



It's in your hands ~ "Build a stronger community ~ shop locally"

**AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. Main Street, Room #106
WEDNESDAY, JULY 21, 2010 at 6:30 P.M.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda** -- All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Regular Session -- July 7, 2010
 - 2) Special Session -- July 7, 2010
 - 3) Executive Session -- July 7, 2010
 - b) **Set Next Meeting, Date and Time:**
 - 1) July 28, 2010 at 6:30 p.m. -- Council Hears Planning & Zoning Matters
 - 2) August 4, 2010 at 6:30 p.m. -- Regular Session
 - 3) August 18, 2010 at 6:30 p.m. -- Regular Session
 - 4) August 25, 2010 at 4:00 p.m. -- Council/Manager Retreat
 - 5) August 25, 2010 at 6:30 p.m. -- Council Hears Planning & Zoning Matters
 - c) **Possible approval of a letter of support to the Small Business Administration as requested by Richard and LouAnn Patterson for a proposed indoor shooting and archery range to be located on Commonwealth Drive adjacent to the Yavapai County facilities. Staff Resource: Mayor Burnside**
 - d) **Possible award of bid to Cactus Transport, Inc., and authorization to execute the contract for Bid #10-081 "Supply & Delivery of Liquid Asphalt". The Town received one bid for this project. This is a budgeted item in HURF. Staff Resource: Ron Long**
5. **Special Announcements & Presentations --**
 - **Presentation of a Certificate of Appreciation to former Council Member John Reddell for his service on the Board of Adjustments. Mr. Reddell submitted his letter of resignation on July 13, 2010. Staff Resource: Debbie Barber**
6. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, and Yavapai County Water Advisory Committee. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
7. **Call to the Public for Items not on the Agenda.**
8. **Discussion, consideration, and possible appointment of Michael Hough to the Board of Adjustments and Appeals to fill the vacancy created by the resignation of Wes Bonham. The term expires in January 2013. Staff Resource: Debbie Barber**
9. **Quarterly reports/presentations to include possible discussion of the reports from the following:**
 - Board of Adjustments
 - Planning and Zoning Commission
 - Camp Verde Chamber of Commerce

10. Discussion, consideration, and possible approval of the Consulting and Accounting Services Agreement with Lumbar & Associates, P.L.L.C. including the term of the agreement and professional liability insurance requirements. This is a budgeted item in the General Fund. Staff Resource: Lisa Elliott
 - Council will review and possibly determine the length of the contract; and
 - Possibly determine the Professional Liability Insurance limits requirement. The current requirement of \$1,000,000 per occurrence and \$2,000,000 aggregate will result in an additional \$1,200 annual premium costs that the Town will incur with this contract.
11. Discussion, consideration, and possible approval of Resolution 810-815, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled, "Town of Camp Verde Fiscal Year 2010-2011 Budget". Staff Resource: Lisa Elliott
12. Discussion, consideration, and possible approval of the reallocation of budget appropriations in the amount of \$1,200 from the Human Resources Department Legal Services line item and \$1,000 from the Human Resources Department Personnel line item to the Human Resources Department Training line item in the FY 2009-2010 Budget to allow for the payment of outstanding tuition reimbursement requests. There are two outstanding tuition reimbursement requests. There are no regulations prohibiting reallocation of budget appropriations after the end of the fiscal year. This is a budgeted item in the FY 09/10 budget. Staff Resource: David R. Smith
13. Discussion, consideration, and possible direction to the Mayor to support or oppose resolutions to be presented to the Resolution Committee for consideration at the Annual League of Arizona Cities and Towns conference on August 24, 2010. The following are summaries of resolutions that are recommended for approval by the League: 1. Protect and defend the Model City Tax Code; 2. Support reasonable state revenue reform; 3. Incorporation reform; 4. Prohibition of unfunded mandates; 5. Job creation and economic development; 6. Standardization of political signs; and 7. Transparency – allowing communities to publish official public notices on their websites. A full copy of the proposed resolutions packet is available on the Town's website at www.cvaz.org. You may also obtain a copy from the Clerk's Office. Staff Resource: Debbie Barber
14. Call to the Public for Items not on the Agenda.
15. Advanced Approvals of Town Expenditures. There are no advanced approvals.
16. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
17. **Adjournment**

Posted by: Sharon McCornell Date/Time: 7-15-10 9:30 AM
Note: Pursuant to A.R.S. §38-431.03 A 2 and A 3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

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



TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: July 21, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Reference Document: Letter of Support

Agenda Title (be exact):

Possible approval of letter of support requested by Richard & LouAnn Patterson for a proposed indoor shooting and archery range to be located on Commonwealth Drive, on property adjacent to the Yavapai County Facilities.

Purpose and Background Information:

The Patterson's, who currently own "The Bullet Company" in Cornville, met with the Mayor Bob Burnside, Acting Town Manager Dave Smith and Acting Community Development Director Michael Jenkins on June 16, 2010, to discuss their proposed indoor Shooting Range to be located on a proposed piece of property which is near the Yavapai County Facilities just off of Cherry Creek Road and SR 260. After their meeting with the Mayor, Acting Town Manager and Acting Community Development Director, the Patterson's met with the Community Development Staff for additional input on their proposed project. Staff addressed their questions and made recommendations from a Planning standpoint.

Mrs. Patterson contacted staff and said that the Small Business Administration is requesting letters of support from the community. These letters will assist the Patterson's with their ability to qualify for a loan to start their business.

Recommendation (Suggested Motion):

Motion to approve letter of support for the proposed shooting range.

OR

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: N/A

Contact Person: Mayor Burnside

Action Report prepared by: Virginia Jones



TOWN OF CAMP VERDE

1 ♦ 473 S. Main Street ♦ Camp Verde, Arizona 86322 ♦ (928) 567-6631 FAX 567-9061
Marshal 567-6621 ♦ Parks & Recreation 567-0535 ♦ Community Development 567-8513 ♦ www.campverde-az.gov

July 6, 2009

Richard & LouAnn Patterson
The Bullet Company
1645 S. Aspaas Rd.
Cornville, AZ 86325

RE: Proposed Shooting Range

Mr. & Mrs. Patterson,

The Town of Camp Verde is sending you this letter as a formal support for the proposed Shooting Range to be located within our Town Boundaries. We feel that this opportunity for our Marshal's to have a facility to practice, would be a very valuable asset.

Many of our citizens are involved in hunting and we feel they would benefit from the Range. We are confident that this business will have a very positive impact in our community not only for our Town, but the entire Verde Valley.

Sincerely,

Mayor Bob Burnside
Town of Camp Verde, AZ.

MBB/vko
Clerk File





**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: July 7, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Session**

Reference Document: Contract for Supply or Supply and Delivery of Liquid Asphalt

Agenda Title (be exact): Discussion, consideration and possible award of Bid including authorization to execute the contract for Bid #10-081 "Supply and Delivery of Liquid Asphalt"

Purpose and Background Information: Liquid Asphalt is used in street repair and construction projects. Deliveries of liquid asphalt must be made in an insulated tank at a specific temperature. This is the third consecutive year that a request for bid has been advertised. One company, Cactus Transport Inc., has been the only bidder all three years.

Recommendation (Suggested Motion): Move to award bid #10-081 and authorization for execution of the contract with Cactus Transport, Inc.

Finance Review: **Budgeted** **Unbudgeted** **N/A (Included in line items 20-20-20-7700 & 7730)**

Finance Director Comments/Fund: N/A

Attorney Review: **Yes** **No** **N/A**

Attorney Comments: N/A

Submitting Department: Public Works

Contact Person: Ron Long

Action Report prepared by: D. Ranney



**CONTRACT
10-081**

THIS AGREEMENT made and entered into this 21 day of July, 2010, by and between the **TOWN OF CAMP VERDE**, State of Arizona, acting by and through its Mayor and Common Council, party of the first part, hereinafter designated the **OWNER**, and, Cactus Asphalt, party of the second part, hereinafter designated the **CONTRACTOR**.

WITNESSETH: That the said Contractor, by these presents does covenant, contract and agree with the said Owner, for and in consideration for the payments made, as provided for in the Specifications and Plans, to the Contractor by the said Owner at his proper cost and expense to do all the work and furnish all materials, tools, labor, and all appliances and appurtenances called for by this Agreement free from all claims, liens, and charges whatsoever, in the manner and under the conditions hereinafter specified, that are necessary for **SUPPLY AND DELIVERY OF LIQUID ASPHALT PRODUCTS IN THE TOWN OF CAMP VERDE, PROJECT NUMBER 10-081**. The work done and materials and equipment furnished shall be strictly pursuant to and in conformity with the Specifications and Plans. The drawings or prints and other information furnished by the Contractor in accordance with the Specifications and Plans but are subject to the Specifications and Plans prepared by the Town Engineer, or his designated representative. Any work appearing in or upon the one and not mentioned in the others shall be executed according to the true intent and meaning of said Specifications and Plans, drawings or prints, the same as though the said work was contained and described in all. The undersigned has, or will obtain, a Camp Verde business license prior to execution of the Agreement, and further, will ensure all Subcontractors have a Camp Verde business license before beginning any work.

The "Call for Bids", "Special Conditions", "Specifications", "Proposals", "Plans", and "Addenda" and any other attachment in the Town's official Agreement documents are hereby understood to be a part of this Agreement.

It is further covenanted and agreed that the work shall be executed under the direction and supervision of the Town Engineer or his properly authorized agents, on whose inspection all work shall be accepted or rejected. The said Engineer shall have full power to reject all materials furnished or work performed under this Agreement, which do not conform to the terms and conditions herein expressed.

In the event said Engineer exercises his right to reject work and the deficiency is not corrected, a notice of noncompliance shall be issued to the Contractor. Payment may be withheld because of defective work not remedied. All claims or disputes arising out of this Agreement or the breach of it may be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.

This Agreement is subject to cancellation pursuant to A.R.S. §38-511.

In return for the performance of this Agreement by the Contractor, the Town agrees to pay the amount **PER THE PROPOSAL (including all applicable taxes, other than taxes based on the income of the Contractor)** through a payment schedule as described in the Agreement documents and as may be modified and executed by change orders and by final quantities.

IN WITNESS WHEREOF, three (3) identical counterparts of this Agreement, each of which shall for all purposes be deemed as original thereof, have been duly executed by the parties named, on the date and year first herein written.

Town of Camp Verde:

Contractor: Cactus Transport Inc.

By: _____
Mayor Bob Burnside

By: _____
President/Owner

APPROVED AS TO FORM:

RDC 179814 A
Contractors License No.

Town Attorney

J. R. Ramsey
Secretary

ATTEST:

The Mayor and Council approved this Agreement for execution at their regular session of July 21, 2010.

Town Clerk

The Agreement was reviewed and delivered, as signed by the Town, to the Contractor on _____, 2010 by _____.



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: July 21, 2010
 Consent Agenda Regular Business

Meeting Type: Regular Session

Reference Document: Letter of Resignation

Agenda Title (be exact): Presentation of Certificate of Appreciation to former Council Member John Reddell in appreciation of his service on the Board of Adjustment & Appeals. Mr. Reddell submitted a letter of resignation on July 13, 2020.

Purpose and Background Information: Mr. John Reddell was appointed to the Board of Adjustments and Appeals by Council on September 5, 2007 for a term that expires January 2011. Mr. Reddell turned in his letter of resignation dated July 13, 2010.

Recommendation (Suggested Motion):

Accept Mr. Reddell resignation and present Certificate of Appreciation.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: N/A

Contact Person: Debbie Barber

Action Report prepared by: D. Barber

July 13, 2010

To The Town Council & The Board of Adjustments & Appeals,

It is with regret that I must resign from the Board of Adjustment & Appeals due to health issues that I must attend to at this time. It is my sincere desire that as my health improves, I would like the opportunity to be able to re-apply.

Thank you so very much for the opportunity,


John Reddell

CERTIFICATE OF APPRECIATION

This certificate is awarded to

John Reddell

*In recognition of his valuable service to the Town for his time
serving on the Board of Adjustments and Appeals.*



TOWN OF CAMP VERDE

Mayor Bob Burnside

July 21, 2010

Date



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: July 21, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Reference Document: Letter of Interest Form

Agenda Title (be exact):

Discussion, consideration, and possible appointment of Michael Hough to the Board of Adjustments and Appeals to fill a vacancy created by the resignation of Wes Bonham, whose term expires in January 2013.

Purpose and Background Information:

The Camp Verde Town Code, Chapter 4 Section B. Selection of New Members states, "Prior to the expiration of terms for board and commission members, the Council shall call for letters of interest from the general public." Staff placed an ad on the web site requesting letters of interest. As a point of information, display ads in the local newspapers have been discontinued due to budget constraints and the lack of response. We received two letters of interest for the position; however, one individual did not meet the required qualifications as set by the Town Code.

Recommendation (Suggested Motion):

Move to appoint Michael Hough to the Board of Adjustments for the remainder of the term that expires in January 2013.

OR

Move to direct staff to continue advertising for the position.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Clerk's Office

Contact Person: Deborah Barber

Action Report prepared by: V. Jones



Camp Verde, Arizona

Name: MICHAEL HOUGH		Date: JULY 1, 2010	
Home Address: 158 SILVER BULLIE DRIVE			
Mailing Address, if different: P.O. BOX 1267			
Email Address: CVA @ SWIPTAR.NET			
Home Telephone: 928-567-3630		Work Telephone: (cell) 928-301-3515	
Are you a resident of the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Do you own commercial property in the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Length of residency in the Town of Camp Verde: 53 YEARS		Do you operate a business in Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Name and address of business (if applicable): CAMP VERDE AUTOMOTIVE H & H SELF STORAGE			
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession:			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list names of board/commission and dates served: P42 (1991-1992 + Current MEMBER) TOWN COUNCIL (1992-1995) Design Review			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. BOARD of Adjustments & APPEALS		3.	
2.		4.	
Education and Community Service			
Schools Attended:		Degree:	Year:
CAMP VERDE SCHOOL SYSTEM		HIGH SCHOOL	1955 - 1966
NORTHERN ARIZONA UNIVERSITY		B.S. Engineering	1967 - 1971
Civic Activities-Service Organizations		Office Held:	Year Begun: Year Ended:
CAMP VERDE CHAMBER of Commerce		President	1990 + 1991
CHAIRMAN FORT VERDE DAYS		CHAIRMAN	1990 & 1991
AUTOMOTIVE SERVICES ASSOCIATION		President	1988 1990
Please state why you would like to be appointed to a Town Board, Commission, or Committee: Interest in the OVER-ALL growth			
What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?			
(a) TO BE PRESENT AT ALL MEETINGS			
(b) TO RENDER A FAIR & IMPARTIAL DECISION			
(c) Courtesy to ALL MEMBERS			

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

PAST EXPERIENCE ON TOWN BOARDS &
COMMISSIONS, EXPERIENCE IN BUSINESS IN
CAMP VERDE, 53 YEARS AS A
RESIDENT IN CAMP VERDE

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 100 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: Michael E. Hall Date: 7-1-10

Date Contacted & Invited to Appear before Council:	Date:
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

**QUARTERLY REPORT
Board of Adjustments
April - June 2010**

REGULARLY SCHEDULED MEETINGS: 3

April 13, 2010 - Regular Session

- Minutes of March 9, 2010 were approved
- There was one public hearings scheduled, BOA 2010-01

May 11, 2010 - Regular Session

CANCELLED, NO BUSINESS BEFORE BOARD

June 8, 2010 - Regular Session

CANCELLED, NO BUSINESS BEFORE BOARD

SPECIAL SESSION MEETINGS: 0

WORK SESSIONS: 0

THE FOLLOWING APPLICATIONS WERE APPROVED:

April 13, 2010: Application BOA 2010-01 was unanimously approved

THE FOLLOWING APPLICATIONS WERE DENIED:

There were no applications denied.

THE FOLLOWING APPEALS WERE DENIED:

There were no appeals denied.

THE FOLLOWING ITEMS WERE DISCUSSED BY BOARD:

There were no items discussed.

THE FOLLOWING ITEMS WERE DISCUSSED IN WORK SESSIONS:

There were no items discussed in work sessions.

THE FOLLOWING PRESENTATIONS WERE HEARD BY THE BOARD:

There were no presentations heard by the board.



Chairman Al Roddan

QUARTERLY REPORT
Planning and Zoning Commission
April - June 2010

REGULARLY SCHEDULED MEETINGS: **1**

JOINT WORK SESSIONS: **0**

SPECIAL SESSIONS: **2**

THURSDAY April 1, 2010 – SPECIAL SESSION

Roll Call

Chairperson Butner, Commissioners Freeman, Parrish, Buchanan and Norton were present; Vice Chairperson Hisrich and Commissioner Hough were absent.

Also Present: Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Owens, Mayor Bob Burnside, Special Projects Administrator Matt Morris, and Recording Secretary Margaret Harper.

THURSDAY MAY 6, 2010 – REGULAR SESSION

CANCELLED

THURSDAY JUNE 3, 2010 – SPECIAL SESSION

CANCELLED

THE FOLLOWING RECOMMENDATIONS WERE MADE TO COUNCIL:

None

THE FOLLOWING PRESENTATIONS WERE HEARD BY THE COMMISSION:

April 1, 2010

Update on the code re-write.

There was no action taken.

Special Projects Administrator Matt Morris gave an update on the status of the Code rewrite and reorganization, including Council approval of the Diagnosis consisting of the initial overall evaluation, and the five neighborhood meetings held to date. Morris reviewed the six-part outline of the planned Code document, a draft of which is anticipated to be completed in August for review and discussion.

In response to questions during the Commission discussion, Morris confirmed that the main work is about to commence and the Commission will be much more involved. Mayor Burnside commented on the task ahead, adding that enforcement and streamlining of the Code is key to the success of the project. During the general discussion, with input from the two Commissioners serving on ZORC, there was stress on the need for strict enforcement of the Code, and determination as to whether violations were to be prosecuted as civil or criminal. Mike Jenkins advised the members

that the issue of civil or criminal will be addressed down the line. Jenkins suggested that he bring a Code Enforcement Official to a Commission meeting to give a report on what that official deals with on a daily basis; the suggestion was met with approval, and Jenkins will follow through with setting up the meeting.

April 1, 2010

Presentation and Discussion on Use Permits.

There was no action taken.

Asst. Planner Jenna Owens gave a Power Point presentation on Use Permits as a refresher course for some of the members and as an opportunity for all the members to become familiar with and to discuss the requirements for granting Use Permits. During the discussion, Owens was asked to check into whether Park Model Homes are allowed in the Town; Jenkins pointed out that a Use Permit is a license as opposed to zoning, which is a vested right; and the difficulty of defining what is a nuisance was addressed.

Staff Presentation

Water Conservation

Jenkins commented on the Water Conservation Ordinance recently completed by Chino Valley which he said looks very comprehensive. A copy of that document has been given to Commissioner Freeman, and it will be brought to a Commission meeting to begin work on the Town's Water Conservation Ordinance. Owens will get the packet ready for distribution to the members to review well in advance of the meeting. Chairperson Butner emphasized the critical importance of including the issue of protection of irrigation rights in drafting the Camp Verde document; Owens said she will research the subject of irrigation rights and report her findings. Jenkins noted as a matter of interest that April just happens to be Water Conservation Month.

THE FOLLOWING ITEMS WERE TABLED, POSTPONED OR CONTINUED BY THE COMMISSION: 0

THE FOLLOWING ITEMS WERE DISCUSSED BY THE COMMISSION: 0 **TRAINING: 0**

COMMENTS:

There were no comments.



Joe Butner

Chairman of Planning and Zoning Commission

6-23-10

**Camp Verde Visitor Center
4th Qtr & FY 10
By
Camp Verde Chamber of Commerce**

Visitor Count Apr - June 2010

- April 2010 – 1,063
- May 2010 - 820
- June 2010 – 698

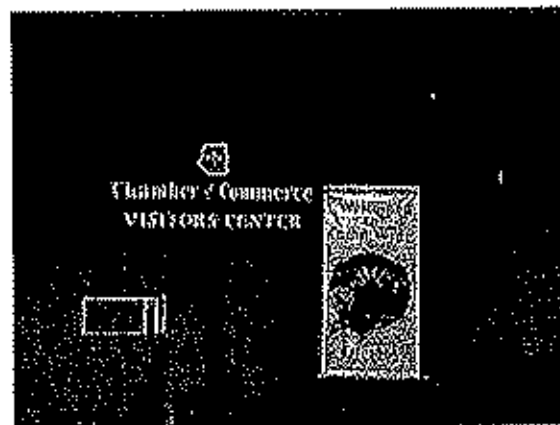
- We continue to have record months of visitors into the center since the beginning of 2010!

- The average stay in Camp Verde – 5 days

The Camp Verde Visitor Center has been under the administration of the Camp Verde Chamber for 19+ years.



The street sign & off premise sign have included "Visitors Center" since 1998.



FY10 Tourism Marketing Campaign

- Fall Campaign
 - (\$2,878 brochure ad / 825,000 circulation)
- Canadian Campaign
 - (\$2,878 brochure ad / 462,000 circulation)
- Phoenix Official Visitors Guide
 - (\$4,185 - 1/3 page / 40,000 circulation)
- Arizona Official State Visitors Guide
 - (\$6,401 - 1/3 page / 550,000 circulation)
- Spring Campaign
 - (\$2,876 brochure ad / 825,000 circulation)
- Arizona In-State Campaign
 - (\$6,887 - 1/4 page / 500,000 circulation)

FY10 Tourism Marketing Campaign – cont'd

- Virtual Collateral Distribution on Arizonaguide.com (\$1,500 / 2.5 million visitors to the website annually)
- Go-Arizona.com (\$1,895 / 1.8 million visitors to the website annually)
- iBrochure (\$1,989 / reduced mailing costs by an avg of 93%)
- BurrellesLuce Media Contacts – Press Release distribution (\$1,200 – 6 mo contract)
- New Camp Verde brochure – (\$10,771)(12,800 distributed since Feb 10)
- PR Contract (\$4,800)(13 press releases & 5 generic event press releases)

Total FY10 Tourism Marketing Campaign

- \$46,256
- Town's Contribution - \$23,128
- Note: AOT has suspended all grants through FY11, this includes Arizona Rural & Regional Marketing, EZ Marketing and Rural Tourism Development

Additional FY10 Tourism Marketing

- Attended AZ Highways Travel Show
 - 3,200 in attendance
 - Next year's show may take place May 14th & 15th, the end of National Travel and Tourism week.
 - Booth cost: \$600
- Sedona Verde Valley Tourism Council FY10 Marketing program results will be presented next quarter.

Accommodation (hotel) Tax

- The projected accommodation (hotel) tax for FY10 is: \$110,172*
- This is a 22.5% decrease from the FY09 accommodation (hotel) tax collection of \$142,302*
 - *Based on information received from AZ Dept of Revenue
- 100% of this tax is generated by visitors (tourism).
- Other Arizona Communities utilizing the hotel tax for visitor center operations and tourism marketing are:
 - Cottonwood, Sedona, Tempe, Kingman, Lake Havasu, Prescott, Gilbert, Parker, Fountain Hills & Flagstaff

Thank You!



TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: July 21, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Reference Document: Consulting and Accounting Services Agreement between the Town of Camp Verde and Lumbar & Associates, PLLC.

Agenda Title (be exact):

Discussion, consideration, and possible approval of the Consulting and Accounting Services Agreement between the Town of Camp Verde and Lumbar & Associates, P.L.L.C. including the term of the agreement as well as Professional Liability insurance requirements.

Purpose and Background Information:

At the May 5, 2010 Special Session, Council heard proposals for finance consulting services from Heinfeld, Meech & Co., P.C. and Lumbar & Associates, P.L.L.C. Both firms provided printed copies of their proposals for services to Council that detail the firms experience as well as staff qualifications and estimated costs for services.

At the June 2, 2010 Regular Session, Council chose Lumbar & Associates, P.L.L.C. as the Town's Financial Consultants and directed staff to bring back to Council an agreement for financial consulting services.

The Consulting and Accounting Services Agreement has been reviewed by the Town's attorney and the revisions requested by the attorney have been made.

There is no contract term stated in the agreement. While it appears to be an annual agreement, Council should determine if the agreement is to be reconsidered on an annual basis or remain in effect for a certain period of time.

The agreement contains the following verbiage relative to the Town's insurance requirement:

Professional Liability Insurance

The Consultant carries a Professional Liability insurance (Errors and Omissions) with a limit of \$1,000,000 per occurrence and \$1,000,000 aggregate against claims. If the Town elects to require the Consultant to provide professional liability insurance with \$2,000,000 coverage per occurrence and \$2,000,000 aggregate against claims, the Town shall give the Consultant written notice of such election and within thirty (30) days thereafter the Consultant shall procure and maintain the additional coverage and the Town shall be responsible for the additional cost which has been estimated by the underwriter at \$1,200 per year. The Consultant shall keep said policies in force for the duration of the Agreement and for any possible extension thereof.

The Consultant's liability under this Agreement is not in any way limited by the insurance required by this Agreement.

Staff has had conversations with the Consultant relative to the insurance requirement. The Consultant explained that their current insurance provider will not offer them a \$1,000,000 per occurrence and \$2,000,000 aggregate policy, therefore, the amounts listed are \$2,000,000 per occurrence and \$2,000,000 aggregate. Council should address the insurance requirement to determine what levels of coverage the Consultant shall be required to carry as well as the Consultant's statement requiring the Town to be responsible for the additional cost of insurance coverage.

Recommendation (Suggested Motion):

Approval of the Consulting and Accounting Services Agreement between the Town of Camp Verde and Lumbar & Associates, PLLC for the period of (enter beginning date) _____ to (enter ending date) _____, requiring Professional Liability Insurance coverage in the amount of (enter amount) _____ per occurrence and (enter amount) _____ aggregate.

Finance Review: Budgeted Unbudgeted N/A
Finance Director Comments/Fund:

Attorney Review: Yes No N/A
Attorney Comments:

Submitting Department: Finance Department
Contact Person: Lisa Elliott, Senior Accountant
Action Report Prepared By: Lisa Elliott, Senior Accountant

L LUMBARD & ASSOCIATES P.L.L.C.
A Certified Public Accounting Firm

Lisa B. Lombard, C.P.A., C.G.F.M.
Neil Broadstock, C.P.A., M.B.A.
Miranda Penrod, C.P.A., M.B.A.
Janette Wallis, C.P.A.
Carlos B. Veldisic, C.P.A.
A. John Litwiler

Jessica M. Casko
Stephanie M. Carter

American Institute of
Certified Public
Accountants
Government Finance
Officers Association
Arizona Society of
Certified Public
Accountants
Association of
Government
Accountants

July 7, 2010

David Smith, Interim Town Manager
Town of Camp Verde
473 South Main Street, Suite 102
Camp Verde, AZ 86322

RE: Consulting and Accounting Services

Dear Mr. Smith:

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for the Town of Camp Verde. Please read this letter carefully because it is important that you understand what you can and cannot expect from our work. If you are unclear about any portion of this letter, or believe that we have misunderstood what you need, please call to discuss this letter before you sign it.

Services to Be Provided

At your request, and under your direction, we will provide the consulting and agreed-upon accounting services as listed in the attached schedule which was included in our official proposal. These services have been requested by the Town solely to assist the Town of Camp Verde's finance department which has been operating without a Finance Director employee. The sufficiency of the services requested is solely the responsibility of the Town of Camp Verde. Consequently, we make no representation regarding the sufficiency of the services described in the attached schedule.

Management's Responsibilities

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are also responsible for management decisions and functions; for designating an individual with suitable skill, knowledge, and/or experience to oversee the services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Limitations of Services

Our proposed services include the drafting of the Town's financial statements and assisting with the preparation of the Management Discussion and Analysis for inclusion in the Comprehensive Annual Financial Report. In accordance with AICPA standards, we will issue an accountant's compilation report with the financial statements. The compilation report will include the disclosure that we are not independent. We also agree to review the reports against the GFOA CAFR disclosure checklist. You understand that we have no control over the GFOA's awarding of certificates of excellence in financial reporting and make no guarantees that the Town will receive such award.

You also understand and agree that our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may affect the accuracy or completeness of your accounting records and financial statements. However, we will inform the appropriate level of management of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless clearly inconsequential.

Consultant Responsibilities

It is expected that we will perform the majority of the services requested at the Town's finance department and that originals or copies of our work product will be retained by the Town's finance department. We will retain our work product documentation for a period of five years and then shred in accordance with our Firm policy. As indicated in the attached time budget, we expect to report on our observations and provide updates to the Town's management on a quarterly basis.

Professional Liability Insurance

The Consultant carries a Professional Liability Insurance (Errors and Omissions) with a limit of \$1,000,000 per occurrence and \$1,000,000 aggregate against claims. If the Town elects to require the Consultant to provide professional liability insurance with \$2,000,000 coverage per occurrence and \$2,000,000 aggregate against claims, the Town shall give the Consultant written notice of such election and within thirty (30) days thereafter the Consultant shall procure and maintain the additional coverage and the Town shall be responsible for the additional cost which has been estimated by the underwriter at \$1,200 per year. The Consultant shall keep said policies in force for the duration of the Agreement and for any possible extension thereof.

The Consultant's liability under this Agreement is not in any way limited by the insurance required by this Agreement.

