

Name of Project:

Community Park

Project Description:

Develop Community Park Site (Council adopted the Master Plan November 12, 2008).

Why the Project is needed:

Throughout the Community Park Master Plan process it was clear the number one priority for the Park was to establish baseball and soccer fields. Current facilities are insufficient to meet the needs of the community. The Town currently has one baseball field that is used for the entire Little League program with over 400 children. AYSO has approximately the same number of children in the soccer program, using one (1) soccer field and the outfield of the baseball field for games. The potential to host tournaments that could contribute additional tax dollars into our community is one more compelling reason to develop the park.

Staffing Required to Complete Project (FTEs and positions):

Public Works Project Manager, Maintenance and Admin. to prepare and manage bid process, & oversee project

Location of Project (if not already mentioned):

Parks & Rec.: Community Park at SR-260 and McCracken Ln.

Project Timeline:

| Fiscal Year | Activity | Cost |
|--|--|--------------|
| 2013/14 | Develop primary and alternate Entrances, Fence perimeter, Well, Utilities, Irrigation, Lighting and Roadway infrastructure | \$ 795,000 |
| 2014/15 | Fully develop 2 Baseball fields and Restroom | \$ 750,000 |
| 2015/16 | Concession Stand and 1 Soccer field, Hiking Path | \$ 585,000 |
| 2016/17 | Maintenance Facility, Playground, 1 Baseball Field, Restroom | \$ 700,000 |
| 2017/18 | 2- Tennis Courts, Basketball Court, Ramada's and Picnic Area | \$ 525,000 |
| 2018/19 | Soccer Field, Basketball Court, BMX Course | \$ 375,000 |
| <i>Estimated total over first five years</i> | | \$ 3,730,000 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, etc.):

General Fund, possible grant or finance

Town of Camp Verde Capital Improvement Plan
Public Works/PARKS & RECREATION-Project Request

Name of Project:

Community Pool Upgrades

Project Description:

Grade and pave the outer hillside around pool to establish useable space and use concrete permeable or pervious pavers to re-surface picnic table area.

Why the Project is needed:

Chemicals from the pool run out into these areas and kill the grass, creating a muddy mess. This project will cut down on mud on pool deck and dirt in the pool and also provide the community with a more useable space to relax around the pool.

Staffing Required to Complete Project (FTEs and positions):

Completed by Contractor Maintenance Supervisor- Admin Asst. for Bid Docs.

Location of Project (if not already mentioned):

Camp Verde heritage Pool on Apache Trail

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|-------------------------|----------|
| 2013/14 | Community Pool Upgrades | \$29,000 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, etc.):

General Fund, CIP Fund

Town of Camp Verde Capital Improvement Plan
Public Works/PARKS & RECREATION-Project Request

Name of Project:

Rezzonico Park Development

Project Description:

Design plans would be the first requirement for the development of Rezzonico Park to locate water, power landscaping and amenities. Staff suggests the area has sufficient space for four ramadas with tables & Bar-B-Q's, an exercise trail with exercise stations, and possibly a play structure.

Why the Project is needed:

Improvements will visually and structurally enhance the river front next to Black Bridge; an area that is seen and used by the citizens and visitors to our Town. It will add additional recreational and leisure space for the Town.

Staffing Required to Complete Project (FTEs and positions):

Some infrastructure items can be completed by staff, additional staff time required to manage the bid process for construction and structures that staff cannot complete.

Location of Project (if not already mentioned):

Blackbridge Loop Rd-Rezzonico Park

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---|----------------------|
| 2013/14 | Design Plans | \$ 18,000 |
| 2014/15 | CIP Annual expenditures to be utilized for specific improvements based on the approved design plans and scheduled first by order of construction priority, and then as determined by need/use | \$ 45,000- \$ 50,000 |
| 2015/16 | | |
| 2016/17 | | |
| 2017/18 | | |
| 2018/19 | | |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, etc.):

General Fund /CIP

Town of Camp Verde Capital Improvement Plan
Public Works/PARKS & RECREATION-Project Request

Name of Project:

Heritage Pool Splash Pad

Project Description:

Install a Splash Pad at Heritage Community Pool

Why the Project is needed:

A splash pad adds another dimension to the pool. It's a good way to cool off without having to get in the pool; younger children, that may not know how to swim, can start their pool experience here.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Supervisor and Administration staff to complete bid. Work will be completed by Contractor

Location of Project (if not already mentioned):

Camp Verde Heritage Pool located on Apache Trail

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|------------|----------|
| 2015/2016 | Splash Pad | \$80,000 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Grant, Park Fund or General Fund

Town of Camp Verde Capital Improvement Plan
Public Works/PARKS & RECREATION -Project Request

Name of Project:

Top Dresser/Material Handler

Project Description:

Purchase a Top Dresser/Material Handler for the Maintenance Division to maintain the football/soccer, baseball fields and other grass areas in local parks and Town Campus.

Why the Project is needed:

A Top Dresser/Material Handler will be used by the Maintenance crew to maintain the playing fields and grass areas of the parks and town Campus. After heavy use from baseball, football and soccer our fields are pocked with divots, these can be hazardous to the public causing someone to trip or fall and injure legs or ankles. Heavy storms and weather can also contribute to turf damage. If the divots are not filled in, they can dry out and cause further damage to the turf. The Top Dresser will be used to spread compost, sand and soil amendments to the turf. The top Dresser is able to spread these materials very quickly and evenly in wet or dry conditions making this an economical and efficient equipment purchase.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman and Admin. to research options & manage bid process

Location of Project (if not already mentioned):

395 S Main Street – Maintenance Division

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|------------------------------|----------|
| 2013/14 | Top Dresser/Material Handler | \$18,500 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP – Lease Purchase

Town of Camp Verde Capital Improvement Plan

Public Works/STORM WATER-Project Request

Name of Project:

Annual Stormwater Improvements Projects

Project Description:

Each Year staff will identify the most critical Stormwater issue that requires attention. The types of projects and work required will range from installing culverts, clearing and re-grading existing channels to improving flow, rebuilding and improving detention basins, installing drywells to relieve flooding issues, installing Stormwater Pollution Prevention devices, and rip-rapping channels to prevent erosion.

Why the Project is needed:

Currently there is a large back log of stormwater improvement projects that need to be done to relieve the numerous flooding issues around Town; including many small to medium size (\$5,000 to \$30,000) stormwater improvement projects. The State and Federal Government Environmental Protection Agencies require communities to prevent stormwater pollution from reaching rivers and streams, each annual project that is funded will help to meet these mandates and keep us in compliance.

Staffing Required to Complete Project (FTEs and positions):

Smaller projects can be completed by streets staff (4 FTE). PW Project Manager and Administration staff time will be required to contract out the more involved projects.

Location of Project (if not already mentioned):

Throughout the Town of Camp Verde

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---|----------|
| 2013/14 | Complete selected stormwater improvement projects | \$30,000 |
| 2014/15 | Complete selected stormwater improvement projects | \$30,000 |
| 2015/16 | Complete selected stormwater improvement projects | \$30,000 |
| 2016/17 | Complete selected stormwater improvement projects | \$30,000 |
| 2017/18 | Complete selected stormwater improvement projects | \$30,000 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, Grants funding from Yavapai County

Town of Camp Verde Capital Improvement Plan

Public Works/STORM WATER-Project Request

Name of Project:

Cliffs Parkway Drainage Basin Improvements

Project Description:

Redesign and reconstruct the existing basins: at (1) Cliffs Parkway and Hollamon Street
(2) Cliffs Parkway and State Hwy 260
Reconstruct the basins by additional depth, reshaping the sides and slope, re-contour the layout, and install a drainage weir (barrier/dyke) system in each.