Indemnity

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Town, its elected officials, officers, directors and employees (collectively, the indemnified parties) against all damages, liabilities or costs, including reasonable attorneys fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Agreement or the Consultant's willful misconduct.

Compliance with Federal and State Laws

The Consultant understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989.

Under the provisions of A.R.S. § 41-4401, Consultant hereby warrants to the Town that the Consultant will comply with, and are contractually obligated to comply with, all Federal Immigrations laws and regulations that relate to their employees and A.R.S. § 23-214 (A) (hereinafter Consultant Immigration Warranty)

A breach of the Consultant Immigration Warranty shall constitute a material breach of the Agreement and shall subject the Consultant to penalties up to and including terminations of this Agreement at the sole discretion of the Town.

The Town retains the legal right to inspect the E-Verification documentation of any Consultant of subcontracted employees who work under this Agreement to ensure that the Consultant and his staff are complying with the Consultant Immigration Warranty. Consultant agrees to assist the Town in regard to any such inspections.

The Town may, at its sole discretion, conduct random verification of the E-Verification records of the Consultant to ensure compliance with Consultant's Immigration Warranty. Consultant agrees to assist the Town in regard to any random verifications performed.

Neither the Consultant nor Consultant's staff shall be deemed to have materially breached the Consultant Immigration Warranty if the Consultant establishes that he has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act, and the E-Verify requirements prescribed by A.R.S. § 23-214, Subsection A.

Pursuant to A.R.S. § 35-391.06 and 35-3963.06, contractor certifies that it does not have a scrutinized business operation, as defined in A.R.S. § 35-391 and 35-393, in either Sudan or Iran.

Compensation and Payments

Our fees for these services would be based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs, such as lodging, additional professional liability coverage, mileage and per-diem at IRS approved rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your project. The proposed services will be billed at the following hourly rates:

Principal/Managing Member--Management Advisory Services	\$ 150
Audit Manager -- Advisory & Supervision	\$ 125
Professional Senior Staff	\$ 95
Professional Staff -- Level II	\$ 85
Professional Staff -- Level I	\$ 75
Support Staff	\$ 50
Out-of-pocket costs	At cost

Compensation and Payments (Continued)

We estimate that our fees for these services will be \$22,875. You will also be billed for travel and out-of-pocket costs such as mileage, per-diem and lodging for which we have estimated \$625. The fee estimate is based on the detail time budget attached. The Town may request additional assistance not anticipated in the time budget depending on time constraints upon current finance department personnel. Additional time may also be required if the bank reconciliation, depreciation schedules, subsidiary ledgers or other records are not complete or are not in agreement with the control accounts in the Town's computerized accounting system. Additional time may also be required if the Town's computerized accounting system has not been maintained in such a manner that financial statements can readily be prepared in accordance with applicable reporting standards and the Town will be billed for the additional time.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 20 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Termination

The Town reserves the right to cancel whole or part of this agreement due to failure by Consultant to perform under this Agreement. However, in the event that this Agreement is terminated, for any reason, the Town shall pay Consultant in full for all services already rendered and all future obligations under this Agreement shall cease. Either party for any reason may cancel this agreement by giving notice of cancellation in writing to the other party. Such termination to be effective per date specified within the written notice, not to exceed 30 business days after the date of the notice. This Agreement is subject to termination pursuant to ARS §38-511.

Mediation/Arbitration

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association [or other association] under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association [or other association]. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees charges by the accountant, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter.

Sincerely,

Lumbard & Associates, PLLC

Lumbard & Associates, P.L.L.C.

RESPONSE:

This letter correctly sets forth the understanding of the Town of Camp Verde.

By: _____

Title: _____

Date: _____

Xc: Bob Burnside, Mayor
Lisa Elliott, Senior Accountant

**TOWN OF CAMP VERDE
PRELIMINARY ESTIMATE OF PROPOSED SERVICES
FOR THE FISCAL YEAR ENDING JUNE 30, 2010
AND THEREAFTER TO INCLUDE FOUR QUARTERS**

Review Steps	Professional Staff			Support Staff
	Principal	Manager	Level II	
1. Accounting Services - Time Estimated on 4 Quarters*				
Provide a staff member to perform certain functions on a monthly basis as necessary for adequate segregation of duties including:				
Review and approval of monthly bank reconciliations				24
Review and approval of adjusting journal entries prepared by Town				24
Assist the Town's Finance Dept. with month end reconciliations				24
Be available to respond to technical questions from Town's Finance Dept.		2		
Other reviews and approvals as deemed necessary by the Town	4			
Oversee and review work process		2		
2. Review Budget Preparation				
Review the annual budgets - both the internal and the final submitted to the State of Arizona (Due in July 2010 for the fiscal year ending June 30, 2011)		2	8	
3. Audit Services Proposal/Screening				
Assist the Town in preparing a request for audit services proposal that includes the applicable standards and requirements to properly meet the Town's reporting to key funding sources	2	2		1
Meet with Town's audit committee and provide appropriate criteria for evaluating the proposals from audit firms	4			
4. Year End Accounting Services				
Depreciation, Amortization		4	4	
Year end accruals	2	2	16	
Other adjustments and reconciliations	2	2	24	
4. Financial Statement Preparation FY 2010				
Draft the financial statements, assist with MD & A update	2	4	26	16
Review final reports against GFOA CAFR checklist	1	8		
4. Audit Committee Guidance				
Provide updated guidance to the audit committee on the scope of its functions (includes travel time)	6			1
4. Report to those charged with Governance				
Report to the Town Council, Audit Committee or their representative (Town Manager) on our observations and updates after every sight visit	1		4	
6. Assist the Town with Recruiting & Screening**				
Assist the Town with developing and placing ads for finance director	1	1		
Perform initial screening of resumes submitted		2		
Assist the screening committee with developing questions to determine if applicant truly meets Town's needs	1			
7. Travel	4		6	
TOTAL PROPOSED SERVICES TIME ESTIMATE	30	31	160	18
HOURLY RATES	150	125	85	50
TOTAL PERSONNEL COSTS	4,500	3,875	13,600	900

* Time estimate to include four quarters. If the Town hires a Finance Director or Town Manager to perform such functions the Town will only be charged for the quarters needed.

** The Town may select to not use this service until a new Town Manager has been hired and the decision is made to hire a finance director.



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: July 21, 2010

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document:

FY2010-2011 Budget, Resolution 2010-815

Agenda Title (be exact):

Approval of Resolution 2010-815 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled "Town of Camp Verde Fiscal Year 2010-2011 Budget".

Purpose and Background Information:

As required in Arizona Revised Statutes Title 42, Chapter 17, Articles 1-5, Council adopted the Fiscal Year 2010-2011 Tentative Budget on June 23, 2010. The tentative budget schedules were published in the Journal and the Bugle newspapers on both June 30, 2010 and July 7, 2010. A notice for public hearing on the Tentative Budget was published and said public hearing was held on July 14, 2010. In compliance with the procedures set forth in Arizona Revised Statutes Title 42, Chapter 17, Articles 1-5, Council's final action is to adopt the Fiscal Year 2010-2011 Final Budget via resolution also declaring said document a public record.

Recommendation (Suggested Motion):

Approve Resolution 2010-815, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled "Town of Camp Verde Fiscal Year 2010-2011 Budget".

Finance Review: **Budgeted** **Unbudgeted** **N/A**

Finance Director Comments/Fund:

Attorney Review: **Yes** **No** **N/A**

Attorney Comments:

Submitting Department: Finance Department

Contact Person: Lisa Elliott, Senior Accountant

Action Report prepared by: Lisa Elliott, Senior Accountant



RESOLUTION 2010-815

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
ADOPTING AND DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT
FILED WITH THE TOWN CLERK AND ENTITLED
"TOWN OF CAMP VERDE FISCAL YEAR 2010-2011 BUDGET".**

Whereas, in accordance with the provisions of Title 42, Chapter 17, Articles 1-5, Arizona Revised Statutes (A.R.S.), the Town Council did, on June 23, 2010, make an estimate of the difference amounts required to meet the public expenditures/expenses for the ensuing year, along with an estimate of revenues, and

Whereas, in accordance with said chapter of said title, and following due public notice, the Council met on July 14, 2010, at which meeting any Town citizen was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses, and

Whereas, it appears that publication has been duly made as required by law, of said estimates together with a notice that the Town Council would meet on July 21, 2010, at the office of the Council for the purpose of hearing Town citizens, therefore be it

RESOLVED, that the said estimates of revenues and expenditures/expenses shown on the accompanying schedules, as now increased, reduced, or changed, are hereby adopted as the budget of the Town of Camp Verde for the fiscal year 2010-2011.

Passed and adopted by a majority vote of the Common Council at the regular meeting of July 21, 2010.

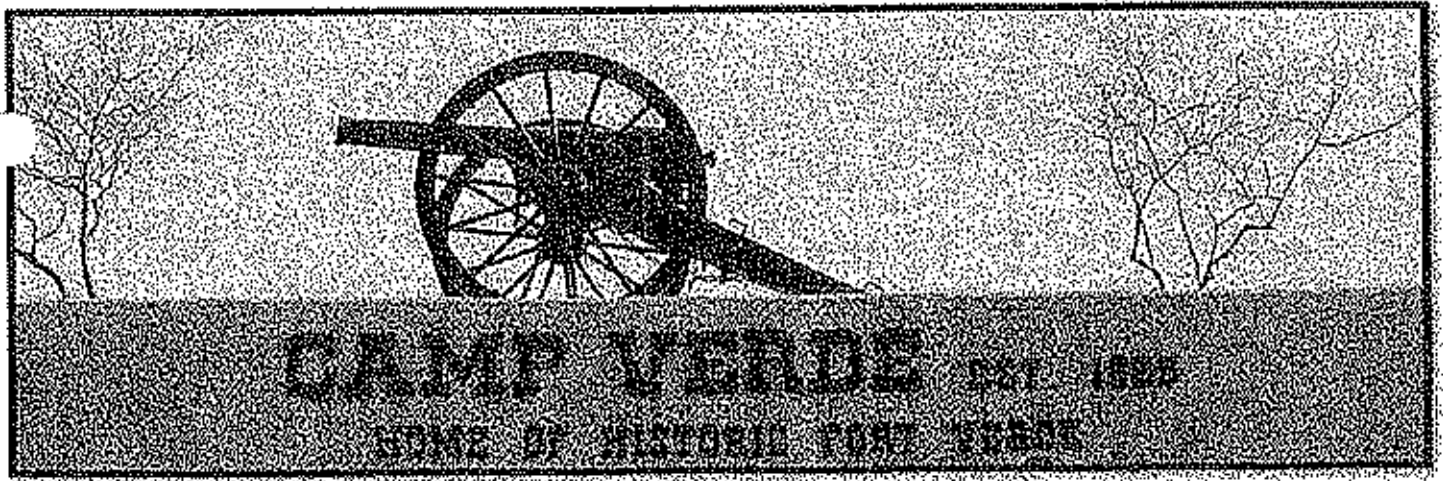
Bob Burnside, Mayor

Attest:

Approved as to form:

Deborah Barber, Town Clerk

Town Attorney



"It's in your hands - build a stronger community - shop locally."

Town of Camp Verde, Arizona

473 S Main Street

Camp Verde, AZ 86322

(928) 567-6631

www.campverde.az.gov



Fiscal Year

2010-2011

Budget

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Chapter One

Introduction

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TOWN OF CAMP VERDE

473 S. Main Street • Camp Verde, Arizona 86322 • (928) 367-6681 FAX 567-6061

www.cvaz.org

towncouncil@cvaz.org

June 7, 2010

To the Citizens of Camp Verde:

On behalf of the Town Council, I am pleased to present the proposed FY 2010-2011 Annual Budget. This document provides its readers with information ranging from what it takes to provide the various services to the citizens of Camp Verde, to policies and procedures adopted to ensure the proper handling of resources. The Budget details accomplishments achieved during the prior fiscal year as well as goals and objectives to obtain in the new fiscal year.

Despite the economic challenges faced by the Town, the Town Council felt it a priority to maintain the discretionary services provided to its citizens. These services include, but are not limited to, the Heritage Pool, library services, children's recreational programs, and adult recreational programs. The Heritage Pool is being funded in part through monies received from the Yavapai-Apache Nation. Without this contribution, the Town would not be able to open the Heritage Pool for the entirety of the swim season.

The Town has been reducing expenditures for the past two fiscal years in line with the reduction experienced in revenue collections. Reductions made include providing no merit or cost of living adjustments (COLA) to its employees, holding positions vacant, reorganizing Town departments and personnel, as well as reductions in operating expenditures. Because the Town has reduced expenditures so drastically over the past few years, there is little remaining that the Town is able to reduce and continue to operate. To balance the FY2010-2011 Budget, the remaining shortfall will be funded through a draw on fund balance. Fund balance is the Town's "rainy day fund". This account has been built over the life of the Town in anticipation of economic hardships. The current economic climate necessitates the use of these funds.

Your Town Council and staff will continue to work diligently to provide superior service to the citizens of Camp Verde and be good stewards of the Town's assets entrusted to us in our capacities.

We encourage citizens to become involved in the public process and ask questions of your elected officials. Together, we will see a brighter future for the Town of Camp Verde.

Sincerely,

Mayor Bob Burnside
Town of Camp Verde



Handicap Relay: Voice: 1-800-842-4681 • TDD: 1-800-367-3939





TOWN OF CAMP VERDE

◆ 473 S. Main Street ◆ Camp Verde, Arizona 86322 ◆ (928) 867-6631 FAX 867-9061
www.cvaz.org townCouncil@cvaz.org

June 14, 2010

To the Honorable Mayor, Council, Staff, and Community,

We are pleased to submit the Final Budget for the Town of Camp Verde for the fiscal year July 1, 2010 through June 30, 2011 in the amount of \$10,418,511. This is a "bare bones" budget. Operations have been responsibly cut to support the minimum services that the Town's accountability to the citizens requires.

The current economic status has certainly created some challenges. However, in prior years, the elected officials and staff have managed our resources in a way that has allowed us to prepare for current economic conditions. Some of the decisions and actions taken include: Reserve fund far exceeding typical practices, adapting to local revenue declines by making mid-year adjustments, reducing payroll liabilities by implementing a hiring freeze and reassigning employees based on work load demands, and making conservative budget assumptions that have accurately reflected the downturn in revenue collection.

Significant highlights of the recommended final budget are as follows:

- Revenue projections are budgeted conservatively taking into consideration the actual revenues received in fiscal year 2009/10 and tentative funding estimates from the State of Arizona.
- Intergovernmental revenues in the General Fund are down \$429,520 from fiscal year 2009/10 and total General Fund Revenues are down \$777,926.
- Many projects and services remain intact, i.e., Camp Verde Heritage pool to remain open, the Rio Verde Plaza improvements are to be completed, computer/networking infrastructure upgrades and purchase of the much needed financial/governmental software, as well as several public works projects.
- No provisions for cost of living or merit increases. All employees will take a five percent across the board pay reduction with no changes in work hours. In addition, since the Town's administrative office hours were changed to Monday through Thursday, the "Friday after Thanksgiving" Holiday was eliminated.

The final budget was accomplished through the hard work and commitment from Senior Accountant Lisa Elliott, all the Department Heads, and the entire organization. Special credit is due to the Mayor and Council for their time, energy, and unfailing support to see us through this budget process.

Sincerely,


David K. Smith
Interim Town Manager

Handicap Relay: Voice: 1-800-242-4681 ◆ TDD: 1-800-367-3939



Town of Camp Verde, Arizona

Key Officials and Staff

Governmental Organization and Services Provided

The Mayor and Council Members are elected by the voters within the Town of Camp Verde. The Mayor serves a two-year term. Council Members serve a four-year term. The Town Council appoints the Town Manager who is responsible for the general administrative operations of the various departments within the Town. An organization chart is shown on page 1-4 that depicts the organizational structure along with each Department Head's budgetary responsibilities.

The Town of Camp Verde is mandated by the State of Arizona to provide a variety of services including law enforcement and other public safety needs. Other support services include road maintenance, park services, regulation of building and zoning codes, animal control, and public library.

Mayor and Council Members

Bob Burnside, Mayor
Robert Kovacovich, Vice-Mayor
Jackie Baker, Councilor
Norma Garrison, Councilor
Carol German, Councilor
Pete Roulette, Councilor
Robin Whatley, Councilor

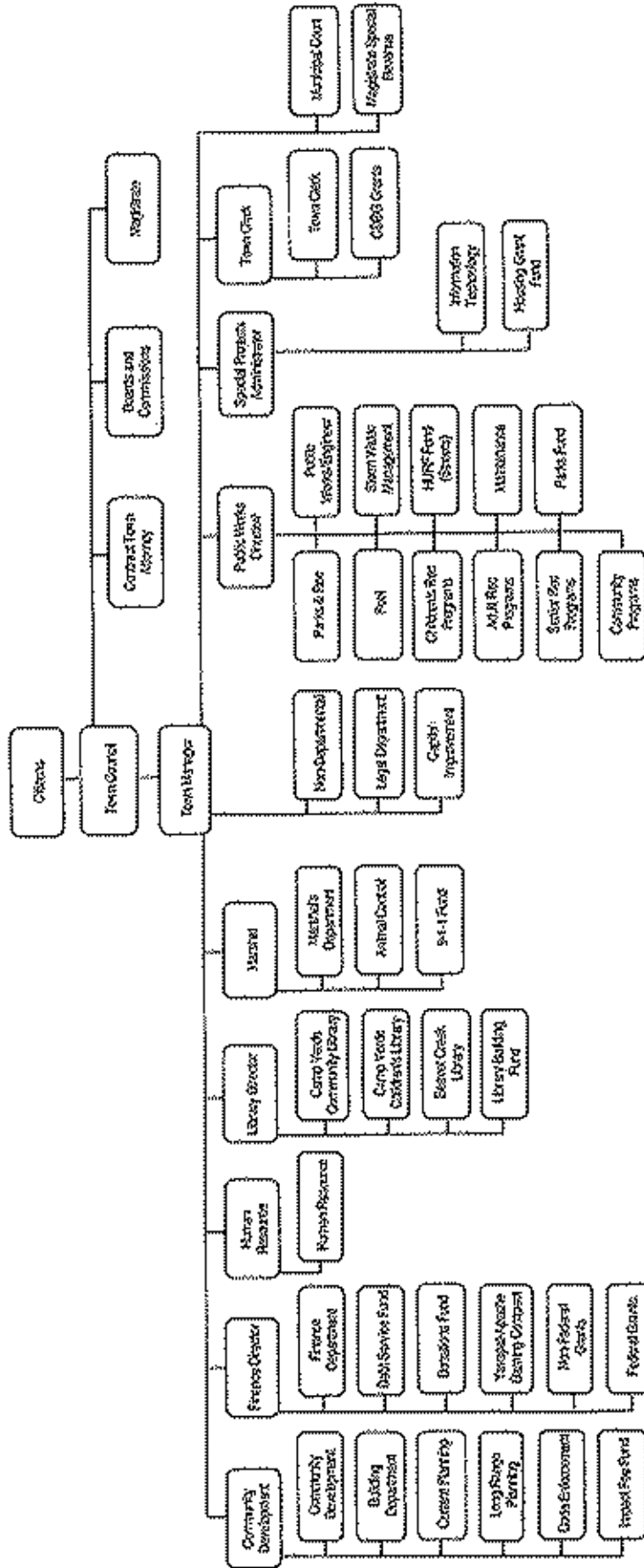
Department Heads

David Smith, Interim Town Manager
Deborah Barber, Town Clerk
Vacant, Finance Director
Michael Jenkins, Senior Planner/Acting Community Development Director
Gerard Laurito, Library Director
Ronald Long, Engineer/Public Works Director
Harry Cipriano, Magistrate
David Smith, Marshal/Human Resource Director



Town of Camp Verde, Arizona

Town Organization Chart





Town of Camp Verde, Arizona

General Information

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

Location

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

Historic Preservation

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

Topography and Current Lifestyle

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

General Plan Vision Statement

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

Mission Statement

We, the Town of Camp Verde and its employees, through our team building efforts, are committed to providing trust and stewardship by forming and nurturing partnerships with our citizens and each other. This partnership will allow us to collectively and strategically plan, deliver in a safe manner, and improve services that provide public safety, health, environmental protection, cultural enrichment, and preserve our financial and natural resources while respecting our special, small-town character and quality of life. This foundation will sustain the public trust through open and responsive government. Ultimately, the quality of life in Camp Verde will measure our success.



Town of Camp Verde, Arizona

Community Profile

Labor Force Data (a)

	2005	2006	2007	2008	2009
Civilian Labor Force	5,088	5,363	5,449	5,526	5,598
Employed	4,781	5,078	5,176	5,105	4,961
Unemployed	305	285	273	421	637
Unemployment Rate	6.0%	5.3%	5.0%	7.6%	11.4%

Population Estimates (b)

	2005	2006	2007	2008	2009
Town of Camp Verde	10,730	11,230	11,510	11,580	12,908

Economic Factors

Gross Taxable Sales (c)				Building Permits (c)			
	FY		Amount		FY	Number	Value
est.	2010	\$	95,426,156	est.	2010	356	\$ 6,995,000
	2009	\$	108,379,274		2009	301	\$ 15,748,899
	2008	\$	115,686,377		2008	336	\$ 10,338,904
	2007	\$	126,773,767		2007	439	\$ 24,227,296
	2006	\$	131,761,571		2006	675	\$ 48,890,702
	2005	\$	84,311,982		2005	504	\$ 29,146,453
	2004	\$	81,580,426		2004	401	\$ 16,275,023
	2003	\$	76,832,241		2003	385	\$ 13,098,973
	2002	\$	67,762,968		2002	454	\$ 8,970,176
	2001	\$	64,489,677		2001	490	\$ 11,869,051

Weather (a)

	Avg Low (°F)	Avg High (°F)	Precip (in)
January	26.2	60.0	1.1
February	29.9	64.8	1.2
March	34.0	70.4	1.2
April	39.6	78.6	0.7
May	46.6	87.9	0.3
June	53.9	97.5	0.3
July	63.5	101.1	1.4
August	62.5	98.2	2.1
September	54.8	93.4	1.6
October	43.0	82.8	1.0
November	31.6	69.1	0.9
December	28.0	59.8	1.2

Source:

- a) Arizona Department of Commerce - Camp Verde Community Profile
- b) Arizona Department of Economic Security
- c) Town of Camp Verde Finance Department & Building Department



Chapter Two

Budget Process

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Budget Users Guide

What is the Budget?

The budget sets forth a strategic resource allocation plan that is aligned with community goals, preferences, and needs. The budget is a policy document, financial plan, operations guide, and communication device.

Through the budget, the Town of Camp Verde (Town) demonstrates its accountability to its residents and customers. To provide the maximum accountability, this section provides the reader with a basic understanding of the components of the budget document.

Organization of the Budget Document

The budget document includes ten major sections:

1. The Introduction provides the budget message, along with an overview of the Town, including the organization and mission.
2. The Budget Process includes information such as a guide to the budget document, fund structure, budget process, budget calendar, and budget resolution.
3. The Town Policies provide a detailed description of Town financial and other financial-related policies.
4. The Financial Overview illustrates the total financial picture of the Town, including projected fund balances, the sources and uses of funds, and staffing requirements.
5. The Revenue Detail outlines the revenues by fund.
6. The General Fund section includes information on all departments and divisions within the General Fund. Departmental details include a description of the department's description and duties, staffing levels, accomplishments, objectives, explanation of significant expenditure changes, and fiscal notes.
7. The Capital Improvement Projects (CIP) Fund section includes information regarding capital equipment and capital projects.
8. The Special Revenue Funds section includes information on each individual fund. Each fund section is organized in the same manner with a fund summary and detail budgets.
9. The Debt Service Fund section includes information on the debt payments of the Town including summaries and detail budgets.
10. The Appendix includes salary plans, authorized personnel, and a glossary.

Section Descriptions

Introduction

The introduction begins with the budget message. This letter introduces the budget and outlines the assumptions used in the development of the budget, such as economy, revenue constraints, and Council priorities. Also included is an overview of the budget development process and the major changes and challenges facing the Town.

The Town information pages include key officials and staff, the Town organization chart, mission statement, and community information.

Budget Process

The budget process section provides the background of how to use and understand the budget book. It also provides a summary of the process used to complete the budget, the budget calendar followed, as well as the budget resolution.

Town Policies

The Town policies section provides a description of all financial and other financial-related policies as adopted by the Town.

Financial Overview

The financial overview begins with a summary of the total sources and uses of the Town's funds. These graphs illustrate which categories of revenue and expenditures make up the Town's activities.

The fund balance pages provide a look at the fund levels including beginning balances, revenues, expenditures, transfers, and projected ending fund balances. The Town balances the budget using all available resources, which includes the anticipated beginning fund balance from the prior year.

The total financial program, revenue summary, expenditure summary, and operating budget overview provide the reader with a detailed look at all sources and uses, including a history of previous years results.

The personnel summary provides a historic view of staffing levels.

Revenue Detail

The revenue by fund detail section illustrates the revenues categorized by type and fund.

Fund Tabs

Each fund section begins with a summary of the financial outlook for the fund. Following the fund summary are department summaries which include department descriptions and duties, staffing levels, accomplishments, objectives, explanation of significant expenditure changes, fiscal notes, and detailed financial information.

Capital Improvement Projects

This section includes the detailed requirements for capital equipment and capital projects. Each year the Town updates the Capital Improvement Projects (CIP) Plan, which is an integral part of the budget process.

Appendix

The appendix includes the following components:

Salary Plans

Provides detailed salary information for each position including the minimum, midpoint, and maximum salary.

Personnel Schedule

Provides a detailed list of all positions by department.

Glossary

Many of the terms used in government are unique. In addition, the budget includes many different types of business areas. The unique terms are described in the glossary.

Budget Format Tutorial

The Budget Format Tutorial provides a brief explanation of the various components that comprise a budgetary unit's budget worksheet.

Budgetary Unit: Budgetary Unit/Department Name, Fund XXX-XX-XX

Notes: Budgetary Unit number denotes the fund to which the budgetary unit is allocated, and the department. Data from the last completed audit. Example of total expenditures/revenues of fiscal year end. Adjustments made during the fiscal year. Amount requested by Department Head to fund fiscal year expenditures. Percentage change from the Estimated Actual amount in the prior fiscal year.

Expenditures	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 AUDITED ACTUALS	2008/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 EST ACTUALS
	6000	Salaries								
	6001	Overtime								
	6010	FICA								
	6011	Medical								
	6012	Retirement								
	6013	Unemployment Insurance								
	6014	Workman's Compensation								
	6020	Health, Dental, Life & STD Insurance								
		Total Salary Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Operating Expenditures	7040	Training								
	7045	Travel								
	7050	Office Supplies								
	7055	Subscriptions/Memberships								
	7056	Books/Journals/Publications								
	7057	Printing								
	7030	Advertising								
	7039	Postage								
	7060	Computer Software/Software								
	7055	Fuel/Oil/Lube								
	7060	Electric								
	7001	Gas/Petrol								
	7002	Water								
	7063	Sewer								
	7064	Waste Removal								
	7067	Pest Control								
	7110	Legal Services								
		Total Operating Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Equipment/Capital Expenditures	8000	Office Equipment/Furniture								
	8010	Computer Equipment								
		Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenditures		Budgetary unit's total expenditures:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Revenues	Departmental Revenues	4000	Copiers							
		Total Departmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
		Net (Subsidy From)/Contribution To General Purpose Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Notes: Expenditures are broken down into three (3) categories: Salary Expenditures, Operating Expenditures, and Equipment/Capital Expenditures. Amount recommended by the Town Manager to fund fiscal year expenditures. Amount approved by Council to fund fiscal year expenditures.

Amount of General Purpose Revenues (non-budgetary unit department specific revenue) needed to fund the budgetary unit's expenditures

Fund Structure

To ensure legal compliance and financial management for the various restricted revenues and program expenditures, the Town's accounting and budget structure is segregated into various funds. The Town utilizes fund accounting which is a method of tracking revenues and expenditures based on restrictions being placed on the revenues requiring that they be used for specific purposes only. Each fund is considered a separate accounting entity. All funds except agency funds are included in the budget document. Agency funds are not required to be included in the budget document as they are monies belonging to separate entities which the Town holds in trust for them.

Governmental Funds

1. **General Fund** - The General Fund is the main operating fund of the Town of Camp Verde. It accounts for the majority of the departments within the Town.
2. **Special Revenue Fund** - Special Revenue Funds are separate accounting records used to track revenues (and the related expenditures) that are legally restricted for specific purposes. The Town maintains eleven (11) types of Special Revenue Funds as follows:
 - * **Magistrate Special Revenue Fund** - accounts for funds received through fees/fines collections that are usable only for court purposes.
 - * **Non-Federal Grants Fund** - accounts for various grants received from non-federal agencies.
 - * **Yavapai-Apache Nation Gaming Compact Fund** - accounts for monies received through Proposition 200 from the Yavapai-Apache Nation.
 - * **Federal Grants Fund** - accounts for grants received from federal agencies.
 - * **CDBG Grants Fund** - accounts for grant funds received through the Community Development Block Grant programs.
 - * **9-1-1 Fund** - accounts for funds received through the State of Arizona that are designated to be used solely for the purpose of 9-1-1 dispatch related expenditures.
 - * **Library Building Fund** - accumulates funds specifically for the purpose of constructing a new library building.
 - * **Impact Fee Fund** - accounts for development impact fees collected by the Town (General Government, Police Services, Library Services, and Parks & Recreation).
 - * **Housing Grant Fund** - accounts for funds used for and generated from Housing related activities.
 - * **Donations Fund** - accounts for funds given to the Town by donors that are designated for a specific purpose.
 - * **Highway User's Revenue Fund (HURF/Streets)** - accounts for the Town's share of Arizona's highway user tax revenues and associated expenditures.
3. **Debt Service Fund** - Debt Service Fund is used to account for the funding allocations and the payments of general long-term debt principal, interest and related costs.
4. **Capital Project Fund** - Capital Project Funds are used to track the financial resources to be used for the acquisition or construction of capital assets. A capital asset is defined by the Town as any item with an extended useful life whose purchase price (or value if donated) is \$5,000 or more. The Town has two (2) capital project funds:
 - * **Capital Improvement Projects Fund**
 - * **Parks Fund**

All Governmental Funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Measurable means that the amount of the transaction can be determined. Available means that the funds are collectible within the current period or soon thereafter to pay liabilities of the current period. Expenditures are recognized when the related liability is incurred.

Fiduciary Funds

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

Account Structure

A number of accounts are found within each fund. The account structure for expenditures is used to determine the department/division for which the transaction is related, as well as the detailed type of transaction. It provides distinguishing characteristics for each transaction. The expenditure account structure begins with the fund number such as 01 for the General Fund. The account is then segregated into either expenditure or revenue codes. Revenue codes begin with the number four (4), expenditure accounts typically begin with the

number two (2). Next, the account is separated into departments and divisions such as Community Development - Current Planning. Finally, the account is divided into element/object, which is used to identify the particular expenditure type. For example, the General Fund, Current Planning, Office Supplies expenditure account number would be: 01-20-52-7030.

The revenue account structure begins with the fund number such as 01 for the General Fund. The account is then segregated into either expenditure or revenue codes. For the revenue codes, this also determines whether the revenue type is a local revenue (40), county revenue (43), or state revenue (41). Next, the account is separated into departments and divisions such as Parks and Recreation - Children's Recreational Programs. Finally, the account is divided into element/object, which are used to identify the particular revenue type. For example, the General Fund, Children's Recreational Programs, Recreation Fees would be account: 01-40-83-4210.

Budget Process

The preparation of the budget requires departments to evaluate goals and objectives as well as departmental processes in order to accomplish these goals and objectives. Preparation of the budget begins in February and continues through adoption in July. Policies are in place to insure the proper preparation of the budget including public participation. The Town firmly believes that the budget preparation is a participatory project as it affects all those within the Town: citizens, employees, and visitors.

Operating Budget Policies

1. The Town will adopt a balanced budget by June 30 of each year.
2. An annual base operating budget will be developed by conservatively projecting revenues and expenditures for the current and forthcoming fiscal year.
3. Current revenues will be sufficient to support current operating expenditures and a budgeted positive operating position will be maintained.
4. Annual operating budgets will provide for adequate design, construction, maintenance and replacement of the Town's capital assets.
5. The purchase of new or replacement capital equipment with a value of \$5,000 or more and with a minimum useful life of two years will require budget approval.
6. The Town will annually project its equipment replacement and maintenance needs for the next five years. A maintenance and replacement schedule will be developed and followed.
7. The Town will annually review the General Fund operating position to determine if funds are available to operate and maintain future capital facilities. If funding is not available for operations and maintenance costs, the Town will delay construction of the new facilities.

Use of Contingency Funds

The Town budgets for Contingency Funds for the following purposes:

1. To offset unexpected revenue shortfalls.
2. When unanticipated and/or inadequately budgeted expenditures increase so that service measures can be maintained.
3. When unanticipated and/or inadequately budgeted capital projects are approved by the Town Council.

All requests to use Contingency Funds will require justification of the financial need and approval from Council.

Fund Balance

Arizona law (Title 42 Arizona Revised Statutes) requires the Town Council to annually adopt a balanced budget. The Town of Camp Verde will develop a balanced budget where projected revenues meet or exceed projected expenditures. In the event that projected revenues are not adequate to sustain the service delivery system desired by the Town's citizens, a draw on fund balance may be authorized by the Town Council. As a sound management practice, the Town has established a goal of not budgeting fund balance to support long-term, ongoing expenses.

Budget Process

1. The budget process begins in February with an off-site retreat of Council Members and Department Heads to discuss the departments' priorities and obtain guidance from Council on strategic objectives and special funding requests.
2. In March, the Finance Department compiles information, makes projections, and completes non-departmental revenue estimates. Based on the revenue estimates projected, the Finance Department determines the subsidy allocation to be provided to each department through a General Fund Subsidy Allocation. These allocations are distributions of the monies provided from general purpose revenues (non-departmentally generated revenues) to help fund the department's operations. A meeting is held with the Department Heads to convey the budget direction, discuss the budget process, and explain the General Fund Subsidy allocation amounts allocated to each department.
3. Department Heads develop the budgets for their departments as they best understand the operational needs of their departments. The Finance Department completes the salary related projections for the Manager's Recommendation column and will provide estimates for Department Heads relating to current and requested staffing levels.
4. In April, Department Heads submit their completed budget requests to the Finance Department for compilation of the budget work papers. Individual meetings are held with each of the Department Heads to discuss their budget requests and to assure that the Departments' narratives are complete.
5. In May, the draft budget is distributed to Council Members and Department Heads. Budget Work Sessions are held to present each budgetary unit to Council, answer questions that may arise, make adjustments as directed, and obtain Council's preliminary approval of the requests. The Finance Department makes final adjustments to the budget and verifies that all information is properly included in the budget document.
6. In June, the Tentative Budget is approved by Council and the budget is advertised in the local newspapers for two consecutive weeks.

7. In July, Public Hearings on the Tentative Budget are held. If no changes have been directed, the Final Budget is adopted and implemented.

Budget Amendments

Once the tentative budget is adopted, the expenditure limitation amount is set for the fiscal year. The Town Council may not approve additional appropriations above that amount. Throughout the fiscal year, amendments may be made to the adopted budget. All budget amendments must be approved by the Town Council. Budget amendments include, but are not limited to, transfers of appropriations between departments, transfers of appropriations from the Contingency to departments and/or funds, and transfers of appropriations between funds.

Budget Monitoring

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

Budget Calendar

Proposed Budget Calendar for FY 2010-2011

as approved by Council on February 3, 2010 and revised on May 19, 2010 and June 8, 2010

Date	Task to be completed
February 3, 2010	Brief Council and obtain approval of the budget calendar
February 24, 2010	Council off-site retreat for the purpose of providing staff with policy guidance relative to strategic objectives that they want to pursue in the 2010/2011 budget and to provide guidance to staff for special funding requests. The retreat will be held 4:00 p.m. @ Marshal's Department Training Room.
March 1st to 26th	Finance Department completes non-departmental revenue estimates
March 29, 2010	Finance Department distributes budget worksheets and instructions to department heads with estimated General Fund support levels
April 9, 2010	Department Heads submit worksheets to Finance
April 12 to April 30	Finance Dept. compiles budget work papers and meets with Department Heads to discuss their requests.
May 5, 2010	Distribute draft budget with supplementary documentation to Council in advance of work sessions to be scheduled with Council
May 12 and May 26	Council budget work sessions. 1:00 p.m. - 6:00 p.m. in Council Chambers.
June 7, 2010	Council budget work sessions. 1:00 p.m. - 6:00 p.m. in Council Chambers.
June 8, 2010	Council budget work sessions. 1:00 p.m. - 6:00 p.m. in Council Chambers.
June 16, 2010	Submit agenda item introducing June 16 for 1st public hearing on budget
June 23, 2010	Council makes final budget adjustments
June 23, 2010	Town Council adopts the FY 2010-2011 Tentative Budget including resolutions et al.
June 30 & July 7, 2010	Budget advertisement in local newspapers
July 14, 2010	Public Hearing on FY 2010-2011 Tentative Budget
July 21, 2010	Town Council adopts the FY 2010-2011 budget including resolutions et al.

*Please note that dates may change if necessary due to delayed information.

Budget Resolution



RESOLUTION 2010-815

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
ADOPTING AND DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT
FILED WITH THE TOWN CLERK AND ENTITLED
"TOWN OF CAMP VERDE FISCAL YEAR 2010-2011 BUDGET".**

Whereas, in accordance with the provisions of Title 42, Chapter 17, Articles 1-5, Arizona Revised Statutes (A.R.S.), the Town Council did, on June 23, 2010, make an estimate of the difference amounts required to meet the public expenditures/expenses for the ensuing year, along with an estimate of revenues, and

Whereas, in accordance with said chapter of said title, and following due public notice, the Council met on July 14, 2010, at which meeting any Town citizen was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses, and

Whereas, it appears that publication has been duly made as required by law, of said estimates together with a notice that the Town Council would meet on July 21, 2010, at the office of the Council for the purpose of hearing Town citizens, therefore be it

RESOLVED, that the said estimates of revenues and expenditures/expenses shown on the accompanying schedules, as now increased, reduced, or changed, are hereby adopted as the budget of the Town of Camp Verde for the fiscal year 2010-2011.

Passed and adopted by a majority vote of the Common Council at the regular meeting of July 21, 2010.

Bob Burnside, Mayor

Attest:

Approved as to form:

Deborah Barber, Town Clerk

Town Attorney

Budget Schedules

TOWN OF CAMP VERDE
 Summary Schedule of Estimated Revenues and Expenditures Expenses
 Fiscal Year 2011

FUND	ADOPTED BUDGETED EXPENSES 2010	ACTUAL EXPENSES** 2010	FUND BALANCE NET ASSETS - July 1, 2010	PROPERTY TAX PARCELS 2010	ESTIMATED REVENUES OTHER THAN PROPERTY TAXES 2011	OTHER FINANCING 2011		INTERGOV TRANSFERS 2011	TOTAL FINANCIAL RESOURCES AVAILABLE 2011	BUDGETED EXPENDITURES 2011
						SALES TAX	ISSUES			
1. General Fund	\$ 6,222,842	\$ 5,341,402	\$	Primary	\$ 5,062,216	\$	\$	\$ 5,062,216	\$ 4,822,532	\$ 5,725,000
2. Special Revenue Funds	1,552,105	212,635		Secondary	1,418,254			1,418,254	1,631,827	1,731,770
3. Debt Retirement Funds	97,457	76,259			670			173,096	94,316	200,000
4. Total Debt Service Funds	97,457	76,259			670			173,096	94,316	200,000
5. Capital Projects Fund	702,548	200,514						173,887	274,007	1,403,617
7. Memorial Fund										
8. Enterprise Funds Available										
9. Loan Repayment Fund										
10. Debt Retirement										
11. Total Enterprise Funds										
12. Memorial Service Funds										
13. TOTAL ALL FUNDS	\$ 8,772,952	\$ 6,630,810	\$	\$	\$ 7,481,140	\$	\$	\$ 7,481,140	\$ 6,528,675	\$ 8,000,387

	2010	2011
ESTIMATED REVENUES FROM EMPLOYMENT	\$ 67,637.25	\$ 2,254,000
1. Estimated employment expenses		
2. Add: interest estimated net receivable from	\$ 7,481.14	\$ 2,254,000
3. Total estimated employment	\$ 75,118.39	\$ 2,256,254
4. Less: estimated expenses	\$ 6,574,835.14	\$ 4,774,834
5. Total estimated employment	\$ 68,543.25	\$ 1,481,420
6. Less: other approved alternative expenditure		

② The City has not yet property tax and does not have special use valuation districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Enterprise Expenses Approved by Council are included from Schedule E.

** Includes net of amounts as of the date the approved budget was prepared. Included for estimated activity for the remainder of the fiscal year.

*** Amounts in this column represent fund balances. A net amount is shown for accounts known to be in deficit as of the date of the report. Amounts in deficit are shown in parentheses.

SCHEDULE A

TOWN OF CAMP VERDE
Summary by Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2011

SOURCE OF REVENUES	ESTIMATED REVENUES 2010	ACTUAL REVENUES* 2010	ESTIMATED REVENUES 2011
GENERAL FUND			
Local taxes			
Town Sales Tax	\$ 2,195,000	\$ 2,238,000	\$ 1,370,000
Franchise Fees	325,500	260,400	228,900
Licenses and permits			
Business Licenses	20,000	16,000	16,000
Liquor License Fees	200	950	200
Special event Permits	500	1,425	750
Building Permits	72,000	56,025	62,500
Permit Fees	24,175	14,027	8,000
Dog Licenses	4,200	5,300	5,900
Intergovernmental			
State Shared Revenues	2,210,241	2,160,241	1,849,213
County Shared Revenues	1,128,551	781,057	1,041,554
Dispatch Service Contract	70,000	70,000	77,750
Charges for services			
Engineer Plan Review Fees	39,500	38,600	32,400
Plan Review Fees	26,900	9,516	12,475
Parks & Recreation Fees	15,000	15,000	17,000
Pool User Fees	5,000	5,400	5,650
Animal Control Fees	2,500	3,175	2,875
Copy/Reports	3,000	4,320	2,800
Family History	1,000	1,000	1,000
Fingerprinting	50	50	50
Recording Fees	50	50	50
Fines and forfeits			
Zoning Violations	1,500	1,075	2,000
Municipal Court Fees, Fines & Forfeitures	246,840	178,220	201,666
Library Fees/Fines	5,486	5,360	5,386
Interest on investments			
Interest Revenues	40,000	12,780	6,000
In-Heu property taxes			
N/A			
Contributions			
Voluntary contributions			
Recreational Program Sponsorships	17,050	10,363	16,159
Miscellaneous			
Reimbursements/Refundation	500	20,000	500
Surplus Property Sales	5,000	570	5,000
Miscellaneous	11,000	8,000	11,000
Court Appointed Attorney Reimbursements	21,605	12,315	12,315
Total General Fund	\$ 6,394,481	\$ 6,896,459	\$ 6,690,745

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

TOWN OF CAMP VERDE
Summary by Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2011

SOURCE OF REVENUES	ESTIMATED REVENUES 2010	ACTUAL REVENUES* 2010	ESTIMATED REVENUES 2011
SPECIAL REVENUE FUNDS			
Highway User Revenue Fund			
Highway User Revenue Funds	\$ 771,100	\$ 767,000	\$ 772,368
Refunds/Reimbursements	3,000	286	250
Interest Revenues	500	34	12
Total Highway User Revenue Fund	\$ 774,600	\$ 767,320	\$ 772,630
Local Transportation Assistance Fund			
Local Transportation Assistance Funds	\$ 80,513	\$ 27,963	\$
Total Local Transportation Assistance Fund	\$ 80,513	\$ 27,963	\$
Magistrate Special Revenue Fund			
Local JOEP	\$ 3,200	\$ 3,084	\$ 3,084
Fill the Gap	4,103	3,618	3,818
Court Enhancement	14,850	29,812	23,812
Total Magistrate Special Revenue Fund	\$ 21,953	\$ 30,412	\$ 30,412
Non-Federal Grants Fund			
School Resource Officer Reimbursements	\$ 43,273	\$ 55,553	\$ 61,845
ITAF II Grant	-	18,070	-
Yavapai County Anti-Racketeering (R220)	41,500	55,500	20,000
Governor's Office of Highway Safety	8,082	8,082	15,100
Library Services & Technology Act Grant	-	-	15,575
Total Non-Federal Grants Fund	\$ 92,855	\$ 146,205	\$ 112,520
Yavapai-Apache Gaming Compact Fund			
Yavapai-Apache Gaming Compact	\$ 14,000	\$ 138,638	\$ 80,000
Total Yavapai-Apache Gaming Compact Fund	\$ 14,000	\$ 138,638	\$ 80,000
Federal Grants Fund			
2010 Census Complete Count Program	\$ 2,076	\$ 2,076	\$
Energy Efficiency & Conservation Block Grant	91,151	-	81,151
CCPS Grant	68,674	-	109,066
FANT Officer Grant Reimbursements	60,130	61,585	61,105
Edward Byrne Memorial Justice Assistance	22,085	22,085	-
Total Federal Grants Fund	\$ 243,956	\$ 85,746	\$ 251,322
CDSC Grants Fund			
Holloman Street Improvements	\$	\$	\$ 319,448
Grant Administration (Holloman Street)	-	-	52,035
Total CDSC Grants Fund	\$	\$	\$ 371,473
9-1-1 Fund			
9-1-1 Distributions	\$ 500	\$	\$ 600
Total 9-1-1 Fund	\$ 500	\$	\$ 600
Library Building Fund			
Donation Revenues	\$ 12,000	\$ 12,076	\$ 12,000
Interest Revenues	1,200	683	700
Total Library Building Fund	\$ 13,200	\$ 12,759	\$ 12,700
Impact Fee Fund			
Impact Fee Revenue	\$ 25,025	\$ 35,886	\$ 19,771
Interest Revenues	880	715	706
Total Impact Fee Fund	\$ 25,905	\$ 36,601	\$ 20,477
Housing Grant Fund			
Local Revolving Loan Fund Payments	\$ 19,201	\$ 14,288	\$ 19,201
Interest Revenues	800	4,050	800
Total Housing Grant Fund	\$ 19,101	\$ 18,338	\$ 19,101
Donations Fund			
Donation Revenues	\$ 5,500	\$ 4,590	\$ 6,100
Total Donations Fund	\$ 5,500	\$ 4,590	\$ 6,100

TOWN OF CAMP VERDE
Summary by Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2011

<u>SOURCE OF REVENUES</u>	<u>ESTIMATED REVENUES 2010</u>	<u>ACTUAL REVENUES* 2010</u>	<u>ESTIMATED REVENUES 2011</u>
Total Special Revenue Funds	\$ <u>1,251,400</u>	\$ <u>1,272,312</u>	\$ <u>1,581,294</u>

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

TOWN OF CAMP VERDE
Summary by Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2011

SOURCE OF REVENUES	ESTIMATED REVENUES 2010	ACTUAL REVENUES* 2010	ESTIMATED REVENUES 2011
DEBT SERVICE FUNDS			
Interest Revenue	\$ 400	\$ 17	\$ 400
	\$ 400	\$ 17	\$ 400
Total Debt Service Funds	\$ 400	\$ 17	\$ 400
CAPITAL PROJECTS FUNDS			
NA	\$	\$	\$
	\$	\$	\$
Total Capital Projects Funds	\$	\$	\$

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

TOWN OF CAMP VERDE
Summary by Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2011

SOURCE OF REVENUES	ESTIMATED REVENUES 2010	ACTUAL REVENUES* 2010	ESTIMATED REVENUES 2011
PERMANENT FUNDS			
NA	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
Total Permanent Funds	\$ _____	\$ _____	\$ _____
ENTERPRISE FUNDS			
NA	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
Total Enterprise Funds	\$ _____	\$ _____	\$ _____

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

TOWN OF CAMP VERDE
Summary by Fund Type of Revenues Other Than Property Taxes
Fiscal Year 2011

SOURCE OF REVENUES	ESTIMATED REVENUES 2010	ACTUAL REVENUES* 2010	ESTIMATED REVENUES 2011
INTERNAL SERVICE FUNDS			
ICA	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
Total Internal Service Funds	\$ _____	\$ _____	\$ _____
TOTAL ALL FUNDS	\$ 7,658,291	\$ 7,169,789	\$ 7,232,979

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

TOWN OF CAMP VERDE
Summary by Fund Type of Other Financing Sources/Uses and Interfund Transfers
Fiscal Year 2011

FUND	OTHER FINANCING 2011		INTERFUND TRANSFERS 2011	
	SOURCES	USES	IN	OUTS
GENERAL FUND				
General Fund	\$	\$	\$ 50,167	\$ 1,048,752
Total General Fund	\$	\$	\$ 50,167	\$ 1,048,752
SPECIAL REVENUE FUNDS				
Yavapai Apache Gaming Compact	\$	\$	\$	\$ 84,425
Library Building Fund	\$	\$	\$ 14,358	\$
Total Special Revenue Funds	\$	\$	\$ 14,358	\$ 84,425
DEBT SERVICE FUNDS				
Debt Service Fund	\$	\$	\$ 174,095	\$
Total Debt Service Funds	\$	\$	\$ 174,095	\$
CAPITAL PROJECTS FUNDS				
Capital Improvement Projects Fund	\$	\$	\$ 879,957	\$
Parks Fund	\$	\$	\$	\$ 5,400
Total Capital Projects Funds	\$	\$	\$ 879,957	\$ 5,400
PERMANENT FUNDS				
N/A	\$	\$	\$	\$
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
N/A	\$	\$	\$	\$
Total Enterprise Funds	\$	\$	\$	\$
INTERNAL SERVICE FUNDS				
N/A	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$	\$	\$ 1,118,577	\$ 1,118,577

TOWN OF CAMP VERDE
Summary by Department of Expenditures/Expenses Within Each Fund Type
Fiscal Year 2011

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENSES 2010	EXPENDITURE EXPENSE ADJUSTMENTS APPROVED 2010	ACTUAL EXPENDITURES/ EXPENSES* 2010	BUDGETED EXPENDITURES/ EXPENSES 2011
GENERAL FUND				
Mayor & Council	\$ 28,934	\$ 2,814	\$ 24,323	\$ 24,172
Town Manager	181,052		185,638	188,688
Town Clerk	230,398	(2,625)	228,663	230,785
Finance Department	254,280	28,818	287,359	270,191
Human Resources	68,664	(2,400)	66,414	60,254
Legal Department	72,082	67,828	137,083	122,089
Non-Departmental	495,474	58,518	573,797	518,991
Information Technology Services				77,491
Maintenance Division	282,097	(19,806)	269,652	269,950
Municipal Court	201,823	(18,058)	209,866	211,297
Public Works/Engineer	161,367	(643)	124,768	119,895
Storm Water Management	419,195	(9,272)	62,637	324,270
Community Development	41,808	45,713	89,608	40,538
Building Department	109,185	11,059	106,703	105,658
Capital Planning	111,068	(48,223)	59,521	60,166
Long Range Planning	127,121	31,255	203,923	145,827
Code Enforcement	68,828	(60,625)	9,078	25,082
Marshall's Department	2,064,858	(19,527)	1,924,030	1,722,197
Animal Control	128,805	(401)	128,052	125,430
Camp Verde Community Library	185,654	28,528	224,716	192,274
Caveat Creek Library	38,659	(6,251)	23,063	30,257
Camp Verde Children's Library	109,073	(25,849)	26,050	100,897
Parks & Recreation	244,297	32,919	105,223	161,502
Hortland Pool	117,368	1,005	75,956	81,242
Children's Recreational Programs	72,800	(31,312)	22,958	33,275
Adult Recreational Programs	27,641	17,533	3,791	6,228
Senior Recreational Programs	7,499	(2,000)		
Community Programs	47,744	(10,001)	18,178	12,421
Contingency	200,000	(172,275)	20,600	150,000
Total General Fund	\$ 6,259,872	\$ 181,039	\$ 5,545,467	\$ 4,782,007
SPECIAL REVENUE FUNDS				
Maricopa Special Revenue	\$ 20,725	\$ 3,298	\$ 29,715	\$ 30,728
Non-Federal Grants Fund	148,561	4,331	122,781	129,121
Yavapai-Apache Gaming Compact				99,162
Federal Grants Fund	131,159	69,322	60,546	256,321
CDMS Grant Fund	5,890	5,890	10,759	250,739
0-1-1 Fund				2,561
Library Building Fund				
Impact Fee Fund				70,000
Housing Grant Fund	82,785	(52,780)		
Donations Fund	25,018		5,182	17,812
Highway Users Revenue Fund	1,159,801		645,700	725,222
Total Special Revenue Funds	\$ 1,551,649	\$ 856	\$ 819,623	\$ 1,721,792
DEBT SERVICE FUNDS				
Debt Service Fund	\$ 311,423	\$ (40,030)	\$ 275,124	\$ 232,821
Total Debt Service Funds	\$ 311,423	\$ (40,030)	\$ 275,124	\$ 232,821
CAPITAL PROJECTS FUNDS				
Capital Improvement Projects	\$ 618,958	\$ (52,411)	\$ 224,068	\$ 1,457,012
Parks Fund	235,000	(201,000)	5,222	25,000
Total Capital Projects Funds	\$ 853,958	\$ (253,411)	\$ 229,290	\$ 1,482,012
PERMANENT FUNDS				
N/A	\$	\$	\$	\$
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
N/A	\$	\$	\$	\$
Total Enterprise Funds	\$	\$	\$	\$
INTERNAL SERVICE FUNDS				
N/A	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$ 8,071,993	\$ (223,171)	\$ 5,853,558	\$ 6,269,932

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



Chapter Three

Financial Policies

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Principles of Sound Financial Management

The Town of Camp Verde has an important responsibility to its citizens to carefully account for public funds, manage finances wisely, manage growth and plan the adequate funding of services desired by the public, including the provision and maintenance of public facilities. The Town needs to ensure that it is capable of adequately funding and providing those local government services needed by the community.

The following Financial Policies that were adopted to the Town Code on July 15, 2009 establish a framework for overall fiscal planning and management. They set forth guidelines against which current budgetary performance can be measured and proposals for future programs can be evaluated. Adopted financial policies reflect the Town's commitment to sound financial management and fiscal integrity to the credit rating industry and prospective investors. The financial policies also improve the Town's fiscal stability by helping Town officials plan fiscal strategy with a consistent approach. Adherence to adopted financial policies promotes sound financial management, which can lead to improvement in Town bond ratings and lower cost of capital. The Town is in compliance with the comprehensive financial policies adopted.

Other Financial Related Policies on page 3-12 include narratives regarding other policies and procedures that have an impact on the financial operations of the Town. These policies include: Financial Operations Guide, Purchasing Policies, Fraud Policy, User Fee Cost Recovery and Indirect Cost Allocations, and Development Fees.

It is important to regularly engage in the process of regularly reviewing these policies. As the Town continues to grow and develop, changes to these policies may be necessary to ensure the proper handling of the Town's finances.

Financial Policies

Ordinance 2009-A366

An Ordinance of the Mayor and Common Council
Of the Town of Camp Verde,
Yavapai County, Arizona
Amending Town Code Chapter 3, Administration,
Adding Section 3-4 Financial Policies

Chapter 3
Administration

Section 3-4
Financial Policies

Section 3-4-1 Budget Policy

The Town of Camp Verde has a responsibility to its citizens to carefully account for public funds, manage the finances wisely, and plan for adequate funding of services that are desired by the public.

The following budget policy provides guidance for preparing the Town of Camp Verde's annual budget (all funds) as well as adoption, implementation, and monitoring of the budget.

Section 3-4-1.1 Budget Philosophy

The Town of Camp Verde's budget philosophy includes funding the service delivery system using the resources provided through current revenue collection while planning for future needs through capital funding and maintenance.

Section 3-4-1.2 Balanced Budget

Arizona law (Title 42 Arizona Revised Statutes) requires the Town Council to annually adopt a balanced budget. The Town of Camp Verde will develop a balanced budget where projected revenues meet or exceed projected expenditures. In the event that projected revenues are not adequate to sustain the service delivery system desired by the Town's citizens, a draw on fund balance may be authorized by the Town Council. In addition, the Town will not use one-time (non-recurring) revenues to fund continuing (recurring) expenditures.

Section 3-4-1.3 Budget Process

- A. The budget process begins in February with an off-site retreat of Council Members and Department Heads to discuss the departments' priorities and obtain guidance from Council on strategic objectives and special funding requests.
- B. In March, the Finance Department compiles information, makes projections, and completes non-departmental revenue estimates. Based on the revenue estimates projected, the Finance Department determines the subsidy allocation to be provided to each department through a General Fund Subsidy Allocation. These allocations are distributions of the monies provided from general purpose revenues (non-departmentally generated revenues) to help fund the department's operations. A meeting is held with the Department Heads to convey the budget direction, discuss the budget process, and explain the General Fund Subsidy Allocation amounts allocated to each department.
- C. Department Heads develop the budgets for their departments as they best understand the operational needs of their departments. The Finance Department completes the salary related projections for the Manager's Recommendation column and will provide estimates for Department Heads relating to current and requested staffing levels.
- D. In April, Department Heads submit their completed budget requests to the Finance Department for compilation of the budget work papers. Individual meetings are held with each of the Department Heads to discuss their budget requests and to assure that the Departments' narratives are complete.
- E. In May, the draft budget is distributed to Council Members and Department Heads. Budget Work Sessions are held to present each budgetary unit to Council, answer questions that may arise, make adjustments as directed, and obtain Council's preliminary approval of the requests. The Finance Department makes final adjustments to the budget and verifies that all information is properly included in the budget document.

- F. In June, the Tentative Budget is approved by Council and the budget is advertised in the local newspapers for two consecutive weeks.
- G. In July, Public Hearings on the Tentative Budget are held. If no changes have been directed, the Final Budget is adopted and implemented.