Why the Project is needed:

The current configuration of both basins do not provide for water retention. As designed, they allow the water to pass-through, which contributes to the excessive runoff being handled by the drainage system downstream and adds to the possibility of flooding issues. The redesign and reconfiguration of the basins will provide for water retention and flow regulation, thus slowing the downstream flows and lessen the possibility of flooding to the downstream landowners.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process for materials and One additional FTE to assist existing crew in the reconstruction of basin

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|----------|
| 2013/14 | Storm Water –Cliffs Parkway Basin Phase I | \$25,500 |
| 2014/15 | Storm Water –Cliffs Parkway Basin Phase II | \$15,000 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ADOT particle funds, CIP, General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/STORM WATER-Project Request

Name of Project:

Gaddis Wash Drainage Improvements

Project Description:

Installation of two box culverts in Gaddis Wash at Industrial Drive, re-establishment of the Gaddis Wash channel, and armoring of the channel sides with rip-rap rock work. The work will be accomplished in annual stages over a five year period starting with the first box culvert installation under the paved portion of Industrial Dr.

Why the Project is needed:

The Gaddis Wash is a major drainage channel with a large drainage basin area. During heavy rainfall, runoff from basin overflows Industrial Drive, blocking access to several businesses and flooding the area. The wash is adjacent to the Public Works Yard, it was identified as a needed improvement when we purchased the property.

Staffing Required to Complete Project (FTEs and positions):

Engineering, Project Management, Administrative, and Street Crew staff time will be required to design, purchase materials, and build the improvements in house.

Location of Project (if not already mentioned):

Industrial Drive and the Gaddis Wash

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|-----------|
| 2013/14 | Install box culverts in Industrial Drive and clean & stabilize wash | \$ 45,000 |
| 2014/15 | Re-establish the Channel and Rip-Rap the sides (250 feet) | \$ 7,500 |
| 2015/16 | Install Box Culvert in Gaddis Wash for access to P/W Yard off Industrial Dr. | \$ 25,000 |
| 2016/17 | Re-establish the Channel and Rip-Rap sides (250 feet) | \$ 8,500 |
| 2017/18 | Re-establish the Channel and Rip-Rap sides (250 feet) | \$ 9,500 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/Stormwater, CIP, *possible* County grant

Town of Camp Verde Capital Improvement Plan

Public Works/STORM WATER-Project Request

Name of Project:

Hollamon St., Main Street, & Town Complex Drainage

Description:

Install an underground system of Stormwater Piping and Collection Basins to collect the runoff resulting from storm events. The underground system would be along Hollamon Street, Main Street, and the Town Complex, and would be constructed in the existing Town Rights-of-Way. The project would be completed in two phases.

Why the Project is needed:

The current system is all above ground and consists of a few curbs and gutters along with small drainage swales (shallow channel). The lack of a complete system contributes to the flooding on Main Street and also impacts several of the business owners on Main Street. Installing an underground collection system with catch basins located along Hollamon Street, Main Street, and the Town's parking lots would eliminate a substantial amount of the stormwater flows we currently experience. Removal of the surface runoff would provide the added benefit of safer streets for the Town's residents and general public during and after a storm event.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process and project construction

Location of Project (if not already mentioned):

Streets Division of Public Works Department : Hollamon Street, Main Street, and Town Complex

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---|-------------|
| 2014/15 | Hollamon St., Main Street, & Town Complex | \$ 225,750 |
| 2016/17 | Hollamon St., Main Street, & Town Complex | \$1,675,250 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/County Flood Mitigation Funding/ CIP and General Fund contribution will be required

Town of Camp Verde Capital Improvement Plan

STORM WATER-Project Request

Name of Project:

Murdock Road Drainage Project

Project Description:

Construct 8,000 lineal foot of road side ditch along both sides of S. Murdock Road with culverts at each driveway and road connection to Murdock Rd.

Why the Project is needed:

Currently there are no drainage facilities on Murdock Rd., flooding occurs at each rain event.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Administrative staff to manage bid process and construction project

Location of Project (if not already mentioned):

S. Murdock Road

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---|-----------|
| 2014/15 | Excavate 8,000 lineal foot of road side ditch, install culverts | \$ 85,000 |

Back Up Documents:

N/A

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, HURF, possible County Grant

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Lift Gate

Project Description:

Replace the tail gate of the one- ton dump truck with a flip-style lift gate.