Section 3-4-1.4 Budget Amendment Policy

Once the tentative budget is adopted, the expenditure limitation amount is set for the fiscal year. The Town Council may not approve additional appropriations above that amount. Throughout the fiscal year, amendments may be made to the adopted budget. All budget amendments must be approved by the Town Council. Budget amendments include, but are not limited to, transfers of appropriations between departments, transfers of appropriations from the Contingency to departments and/or funds, and transfers of appropriations between funds.

Section 3-4-1.5 Budget Monitoring

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

Section 3-4-1.6 Budget Calendar

In February of each year, the Finance Director shall brief the Town Council and obtain approval of the budget calendar for the following fiscal year.

Section 3-4-1.7 Fund Accounting

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

Section 3-4-1.8 Governmental Funds

- A. **General Fund** - The General Fund is the main operating fund of the Town of Camp Verde. It accounts for the majority of the departments within the Town.
- B. **Special Revenue Fund** - Special Revenue Funds are separate accounting records used to track revenues (and the related expenditures) that are legally restricted for specific purposes.
- C. **Debt Service Fund** - Debt Service Fund is used to account for the funding allocations and the payments of general long-term debt principal, interest and related costs.
- D. **Capital Project Fund** - Capital Project Funds are used to track the financial resources to be used for the acquisition or construction of capital assets. A capital asset is defined by the Town as any item with an extended useful life whose purchase price (or value if donated) is \$5,000 or more.

All Governmental Funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Measurable means that the amount of the transaction can be determined. Available means that the funds are collectible within the current period or soon thereafter to pay liabilities of the current period. Expenditures are recognized when the related liability is incurred.

Section 3-4-1.9 Fiduciary Funds

- A. **Agency Fund** - The Agency Fund is used to account for monies belonging to other agencies that the Town holds in a trustee capacity. This currently consists of monies held for the Grasshopper Swim Team and Special Olympics.
- B. **Fiduciary Funds** - All Fiduciary Funds are accounted for using the accrual basis of accounting. This method of accounting recognizes the financial effects of transactions and other events and circumstances that have cash consequences in the periods in which transactions, events, and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

Section 3-4-1.10 Budget Basis

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

Section 3-4-2 Debt Policy

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

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

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

Section 3-4-2.1

1. The overall debt management policy of the Town is to ensure that financial resources of Town are adequate in any general economic situation to not preclude the Town's ability to pay its debt when due.
2. The Town will not use long-term debt to fund current operations or projects that can be financed from current revenues or resources. The Town will first attempt "pay as you go" capital financing.
3. The Town does not intend to issue commercial paper (CP) or bond anticipation notes (BANs) for periods longer than two years or for the term of a construction project. If CP or a BAN is issued for a capital project, it will be converted to a long-term bond or redeemed at its maturity.
4. The issuance of variable rate debt by the Town will be subject to the most careful review and will be issued only in a prudent and fiscally responsible manner.
5. Whenever the Town finds it necessary to issue revenue bonds, the following guidelines will be adhered to:
 - a. Revenue Bonds are defined as a bond on which the debt service is payable from the revenue generated from the operation of the project being financed or a category of facilities, from other non-tax sources of the Town, or from other designated taxes such as Highway User's Revenues, excise tax, or special fees or taxes. For any bonds or lease-purchase obligations in which the debt service is paid from revenue generated by the project, that debt service is deemed to be revenue bonds and are excluded from the calculation of the annual debt service limitation.
 - b. Revenue Bonds of the Town will be analyzed carefully by the Finance Department for fiscal soundness. The issuance of Revenue Bonds will be subject to the most careful review and must be secured by covenants sufficient to protect the bondholders and the name of the Town.
 - c. Revenue Bonds should be structured to provide level annual debt service over the life of the issue.
 - d. Debt Service Reserve Funds should be provided when required by rating agencies, bond insurers, or existing bond covenants.
 - e. Interest earnings on the reserve fund balances will be used to pay debt service on the bonds unless otherwise committed for other uses or purposes of the project.
 - f. The term of any revenue bond or lease obligation issue will not exceed the useful life of the capital project, facility or equipment for which the borrowing is intended.
 - g. The target for the term of Revenue Bonds will typically be between twenty and thirty years. The target for the "average weighted maturities" for Revenue Bonds of the Town (except for those issued through the Arizona Water Infrastructure Finance Authority) will be twelve and one half (12 1/2) years.
6. Improvement District (ID) and Community Facility District (CFD) Bonds shall be issued only when the formation of the district demonstrates a clear and significant purpose for the Town. It is intended that Improvement District and Community Facility District Bonds will be primarily issued for neighborhoods and business districts desiring improvements to their property such as roads, water lines, sewer lines, street lights, and drainage. The District must provide a specific benefit to the property owner(s). The Town will review each project through active involvement of Town staff and/or selected consultants to prepare projections, review pro-forma information and business plans, perform engineering studies, analyze minimum debt coverage and value to debt ratios, and other analyses necessary to consider the proposal against specific criteria. Both ID and CFD Bonds will be utilized only when it is expected that they will be outstanding for their full term.

7. Refunding Bonds will be measured against a standard of the net present value debt service savings exceeding 5% of the debt service amount of the bonds being refunded, or if savings exceed \$750,000, or for the purpose of modifying restrictive covenants or to modify the existing debt structure to the benefit of the Town.
8. The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness.
9. The Town shall comply with all requirements of Title 15, Arizona Revised Statutes and other legal requirements regarding the issuance of bonds and certificates of the Town or its debt issuing authority.
10. The Town will maintain regular contact with rating agencies through meetings and visits on and off-site. The Town will secure ratings on all bonds issued if economically feasible.

Section 3-4-3 Fiscal Policy

The overall goal of the Town of Camp Verde's Fiscal Policy is to establish and maintain effective management of the Town's financial resources. The Town's formal policy statements and major objectives provide the foundation for achieving this goal.

Section 3-4-3.1 General Financial Goals

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

Section 3-4-3.2 Operating Budget Policies

1. The Town will adopt a balanced budget by June 30 of each year.
2. An annual base operating budget will be developed by conservatively projecting revenues and expenditures for the current and forthcoming fiscal year.
3. Current revenues will be sufficient to support current operating expenditures and a budgeted positive operating position will be maintained.
4. Annual operating budgets will provide for adequate design, construction, maintenance and replacement of the Town's capital assets.
5. The purchase of new or replacement capital equipment with a value of \$5,000 or more and with a minimum useful life of two years will require budget approval.
6. The Town will annually project its equipment replacement and maintenance needs for the next five years. A maintenance and replacement schedule will be developed and followed.
7. The Town will annually review the General Fund operating position to determine if funds are available to operate and maintain future capital facilities. If funding is not available for operations and maintenance costs, the Town will delay construction of the new facilities.

Section 3-4-3.3 Revenue Policies

1. The Town will try to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source.
2. The Town will estimate its annual revenues by an objective, analytical process utilizing trend, judgmental, and statistical analysis as appropriate. Revenue estimates adopted by the Town Council must be conservative.
3. User fees will be adjusted as needed to recover the full cost of services provided, except when the Town Council determines that a subsidy from the General Fund is in the public interest.
4. One-time operating, capital and reserve revenues will be used for one-time expenditures only.
5. The Town will identify as needed, developer fees and permit charges received from "non-recurring" services performed in the processing of new development and use those funds to meet peak workload requirements.

Section 3-4-3.4 Expenditure Policies

1. The Town will maintain a level of expenditures which will provide for the public well-being and safety of the residents of the community.
2. The Town will decrease appropriated expenditures as necessary to keep total expenditures in line with projected revenues unless it materially affects the level of service provided to the public.

Section 3-4-3.5 Capital Improvement Budget Policies

1. The Town will make all capital improvements in accordance with an adopted and funded capital improvement program and will include an annual six-year plan for capital improvements (CIP design, development, implementation, and operating and maintenance costs).
2. The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the Capital Improvement Plan and Town priorities, and whose operating and maintenance costs have been included in the budget.

3. The Town will coordinate development of the capital improvement budget with the development of the operating budget. All costs for internal professional services needed to implement the CIP will be included in the operating budget for the year the CIP is to be implemented.
4. The Parks Fund and other special development impact funds may only be used to fund facilities included in the Town's master plans.

Section 3-4-3.6 Short-Term Debt Policies

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

Section 3-4-3.7 Long-Term Debt Policies

1. The Town will confine long-term borrowing to capital improvements that cannot be funded from current revenues.
2. Where possible, the Town will use special assessment revenue or other self-supporting bonds instead of general obligation bonds.
3. The Town will establish and maintain a Debt Policy.

Section 3-4-3.8 Reserve Policies

1. The Town will maintain emergency reserves (rainy day fund) in the following amounts:
 - * General Fund - Four (4) months of maintenance and operations expenditures.
 - * HURF Fund - Three (3) months of expenditures.

The primary purpose of these reserves is to protect the Town's essential service programs and funding requirements during periods of economic downturn (defined as a recession lasting two or more years), or other unanticipated or emergency expenditures that could not be reasonably foreseen during preparation of the budget.

2. The Town will establish an account to accumulate funds to be used for payment of accrued employee benefits for terminated employees. The level of this reserve will be maintained as a level at least equal to projected costs for employees who are eligible for retirement.
3. Self-insurance reserves will be maintained at a level which, together with purchased insurance policies, adequately protects the Town. The Town will maintain a reserve of three times its self-insurance retention for those claims covered by the insurance pool (of which the Town is a member). The Town will perform an analysis of past claims not covered by the insurance pool and reserve an appropriate amount for uncovered claims.
4. The Town will establish a Capital Equipment Replacement Reserve and a Facilities/Maintenance Capital Asset Reserve for the accumulation of funds for the replacement of worn and obsolete equipment, other than vehicles, and for costs associated with the maintenance of all Town facilities. These reserves will be maintained at a level at least equal to the projected five-year capital asset replacement and maintenance costs.
5. The Town will establish a Fleet Replacement Reserve for costs associated with the replacement of vehicles and other rolling stock as they become unserviceable, obsolete, or reach a predetermined service life. The reserve will be maintained at a level at least equal to the projected five-year fleet replacement costs.

Section 3-4-3.9 Investment Policies

1. The Finance Director will submit an Investment Policy to the Town Council bi-annually on odd numbered years for review and adoption.
2. The Finance Director will invest the Town's monies in accordance with applicable laws and adopted investment policies and direct the investment of bond or note monies on deposit with a trustee or fiscal agent in accordance with the applicable indentures or issuance document.

Section 3-4-3.10 Accounting, Auditing & Financial Reporting Policies

1. The Town's accounting and financial reporting systems will be maintained in conformance with Generally Accepted Accounting Principles and standards of the Government Accounting Standards Board.
2. An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Comprehensive Annual Financial Report, including an audit opinion. The term for the external auditor will be no longer than three (3) years; the Town will then go to the RFP process for an independent public accounting firm; the firm currently serving the Town will not be eligible to participate in replying to the RFP.
3. A fixed asset system will be maintained to identify all Town assets, their condition, historical cost, replacement value and useful life.
4. Quarterly financial, Capital improvement Program and investment reports will be submitted to the Town Council as soon as practicable following the close of the quarter, and will be made available to the public.

5. Full and continuing disclosure will be provided in the general financial statements and bond representations.
6. Maintain a positive municipal credit rating.

Section 3-4-4 Investment Policy

Section 3-4-4.1 Purpose

The purpose of this policy is to create a guide for the investment of Town of Camp Verde (hereinafter referred to as "the Town") funds. The Town currently has no written guidelines advising how the Town should invest its funds, nor guidelines detailing the desired outcomes and priorities. The Town also desires to take advantage of resources not available to the Town through the Local Government Investment Pool.

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

Section 3-4-4.2 Governing Authority

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

Section 3-4-4.3 Approval of the Investment Policy

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

Section 3-4-4.4 Scope

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

Section 3-4-4.5 Investment Policy Objectives

The primary investment objectives of the Town in order of priority are:

1. Safety
2. Liquidity
3. Optimal Yield
4. Collateralization

These objectives are defined below:

1. **Safety** - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to prudently mitigate credit risk and interest rate risk. It is understood by the Town that no investment is completely free of risk.
 - a. **Credit Risk**

The Town will seek to mitigate credit risk, which is defined as the risk of loss due to the failure of the security issuer or backer. Mitigating credit risk is to be accomplished by:

 - Limiting investments in the portfolio to the asset classes designated as acceptable in A.R.S. §35-323;
 - Diversifying the investment portfolio so that the impact of potential losses from any one individual issuer held in the portfolio will be limited. Specific diversification parameters will be noted in Section VIII Portfolio Criteria;
 - Utilizing external research and advice regarding the current global economic condition and its impact on the outlook for domestic corporate credit quality.
 - b. **Interest Rate Risk**

The Town will seek to mitigate interest rate risk, which is defined as the risk that the market value of securities held in the portfolio will decline due to increases in market interest rates subsequent to their purchase. This mitigation will be accomplished by:

- * Structuring the investment portfolio so that securities mature concurrent with the anticipated cash requirements for ongoing operations, thereby avoiding, as much as possible, the need to sell securities in an adverse market environment prior to maturity;
 - * Investing funds primarily in shorter-term securities or similar investment pools and limiting the average maturity of the portfolio in accordance with the needs of the Town;
 - * Utilizing external research and advice regarding the current interest rate outlook and global economic condition to optimize portfolio duration strategy.
2. **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet anticipated cash flow requirements. This is to be accomplished by structuring the portfolio so that securities mature concurrent with anticipated cash flow needs (static liquidity). Furthermore, because all possible cash demands cannot be anticipated, the portfolio should consist of securities for which there exist active secondary markets (dynamic liquidity). Alternately, a portion of the portfolio may be placed in money market funds or the Local Government Investment Pool which offers same-day liquidity for short-term funds.
 3. **Optimal Yield** - Return on investment is of lesser importance compared to the safety and liquidity objectives described above. The investment portfolio shall be designed to optimize the yield the Town obtains from the portfolio taking into account the criteria of the investment policy, the dynamic liquidity needs of the Town and the current interest rate outlook/economic condition.
 4. **Collateralization** - Securities will be registered in the name of the Town of Camp Verde.

Section 3-4-4.6 Investment Management Authority

Authority to manage internally or to delegate the management of the investment program of the Town to an external manager is granted to the Finance Director. If authority to manage all or a part of the investment program of the Town is delegated to an external manager, the Finance Director is responsible for:

- a. Periodic investment portfolio reporting;
- b. Evaluating the performance of the externally managed portfolio;
- c. Monitoring manager compliance with the investment policy;
- d. Conveying the investment needs of the Town to the external manager;
- e. Developing investment strategy with the external manager.

Section 3-4-4.7 Brokers/Dealers

When the Town is investing directly with Broker/Dealers, investment transactions shall only be conducted with financial institutions that are licensed, as may be required by law, to do business in Arizona. Primary government securities dealers or broker-dealers, engaged in the business of selling government securities, shall be registered in compliance with section 15 or 15C of the Securities Exchange Act of 1934 and registered pursuant to A.R.S. §44-3101, as amended. In addition, investment transactions shall be conducted only with those direct issuers who meet both credit and capital requirements established by the Finance Director. It shall be the responsibility of the broker-dealer to provide the following:

- a. Audited, most recent annual financial statements within six months of the close of the fiscal year;
- b. Unaudited, most recent quarterly financial statements;
- c. Proof of National Association of Security Dealers certification;
- d. Proof of Arizona registration (as needed);
- e. A signed letter acknowledging that they have read and agreed to abide by the investment policy.

Section 3-4-4.8 Portfolio Criteria

1. Acceptable Asset Classes

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

1. Certificates of deposit in eligible depositories.
2. Certificates of deposit in one or more Federally insured banks or savings and loan associations in accordance with the procedures prescribed in Section 35-323.01.
3. Interest bearing savings accounts in banks and savings and loan institutions doing business in this state whose accounts are insured by federal deposit insurance for their industry, but only if deposits in excess of the insured amount are secured by the eligible depository to the same extent and in the same manner as required under this article.
4. Repurchase agreements with a maximum maturity of one hundred eighty days.
5. The pooled investment funds established by the state treasurer pursuant to §35-326.
6. Obligations issued or guaranteed by the United States or any of the senior debt of its agencies, sponsored agencies, corporations, sponsored corporations or instrumentalities.
7. Bonds or other evidences of indebtedness of this state or any of its counties, incorporated cities or towns or school districts.
8. Bonds, notes, or evidences of indebtedness of any county, municipal district, municipal utility or special taxing district within this state that are payable from revenues, earnings or a special tax specifically pledged for the payment of the principal and interest on the obligations, and for the payment of which a lawful sinking fund or reserve fund has been established and is being maintained, but only if no default in payment on principal or interest on the obligations to be purchased has

occurred within five years of the date of investment, or, if such obligations were issued less than five years before the date of investment, no default in payment of principal or interest has occurred on the obligations to be purchased nor any other obligations of the issuer within five years of the investment.

9. Bonds, notes, or evidences of indebtedness issued by any county improvement district or municipal improvement district in this state to finance local improvements authorized by law, if the principal and interest of the obligations are payable from assessments on real property within the improvement district. An investment shall not be made if:
 - a. The face value of all such obligations, and similar obligations outstanding, exceeds fifty per cent of the market value of the real property, and if improvements on which the bonds or the assessments for the payment of principal and interest on the bonds are liens inferior only to the liens for general ad valorem taxes.
 - b. A default in payment of principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if the obligations were issued less than five years before the date of investment, a default in the payment of principal or interest has occurred on the obligations to be purchased or on any other obligation of the issuer within five years of the investment.
10. Commercial paper of prime quality that is rated "P1" by Moody's Investor Service or rated "A1" or better by Standard and Poor's rating service or their successors. All commercial paper must be issued by corporations organized and doing business in the United States.
11. Bonds, debentures and notes that are issued by corporations organized and doing business in the United States and that are rated "A" or better by Moody's Investor Service or Standard and Poor's rating service or their successors.

All other investments are thereby prohibited from consideration for investment. Furthermore, the Town may desire to be more conservative in its investment portfolio and restrict or prohibit certain of the investments listed above.

Section 3-4-4.9 Benchmark

The performance of an actively managed portfolio on behalf of the Town will be expected to at least match the performance of the Local Government Investment Pool during any one-year period.

Occasionally, based on liquidity needs and the portfolio strategy of the Town it may be reasonable and desirable to measure portfolio performance against a total return benchmark. The Finance Director shall define such a benchmark after consultation with professionals in the field of financial management and the Town Council.

Section 3-4-4.10 Maturity Parameters

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

Section 3-4-4.11 Concentration and Diversification

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

Section 3-4-4.12 Minimum Acceptable Credit Quality

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

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

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

Section 3-4-4.13 Safekeeping and Custody

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

Section 3-4-4.14 Reporting

The Finance Director shall produce for the governing body of the Town or their designee an investment report at least quarterly. The purpose of the report is to enable the Town to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should include:

- a. A list of individual securities held at the end of the reporting period;
- b. The realized and unrealized gains or losses in the portfolio;
- c. The duration of the portfolio and of each security held in the portfolio;
- d. The maturity date of each security held in the portfolio;
- e. The book value and market value of each security in the portfolio;
- f. The percentage of the total portfolio market value that each security represents;
- g. The yield to maturity of the portfolio and of each security held in the portfolio;
- h. The periodic interest earnings of each security held in the portfolio;
- i. The credit quality of each security held in the portfolio;
- j. The periodic summary of portfolio transactions, including fees incurred for external management and custody services.

Section 3-4-4.15 Custodian Reconciliation

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

Section 3-4-4.16 Ethics and Conflicts of Interest

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

Section 3-4-4.17 Policy Considerations

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

Section 3-4-4.18 Investment Training

Investment officials shall have a finance, accounting or related degree and knowledge of treasury functions. Investment training must take place not less than once in a two year period and receive no less than ten hours of instruction relating to investment responsibilities from an independent source such as Government Finance Officers Association, Municipal Treasurers Association, American Institute of Certified

Public Accountants, Government Finance Officers Association - Arizona, Arizona Society of Public Accounting or other professional organizations.

The Chief Financial Officer and all investment officials of the Town shall attend at least one training session relating to their cash management and investment responsibilities within 12 months of assuming these duties for the Town.

Training must include education in investment controls, security risks, strategy risks, market risks, and compliance with state investment statutes.

A report of the training(s) attended shall be submitted to Council at the time of the bi-annual review of the Investment Policy subject to Section 3-4-4.3.

PASSED AND ADOPTED in open meeting by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on the 15th day of July 2009.

Other Financial Related Policies

Financial Operations Guide

The Town adopted the Financial Operations Guide on October 15, 2008. Town employees were trained on the policies and procedures set forth in the Financial Operations Guide. This Guide sets forth policies for all financial related transactions such as cash collections, purchases, payroll, travel, bank reconciliations, assets, etc. The Financial Operations Guide is currently undergoing revisions to include additional policies and revise those that have been further developed for increased control/efficiency.

Purchasing Policies

The Purchasing Policy as established by Town Code Section 3-3 shall be followed to establish and ensure the integrity and accountability of the Town procurement process.

All procurement of goods and services is to be done with the highest degree of ethical integrity and by selection of the most economical and cost-effective vendors and suppliers. Each procurement shall be treated in a manner that will not be adverse to the Town.

Each purchase shall be made impartially, fairly, and without benefit or hint of personal benefit to the public official who is making the purchase.

No public official of the Town shall demand or accept a gratuity of any kind in return for making purchases for the Town. Gratuities shall mean gifts, money, services, or the promise of any gifts, money or services.

A conflict of interest shall occur any time a public official, making a purchase for any dollar amount, has any type of personal relationship with a vendor. Disclosure of any conflict of interest shall be made prior to any purchase and the public official shall remove themselves from the process.

Fraud Policy

The Town's Fraud Policy formalizes the expectations of personal honesty and integrity required of Town officials and employees. This policy prohibits fraud or misuse of the Town of Camp Verde's assets and sets forth specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of fraud and other similar irregularities. The Fraud Policy also requires that all employees are in receipt of a copy of the Fraud Policy and receive mandatory annual training to review the Fraud Policy, provide training on ethics, and address any questions that employees may have.

User Fee Cost Recovery and Indirect Cost Allocations

User fees and charges are payments for voluntarily purchased, publicly provided services that benefit specific individuals. The Town relies on user fees and charges to supplement other revenue sources in order to provide public services.

Indirect cost charges are assessed to recover a portion of the costs for services provided between various funds.

The Town may establish user fees and charges for certain services provided to users receiving a special benefit.

The Town will conduct a cost of service study to identify the full cost of providing a service for which fees are charged. The calculation of full cost will include all reasonable and justifiable direct and indirect cost components. Fees and charges will be established to recover the full cost of service, unless the percentage of full cost recovery has been reduced by specific action of the Town Council. It is recognized that occasionally competing policy objectives may result in reduced user fees and charges that recover only a portion of service costs.

The Town will update the fee schedule annually in connection with the budget process.

Development Fees

The Council's policy is that growth should pay for itself to the maximum extent possible. As such, the Council has adopted a system of development fees. Development fees are one-time charges assessed against new development to assure that new development contributes its fair share towards the costs of providing public facilities or services reasonably necessitated by such new development. Development fees shall be appropriated only for the particular public facility for which they were imposed, calculated, and collected. The purposes and intent of the Town's Development Fee Code and procedures are:

- A. To establish uniform procedures for the imposition, calculation, collection, expenditure, and administration of any development fees imposed on new development.

- B. To implement the goals, objectives and policies of the Town of Camp Verde General Plan, as amended from time to time, to assure that new development contributes its fair share towards the costs of providing public facilities or services reasonably necessitated by such new development.
- C. To ensure that new development obtains a reasonable benefit by the public facilities or services provided with the proceeds of development fees.
- D. To ensure that all applicable and appropriate legal standards and criteria relating to the imposition of development fees are properly incorporated into the Town Code.
- E. To ensure that all applicable procedural requirements of A.R.S. 59-463.05 have been met.

At least once every year, the Town Manager or his designee shall coordinate the preparation and submission of an Annual Report to the Mayor and Council on the subject of Development Impact Fees enacted pursuant to Town Code, Section 7-10-35.



Chapter Four

Financial Overview

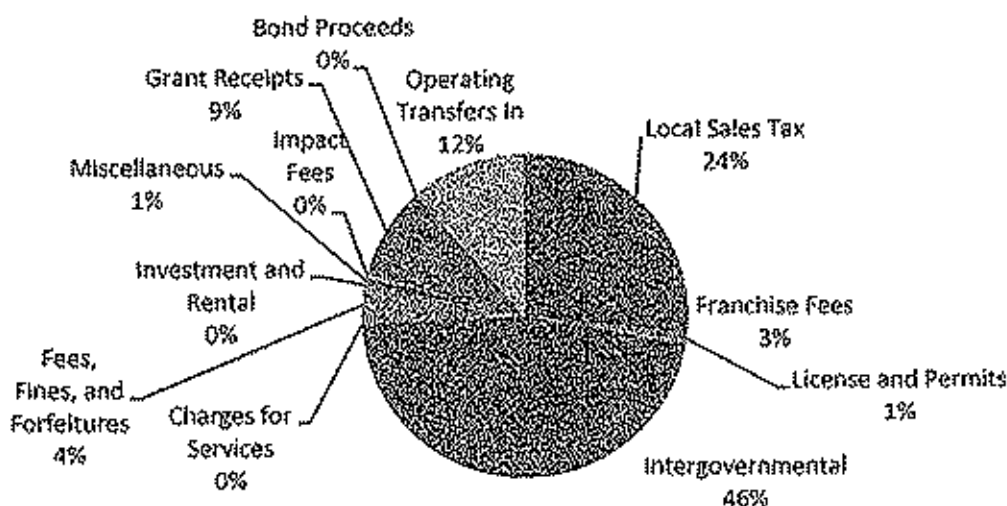
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Budget Summary

The Town continues a conservative approach to revenue projection. In the current economic climate, it is difficult to assess the performance of the revenue sources. During the 2009-2010 fiscal year, the Town of Camp Verde has seen long standing businesses close their doors, however, a slight increase in Retail Trade sales tax collections has occurred. A comparison of the total year-to-date Local Sales Tax (Town Sales Tax) collections from April 2009 and April 2010 show an overall increase of sales tax collections. An analysis of individual sales tax categories show that Accommodation taxes are down forty-seven percent (47%) while other categories such as Restaurant & Bar have held fairly steady. The experienced trends and fluctuations in the various categories combined are used to generate the revenue projection for the next fiscal year's budget.

The Town relies heavily on Intergovernmental Revenues to fund its service delivery system. Intergovernmental Revenues consist of State Shared Sales Tax monies, Urban Revenue Sharing (personal and corporate income tax), Vehicle License Tax, Highway User Revenue Funds, monies from the Yavapai County Library District, as well as local government agencies. The majority of these revenue sources will experience declines in FY 2010-2011, the biggest of which is Urban Revenue Sharing. The Town will experience a reduction of \$341,000 in Urban Revenue Sharing.

The following chart and table depict where the money comes from to pay for the amount appropriated. In addition to the revenue received, General Fund fund balance in the amount of \$1,162,841 will be utilized.

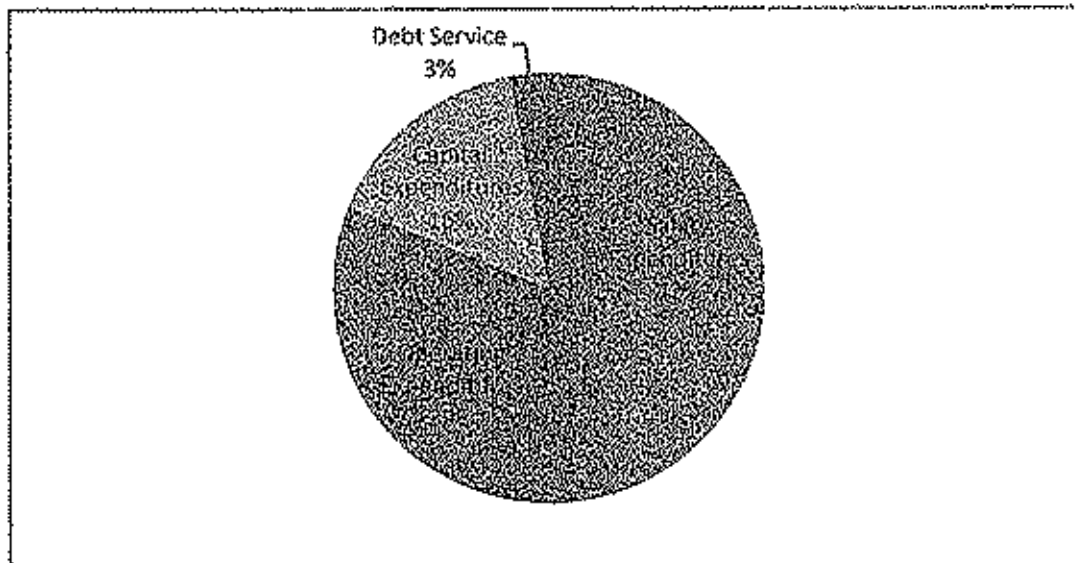


Revenues	FY07-08 Actual	FY08-09 Actual	FY09-10 Adj Budget	FY10-11 Adopted
Local Sales Tax	\$ 2,314,337	\$ 2,163,949	\$ 2,195,000	\$ 1,970,000
Franchise Fees	237,226	238,072	\$ 225,500	\$ 228,900
License and Permits	154,333	184,017	\$ 121,975	\$ 93,750
Intergovernmental	4,349,908	4,187,773	\$ 4,244,905	\$ 3,815,385
Charges for Services	2,764	5,286	\$ 3,593	\$ 3,876
Fees, Fines, and Forfeitures	473,006	298,496	\$ 362,736	\$ 308,341
Investment and Rental	264,324	68,049	\$ 46,880	\$ 11,517
Miscellaneous	152,472	196,204	\$ 75,655	\$ 63,323
Impact Fees	79,093	111,937	\$ 25,025	\$ 19,771
Grant Receipts	927,083	692,389	\$ 365,061	\$ 759,881
Bond Proceeds	-	-	\$ -	\$ -
Operating Transfers In	1,974,620	1,209,743	\$ 415,560	\$ 947,722
Total Revenues	\$ 10,929,168	\$ 9,243,915	\$ 8,081,890	\$ 8,222,466
Draws on Fund Balances (detailed on next page)	\$ 2,007,778	\$ 7,984	\$ 1,082,399	\$ 2,024,358
Total Revenues and Draws on Fund Balances	\$ 12,936,946	\$ 9,251,898	\$ 9,164,289	\$ 10,246,824

	FY07-08	FY08-09	FY09-10	FY10-11
Detail Of (Draws)/Contributions To Fund Balances:	Actual	Actual	Adj Budget	Adopted
General Fund	\$ 46,198	\$ 105,628	\$ (189,727)	\$ (1,162,841)
Capital Improvement Projects Fund	(507,160)	(622,877)	(487,548)	(607,055)
Parks Fund	(2,404,335)	417,144	(140,398)	(31,900)
Magistrate Special Revenue Fund	(3,246)	(37,554)	(2,673)	9,676
Non-Federal Grants Fund	988	-	(49,898)	(69,523)
Yavapai-Apache Gaming Compact Fund	18,548	3,900	(10,437)	(73,587)
Federal Grants Fund	-	-	62,485	-
CDBG Fund	-	-	(10,885)	10,814
9-1-1 Fund	600	900	500	(2,184)
Library Building Fund	26,116	13,044	13,300	27,058
Impact Fee Fund	79,528	113,009	25,905	20,476
Housing Grant Fund	12,551	(149,336)	19,096	(50,899)
Donations Fund	9,963	6,732	(17,518)	(11,713)
Highway Users Revenue (HURF) Fund	586,220	142,526	(334,688)	35,445
Debt Service Fund	124,253	(1,100)	40,085	(118,126)
Total (Draws)/Contributions To Fund Balances	\$ (2,007,778)	\$ (7,984)	\$ (1,082,399)	\$ (2,024,358)

The annual budget for the Town is divided into four major components which include all appropriations for the Town. The Salary Expenditures consist of salaries and fringe benefits for all Town employees. The total amount budgeted for Salary Expenditures is \$4,342,628. The Operating Expenditures finance the day-to-day provisions of Town services, grant related activities, and contingency. The total amount budgeted for Operating Expenditures is \$3,984,849. The Capital Expenditures consists of items such as computer equipment, capital leases, as well as construction or improvement of Town facilities and infrastructure, and the purchase of various types of machinery and equipment. Small Capital Expenditure items are budgeted within the various Town accounts. Large capital items are budgeted within the Capital Improvement Projects Fund. The total amount budgeted for Capital Expenditures is \$1,628,726. The Debt Service budget is used to repay money borrowed by the Town, primarily for capital improvements. The amount budgeted for debt service payments in the FY2010-2011 is \$292,621. The total budget, including all four components, is \$10,246,824.

The following chart and table depict the major categories where the monies are appropriated.



	FY07-08	FY08-09	FY09-10	FY10-11
Expenditures	Actual	Actual	Adj Budget	Adopted
Salary Expenditures	\$ 4,745,744	\$ 4,522,543	\$ 4,518,863	\$ 4,342,628
Operating Expenditures	3,446,582	3,100,267	3,077,612	3,984,849
Capital Expenditures	4,507,816	1,321,076	1,286,477	1,628,726
Debt Service	236,806	308,012	271,337	292,621
Total Expenditures	\$ 12,936,949	\$ 9,251,898	\$ 9,164,289	\$ 10,246,824

Fund Balance Descriptions and Requirements

The Governmental Accounting Standards Board issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions in March 2009 with implementation required for periods beginning after June 15, 2010. "Statement No. 54 will improve the reporting of fund balance by creating fund balance classifications based on the extent to which governments are bound by constraints on resources reported in the funds. This approach is intended to provide users more consistent and understandable information about a fund's net resources."¹ Statement No. 54 breaks fund balance reserves into five classifications: Nonspendable, Restricted, Committed, Assigned, and Unassigned. Requirements for the categories is as follows:

Nonspendable - Items that cannot be spent due to form such as inventories, prepaid amounts, long-term loan and notes receivables, property held for resale, and amounts that must be maintained intact legally or contractually.

Restricted - amounts constrained for a specific purpose by external parties, constitutional provisions or enabling legislation.

Committed - amounts constrained for a specific purpose by a government using its highest level of decision-making authority. It would require action by the same group to remove or change the constraints placed on the resources.

Assigned - for all funds other than the General Fund, any remaining positive amounts not classified as nonspendable, restricted, or committed. For the General Fund, amounts constrained for the intent to be used for a specific purpose by a governing board or a body or official that has been delegated authority to assign amounts.

Unassigned - for the General Fund, amounts not classified as nonspendable, restricted, committed, or assigned. For all other funds, amount expended in excess of resources that are nonspendable, restricted, committed, or assigned.

To implement Statement No. 54, the Town of Camp Verde is developing a Fund Balance Policy that will detail the requirements for fund balance classification, the Town's policy regarding the order of spending of fund balance designations, and reiterate the requirements of Resolution 2001-471 which established minimum levels at which fund balance is to be maintained for the General Fund and HURF Fund.

Resolution 2001-471 states that the General Fund shall maintain a minimum balance of four (4) months of Maintenance and Operations (M&O) expenditures on an annualized basis for contingency purposes. Maintenance and Operations expenditures do not include salary related expenditures. Resolution 2001-471 also states that the HURF Fund shall maintain a minimum balance of three (3) months of HURF expenditures on an annualized basis. The HURF Fund requirements include salary related expenditures.

Using averaged figures from the first ten (10) months of the 2009-2010 Fiscal Year, the amounts required to be maintained in fund balance for contingency purposes should be as follows:

	Reso. 2001-471 Requirements	M&O Only	All Expenses
General Fund	\$ 521,078	\$ 521,078	\$ 1,783,204
HURF Fund	\$ 162,412	\$ 52,918	\$ 162,412

For the Fiscal Year 2010-2011, Council has approved a draw from the General Fund Fund Balance to help fund the service delivery desired by the Town's citizens. The total amount of the draw on General Fund Fund Balance is shown in the General Fund Revenues and Subsidies on page 5-3. \$633,739 will be used to fund General Fund operations. The remaining \$629,102 will be transferred to the Capital Improvement Projects Fund to allow for the completion of projects.

¹Chase, Bruce W., CPA and John B. Montoro, CPA. Journal of Accountancy, Nov 2009. "Balancing Governmental Budgets Under GASB 54". Category definitions were also obtained from this article.

Fund Balance Amounts by Classification

The table below illustrates the estimated beginning and ending fund balances for the governmental fund classifications. When necessary, fund balances are used to finance expenditures. The Town will strive to create and maintain a healthy fund balance position in compliance with Resolution 2001-471.

Fund Balance Summary

	General Fund	Capital	Special	Debt	Total
	Fund	Improvements	Revenue	Service	
Operating Revenues	\$ 5,590,745	\$ -	\$ 1,683,599	\$ 400	\$ 7,274,744
Operating Transfers In	50,167	709,102	14,358	174,095	947,722
Operating Expenditures					
Salary Expenditures	3,824,486	-	518,142	-	4,342,628
Operating Expenditures	2,039,401	26,500	522,527	-	2,588,428
Capital Expenditures	61,969	1,316,157	697,299	-	2,075,425
Debt Service	-	-	-	292,621	292,621
Transfers Out	877,897	5,400	64,425	-	947,722
Net From Operations - Excess/(Deficit)	\$ (1,162,841)	\$ (836,955)	\$ (104,436)	\$ (118,126)	\$ (2,024,358)
Beginning Fund Balance	3,482,021	268,496	1,690,014	118,126	5,558,656
Ending Fund Balance	\$ 2,319,180	\$ (370,459)	\$ 1,585,577	\$ (0)	\$ 3,534,298

Explanation of Transfers

Purpose	Transfer Out	Transfer In	Amount
2/3 of Construction TPT for Capital Expenses	General Fund	Capital Improvement Fund	\$ 80,000
Fund Balance Transfer for CIP Projects	General Fund	Capital Improvement Fund	\$ 629,102
1/3 of Construction TPT for GADA Loan	General Fund	Debt Service Fund	40,000
Additional Funding for GADA Loan	General Fund	Debt Service Fund	128,695
Camp Verde Sanitary District IGA	General Fund	Debt Service Fund	-
Contribution to Library Building Fund	General Fund	Library Building Fund	100
Butler Park Debt Service Payment	Parks Fund	Debt Service Fund	5,400
Children's Recreational Programs	Yavapai-Apache Gaming Compact	General Fund	16,899
Camp Verde Heritage Pool	Yavapai-Apache Gaming Compact	General Fund	33,268
Library Building Fund	Yavapai-Apache Gaming Compact	Library Building Fund	14,268
		Total Transfers	\$ 947,722

Total Financial Program

The Total Financial Program shows the total personnel, expenditures, and net operating results combined for all funds within the Town. Details are as follows:

The total number of personnel positions approved for FY 2010-2011 is 95.08, and is summarized below:

Personnel by Fund					
Personnel by Fund	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
General Fund	109.15	102.97	94.12	91.13	88.65
Special Revenue Funds	9.70	10.00	9.79	6.83	6.43
Total Personnel	118.85	112.97	103.91	97.96	95.08

The total financial program adopted for FY 2010-2011 is \$10,246,824, and consists of the following:

Expenditures by Fund					
Expenditures by Fund	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
General Fund	\$ 7,076,200	\$ 6,357,518	\$ 6,839,598	\$ 6,606,665	\$ 6,800,753
Capital Improvement Funds	3,537,182	751,104	960,357	707,946	1,348,057
Special Revenue Funds	2,086,760	1,835,267	1,576,086	1,576,442	1,802,394
Debt Service Fund	236,806	308,012	311,423	271,337	292,621
Total Expenditures	\$ 12,936,948	\$ 9,251,898	\$ 9,687,463	\$ 9,164,289	\$ 10,246,824

Expenditures by Category					
Expenditures by Category	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
Salary Expenditures	\$ 4,745,744	\$ 4,522,543	\$ 4,895,237	\$ 4,518,663	\$ 4,342,628
Operating Expenditures	3,446,582	3,100,267	3,123,464	3,077,612	3,984,849
Capital Expenditures	4,507,816	1,321,076	1,557,340	1,296,477	1,626,726
Debt Service Fund	236,806	308,012	311,423	271,337	292,621
Total Expenditures	\$ 12,936,948	\$ 9,251,898	\$ 9,687,463	\$ 9,164,289	\$ 10,246,824

The budgeted net operating results for FY 2010-2011 is (\$2,024,358), and is summarized as follows:

Operating Results					
Operating Results	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
Total Revenues	\$ 10,929,168	\$ 9,243,915	\$ 8,347,724	\$ 8,081,890	\$ 8,222,468
Total Expenditures	12,936,948	9,251,898	9,687,463	9,164,289	10,246,824
Net Operating Results	\$ (2,007,781)	\$ (7,984)	\$ (1,339,740)	\$ (1,082,399)	\$ (2,024,358)

Revenue Summary

Revenue Summary by Fund

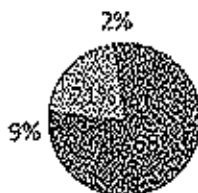
Revenue Summary by Fund	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
General Fund	\$ 7,122,398	\$ 6,463,145	\$ 6,508,838	\$ 6,418,838	\$ 5,640,912
Capital Improvement Funds					
Capital Improvement Projects Fund	562,900	-	80,000	80,000	709,102
Parks Fund	62,787	545,371	200,000	-	-
Special Revenue Funds					
Magistrate Special Revenue Fund	35,924	23,901	21,350	21,350	30,412
Non-Federal Grants Fund	157,908	145,146	111,535	102,894	96,945
Yavapai-Apache Gaming Compact Fund	46,369	56,058	14,000	14,000	80,000
Federal Grants Fund	-	-	131,159	243,966	273,262
CDBG Grants Fund	636,474	32,815	-	-	371,473
9-1-1 Fund	600	900	500	500	500
Library Building Fund	28,116	13,044	13,300	13,300	27,058
Impact Fee Fund	79,527	113,009	25,905	25,905	20,476
Housing Grant Fund	22,779	380,605	19,101	19,101	19,101
Donations Fund	9,962	9,596	5,500	5,500	6,100
Highway Users Revenue Fund (HURF/Streets)	1,802,364	1,153,332	825,113	825,113	772,630
Debt Service Fund	361,060	306,912	311,423	311,423	174,495
Total Revenue	\$ 10,929,168	\$ 9,243,915	\$ 8,347,724	\$ 8,081,890	\$ 8,222,466

Revenue Summary by Category

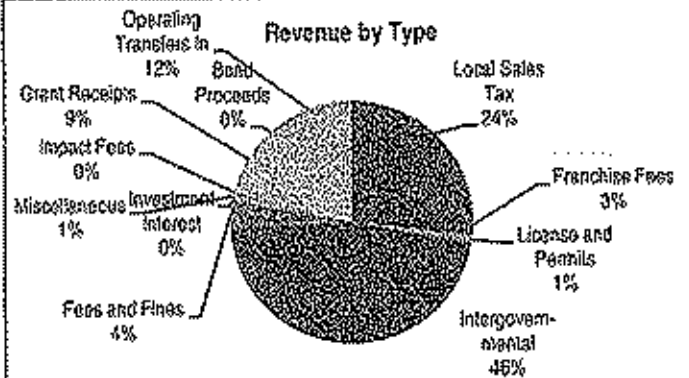
Revenue Summary by Category	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
Local Sales Tax	\$ 2,314,337	\$ 2,163,949	\$ 2,195,000	\$ 2,195,000	\$ 1,970,000
Franchise Fees	237,226	238,072	225,500	225,500	228,900
License and Permits	154,333	184,017	121,975	121,975	93,750
Intergovernmental	4,349,908	4,187,773	4,214,905	4,214,905	3,815,385
Charges for Services	2,764	5,286	3,593	3,593	3,876
Fees, Fines, and Forfeitures	473,006	296,496	362,736	362,736	308,341
Investment and Rental	264,324	58,049	46,880	46,880	11,517
Miscellaneous	152,472	196,204	75,655	75,655	63,323
Impact Fees	79,093	111,937	25,025	25,025	19,771
Grant Receipts	927,083	592,389	260,895	365,061	759,881
Bond Proceeds	-	-	-	-	-
Operating Transfers In	1,974,620	1,209,743	815,560	415,560	947,722
Total Revenue	\$ 10,929,168	\$ 9,243,915	\$ 8,347,724	\$ 8,081,890	\$ 8,222,466

Revenue by Fund

- General Fund
- Capital Improvement Funds
- Special Revenue Funds
- Debt Service Fund



Revenue by Type



Revenue Detail by Fund

Fund 01 - General Fund	FY 07-08	FY 08-09	FY 09-10	FY 09-10	FY 10-11
	Actual	Actual	Budget	Adjusted	Adopted
Taxes					
40-00-4001 Town Sales Tax	\$ 2,314,337	\$ 2,021,647	\$ 2,060,000	\$ 2,060,000	\$ 1,860,000
40-01-4002 Accommodation Tax	-	142,302	135,000	135,000	110,000
40-00-4181 APS Franchise Fees	188,693	190,932	185,000	185,000	190,000
40-00-4182 CV Water System Franchise Fees	22,019	21,437	20,000	20,000	20,000
40-00-4183 NPG Cable Franchise Fees	16,970	17,073	16,000	16,000	14,400
40-00-4184 UNS Gas Franchise Fees	8,545	8,630	4,500	4,500	4,500
Total Taxes	\$ 2,551,564	\$ 2,402,021	\$ 2,420,500	\$ 2,420,500	\$ 2,198,900
Licenses and Permits					
40-12-4120 Business License	\$ 6,390	\$ 23,030	\$ 20,000	\$ 20,000	\$ 16,000
40-12-4121 Liquor License	-	250	200	200	200
40-12-4141 Special Event Permit Fee	-	-	500	500	750
40-50-4141 Permit Fees	-	13,100	-	-	-
40-51-4141 Permit Fees	47,390	22,675	14,176	14,175	-
40-51-4143 Building Permits	96,670	120,391	72,900	72,900	62,500
40-52-4141 Permit Fees	-	-	5,000	5,000	9,000
40-54-4141 Permit Fees	-	-	5,000	5,000	-
40-61-4160 Dog Licenses	3,883	4,570	4,200	4,200	5,300
Total Licenses and Permits	\$ 154,333	\$ 184,017	\$ 121,976	\$ 121,975	\$ 93,750
Intergovernmental					
41-00-4010 Urban Revenue Sharing	\$ 1,510,033	\$ 1,604,965	\$ 1,365,314	\$ 1,385,314	\$ 1,044,224
41-00-4015 State Sales Tax	986,130	853,713	824,927	824,927	804,989
43-00-4020 Vehicle License Tax	658,694	633,228	620,000	620,000	588,311
43-17-4350 Yavapai City - Fort Verde State Park IGA Assist	-	-	-	30,000	30,000
40-40-4320 County Flood Control Items Reimbursements	-	54,615	-	-	-
43-41-4320 Yavapai County Flood Control - IGA	-	-	373,874	373,874	314,530
40-60-4400 Yavapai Apache Dispatch	113,322	34,185	70,000	70,000	71,750
43-70-4025 Library District	76,875	80,718	80,718	80,718	84,754
43-71-4350 IGA with Yavapai County Library District	4,803	23,959	23,959	23,959	23,959
40-82-4360 CVUSD - Pool Reimbursement	12,000	-	-	-	-
Total Intergovernmental	\$ 3,361,857	\$ 3,285,382	\$ 3,378,792	\$ 3,408,792	\$ 2,962,517
Charges for Services					
40-12-4100 Copies	\$ 498	\$ 949	\$ 20	\$ 20	\$ 10
40-50-4100 Copies	-	285	-	-	160
40-52-4100 Copies	-	-	-	-	-
40-60-4100 CVMO - Reports	1,202	1,745	1,500	1,500	1,500
40-60-4150 Fingerprinting	1,065	1,065	1,000	1,000	1,000
40-70-4100 Library Copies	-	1,224	1,071	1,071	1,071
40-71-4100 Copies	-	18	2	2	145
Total Charges for Services	\$ 2,764	\$ 5,286	\$ 3,593	\$ 3,593	\$ 3,876
Fees, Fines & Forfeitures					
40-30-4110 Credit Card Fees Collected	-	-	-	-	-
40-30-4130 Fines/Fees & Forfeitures	\$ 293,464	\$ 168,241	\$ 246,940	\$ 246,940	\$ 201,860
40-40-4140 Engineer Plan Review Fees	-	852	-	-	-
40-50-4142 Zoning Fines	-	3,552	-	-	-
40-50-4144 Recording Fees	-	34	-	-	-
40-51-4110 Credit Card Fees Collected	-	-	-	-	-
40-51-4140 Plan Review Fees	48,849	53,340	39,500	39,500	32,400
40-52-4144 Recording Fees	-	-	50	50	-
40-54-4142 Zoning Fines	-	-	1,500	1,500	2,000
40-61-4161 Impound Fees	1,911	2,905	3,000	3,000	3,200
40-61-4162 Adoption Fees	340	1,608	2,000	2,000	2,650
40-61-4163 Vaccination Fees	90	68	-	-	-

Fund 01 - General Fund (continued)		FY 07-08	FY 08-09	FY 09-10	FY 09-10	FY 10-11
		Actual	Actual	Budget	Adjusted	Adopted
Fees, Fines & Forfeitures (continued)						
40-70-4130	Library Fines/Fees	-	5,876	6,176	6,176	6,176
40-71-4130	Fees/Fines	-	282	260	260	160
40-80-4210	Recreational Programs	\$ 15,409	\$ 14,474	\$ -	\$ -	\$ -
40-80-4215	Summer Program	2,284	1,740	-	-	-
40-82-4170	Pool-User Fees	29,258	12,343	15,000	15,000	17,000
40-83-4210	Children's Recreational Programs	-	-	4,600	4,600	4,000
40-83-4215	Summer Program	-	-	3,900	3,900	-
40-84-4210	Adult Recreational Programs	-	-	5,100	5,100	7,600
40-85-4210	Senior Recreational Programs	-	-	-	-	-
40-86-4210	Community Programs	45,487	-	13,460	13,460	875
Total Fees, Fines & Forfeitures		\$ 437,082	\$ 272,515	\$ 341,386	\$ 341,386	\$ 277,929
Investment and Rental						
40-00-4900	Investment Interest	\$ 203,323	\$ 36,358	\$ 40,000	\$ 40,000	\$ 6,000
40-00-4710	Rio Verde Plaza Rents	34,400	16,563	-	-	-
40-20-4700	Facilities Rentals	9,024	4,225	3,000	3,000	2,800
Total Investment and Rental		\$ 246,747	\$ 57,146	\$ 43,000	\$ 43,000	\$ 8,800
Miscellaneous						
40-00-4800	Miscellaneous	\$ 69,434	\$ 72,889	\$ 10,000	\$ 10,000	\$ 10,000
40-00-4810	Surplus Property Sales - Town	1,810	30,685	4,000	4,000	4,000
40-00-4330	Reimbursement/Restitution	18,381	31,230	500	500	500
40-30-4310	Court Appt Attorney Reimb	-	17,213	21,605	21,605	12,315
40-60-4600	CVMD Miscellaneous Revenues	-	709	1,000	1,000	1,000
40-70-4810	Amazon.com Book Sales	-	-	1,000	1,000	1,000
40-80-4230	Sponsorships-Rec Programs	23,882	17,378	-	-	-
40-82-4820	Pool Concession Sales	-	376	-	-	-
40-83-4230	Sponsorships	-	-	6,000	6,000	8,850
40-84-4230	Sponsorships	-	-	-	-	-
40-85-4230	Sponsorships	-	-	-	-	-
40-86-4230	Sponsorships	5,000	-	11,050	11,050	7,308
Total Miscellaneous		\$ 118,587	\$ 170,479	\$ 55,155	\$ 55,155	\$ 44,973
Other Financing Sources						
40-00-7704	Transfers In-Parks Fund	\$ -	\$ -	\$ 200,000	\$ -	\$ -
40-00-7703	Transfers in-CIP Fund	135,000	86,300	-	-	-
40-00-7777	Transfers in	114,542	-	-	-	-
40-82-7707	Operating Transfer In - Yav-Apache Gaming	-	-	-	-	33,260
40-83-7707	Operating Transfer In - Yav-Apache Gaming	-	-	24,437	24,437	16,899
Total Other Financing Sources		\$ 249,542	\$ 86,300	\$ 224,437	\$ 24,437	\$ 50,167
Total General Fund		\$ 7,122,396	\$ 6,463,145	\$ 6,588,838	\$ 6,418,838	\$ 5,640,912

Capital Improvement Funds		FY 07-08	FY 08-09	FY 09-10	FY 09-10	FY 10-11
		Actual	Actual	Budget	Adjusted	Adopted
Capital Improvement Projects Fund						
40-00-7701	Operating Transfer In - General Fund	\$ 562,900	\$ -	\$ 80,000	\$ 80,000	\$ 709,102
Total Capital Improvement Projects Fund		\$ 562,900	\$ -	\$ 80,000	\$ 80,000	\$ 709,102
Parks Fund						
7701	Operating Transfers In - General Fund	\$ 62,787	\$ 540,000	\$ 200,000	\$ -	\$ -
	Other Revenues	-	5,371	-	-	-
Total Parks Fund		\$ 62,787	\$ 545,371	\$ 200,000	\$ -	\$ -
Total Capital Improvement Funds		\$ 625,687	\$ 545,371	\$ 280,000	\$ 80,000	\$ 709,102

	FY 07-08	FY 08-09	FY 09-10	FY 09-10	FY 10-11
	Actual	Actual	Budget	Adjusted	Adopted
Special Revenue Funds					
Magistrate Special Revenue Fund					
40-00-4131 Local JCEF	\$ 4,067	\$ 2,837	\$ 3,200	\$ 3,200	\$ 3,084
40-00-4132 Fill the Gap	7,321	4,400	4,100	4,100	3,516
40-00-4133 Court Enhancement	24,336	16,744	14,050	14,050	23,812
Total Magistrate Special Revenue Fund	\$ 35,924	\$ 23,981	\$ 21,350	\$ 21,350	\$ 30,412
Non-Federal Grants Fund					
41-00-4500 CV Cannons Project Reimb - AOT	\$ 4,261	\$ -	\$ -	\$ -	\$ -
41-08-4335 Flexzonico Park Grant Reimbursements	-	7,650	-	-	-
41-19-4335 School Resource Officer Reimbursements	56,479	54,822	43,273	53,312	61,845
41-18-4335 LTAF II Grant	17,989	12,148	-	-	-
41-28-4335 PANT Reimbursements	65,817	55,467	60,180	-	-
41-30-4335 Yavapai County Anti-Racketeering (RICO)	-	-	-	41,500	20,000
41-60-4335 Governor's Office of Highway Safety Grant	11,202	-	8,082	8,082	15,100
40-00-7701 Operating Transfer In - General Fund	2,160	4,049	-	-	-
40-00-7704 Operating Transfer In - Parks Fund	-	11,009	-	-	-
Total Non-Federal Grants Fund	\$ 157,908	\$ 145,146	\$ 111,535	\$ 102,894	\$ 96,945
Yavapai-Apache Gaming Compact Fund					
42-00-4600 Yavapai-Apache Gaming Compact	\$ 46,369	\$ 56,058	\$ 14,000	\$ 14,000	\$ 80,000
Total Yav-Apache Gaming Compact Fund	\$ 46,369	\$ 56,058	\$ 14,000	\$ 14,000	\$ 80,000
Federal Grants Fund					
44-12-4335 2010 Census Complete Count Program	\$ -	\$ -	\$ -	\$ 2,976	\$ -
44-20-4335 Energy Efficiency & Cons Block Grant	-	-	-	91,151	91,151
44-62-4335 COPS Grant Revenues	-	-	108,174	66,674	103,066
44-28-6335 PANT Officer Grant Reimbursements	-	-	-	60,180	63,471
44-60-4335 Edward Byrnes Memorial Justice Assist Grant	-	-	22,985	22,985	-
44-70-4335 Library Services & Tech Act (LSTA) Grant	-	-	-	-	15,575
Total Federal Grants Fund	\$ -	\$ -	\$ 131,159	\$ 243,966	\$ 273,262
CDBG Grants Fund					
42-30-4335 Hollamon Street Improvements	\$ -	\$ -	\$ -	\$ -	\$ 319,448
42-30-4326 Grant Administration (Hollamon St Improv)	-	-	-	-	52,025
42-60-4336 Grant Administration (107-07)	-	10,140	-	-	-
42-68-4335 Senior Center Reimbursements (108-07)	36,100	22,675	-	-	-
42-00-4000 Administration Reimbursements	22,465	-	-	-	-
42-00-4010 Community Improvement/Restroom	279,109	-	-	-	-
42-00-4040 Townsite Street Improvement Reimbs	289,328	-	-	-	-
42-00-7777 Operating Transfer In	9,472	-	-	-	-
Total CDBG Grants Fund	\$ 636,474	\$ 32,815	\$ -	\$ -	\$ 371,473
9-1-1 Fund					
40-20-4016 9-1-1 Distributions	\$ 600	\$ 900	\$ 500	\$ 500	\$ 500
Total 9-1-1 Fund	\$ 600	\$ 900	\$ 500	\$ 500	\$ 500
Library Building Fund					
40-4600 Donation Revenues	\$ 18,201	\$ 14,834	\$ 12,000	\$ 12,000	\$ 12,000
40-4900 Interest Revenues	9,916	(1,590)	1,200	1,200	700
40-7701 Operating Transfer In - General Fund	-	-	100	100	100
40-7707 Operating Transfer In - Y-A Nation Gaming	-	-	-	-	14,258
Total Library Building Fund	\$ 28,116	\$ 13,044	\$ 13,300	\$ 13,300	\$ 27,058
Impact Fee Fund					
40-01-4145 General Government Impact Fees	\$ 18,426	\$ 27,210	\$ 5,505	\$ 5,505	\$ 4,349
40-01-4900 General Government Interest	92	253	200	200	175
40-02-4145 Police Services Impact Fees	13,952	48,051	2,620	2,620	2,070
40-02-4900 Police Services Interest	53	219	180	180	185
40-03-4145 Library Impact Fees	14,457	11,350	5,230	5,230	4,132
40-03-4900 Library Interest	62	172	150	150	105
40-04-4145 Parks & Recreation Impact Fees	32,268	25,326	11,670	11,670	9,220
40-04-4900 Parks & Recreation Interest	226	428	350	350	240
Total Impact Fee Fund	\$ 79,527	\$ 113,008	\$ 25,905	\$ 25,905	\$ 20,476

Special Revenue Funds (continued)	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
Housing Grant Fund					
40-10-4335 HOME Grant Rehabilitation Reimbursements	\$ -	\$ 388,350	\$ -	\$ -	\$ -
40-10-4336 HOME Grant Administration Reimbursements	4,859	26,082	-	-	-
42-50-4720 Local Revolving Loan Fund Payments	14,151	15,274	18,201	18,201	18,201
42-50-4900 Local Revolving Loan Fund Interest	3,970	900	900	900	900
Total Housing Grant Fund	\$ 22,779	\$ 380,605	\$ 19,101	\$ 19,101	\$ 19,101
Donations Fund					
40-01-4600 Animal Shelter Donations	\$ 5,246	\$ 4,753	\$ 2,000	\$ 2,000	\$ 2,000
40-02-4600 K-9 Donations	1,091	-	-	-	-
40-03-4600 General CVMO Donations	1,000	-	-	-	-
40-04-4600 Camp Verde Library Donations	1,407	1,247	1,250	1,250	4,000
40-05-4600 Beaver Creek Library Donations	20	300	250	250	-
40-06-4600 Parks & Recreation Donations	-	3,297	2,000	2,000	-
40-07-4600 Volunteers in Police Services Donations	-	-	-	-	100
40-7701 Operating Transfer In - General Fund	1,198	-	-	-	-
Total Donations Fund	\$ 9,962	\$ 9,596	\$ 5,500	\$ 5,500	\$ 6,100
Highway Users Revenue Fund (HURF/Streets)					
40-00-4330 Refunds/Reimbursements	\$ -	\$ 1,494	\$ 3,000	\$ 3,000	\$ 250
40-00-4335 TEA Grant Reimbursements	54,000	34,723	-	-	-
40-00-4336 FEMA Grant Reimbursements	15,227	-	-	-	-
40-00-4600 Donations	7,000	-	-	-	-
40-00-4900 Interest	2,995	336	500	500	12
41-00-4030 HURF Revenue	889,531	796,724	771,100	771,100	772,368
41-00-4035 LTAF Revenue	51,551	48,710	50,513	50,513	-
40-00-7703 Operating Transfers In - CIP Fund	725,764	271,346	-	-	-
40-20-4335 SATS Grant Reimbursements	56,297	-	-	-	-
Total HURF/Streets Fund	\$ 1,802,364	\$ 1,158,332	\$ 825,113	\$ 825,113	\$ 772,630
Total Special Revenue Funds	\$ 2,820,024	\$ 1,928,487	\$ 1,167,463	\$ 1,271,629	\$ 1,697,957

Debt Service Funds	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
Debt Service Fund					
40-50-4900 GADA Loan Interest Revenue	\$ 263	\$ 185	\$ 400	\$ 400	\$ 400
40-50-7701 Op Transfer - GF (1 cent of 3 cent Const Tax)	-	186,099	40,000	40,000	40,000
40-50-7777 Operating Transfers In - General Fund	360,797	-	130,625	130,625	128,695
40-60-7701 Operating Transfers In - General Fund	-	135,238	135,000	135,000	-
40-70-7704 Operating Transfers In - from Parks Fund	-	5,398	5,398	5,398	5,400
Total Debt Service Fund	\$ 361,060	\$ 306,912	\$ 311,423	\$ 311,423	\$ 174,495
Total Debt Service Funds	\$ 361,060	\$ 306,912	\$ 311,423	\$ 311,423	\$ 174,495
TOTAL - ALL FUNDS	\$ 10,929,168	\$ 9,243,915	\$ 8,347,724	\$ 8,081,890	\$ 8,222,166

Town Sales Tax Distribution Comparisons

Resolution 2001-471, adopted by Council on June 27, 2001, states that 1% (one percent) of the Town's Sales Tax, except as provided for in Ordinance 99-A148, as may be needed for required M&O expenses, shall be designated for special projects and allocated at forty percent (40%) for Parks and sixty percent (60%) for Capital Improvement Projects.