Why the Project is needed:

The crew currently uses their own physical power to lift and load heavy or awkward objects into the back of any of the truck beds. Not only does this expose the crew to possible on- the- job injury, it is very inefficient. Replacing the tail gate on the Street Crew's one- ton truck with a flip-style lift gate, capable of lifting up to 1,600 lbs., will help to reduce injury and expand the use of the truck, by making it more efficient to lift and carry heavy objects to and from the job site.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---|----------|
| 2014/15 | Fleet-up Date Lift Gate for one –ton dump Truck | \$10,500 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Heavy Equipment - Materials Crusher

Project Description:

Purchase of a Materials Crusher

Why the Project is needed:

This equipment is used to break-down the millings and materials used to construct and/or rebuild the paved road surfaces the town maintains. At this time the Town has approx. 125,000 ton of millings in storage with another 300,000 to be delivered this year. Currently the town contracts out the job of crushing the millings and has to work around the schedule of the contractor due the limited number of contractors and season of year the work needs to be completed.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options, prepare and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|-----------------------------------|-----------|
| 2015/16 | Road Equipment- Materials Crusher | \$250,000 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/Lease Purchase/ CIP and possible General Fund Contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Heavy Equipment - Materials Spreader

Project Description:

Purchase of a Materials Spreader/Handler in order to apply cinders and sand to the streets.

Why the Project is needed:

The Town is currently without any type of materials spreader. This equipment is used by the Street Crew to apply sand to the road surface for street Chip Sealing and Crack Sealing projects, the spreader will make this work more efficient and reduce overall time and materials cost. A Materials Spreader is also used during icing conditions to apply cinders or sand to bridges and streets to help prevent skidding and potential serious injury. One type of spreader is a Hopper Box insert which fits into a truck bed or tail gate; this type of spreader would provide the town with a unit that can be used by the Street Crew without the need to hold a CDL, and it will fit into the one ton truck we currently own.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research and obtain most competitive pricing for the equipment. Thereafter, the spreader will be used by Staff in their regular maintenance duties.

Location of Project (if not already mentioned):

Streets Division of Public Works

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|----------------------------|----------|
| 2013/14 | Streets Materials Spreader | \$10,000 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funds/Lease Purchase/CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Nine Wheel Roller/Compactor

Project Description:

Purchase of Nine Wheel Roller/Compactor

Why the Project is needed:

The Town does not own a Nine Wheel Roller Compactor. A Nine Wheel Roller is a compactor that is used in the construction and repair of roads, driveways and parking lots. The roller is applied to the surface for the compaction of asphalt and base road layers. Currently the Town rents this equipment when it is required for the repair and construction of asphalt surfaced roads. The Street Crew is able to construct and repair roads in house using the millings the Town has secured from ADOT and stored the Public Works yard.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage the bid process.

Location of Project (if not already mentioned):

Streets Yard

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|-------------------|----------|
| 2014/15 | Nine wheel roller | \$25,000 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/Lease Purchase /CIP/Possible contribution from General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Padfoot/Sheep's Foot roller Compactor

Project Description:

Purchase of Padfoot /Sheep's foot Roller Compactor

Why the Project is needed:

This type of Padfoot /Sheep's foot Roller Compactor can be pulled behind equipment the Town currently owns. A padfoot/sheepsfoot is typically used for compacting fine-grained soils and clay and is helpful breaking up and compacting bedrock. Currently the town rents this equipment to repair and construct asphalt roads, these roads are constructed from the millings the town has secured from ADOT and stored the Public Works yard.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options, prepare and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|----------|
| 2016/17 | Padfoot /Sheep's foot Roller Compactor | \$25,250 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF/Lease Purchase/ CIP possible General Fund Contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Powerscreen

Project Description:

Purchase of Dry Screen Plant – Powerscreen

Why the Project is needed:

Millings are ground up asphalt from a road surface; the millings can be mixed with aggregates and a petroleum binder and reused in new paving projects. The Powerscreen is used to separate the gradation (according to size), of millings and materials used to construct and reconstruct the roads that the Town maintains. The milling materials are loaded onto a screen that will reject material that is too large and then sort the smaller pieces by size. The Town currently has approx. 125,000 tons of millings in storage with another 300,000 to be delivered this year (the millings were given to the Town by ADOT from re-pavement projects on I-17). Currently the town contracts out for this screening service and has to work around the schedule of the contractor due the limited number of contractors with this equipment and season of year the work needs to be completed. This piece of equipment will enable the Street Crew to better schedule projects and open possible opportunities for projects that we currently can't do.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. time to research equipment options, prepare and manage the bid process.