In the 2010-2011 Fiscal Year, the allocation of Town Sales Tax revenues according to Resolution 2001-471 would be as follows:

Town Sales Tax collections:		\$	1,970,000
LESS: 1 cent of the 3 cent Construction Tax (allocated to fund debt service per the GADA loan agreement)	\$		40,000
LESS: 100 percent of the Accommodation Tax	\$		110,000
LESS: Estimated Sales Tax Rebate	\$		60,000
		\$	210,000
Town Sales Tax available for allocation calculation:		\$	1,760,000
One (1) cent of the two (2) cent Town Sales Tax available for allocation:		\$	880,000
Parks Fund Allocation	\$		352,000
Capital Improvements Fund Allocation	\$		528,000

Because of the fluctuation in Town Sales Tax revenues combined with the increased demand of services provided by the Town of Camp Verde to its citizens, Council adopted Resolution 2008-749 on June 25, 2008 declaring that the allocations set forth in Resolution 2001-471 shall be goals to pursue dependent on the performance of the economy, that maintaining the quality of services provided to the citizens of Camp Verde is the priority.

For the FY 2010-2011, Staff is recommending the following allocation of Town Sales Tax collections:

- Staff feels that it is in the Town's best interest to allocate 100% of the 3 cent Construction Sales Tax (a non-recurring revenue), to fund non-recurring expenditures. Therefore, Staff recommends continuing the allocation of 1 cent of the 3 cent Construction Sales Tax to the Debt Service Fund for the GADA loan payment (Marshal's Facility), and allocating the remaining 2 cents of the Construction Sales Tax to the Capital Improvement Projects (CIP) Fund to fund capital projects. In FY 2010-2011, Staff is estimating this amount to be \$80,000.
- Staff is recommending discontinuing the allocation of \$200,000 to the Parks Fund for the FY 2010-2011. This allocation has been used to cover the Interfund Loan Agreement between the General Fund and the Parks Fund for the purchase of the Community Park land. Discontinuing the allocation will result in a longer pay back period for the Parks Fund to fulfill its obligation to the General Fund. The Amended Interfund Loan Agreement was adopted by Council on May 5, 2010.
- The remaining Town Sales Tax collections would remain in the General Fund to fund services to the citizens of Camp Verde.

A comparison of the guidelines for Town Sales Tax allocation as set forth in Resolution 2001-741 and Resolution 2008-749 is as follows:

	Resolution 2001-741	Resolution 2008-749	Difference
Total Town Sales Tax Collections	\$ 1,970,000	\$ 1,970,000	\$ -
LESS: Parks Fund Allocation	(352,000)	-	\$ 352,000
LESS: Capital Improvements Fund Allocation	(528,000)	(80,000)	\$ 448,000
LESS: Debt Service Fund Allocation (1 cent Construction Tax)	(40,000)	(40,000)	\$ -
LESS: Additional Operating Transfer to Debt Service Fund	(128,695)	(128,695)	\$ -
Town Sales Tax available for General Fund Subsidies	\$ 921,305	\$ 1,721,305	\$ 800,000

The Town Council has referred the issue of a Town Sales Tax increase from two percent (2%) to three percent (3%) to the voters and directed staff to place the issue on the November 2010 ballot. This increase is needed to fund the service delivery system desired by the Town's residents in the continuing years.

Expenditure Summary

Expenditure Summary by Function

Expenditure Summary by Function	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
General Government					
Mayor & Council	18,705	47,075	25,864	28,708	24,172
Housing Department	87,440	-	-	-	-
Town Manager	158,415	213,987	181,062	181,061	207,787
Town Clerk	215,505	247,142	230,398	227,773	247,180
Finance Department	354,853	235,463	254,390	279,305	334,936
Human Resources	5,231	23,408	56,664	54,264	61,926
Legal Department	-	66,574	72,088	139,716	122,089
Non-Departmental	707,933	465,443	486,474	676,090	518,591
Information Technology Services	-	-	-	-	77,973
Municipal Court	386,201	335,414	391,823	373,757	320,658
Magistrate Special Revenue Fund	38,171	61,535	20,725	24,023	20,736
Federal Grants	-	-	-	2,976	-
Contingency	-	85,261	200,000	27,725	150,000
Public Safety					
Community Development	83,269	318,377	41,608	88,321	42,019
Building Department	224,416	122,600	108,185	119,223	110,821
Current Planning	136,859	-	111,066	61,843	82,466
Long Range Planning	-	-	127,121	208,386	151,039
Code Enforcement	-	-	66,828	16,303	26,062
Marshal's Department	2,198,460	2,058,187	2,064,858	2,054,331	1,868,263
Animal Control	-	114,397	128,405	128,004	129,090
Non-Federal Grants Fund	133,497	110,289	141,535	132,120	147,867
Federal Grants Fund	-	-	131,159	87,354	166,538
9-1-1 Fund	-	-	-	-	2,684
Housing Grant Fund	10,229	529,942	62,785	5	70,000
Donations Fund	-	1,975	14,341	14,341	7,700
Public Works					
Maintenance	298,411	355,760	382,007	362,202	374,487
Public Works/Engineer	127,920	142,649	161,951	161,308	123,464
Storm Water Management	-	-	410,195	400,218	345,560
Non-Federal Grants Fund	17,155	16,198	7,128	20,672	18,800
Federal Grants Fund	-	-	-	91,151	91,151
CDBG Grants Fund	636,475	32,815	5,500	10,985	360,659
Highway Users Revenue Fund (HURF/Streets)	1,216,145	1,010,807	1,159,801	1,159,801	737,185
Culture and Recreation					
Camp Verde Community Library	365,929	370,605	195,654	224,202	192,274
Beaver Creek Library	-	24,044	30,559	26,198	30,257
Camp Verde Children's Library	-	-	100,053	83,205	105,153
Parks & Recreation	483,878	293,049	144,597	177,446	156,057
Heritage Pool	129,483	92,686	117,368	118,373	91,541
Children's Recreational Programs	-	-	72,900	41,588	33,883
Adult Recreational Programs	-	-	27,641	20,059	7,468
Senior Recreational Programs	-	-	7,498	5,499	-
Community Programs (previously Special Events)	74,958	-	47,734	37,733	12,639
Non-Federal Grants Fund	8,267	-	-	-	-
Federal Grants Fund	-	-	-	-	15,575

Expenditure Summary by Function (continued)

Expenditure Summary by Function	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
Culture and Recreation (continued)					
Yavapai-Apache Gaming Compact Fund	27,821	52,158	-	-	89,162
Donations Fund	-	889	8,677	8,677	10,113
Capital Improvements					
Capital Improvement Projects Fund	1,070,060	165,231	619,959	567,548	1,316,157
Parks Fund	2,467,123	111,828	335,000	135,000	26,500
Non-Federal Grants Fund	-	18,860	-	-	-
Library Building Fund	-	-	-	-	-
Impact Fee Fund	-	-	-	-	-
Debt Service	236,806	308,012	311,423	271,337	292,621
Operating Transfers Out	1,018,345	1,219,431	615,559	415,580	947,722
Total Expenditures	12,936,948	9,251,898	9,687,463	9,164,289	10,246,824

Expenditure Summary by Fund

Expenditure Summary by Fund	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
General Fund	7,076,200	6,357,516	6,839,598	6,608,565	6,803,753
Capital Improvement Projects Fund	1,070,060	622,877	619,959	567,548	1,316,157
Parks Fund	2,467,123	128,227	340,398	140,398	31,900
Magistrate Special Revenue Fund	39,171	61,535	20,725	24,023	20,736
Non-Federal Grants Fund	156,919	145,146	148,661	152,792	166,468
Yavapai-Apache Gaming Compact Fund	27,821	52,158	24,437	24,437	153,587
Federal Grants Fund	-	-	131,159	181,481	273,262
CDBG Grants Fund	636,475	32,815	5,500	10,885	360,659
9-1-1 Fund	-	-	-	-	2,684
Library Building Fund	-	-	-	-	-
Impact Fee Fund	-	-	-	-	-
Housing Grant Fund	10,229	529,942	62,785	5	70,000
Donations Fund	-	2,864	23,018	23,018	17,813
Highway Users Revenue Fund (HURF/Streets)	1,216,145	1,010,807	1,159,801	1,159,801	737,185
Debt Service Fund	236,806	308,012	311,423	271,337	292,621
Total Expenditures	12,936,948	9,251,898	9,687,463	9,164,289	10,246,824

Personnel Summary

Personnel Summary	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
Mayor and Council	7.00	7.00	7.00	7.00	7.00
Town Manager	2.00	2.00	1.80	2.00	1.95
Town Clerk	3.00	3.00	3.00	3.00	2.90
Finance Department	1.90	2.50	2.20	2.25	3.25
Human Resources	-	-	0.40	0.40	0.40
Housing Department	1.50	1.50	-	-	-
Legal Department	-	-	-	-	-
Information Technology Services	-	-	-	-	0.20
Maintenance	4.00	8.00	6.00	6.00	5.01
Municipal Court	5.00	6.00	6.00	5.50	5.00
Public Works/Engineer	1.00	1.83	1.33	1.33	1.05
Storm Water Management	-	-	0.56	0.56	0.42
Community Development	1.00	3.83	0.30	0.10	0.50

Personnel Summary (continued)

Personnel Summary	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
Building Department	4.00	1.83	1.60	1.60	1.77
Current Planning	2.00	-	1.65	1.35	1.05
Long Range Planning	-	-	1.75	1.55	1.35
Code Enforcement	-	-	0.95	0.75	0.43
Marshal's Department	34.00	32.00	27.60	26.85	25.78
Animal Control	-	2.00	2.00	2.00	2.00
Camp Verde Community Library	5.75	5.38	2.78	2.78	2.78
Beaver Creek Library	-	0.40	0.50	0.50	0.50
Camp Verde Children's Library	-	-	1.75	1.75	1.30
Parks & Recreation	6.00	3.70	1.63	0.88	1.59
Heritage Pool (seasonal employment only)	31.00	22.00	22.00	22.08	22.08
Children's Recreational Programs	-	-	0.45	0.38	0.23
Adult Recreational Programs	-	-	0.38	0.38	0.03
Senior Recreational Programs	-	-	0.07	-	-
Community Programs	-	-	0.35	0.25	0.10
Magistrate Special Revenue Fund	1.00	1.00	-	-	-
Non-Federal Grants Fund	1.00	2.00	2.14	2.14	0.84
Federal Grants Fund	-	-	2.00	-	1.00
CDBG Grants Fund	-	-	-	-	0.21
Housing Grant Fund	-	0.50	0.10	0.10	-
Highway Users Revenue Fund (HURF/Streets)	7.70	6.50	5.55	4.59	4.38
Total Personnel	118.85	112.97	103.91	97.96	95.08

Operating Budget Overview

General Fund

The General Fund is the primary operating fund of the Town and is used to account for all financial activity not reflected in another fund. It exists to account for the resources devoted to finance the services traditionally associated with local government. Included in these services are police, parks and recreation, economic development, engineering, library, general administration, and any other activity for which a special fund has not been created. Under Arizona law, each city and town must maintain a General Fund and a Highway User Revenue Fund (see Special Revenue Fund section). The General Fund is the largest fund and typically the fund of most interest and significance to citizens.

Revenue

General Fund revenue includes both revenues from external sources and transfers from other funds such as the Special Revenue Funds. Estimated revenues and transfers decreased by approximately \$847,926 (14%) compared to the previous year. The decrease over the previous year is attributable primarily to decreases in transaction privilege (sales) tax collections (\$225,600), and a decrease in intergovernmental revenue (\$416,275), primarily from a reduction in the Urban Revenue Sharing category.

The Town's major operating revenue sources are Local (Town) Sales Tax, Intergovernmental Revenues, and Fees/Fines/Forfeitures. The following table depicts all revenue sources and their respective budgets for the General Fund:

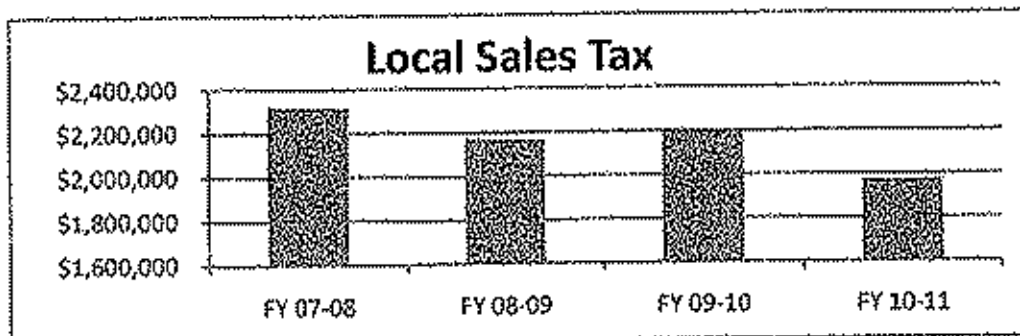
General Fund Major Revenue Sources

Major Revenue Sources	FY 09-10		Estimated Actuals	FY 10-11 Adopted	Increase (Decrease)	Percentage Change
	Budget	Adjusted Budget				
Local (Town) Sales Tax	\$ 2,195,000	\$ 2,195,000	\$ 2,208,000	\$ 1,970,000	\$ (225,000)	-10.25%
Franchise Taxes	225,500	225,500	240,400	228,900	3,400	1.51%
License and Permits	121,975	121,975	94,627	93,750	(28,225)	-23.14%
Intergovernmental	3,378,792	3,408,792	3,035,735	2,962,517	(416,275)	-12.32%
Charges for Services	3,593	3,593	4,175	3,876	283	7.86%
Fees, Fines & Forfeitures	341,386	341,386	249,501	277,929	(63,457)	-18.59%
Investment and Rental Income	43,000	43,000	17,110	8,800	(34,200)	-79.53%
Miscellaneous, including Transfers	279,592	79,592	85,785	95,140	(184,452)	-65.97%
Total Revenues	\$ 6,588,838	\$ 6,418,838	\$ 5,935,333	\$ 5,640,912	\$ (947,926)	-14.39%

Local (Town) Sales Tax and Intergovernmental revenues represent the two major revenues sources in the General Fund. Together these revenues comprise 87.44% of the total FY 2010-2011 General Fund revenues.

Local (Town) Sales Tax

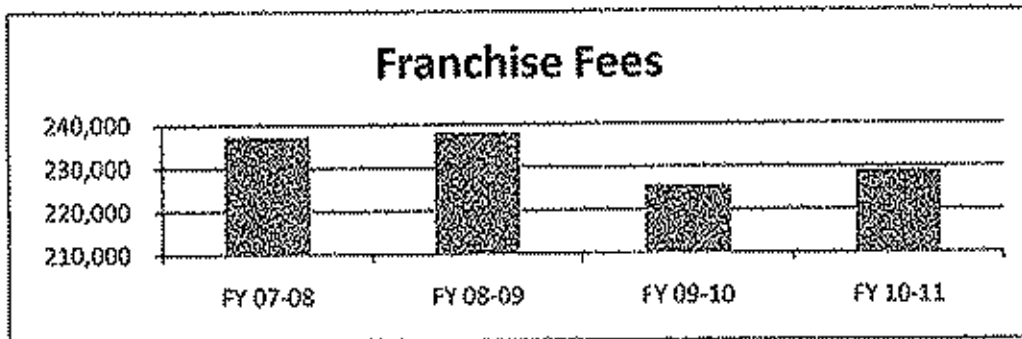
Local (Town) Sales Tax revenue, derived from a 2% Town transaction privilege (sales) tax, is estimated at \$1,970,000. This is the single largest local revenue source and is used to pay for general governmental operations, Capital Improvement Projects, and the repayment of of the GADA Loan debt. Approximately 52% of the total sales tax revenue comes from retail sales and construction sales, with the remainder collected primarily from the restaurant & bar, communications & utilities, and accommodation categories. Local (Town) Sales Tax revenue represents approximately 35% of the General Fund revenues.



Total Local Sales Tax collections reflect a 9.5% decrease from May 2009 to May 2010 reports. Retail trade reflects a 17% decrease from last year, Accommodations reflect a decrease of 22%, and Restaurant & Bar reflects a decrease of 3.2%. Construction Sales Tax has increased 22% as a result of a misapplied payment discovered by the Town's Sales Tax Auditor. In the FY2010-2011, Construction Sales Tax is projected to remain consistent with FY2009-2010 budgeted figures. The other categories reflect increases and decreases that combined result in the experienced 9.5% decrease in overall Local Sales Tax collections.

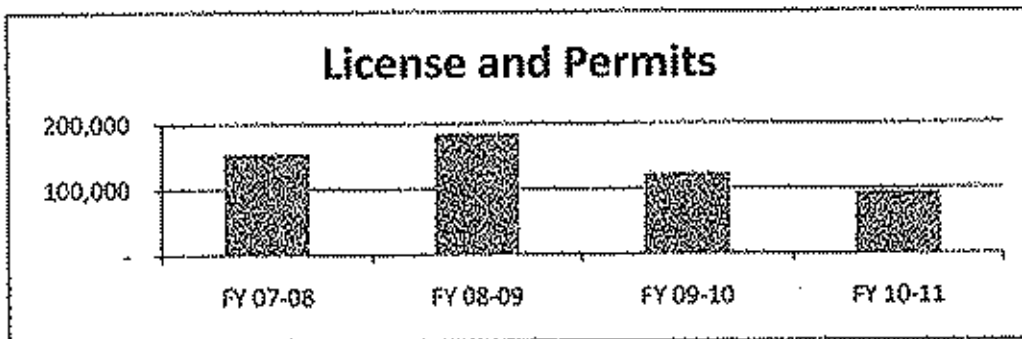
Franchise Taxes

Franchise Taxes are monies received from utility companies in exchange for the use of a municipality's right-of-way. The franchise fee tax is calculated at the rate of two percent (2%) of the gross proceeds from the sale of utility services within the city or town. To grant a franchise, a municipality must place the question before the voters of the community for approval. State law also limits the term of a franchise agreement to a maximum of twenty-five years. Franchise Taxes are used to fund the General Fund's operations and account for 4% of the revenues.



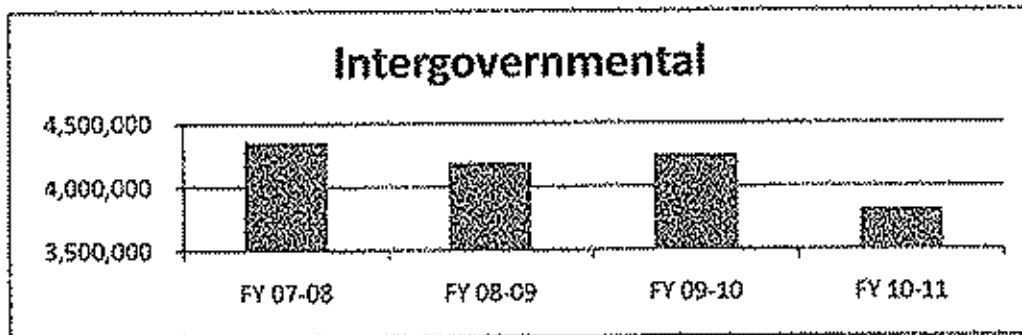
Licenses and Permits

Licenses and Permits are revenues derived primarily from development-related charges for building, animal licenses, and business licenses. Based on the current activity and prior year trends, the Town is projecting a decrease in the valuation of building permits issued over the previous fiscal year. Animal licenses and business licenses are projected to hold fairly steady. Licenses and permits account for 2% of the total General Fund revenue sources.



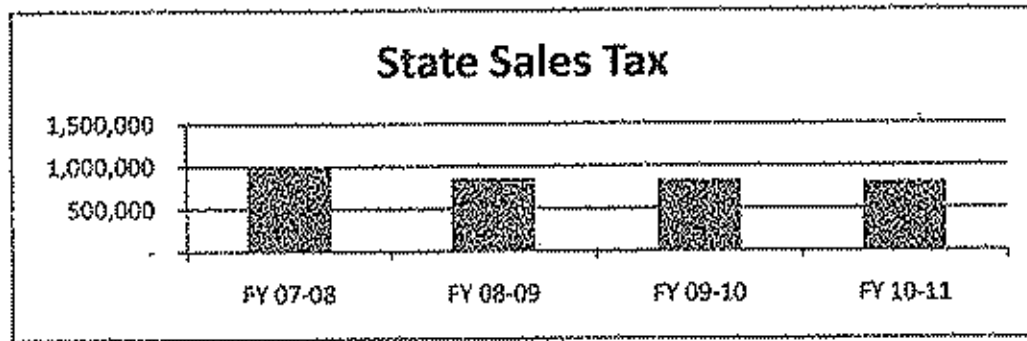
Intergovernmental Revenues

Intergovernmental Revenues included shared revenues from the State of Arizona as well as monies from Yavapai County, auto in-lieu (vehicle license) tax, and monies from other governmental agencies. Intergovernmental revenues account for 53% of the total General Fund revenues. Collectively, Intergovernmental Revenues decreased by \$416,275 (12%) over the previous year.



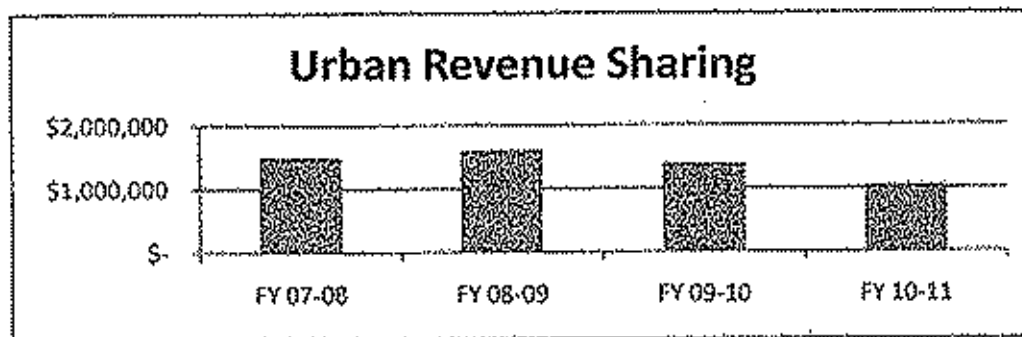
State Sales Tax - estimated State Sales Tax distributions to the Town for the FY2010-2011 are estimated at \$804,989, a 3% reduction from the previous fiscal year. The annual estimates are received from the League of Arizona Cities and Towns based off of information received from the State of Arizona.

The current rate of the State Sales Tax is 6.6%. One percent (1.0%), effective June 15, 2010, is excluded from the revenue share calculation. A municipality receives its share of the State shared sales tax based on the relation of its population to the total population of all incorporated cities and towns in the State according to the decennial census. This money can be expended for any municipal purpose. The State Sales Tax revenues are distributed on a monthly basis.

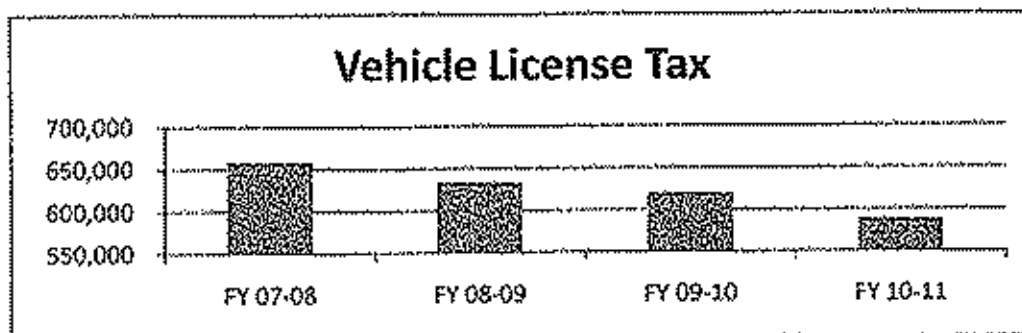


Urban Revenue Sharing - distributions to the Town for the FY2010-2011 are estimated to decrease \$341,090, a 25% reduction from the previous fiscal year. The annual estimates are received from the League of Arizona Cities and Towns based off of information received from the State of Arizona.

Urban Revenue Sharing funds are derived from the State's Income Tax. Cities and Towns share in 15% of the total State Income Tax collections based on the relation of its population to the total population of all incorporated cities and towns in the State according to the decennial census. The annual amount of Urban Revenue Sharing money distributed is based on income tax collections from two years prior to the fiscal year in which the city or town receives the funds. There is no restriction on the use of the funds except that they must be used for a municipal public purpose. Revenues are distributed on a monthly basis.



Vehicle License Tax - Approximately twenty percent of the revenues collected for the licensing of motor vehicles are distributed to incorporated cities and towns. Thirty-eight percent of the total revenues from this source are distributed to the highway user revenue fund and four percent to the state highway fund. A city or town receives its share of the vehicle license tax collections based on its population in relation to the total incorporated population of the county. These monies are distributed on a monthly basis. The only stipulation on the use of this revenue is that it must be expended for a public purpose.



Charges for Services

Charges for Services consists of fees charged for copies and fingerprinting services offered at the Marshal's Department. This is a small revenue source that represents .069% of the total General Fund revenue sources.

Fees, Fines and Forfeitures

Fees, Fines and Forfeitures represent 5% of the General Fund revenue sources. This revenue source includes court fines, plan review fees and zoning fines, animal control fees, library fines, and parks and recreation fees.

Investment and Rental Income

Investment and Rental Income consists of earnings on investments and facility rental fees charged. Investment earnings are based on the average monthly cash balance in each fund and projected interest rates. This revenue source represents 0.16% of the total General Fund revenue sources.

Miscellaneous, Including Transfers

Miscellaneous revenues and Operating Transfers represent 2% of the General Fund revenue sources. Miscellaneous revenues consist of refunds and reimbursements, surplus property sales, Parks and Recreation sponsorships, and various other miscellaneous revenues.

Expenditures

The General Fund's total appropriations for FY2010-2011 are \$6,800,753, a increase of approximately 3% over the Town's adjusted budget for FY2009-2010. The increase in expenditures is due primarily to the following:

- * Operating transfer from the General Fund fund balance to the Capital Improvement Projects (CIP) Fund in the amount of \$629,102.
- * Increased appropriation in the Storm Water Management budgetary unit for Yavapai County Flood Control Items of \$268,150 (the total amount of this expenditure is reimbursed by Yavapai County, however the increased expenditure appropriation is combined with the total General Fund expenditures.

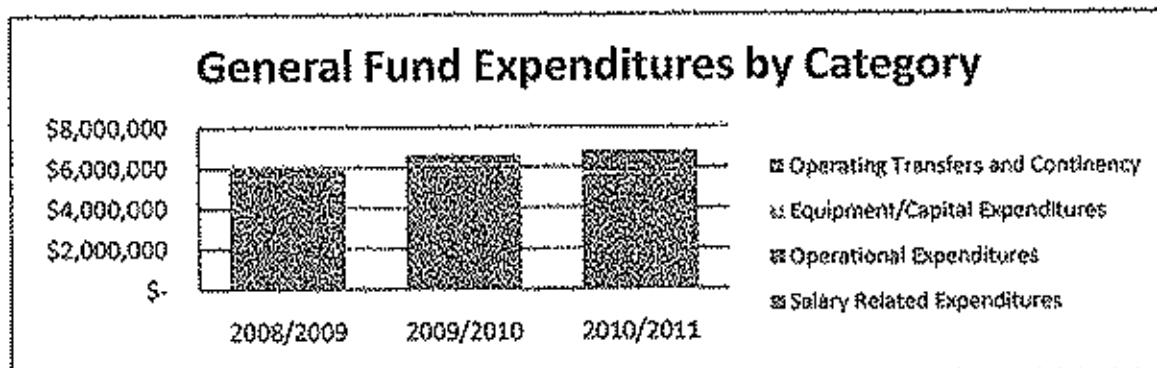
Reductions in expenditures are attributed to the following:

- * Hiring freeze currently in effect Town-wide. The hiring freeze has been in effect since late 2007.
- * Change to the Holiday Policy resulting in Holiday Leave Accruals rather than time paid for not working on a holiday.
- * Reduction in operating expenditures.

The expenditure categories for the General Fund include:

- * Salary Related Expenditures
- * Operational Expenditures
- * Equipment/Capital Expenditures
- * Operating Transfers and Contingency

The following graph and table depict the expenditure categories and the amount budgeted in each of the categories. The General Fund consists of all Town operations with the exception of those accounted for in other funds (Capital Improvement Funds, Special Revenue Funds, and Debt Service Funds).



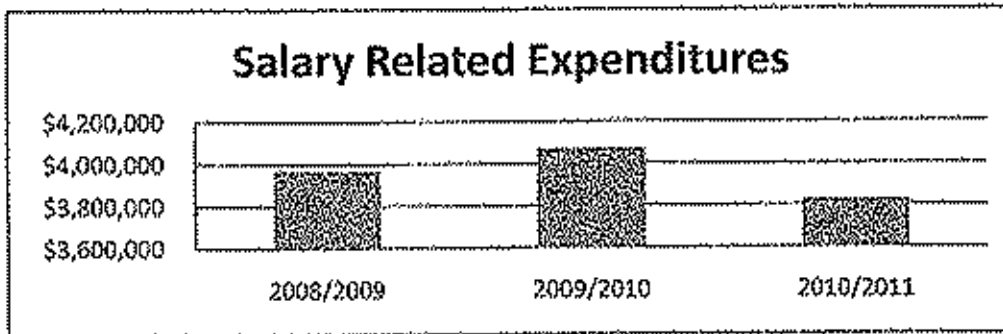
General Fund Expenditures by Category

Expenditures by Category	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted	Increase (Decrease)	Percent Change
Salary Related Expenditures	\$ 4,158,036	\$ 4,068,921	\$ 3,824,486	\$ (244,435)	-6.01%
Operating Expenditures	1,823,765	2,062,573	1,889,401	\$ (173,172)	-8.40%
Equipment/Capital Expenditures	72,073	63,621	61,969	\$ (1,652)	-2.60%
Operating Transfers and Contingency	585,725	413,450	1,027,897	\$ 614,447	148.61%
Total Expenditures	\$ 6,639,599	\$ 6,608,565	\$ 6,803,753	\$ 195,188	2.95%

Salary Related Expenditures

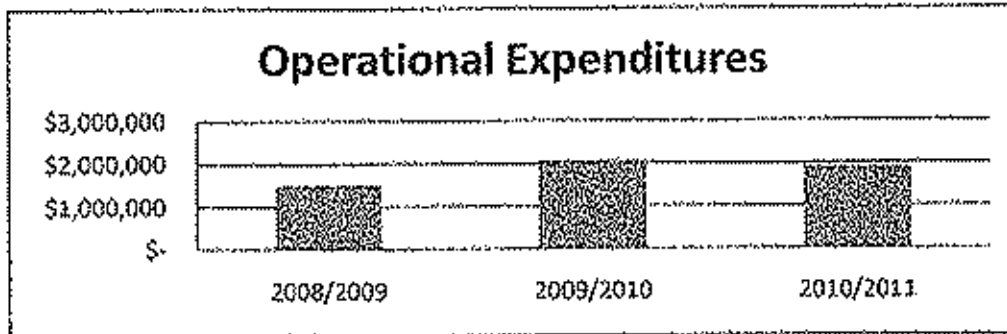
Salary Related Expenditures represents a significant portion of the total General Fund budget. For FY2010-2011, salaries, benefits, and taxes account for \$3,824,486 or 56% of the total General Fund budget. Salary Related Expenditures will continue to represent the major portion of the General Fund expenditures unless a major policy shift is made in the future. The decrease over the previous year is due to the following:

- * Reductions as a result of the hiring freeze put in place in late 2007. The Town has been able to avoid layoffs due to attrition (approximately 20.5 full time equivalents since late 2007) and holding those positions vacant.
- * Changes made to the Holiday Policy wherein the Public Safety Personnel receive Holiday Leave Accrual hours rather than pay for holidays not worked.



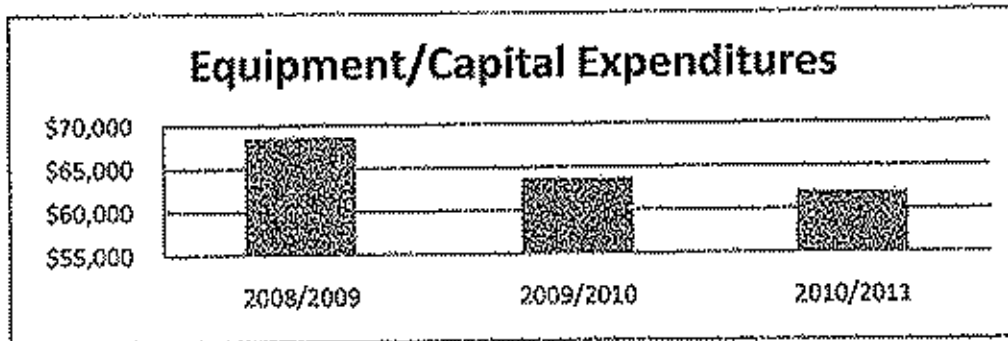
Operating Expenditures

Operating Expenditures represent approximately 28% of the total General Fund budget. This category includes all of the normal day-to-day expenditures such as training, office supplies, utilities, vehicle maintenance, consultants and contract labor, legal services, fuel and auto maintenance, liability insurance, and department specific expenditures.



Equipment/Capital Expenditures

Equipment/Capital Expenditures represents approximately 1% of the General Fund budget. This category is comprised of office equipment and small equipment items such as copy machine lease payments, printers, light Parks & Recreation and Maintenance equipment, etc. Items that exceed the \$5,000 threshold are tracked in the Capital Improvement Funds budgetary units.



Operating Transfers and Contingency

Operating Transfers and Contingency represent approximately 17% of the General Fund budget. Operating Transfers are monies that are transferred from one governmental fund to another. The Operating Transfers that affect the General Fund in the FY2010-2011 are as follows:

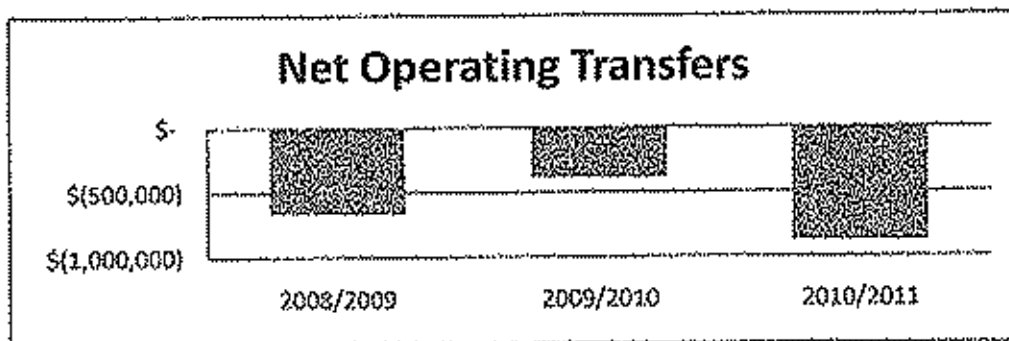
Operating Transfers Out To Other Funds

* To the Capital Improvement Projects (CIP) Fund to transfer 2/3 of the Construction Sales Tax revenues	\$ 80,000
* To the Capital Improvement Projects (CIP) Fund to transfer available fund balance to fund CIP Projects	629,102
* To the Debt Service Fund to transfer 1/3 of the Construction Sales Tax revenues	40,000
* To the Debt Service Fund to transfer additional funds needed for GADA Loan payments	128,695
* To the Library Building Fund to transfer a contribution	100
Total Operating Transfers Out To Other Funds	<u>\$ 877,897</u>

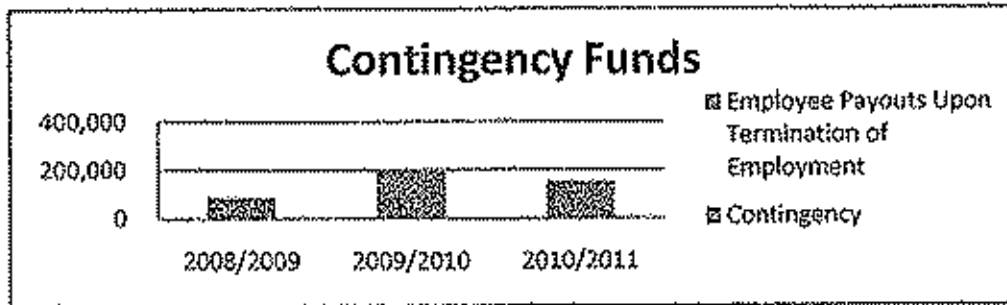
Operating Transfers In From Other Funds

* From the Yavapai-Apache Gaming Compact Fund for Children's Recreational Programs	\$ 16,899
* From the Yavapai-Apache Gaming Compact Fund for Camp Verde Heritage Pool	33,268
Total Operating Transfers In From Other Funds	<u>\$ 50,167</u>

The chart below shows the net operating transfers for the General Fund. These amounts are shown as negatives due to more monies being transferred out of the General Fund than are transferred in to the General Fund.



Contingency Funds are monies appropriated for unanticipated expenditures that may arise during the fiscal year. Council approval must be obtained prior to the expenditure of these funds. In the FY2010-2011, Council has appropriated \$100,000 for Contingency purposes and an additional \$50,000 for employee payouts upon termination of employment. In the past few fiscal years, when an employee terminated employment with the Town, the payout of accrued leave times was charged against the department's budget. This forced the department to hold the position vacant for a certain time period until those amounts were absorbed by the budget. Allocating monies for employee payouts upon termination of employment will allow for departments to fill needed vacancies sooner thus allowing a more consistent level of service to citizens.

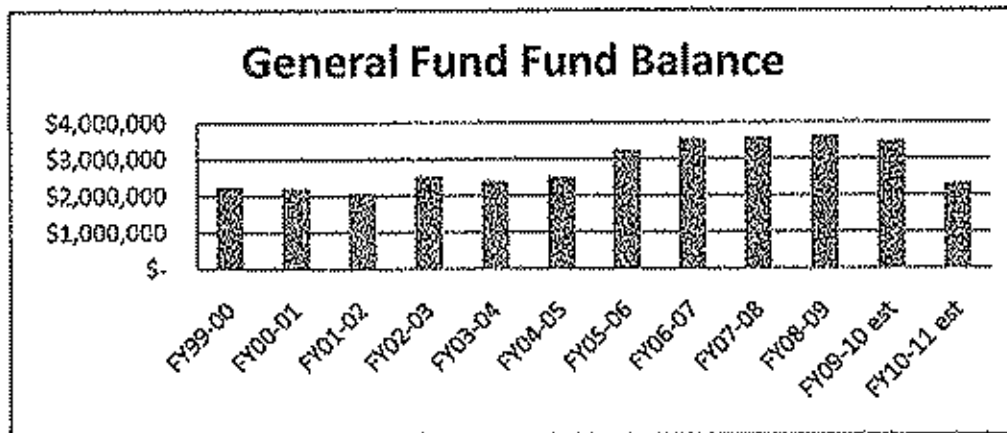


General Fund Unreserved Fund Balance

General Fund Unreserved Fund Balance is projected to decrease in FY2010-2011 due to anticipated decreased revenue collections as well as transferring Unreserved Fund Balance to the Capital Improvement Projects (CIP) Fund to allow for various projects to be completed.

The beginning General Fund Unreserved Fund Balance for FY2010-2011 is estimated at \$3,482,021. The budgeted draw on General Fund Unreserved Fund Balance is \$1,162,841 resulting in an estimated ending General Fund Unreserved Fund Balance at June 30, 2011 of \$2,319,180.

Resolution 2001-471 dictates that the General Fund must maintain a minimum of four (4) months of Maintenance and Operations expenditures in the fund balance. Maintenance and Operations expenditures do not include salary related expenditures. Using averaged figures from the first ten (10) months of the 2009-2010 Fiscal Year, the amounts required to be maintained in fund balance should be \$521,078. If salary related expenditures were included in the requirement, a total of \$1,783,204 would be required to be maintained in the General Fund fund balance.



Capital Improvement Funds

The Capital Improvement Funds are used to account for major capital projects. The Capital Improvement Funds currently consists of the Capital Improvement Projects (CIP) Fund and the Parks Fund.

Capital Improvement Projects (CIP) Fund

The Capital Improvement Projects (CIP) Fund is used to account for revenues from 2/3 of the Construction Sales Tax collections and major capital outlay expenditures associated with growth-related capital projects or infrastructure improvements. In FY2010-2011, \$80,000 (2/3 of the projected Construction Sales Tax collections) is expected to be transferred from the General Fund along with \$629,102 in General Fund fund balance to fund the approved CIP requested projects.

Parks Fund

The Parks Fund is used to account for park improvements, development, and acquisition. In FY2010-2011, there are no monies being transferred to the Parks Fund. The Park Fund will continue to transfer monies to the Debt Service Fund to provide for the payments on the Miller Park Soccer Field. The Park Fund will also provide monies for port-a-jons at a few of the local parks without working restrooms.

The Parks Fund purchased approximately 118 acres in March 2008 for the development of a community park. At the time of purchase, the Parks Fund did not have sufficient monies with which to purchase the property. The General Fund loaned the Parks Fund the additional monies needed to purchase the property and a Refunding Agreement was adopted by Council on March 5, 2008 to memorialize a repayment of the funds loaned to the Parks Fund. Due to the financial constraints of the Town, the Parks Fund has been unable to accumulate monies with which to make the payments as required per the Refunding Agreement. Council adopted a Revised Refunding Agreement on May 5, 2010 that allows for the repayment to the General Fund to be made when the Parks Fund accumulates cash reserves with which to make the payments.

Special Revenue Funds

The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes or resources dedicated for specific purposes. These funds include the Magistrate Special Revenue Fund, Non-Federal Grants Fund, Yavapai-Apache Gaming Compact Fund, Federal Grants Fund, CDBG Grants Fund, 9-1-1 Fund, Library Building Fund, Impact Fee Fund, Housing Grant Fund, Donations Fund, and the Highway Users Revenue Fund (HURF/Streets).

Magistrate Special Revenue Fund

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

Non-Federal Grants Fund

The Non-Federal Grants Fund tracks expenditures and revenues for grants not issued by the Federal Government.

Yavapai-Apache Gaming Compact Fund

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

Federal Grants Fund

The Federal Grants Fund tracks expenditures and revenues for grants issued by the Federal Government.

CDBG Grants Fund

The CDBG Grants Fund tracks expenditures and revenues for grants issued through the Community Development Block Grant program.

9-1-1 Fund

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

Library Building Fund

The Library Building Fund is comprised of monies donated to the Town of Camp Verde with the express intention of being used to fund the construction of a new library facility.

Impact Fee Fund

The Impact Fee Fund was established to track the expenditures and revenues of all impact fees collected as required by Town Code Article 7-10, Municipal Development Fees. The Town currently collects the following impact fees:

- * General Government Impact Fees
- * Police Services Impact Fees
- * Library Services Impact Fees
- * Parks & Recreation Impact Fees

Housing Grant Fund

The Housing Grant Fund tracks the payments received for the Revolving Loan Fund as well as any housing related grants that are obtained.

Donations Fund

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

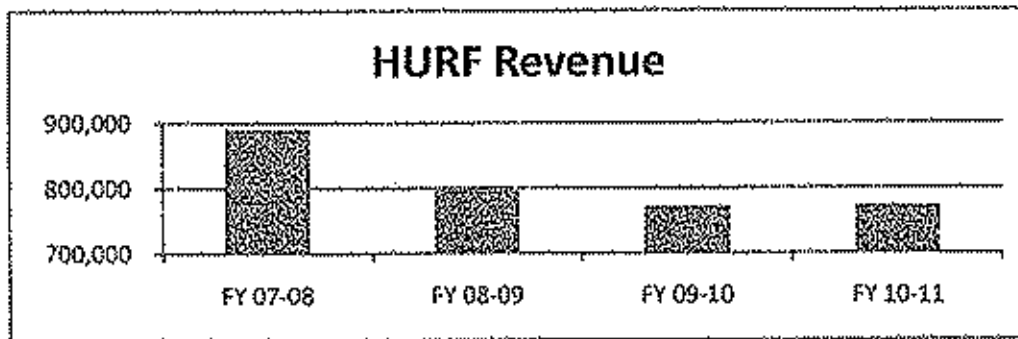
Highway Users Revenue Fund (HURF/Streets)

The Highway Users Revenue Fund has been established to account for the allocation of state-shared Highway User Taxes.

Highway User Revenues - estimated distributions to the Town for the FY2010-2011 are estimated at \$772,368, a 0.2% increase from the previous fiscal year. The annual estimates are received from the League of Arizona Cities and Towns based off of information received from the State of Arizona.

Highway User Revenues are often referred to as the gasoline tax, however, this revenue source also includes a number of additional transportation related fees including a portion of vehicle license taxes. Cities and towns receive 27.5% of the highway user revenues. One half of the monies which a city or town receives under this formula is distributed on the basis of the municipality's population in relation to the total population of all incorporated cities and towns in the State according to the decennial census. The remaining half of the highway user revenue monies is allocated on the basis of "county of origin" of gasoline sales and the relation of a municipality's population to the population of all incorporated cities and towns in the county. 3% of the State portion of this fund is directed to cities with a population of over 300,000. Also, 7.67% of the State portion is allocated to certain projects in Maricopa and Pima Counties. These monies are distributed on a monthly basis.

There is a State constitutional restriction on the use of the highway user revenues, which requires that these funds be used solely for street and highway purposes. Eligible expenditures would include the cost of right-of-way acquisition, construction, reconstruction, maintenance, repair, roadside development of city and town roads, streets and bridges, and payment of interest and principal on highway and street bonds.



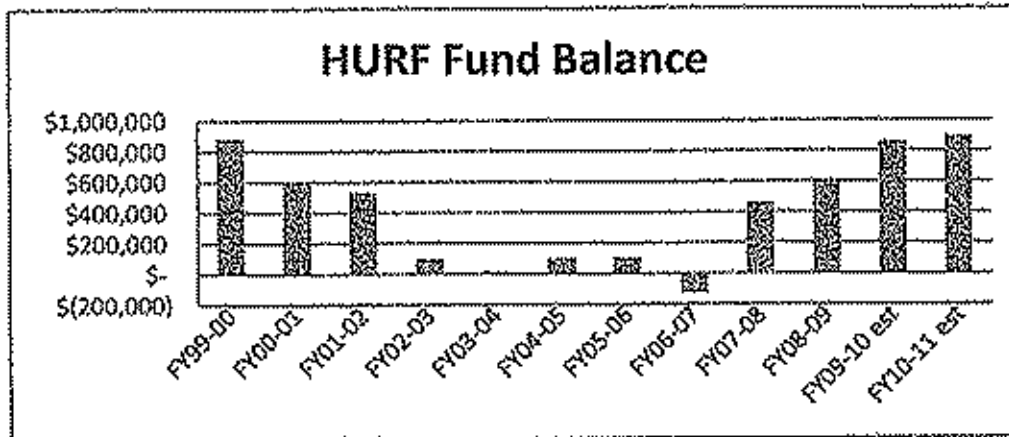
Expenditures - The Highway Users Revenue Fund total appropriations for FY2010-2011 are \$737,185, a decrease of 57% over the FY2009-2010 adjusted budget. The following table details all expenditure categories found in the Highway Users Revenue Fund and the amount budgeted for each in FY2010-2011:

Expenditures by Category	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted	Increase (Decrease)	Percent Change
Salary Related Expenditures	\$ 319,448	\$ 319,448	\$ 270,353	\$ (49,095)	-18.16%
Operating Expenditures	315,443	315,443	250,132	\$ (65,311)	-26.11%
Equipment/Capital Expenditures	524,910	624,910	216,700	\$ (308,210)	-142.23%
Total Expenditures	\$ 1,159,801	\$ 1,159,801	\$ 737,185	\$ (422,616)	-57.33%

Highway Users Revenue Fund Unreserved Fund Balance - Highway Users Revenue Fund Unreserved Fund Balance is projected to increase in FY2010-2011 due to the reduction of street construction and maintenance projects. Without proper funding, the HURF Fund cannot properly maintain the Town's road system.

The beginning HURF Fund Unreserved Fund Balance for FY2010-2011 is estimated at \$855,997. The budgeted contribution to HURF Fund Unreserved Fund Balance is \$35,445 resulting in an estimated ending HURF Fund Unreserved Fund Balance at June 30, 2011 of \$891,443.

Resolution 2001-471 dictates that the HURF Fund must maintain a minimum of three (3) months of expenditures in the fund balance. Using averaged figures from the first ten (10) months of the 2009-2010 Fiscal Year, the amounts required to be maintained in fund balance should be \$162,412.



Debt Service Fund

Debt Service Funds are maintained to received dedicated revenues or inter-fund transfers to be used to make principal and interest payments on the Town's debt. The Town's Debt Service Fund is used to account for:

- * GADA Loan payments
- * Payments made to Water Infrastructure Finance Authority (WIFA) pursuant to the Intergovernmental Agreement (IGA) with the Camp Verde Sanitary District.
- * Butler Park Soccer Field payments

Revenues

Debt Service Fund revenues are derived from Operating Transfers from the General Fund and the Parks Fund. A portion of the Operating transfer from the General Fund consists of 1/3 of the Construction Sales Tax collections pledged to fund the GADA Loan payments.

Expenditures

Expenditures in the Debt Service Fund are confined to principal and interest payments on debt and other expenditures associated with the issuance of debt.



Chapter Five

General Fund

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General Fund Revenues and General Purpose Subsidies	5-3
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General Fund

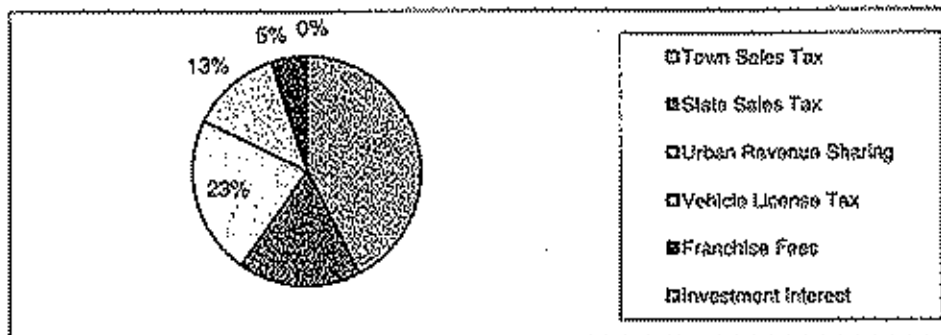
The General Fund is the primary operating fund of the Town and is used to account for all financial activity not reflected in another fund. It exists to account for the resources devoted to finance the services traditionally associated with local government. Included in these services are police, parks and recreation, economic development, engineering, library, general administration, and any other activity for which a special fund has not been created. Under Arizona law, each city and town must maintain a General Fund and a Highway User Revenue Fund (see Special Revenue Fund section). The General Fund is the largest fund and typically the fund of most interest and significance to citizens.

General Purpose Revenues

General Purpose Revenues are revenues that are not derived from any specific department and are thus able to be used for funding of all General Fund departments. The General Purpose Revenues are as follows:

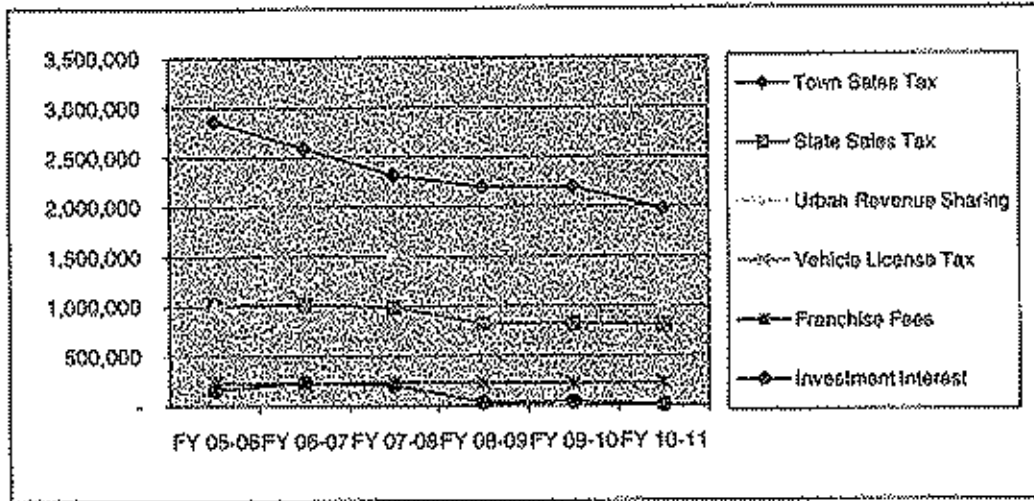
- **Town Sales Tax** - The Town of Camp Verde's sales tax rate is 2.0%. Combined with the State and County rates, the total tax rate for purchases made in the Town of Camp Verde is 8.35%. Since the Town does not collect a property tax, the Town Sales Tax is the primary revenue source for the Town of Camp Verde.
 - **Accommodation Tax** - Accommodation Tax is 3% plus 1% for Town Sales Tax.
 - **Construction Tax** - Construction Tax is 3% in lieu of the 2% Town Sales Tax.
- **Franchise Fees**
 - **APS Franchise** - APS Franchise Fees are charged at a rate of 2% of the gross receipts and are paid to the Town quarterly.
 - **CV Water System Franchise** - Camp Verde Water System Franchise Fees are charged at a rate of 2% of the gross receipts and are paid to the Town monthly.
 - **NPG Cable Franchise Fees** - NPG Cable Franchise Fees are charged at a rate of 2% of the gross receipts and are paid to the Town monthly.
 - **UNS Gas Franchise Fees** - UNS Gas Franchise Fees are charged at a rate of 2% of the gross receipts and are paid to the Town quarterly.
- **Reimbursement/Restitution** - Monies that are paid to the Town of Camp Verde for restitution for damages, etc. and reimbursements that cannot be directly coded to a department.
- **Miscellaneous** - Miscellaneous Revenues are revenues that are not allocated to any specific department or are not part of a major revenue category.
- **Surplus Property Sales - Town** - Surplus Property Sales are monies derived from the sale of town properties (cars, equipment, etc.) that is no longer needed in the course of business. The Town hosts an auction annually.
- **Investment Interest** - Investment Interest is amounts earned from the Town's funds that are currently deposited with the Local Government Investment Pool (LGIP).
- **State Sales Tax** - A portion of the total State Sales Tax collected is allocated to cities and towns based on their population.
- **Urban Revenue Share** - Urban Revenue Share is a portion of the State Income Tax that is shared with cities and towns. The allocations are based on the city or town's population. The total amount distributed is based on income tax collections from two years prior to the fiscal year in which the city or town receives the funds.
- **Vehicle License Tax** - Approximately 23% of the revenues collected for the licensing of motor vehicles is distributed to incorporated cities and towns. Allocations are based on population.