Location of Project (if not already mentioned):

Streets Division of Public Works.

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|------------------------------|-----------|
| 2017/18 | Road Equipment – Powerscreen | \$125,000 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ Lease-Purchase /CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Sidewalk, Curb, and Gutter Replacement and Development Program

Project Description:

To construct new or reconstruct the existing sidewalks, curbs, and gutters throughout the Town as needed.

Why the Project is needed:

In many sections of Town the current condition of the existing sidewalks, curbs, and gutters are deteriorating due to age, construction activities, vehicular traffic, and Stormwater erosion. Also, many locations throughout Town lack pedestrian connectivity; new connecting sidewalks are required to facilitate safe movement of foot traffic. Curbs and gutters are needed to direct, control, and manage the stormwater runoff that currently is causing damage to the towns roads.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process for materials/ One FTE to assist existing crew in the construction or reconstruction of the program and ongoing maintenance

Location of Project (if not already mentioned):

Streets Division of Public Works Department - throughout Town

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---|-----------|
| 2013/14 | Sidewalks – Replacement and Development Program | \$ 20,900 |
| 2014/15 | Sidewalks – Replacement and Development Program (+4.5%) | \$ 21,840 |
| 2015/16 | Sidewalks – Replacement and Development Program (+4.5%) | \$ 22,822 |
| 2016/17 | Sidewalks – Replacement and Development Program (+4.5%) | \$ 23,848 |
| 2017/18 | Sidewalks – Replacement and Development Program (+4.5%) | \$ 24,921 |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Sign Truck

Project Description:

Purchase a Full-size, ¾ ton two, wheel drive, Truck w/ generator, & compressor

Why the Project is needed:

Over the next (6) six years the Town is required to replace all signs within our Town boundary to meet the Federal Highway Administration's (FHWA) mandatory sign reflectivity and letter styling regulations. The mandate's program schedule states: over the next three years the Town will have to replace approx. 1,150 regulatory signs, the following three years require that the remaining warning and street identifying signs be replaced. The town currently doesn't have the equipment to in place to efficiently and safely remove and install the required signs. With the purchase of a vehicle equipped with a generator and compressor, the crew will be able to perform the replacement requirements, keeping the town in compliance and grant eligible. The truck will be used to maintain the existing signs thereafter.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. time to research equipment options, prepare and manage the bid process.

Location of Project (if not already mentioned):

Streets Division of Public Works

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|------------|-----------|
| 2014/15 | Sign Truck | \$ 25,500 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding, FHWA Grants/NACOG, CIP and possible General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Skiploader

Project Description:

Purchase of Skiploader Tractor equipped w/ front end loader 1 cubic yard & Gannon blade w/ rippers

Why the Project is needed:

To maintain the approx. 200 lane miles of shoulders the town relies on the Caterpillar blade to smooth and grade the shoulder. In most cases the blade is scraping a shoulder with a width of 2' to 5' and the 14' blade can damage the edge of the pavement quite easily. In addition, traffic is always a concern and the larger Caterpillar requires that we use extra crew for flagging. The Skiploader can perform the same task with greater efficiency and safety for the crew and traveling public. The Skiploader tractor will be equipped with a Gannon blade, usually 4' – 5' in width that will scrape and smooth out the material as well as contain material so it can be moved if necessary.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|-----------|
| 2014/15 | Skiploader Tractor Equipped w/ Loader & Gannon blade | \$ 35,500 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/Lease Purchase/CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

SR260 & Industrial Drive/Goswick Way

Project Description:

ADOT to upgrade the existing intersection of State Route Hwy 260/Industrial Drive/Goswick Way: installation of a Two Lane Roundabout to facilitate safer and more efficient vehicular movements while providing greater access to the business community located within the area.

Why the Project is needed:

SR 260 south of I-17 Exit 287: the current bifurcated road system and left turn lanes installed by ADOT has proven to be problematic for the safe movement of vehicular and pedestrian traffic entering and exiting the businesses. With the current pattern of restricted vehicle movement crossing from east to west bound and vice-a-versa on State Hwy 260 as well as Industrial Dr. and Goswick Way, and the absence of pedestrian crossings forces the public on foot to compete with vehicles on the roadways. This also leads vehicles to improperly cross through the turn lanes due to their configuration and location; adding to the confusion and treacherous conditions for the public.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department : at SR 260 South of I-17

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|---|--------------------------|
| 2014/15 | Streets Construction – Roundabout Intersection (construction) | \$450,000 Matching Grant |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ADOT Funding/TE-21 Grants/HSPM Funding/PARA Grant/CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Steel Wheel/Drum Vibratory Roller

Project Description:

Purchase a Steel Wheel / Drum Vibratory Roller (this equipment has a front wheel that is a vibrating drum, rear tires are pneumatic to achieve compaction density and smoothness)

Why the Project is needed:

Currently the town rents a vibratory roller, to compact asphalt, when making repairs of or constructing asphalt surface roads; these roads are repaired and constructed using the millings the town has secured from ADOT stored at the Public Works yard. When small or individual pot-hole repairs are made the crew has to use one of their vehicles, they make several forward/backward movements to compact the patch, not only is this inefficient and ineffective it puts stress on the vehicle's transmission. Because this type of compactor is smaller than the more expensive heavy machinery used for large freeway projects, it is a cost effective investment to accomplish the final compaction on our regional roads. The size makes it versatile and could be used for parking lots and driveways and for much of the basic infrastructure work to be done at the Streets Yard on Industrial Drive.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options, prepare and manage bid process

Location of Project (if not already mentioned):

Streets Division Public Works Department

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|-----------------------------------|----------|
| 2015/16 | Steel Wheel/Drum Vibratory Roller | \$27,750 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/Lease Purchase/ CIP and possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Street Sweeper

Project Description:

The replacement of the Town's 26 year-old Streets Sweeper with an updated Class 7 type Streets Sweeper

Why the Project is needed:

The current Streets Sweeper is a class 7 type; it is approx. 26 years old with approx. 10,000 hrs. of use. Due to its age, parts both for the running chassis and sweeping system are getting more difficult to locate. As the age of the current sweeper grows the maintenance and repair cost grows exponentially. A class 7 sweeper is a vacuum-type sweeper that sweeps, picks-up & contains the road debris.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options, prepare and manage bid process

Location of Project (if not already mentioned):

Streets Division Public Works Department

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|----------------|------------|
| 2014/15 | Street Sweeper | \$ 125,000 |
| | | |

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ Lease-Purchase/ CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Tire Replacement Program

Project Description:

Over the next three years schedule to replace the tires on the Street's equipment and large vehicles starting with the most worn and unsafe for road travel.

Why the Project is needed:

Equipment such as backhoes, mowers, dump trucks, loaders and blades are essential tools to accomplish the many tasks required of the Street Crew as they maintain, repair and construct the road system, drainage channels and Rights of Way throughout Town. The crew does much of the regular maintenance to keep all their equipment in safe working order. However, tires cannot be changed by staff. The Crew has evaluated the six pieces of large equipment and reported that the current condition of the tires is approaching the danger point for safe operation. Staff has placed the equipment on a tire replacement timeline.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research and obtain competitive bids

Location of Project (if not already mentioned):

Streets Division of Public Works

Project Timeline:

| Fiscal Year | Activity | Cost |
|-------------|--|-----------|
| 2013/14 | Tire Replacement– Blade, Backhoe R., Auto Cart Water Truck | \$ 27,250 |
| 2014/15 | Tire Replacement– Loader, Mower F. | \$ 8,376 |
| | | |
| | | |

F=Front R=Rear if nothing, all tires need replacement

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF /CIP possible General Fund