For the FY2010-2011, the six (6) main General Purpose Revenue categories provide the following amount of funding for the General Fund departments.



Five (5) Year Revenue Comparison

A five year historical comparison of the six (6) main General Purpose Revenues show a decline in all categories over the past three (3) years with Town Sales Tax and Vehicle License Tax declining over the past five (5) years. The continued decline of the Town's main revenue sources places a huge burden on the system to continue to provide the services that the Citizens of Camp Verde desire.



General Fund Subsidies

General Fund Subsidies are the allocations of General Purpose Revenues to each of the General Fund departments to assist in funding the department. Each department's General Fund Subsidy is allocated based on the balance remaining after the total departmentally generated revenues are subtracted from the total departmental expenditures. The excess needed for the department to function is subsidized by the General Purpose Revenues through the Subsidy.

General Purpose Revenues

Local Revenues

Fund 01-40-00

Fund	Account	Description
01-4004	Town Sales Tax	
03-4001	1% Construction Tax - Allocated to Debt Serv Fund	
03-4001	2% Construction Tax - Allocated to CIP Fund	
04-4001	Parks Fund Sales Tax Allocation	
01-4022	Accommodation Tax	
4101	APS Franchise	
4102	CV Water System Franchise	
4103	NPS Cable Franchise Fees	
4104	URS Gas Franchise Fees	
4200	Antitrust/Competition Position	
4710	Rio Verde Plaza Route	
4800	Miscellaneous	
4810	Surplus Property Sales - Town	
4820	Investment Interest	

	2008/2009 AUDITED ACTUALS	2009/2010 COUNCIL ADDITION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMENDED	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
TOTAL	\$ 2,389,745	\$ 2,470,000	\$ 2,470,000	\$ 2,494,160	\$ 2,219,600	\$ 2,218,100	\$ 2,219,600	-10.53%

State Shared Revenues

Fund 01-44-00

4010	Urban Recovery Sharing
4015	Bias Sales Tax

TOTAL	\$ 2,458,870	\$ 2,210,241	\$ 2,210,241	\$ 2,160,241	\$ 1,808,215	\$ 1,819,215	\$ 1,819,215	-16.88%
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County Revenues

Fund 01-43-00

4000	Vehicle License Tax
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TOTAL	\$ 633,229	\$ 620,000	\$ 620,000	\$ 600,000	\$ 588,311	\$ 588,311	\$ 588,311	-5.11%
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Total General Purpose Revenues

TOTAL	\$ 5,681,851	\$ 5,300,241	\$ 5,295,241	\$ 5,254,401	\$ 4,616,126	\$ 4,616,626	\$ 4,616,626	-12.22%
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Operating Transfers

7704	Transfers to Parks Fund
7709	Transfers to CIP Fund
8000	Transfers Out CIP Fund
8004	Transfers Out Parks Fund
8006	Transfers Out Non-Federal Grants Fund
8013	Transfers Out Debt Service Fund
8015	Transfers Out Library Building Fund
8020	Transfers Out Library Fund

TOTAL	\$ (659,820)	\$ (388,724)	\$ (388,724)	\$ (600,680)	\$ (248,795)	\$ (248,795)	\$ (277,697)	107.60%
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Net Available General Purpose Revenues

TOTAL	\$ 6,022,666	\$ 4,911,517	\$ 4,906,517	\$ 4,653,721	\$ 4,367,331	\$ 4,367,831	\$ 4,338,929	-21.18%
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General Fund Departmental Subsidies

20-10	Meyer & Council
20-11	Town Manager
20-12	Town Clerk
20-13	Finance Department
20-14	Human Resources
20-16	Legal Department
20-17	Non-Departmental
20-18	Information Technology Services
20-20	Maintenance Division
20-26	Municipal Court
20-49	Public Works/Engineer
20-41	Storm Water Management
20-50	Community Development
20-51	Building Department
20-52	Ground Planting
20-53	Long Range Planning
20-54	Code Enforcement
20-60	Marshals Department
20-61	Animal Control
20-70	Camp Verde Community Library
20-71	Rever Creek Library
20-72	Camp Verde Children's Library
20-80	Parks & Recreation
20-82	Pool
20-83	Children's Recreational Programs
20-84	Adult Recreational Programs
20-85	Senior Recreational Programs
20-86	Community Programs
9589	Contingency
	Employee Payoffs Upon Termination of Employment
	Total General Purpose Subsidies

TOTAL	\$ 4,010,930	\$ 5,170,377	\$ 5,109,243	\$ 4,892,011	\$ 5,097,179	\$ 4,745,859	\$ 4,941,008	-2.26%
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Net Subsidy From/Contribution To General Fund Balance

TOTAL	\$ 198,628	\$ (258,860)	\$ (182,727)	\$ (148,290)	\$ (729,656)	\$ (137,716)	\$ 11,667,811	81.89%
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Per Year Ending General Fund Fund Balance

Estimated Ending General Fund Fund Balance (deficit)

TOTAL	\$ 3,610,608	\$ 3,682,730	\$ 3,669,200	\$ 3,682,796	\$ 3,482,021	\$ 3,480,701	\$ 3,482,021	-2.44%
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General Fund
Summary of Expenditures by Category

Salary Related Expenditures

	20002008	20002010	20002010	20002010	20102011	20102011	20102011	% CHANGE
	AUDITED	COUNCIL	ADJUSTED	ESTIMATED	DEPARTMENT	MANAGER	COUNCIL	FROM FY09-10
	ACTUALS	ADOPTION	BUDGET	ACTUALS	REQUESTED	RECOMMEND	ADOPTION	ADJ BUDGET
0000 Salaries	2,628,040	3,038,077	3,003,997	2,965,543	2,801,624	2,652,763	2,995,472	-8.50%
0001 Overtime	55,264	56,450	44,770	87,371	30,400	35,400	30,500	-18.78%
0002 Holiday Pay	55,045	61,260	61,330	47,859	13,000	13,000	13,000	78.60%
0003 Uniform Allowance	26,470	22,500	22,500	22,500	22,200	23,100	23,100	-10.87%
0010 FICA	133,726	144,770	143,580	134,474	133,270	120,922	133,567	-1.66%
0011 Medicare	43,432	46,520	46,055	44,110	41,600	39,479	41,732	-9.47%
0012 Retirement	312,609	319,440	316,470	308,219	292,406	285,849	301,858	-4.62%
0013 Unemployment Insurance	6,210	6,645	6,536	6,415	7,100	6,835	7,155	3.68%
0014 Workers's Compensation	73,300	51,760	53,992	42,100	42,678	43,500	63,148	9.41%
0020 Health, Dental, Life & STD Insurance	359,010	393,002	370,268	368,691	411,010	464,612	411,010	10.79%
Total Salary Related Expenditures	\$ 3,963,851	\$ 4,158,036	\$ 4,068,821	\$ 3,910,306	\$ 3,821,543	\$ 3,635,197	\$ 3,874,406	-6.01%

Operational Expenditures

7010 Training	20,754	33,700	27,065	19,807	43,470	26,250	20,650	-3.91%
7015 Travel	14,224	20,590	12,721	7,576	12,110	11,400	11,400	-19.26%
7020 Uniforms	2,905	4,900	4,030	4,500	4,500	4,900	4,900	9.00%
7030 Office Supplies	28,980	26,550	30,900	24,271	27,500	27,500	27,600	-17.57%
7002 Copier Paper	3,130	6,000	3,400	3,200	3,500	3,500	3,500	2.94%
7035 Subscriptions/Memberships	12,757	15,450	14,647	13,180	14,371	14,371	14,371	-1.85%
7004 Books/Tapes/Publications	46,414	23,150	24,222	22,750	22,775	22,770	22,770	-5.97%
7037 Printing	4,403	7,925	5,475	4,381	6,450	6,450	6,450	-0.93%
7038 Advertising	13,379	10,604	9,208	6,481	8,001	8,001	8,001	-6.00%
7039 Postage	13,281	22,350	22,267	14,597	19,350	20,691	20,691	-7.12%
7040 Computer Services/Software	17,183	27,325	26,657	22,497	24,650	23,200	23,200	-9.11%
7041 Internet Wireless Access	10,879	14,864	11,225	10,125	2,700	2,700	2,700	-79.50%
7042 IT System Maintenance/Anal/Video	61,261	46,000	43,770	30,249	49,920	38,900	35,000	-8.01%
7050 Auto Repair/Maintenance	50,432	65,150	61,210	57,192	68,775	60,775	58,775	-3.99%
7055 Fuel/Oil/Lube	69,800	56,228	103,013	85,442	60,701	60,701	60,701	-9.04%
7060 Electric	42,471	43,001	39,920	36,257	37,025	36,925	37,025	2.59%
7061 Gas/Propane	16,789	11,574	13,067	13,748	13,285	13,306	13,385	2.14%
7062 Water	3,466	6,950	8,475	8,170	0,587	6,597	6,597	1.44%
7064 Waste Removal	6,384	6,679	7,210	6,400	6,067	6,667	6,667	-2.27%
7065 Telephone	24,500	27,150	27,474	26,447	27,500	27,500	27,500	1.82%
7068 Cell Phone	6,724	0,000	8,505	8,177	3,600	3,600	3,600	-43.91%
7067 Paid Donor	2,804	2,728	2,633	2,687	2,849	2,849	2,849	6.53%
7100 Consulting Services	139,690	100,573	280,072	253,500	187,450	197,453	188,453	-31.97%
7110 Legal Services	125,050	30,350	118,939	104,241	92,850	92,650	92,600	-20.80%
7120 Contract Labor/Services	114,434	118,625	172,258	143,892	118,325	118,520	118,520	-3.07%
7130 Equipment Rental	0	0	0	0	300	325	325	325,000.0%
7200 Service Charges	464	10,024	11,424	10,024	10,024	10,024	10,024	-12.85%
7210 Credit Card Processing Fees	4,318	3,950	4,250	3,461	4,100	4,100	4,100	-1.19%
7220 Liability Insurance	150,250	168,084	165,054	237,000	207,000	184,013	184,013	6.27%
7300 Commission Expense	708	1,000	19	0	0	0	0	-100.00%
7500-7599 Department Specific Expenditures	412,309	397,158	813,733	429,641	784,081	763,791	797,541	-1.59%
Total Operational Expenditures	\$ 1,993,847	\$ 1,623,765	\$ 2,062,573	\$ 1,569,139	\$ 1,918,155	\$ 1,650,151	\$ 1,659,401	-8.60%

Equipment/Capital Expenditures

8000 Office Equipment/Furniture	2,352	2,000	675	700	451	451	451	40.89%
8010 Computer Equipment	3,127	4,600	2,692	601	2,800	3,200	3,200	22.68%
8020 Equipment Lease	30,099	25,473	22,978	21,514	26,218	26,218	26,218	11.13%
8030 Maintenance Equipment	3,467	4,600	3,650	3,500	3,500	3,500	3,500	0.00%
8040 Structural	21,428	10,000	8,000	8,000	5,000	5,000	5,000	-37.50%
8050 Parts & Accessory Equipment	459	200	700	700	0	0	0	-100.00%
8055 Light Recreational Equipment	874	0	0	0	0	0	0	0.00%
8712 Main Street Surveys & Instrument Elements	0	25,000	25,000	0	23,000	23,000	23,000	0.00%
Total Equipment/Capital Expenditures	\$ 68,977	\$ 72,073	\$ 63,621	\$ 37,675	\$ 61,468	\$ 61,969	\$ 61,969	-2.60%

Operating Transfers and Contingency

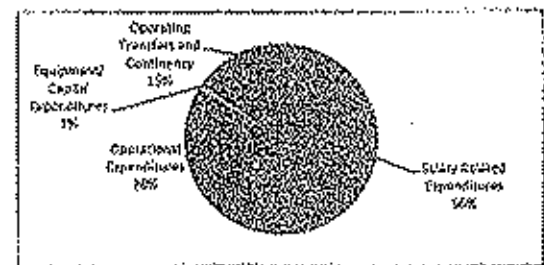
6000 Transfers Out-CLIP Fund	0	83,000	83,500	248,000	60,000	82,000	709,100	659.90%
6810 Transfers Out-Dock Service Fund	591,337	705,625	390,825	284,500	168,695	168,695	168,695	-44.80%
6815 Transfers Out-Library Building Fund	0	100	100	100	100	100	100	0.00%
9999 Contingency	60,000	293,000	27,725	20,500	200,000	100,000	100,000	209.50%
Employee Payouts Upon Termination of Employment	0	0	0	0	50,000	50,000	50,000	500,000.00%
Total Operating Transfers and Contingency	\$ 591,337	\$ 1,081,725	\$ 702,125	\$ 553,100	\$ 478,795	\$ 398,795	\$ 1,027,895	148.61%

Total General Fund Expenditures

Total General Fund Expenditures	\$ 6,013,813	\$ 6,863,560	\$ 6,834,555	\$ 6,014,272	\$ 6,260,962	\$ 5,948,622	\$ 6,503,753	2.99%
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A graphical depiction of the expenditure categories is shown in the pie chart to the right. As shown, the percentage of total General Fund expenditure that each category consumes is as follows:

- Salary Related Expenditures - 59%
- Operational Expenditures - 28%
- Equipment/Capital Expenditures - 1%
- Operating Transfers and Contingency - 12%



Mayor & Council

Our Mission

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

Department Duties/Description

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

Department Staffing:

All positions are elected by the citizens of the Town of Camp Verde

Mayor (1)

Vice Mayor (1) - Annual appointment by the Council

Councilors (5)

Accomplishments for the Fiscal Year 2009/2010:

1. Approved a balanced budget for FY2009-2010.
2. Adopted the 2009 Privilege License Tax amendments to the Tax Code.
3. Began a comprehensive update of the Town's Planning and Zoning Ordinance with emphasis on public participation.
4. Implemented a four-day, ten-hour work schedule to save utility costs while maintaining customer convenience.
5. Approved an IGA with Arizona State Parks in an effort to keep Fort Verde State Park open through March 2011.

Performance Objectives for Fiscal Year 2010/2011:

1. Continue our commitment to fiscal responsibility in the economic downturn. We will strive to develop and maintain a balanced budget to the extent possible without eliminating essential services.
2. Continue our strong commitment to citizen satisfaction.
3. Keep an active watch on legislative issues that impact the Town.
4. Work with other government agencies and the Yavapai-Apache Nation to develop a regional approach to economic issues.
5. Work with local businesses to develop and maintain a sustainable and healthy economy.

Significant Expenditure Changes:

Mayor & Council
 Fund 01-20-10

EXPENSES	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 ADJUSTED ACTUALS	2009/2010 COUNCIL ADOPTION	2008/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
	6030	Salaries	3,490	4,200	3,620	3,600	3,600	3,600	3,600	0.07%
	6040	PCA	210	200	224	223	220	223	223	-0.23%
	6011	Medicare	51	61	53	52	52	52	52	-1.51%
	6013	Unemployment	34	41	54	39	39	39	39	-28.00%
	6014	Workers's Compensation	506	791	180	180	214	214	214	18.81%
		Total Salary Expenditures	\$ 4,065	\$ 4,753	\$ 4,111	\$ 4,094	\$ 4,128	\$ 4,128	\$ 4,128	0.42%
Operating Expenditures										
	7010	Traveling	1,533	3,900	200	300	300	300	300	50.00%
	7015	Travel	1,015	5,540	704	704	700	690	690	28.71%
	7020	Office Supplies	24	150	0	0	50	50	50	500.00%
	7005	Subscriptions/Memberships	0	150	0	0	0	0	0	0.00%
	7006	Food/Drinks	284	500	0	0	0	0	0	0.00%
	7008	Electric	1,458	1,600	1,600	1,320	1,200	1,350	1,300	-16.75%
	7061	Gas/Propane	256	300	309	309	300	329	309	0.03%
	7062	Water	130	150	150	150	150	150	150	0.00%
	7063	Sewer	379	300	380	380	380	380	380	0.00%
	7064	Waste Removal	153	155	155	170	120	120	120	-22.58%
	7066	Cell Phone	297	300	76	76	0	0	0	-100.00%
	7067	Pest Control	37	35	30	35	35	35	35	0.00%
	7110	Legal Services	30,328	5,000	20,000	10,000	16,000	10,000	16,000	-20.00%
	7570	Security System	101	500	260	251	0	0	0	-100.00%
	7671	Public Relations	365	500	500	565	500	500	500	-15.25%
	7572	Special Commission Assignments	12	20	0	0	0	0	0	0.00%
	7573	Dinner/Reception Expense	2,328	2,000	0	608	600	600	600	-1.64%
	7574	Televised Council Meetings	4,002	0	0	0	0	0	0	0.00%
		Total Operating Expenditures	\$ 42,980	\$ 21,111	\$ 24,597	\$ 20,276	\$ 20,044	\$ 20,044	\$ 20,044	-18.01%
Equipment/Capital Expenditures										
	8000	Office Equipment/Furniture	0	0	0	0	0	0	0	0.00%
	8010	Computer Equipment	0	0	0	0	0	0	0	0.00%
		Total Equipment/Capital Expenditures	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Total Expenditures										
			\$ 47,075	\$ 21,111	\$ 24,708	\$ 24,326	\$ 24,172	\$ 24,172	\$ 24,172	-0.61%
Revenues										
Mayor & Council Revenues										
		IRA	0	0	0	0	0	0	0	0.00%
		Total Departmental Revenues	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Net Subsidy From/Contribution To General Purpose Fund										
			\$ (47,075)	\$ (21,111)	\$ (24,708)	\$ (24,326)	\$ (24,172)	\$ (24,172)	\$ (24,172)	-19.80%

Town Manager

Our Mission

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

Department Duties/Description

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

Department Staffing:

Town Manager (1)
Assistant to the Town Manager (0.95)

Accomplishments for the Fiscal Year 2009/2010:

1. Restructured Public Works and Parks & Recreation Departments to streamline the Town's management system.
2. Worked with the Business Manager from the Center for Family Medicine to utilize Camp Verde facilities.
3. Worked with the Tax Auditor to recapture construction, sales, and rental transaction privilege tax collections with a yield of over \$70,000. This is a seven (7) time return in the investment in the Tax Auditor's contract.
4. Negotiated a viable solution for the Town to partner with the Arizona State Parks to maintain the operations of Fort Verde State Park.
5. Initiated Rio Verde Plaza re-design.
6. Initiated the process to obtain an Energy Efficiency and Conservation Block Grant (EECBG).
7. Reduced energy utilization by implementing a 4/10 work schedule for all non-public safety offices.
8. Continued to support implementation of state-of-the-art software in order to improve the efficiency of the workforce.
9. Represented the Town in the negotiation process relative to water rights.
10. Initiated discussion and negotiations relative to the purchase of the Public Works Yard on Industrial Drive.

Performance Objectives for Fiscal Year 2010/2011:

1. Continue to support implementation of state-of-the-art software in order to improve the efficiency of the workforce.
2. Continue to represent the Town in the negotiation process relative to water rights.
3. Ensure the Land Use Code Re-Write, vis a vis the Special Projects Administrator, is on track and is meeting milestones.
4. Continue to represent the Town in negotiation of the purchase of the Public Works Yard on Industrial Drive.
5. Develop a Master Plan/Rio Verde Plaza design for Council's consideration.
6. Develop a plan, for Council's consideration, for the construction of an Animal Shelter in Camp Verde.
7. Pursue economic development initiatives with the development community.

Significant Expenditure Changes:

- * Increase in Cell Phone (7066) due to the reallocation of a primary phone designation from HURF/Streets Department to the Town Manager's department as the Town Manager typically uses more minutes than other departments. A review of the Town's cell phone invoices indicated that the HURF/Streets Department was being charged for all three (3) of the primary phone designations. Beginning with the first billing in the FY 2010-2011, the primary designations will be redistributed to the Town Manager, Public Works, and the Marshal's Office.
- * Increase in Water (7062) due to the bottled water now being expensed in a prorated manner to each department.

Town Manager
 Fund 01-80-11

Expenditures		2008/2009	2009/2010	2009/2010	2009/2010	2010/2011	2010/2011	2010/2011	% CHANGE
ACCOUNT	ACCOUNT	ADJUSTED	COUNCIL	ADJUSTED	ESTIMATED	DEPARTMENT	MANAGER	COUNCIL	FROM FY09-10
NUMBERS	TITLE	ACTUAL \$	ADOPTION	BUDGET	ACTUALS	REQUESTED	RECOMMEND	ADOPTION	AND BUDGET
6000	Salaries	155,987	157,614	157,614	152,766	157,617	149,758	157,617	10.53%
6010	FICA	9,309	8,528	8,522	8,473	9,772	9,264	9,772	14.54%
6011	Medicare	2,429	1,695	1,693	2,275	2,269	2,171	2,269	14.66%
6012	Retirement	15,695	12,936	12,800	12,707	15,920	12,749	15,575	20.02%
6013	Unemployment Insurance	134	123	123	137	147	147	147	9.95%
6014	Workman's Compensation	511	301	331	383	397	360	397	25.65%
6000	Health, Dental, Life & STD Insurance	12,385	10,745	10,745	11,269	12,483	12,403	12,403	16.17%
	Total Salary Expenditures	\$ 206,660	\$ 172,252	\$ 172,234	\$ 188,966	\$ 198,217	\$ 158,938	\$ 198,217	15.07%
Operating Expenditures									
7010	Printing	200	400	400	400	400	400	400	0.00%
7015	Travel	500	500	500	600	500	500	500	0.00%
7020	Office Supplies	600	1,000	1,000	1,300	1,000	1,000	1,000	0.00%
7025	Subscriptions/Memberships	1,200	1,300	1,200	800	1,400	1,400	1,400	30.85%
7036	Books/Tapes/Publications	10	200	200	70	200	200	200	0.00%
7037	Printing	167	500	500	0	500	500	500	0.00%
7039	Postage	0	75	75	0	75	75	75	0.00%
7040	Computer Services/Software	0	1,000	1,000	900	1,000	800	800	-20.00%
7060	Electric	1,000	1,000	1,000	950	1,000	1,000	1,000	0.00%
7061	Gas/Propane	100	199	199	200	260	250	250	25.00%
7062	Water	415	97	372	400	400	400	400	1.25%
7063	Sewer	244	250	250	255	300	300	300	20.00%
7064	Waste Removal	80	110	110	100	100	100	100	-0.00%
7066	Cell Phone	707	800	800	815	1,050	1,050	1,050	31.25%
7067	Pest Control	24	50	50	25	25	25	25	-10.00%
7110	Legal Services	420	0	0	0	500	500	500	500.00%
7271	Public Relations	490	500	500	465	500	500	500	0.00%
	Total Operating Expenditures	\$ 8,600	\$ 8,810	\$ 8,810	\$ 6,570	\$ 10,050	\$ 9,350	\$ 9,350	4.44%
Equipment/Capital Expenditures									
6600	Office Equipment/Furniture	0	0	0	0	0	0	0	0.00%
6610	Computer Equipment	400	0	0	0	0	0	0	0.00%
6620	Equipment Leases	0	0	0	0	0	0	0	0.00%
	Total Equipment/Capital Expenditures	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenditures									
		\$ 213,967	\$ 181,062	\$ 181,064	\$ 195,536	\$ 208,267	\$ 168,488	\$ 207,767	14.75%
REVENUES									
Town Manager Revenues									
	NA	0	0	0	0	0	0	0	0.00%
	Total Departmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Net (Subsidy From)/Contributor To General Purpose Revenues									
		\$ (213,967)	\$ (181,062)	\$ (181,064)	\$ (195,536)	\$ (208,267)	\$ (168,488)	\$ (207,767)	14.75%

Town Clerk

Our Mission

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

Department Duties/Description

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

- * The Clerk is the Election Official and performs those duties required by state statute.
- * Maintains a true and accurate record of all business transactions by the Council and all other records that pertain to the business of the Town or that Council directs.
- * Serves as the Records Manager.
- * Issues all licenses and permits that may be prescribed by State Statute, Town Ordinance, or the Town Code.
- * Provides administrative support to the Mayor and Council.
- * Prepares all agendas and agenda packets.
- * Updates Clerk's Office web page with current information and meeting audio.
- * CDBG Program Management
- * Provides receptionist and IT services for the Administrative offices.

Department Staffing:

Town Clerk (1)	Administrative Assistant (0.90)
Deputy Town Clerk (1)	Transcriptionist (contract)

Accomplishments for the Fiscal Year 2009/2010:

1. Completed the Special Events Permitting Process and Handbook to centralize and streamline permitting.
2. Implemented energy conservation measures and reduced use of paper.
3. Met customer service objectives through continuous improvement strategies and streamlining the complaint process.
4. Completed the Public Participation Process and the SSP and CDBG applications (see CDBG Fund).
5. Clerk attended training to recertify as a State of Arizona Certified Election Official in addition to the League's Municipal Certification.
6. All Clerk's Office staff attended CPR and AED training and are now certified on both.
7. Sharon McCormick received her Municipal Election Officer certification.

Performance Objectives for Fiscal Year 2010/2011:

1. Complete the 2011 Election Cycle. This task consumes the majority of 8 months of staff time.
2. Focus on service delivery while monitoring the budget.
3. Improve accessibility and ease of use on Clerk's web page.
4. Complete the Agenda Handbook and train relative Town staff.
5. Update Records Management Manual and train all Town staff.
6. Continue to move towards digitizing records as budget allows.
7. Begin the CDBG projects, as approved by Council.

Significant Expenditure Changes:

- * Business License revenue (01-40-12-4120) has been reduced due to a 50% reduction in the Business License Fee.
- * Election (7580) expenditure increase due to the 2011 Election Cycle.

Department Statistics for the Fiscal Year 2009/2010:

- | | |
|---|--|
| * Business Licenses on File - 602 | * Council Meetings (July 1, 2009 - April 2010) |
| * Information/Customer Service Requests - 217 | Regular Sessions - 24 |
| * Formal Citizen Complaints - 2 | Special Sessions - 24 |
| * Zoning Complaints Processed - 55 | Work Sessions - 10 |
| * New Resolutions Processed - 32 | Executive Sessions - 16 |
| * New Ordinances Processed - 9 | Amended Agendas/Additional Info Packets - 26 |
| * Special Event Permits Processed - 4 | |
| * Liquor License Permits Processed - 18 | |

Town Clerk
Fund 01-00-12

Expenditures	2006/2007 AUDITED ACTUALS	2007/2010 COUNCIL ADDITION	2008/2010 MANUSTRO BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADDITION	% CHANGE FROM FY09-10 ADJ BUDGET
6000 Salaries	169,706	153,156	163,155	163,155	157,547	149,670	157,547	-3.42%
6001 Overtime	2,260	1,500	1,500	1,242	0	0	0	-100.00%
6010 FICA	9,507	10,209	10,714	10,209	9,708	9,269	9,768	-4.32%
6011 Medicine	2,419	2,247	2,247	2,247	2,264	2,170	2,264	-4.30%
6012 Retirement	14,222	14,354	14,354	14,251	10,616	13,071	15,516	6.12%
6013 Unemployment Insurance	282	274	274	274	282	285	295	7.61%
6014 Workers Compensation	555	309	309	308	337	368	397	7.85%
6020 Health, Dental, Life & STD Insurance	17,259	17,259	17,259	17,209	18,564	18,561	18,564	3.60%
Total Salary Expenditures	\$ 213,702	\$ 210,143	\$ 210,144	\$ 210,134	\$ 204,932	\$ 193,907	\$ 204,352	-2.15%
Operating Expenditures								
7010 Training	1,500	1,500	1,120	0	1,000	1,000	1,000	-11.11%
7015 Travel	1,000	1,000	750	600	500	500	500	-33.33%
7020 Office Supplies	1,500	2,000	1,500	200	1,500	1,000	1,000	-33.33%
7035 Subscriptions/Memberships	685	1,000	750	550	650	550	550	-20.67%
7037 Printing	100	0	0	0	0	0	0	0.00%
7038 Advertising	3,000	4,000	4,300	1,900	3,000	3,000	3,000	-25.00%
7039 Postage	0	1,313	1,313	0	0	1,313	1,313	6.00%
7040 Computer Services/Software	400	1,000	1,000	200	1,000	1,000	1,000	0.00%
7055 Fuel/Oil/Lube	0	100	100	0	0	0	0	-100.00%
7060 Electric	1,500	2,000	2,000	1,700	1,200	1,200	1,200	-10.00%
7061 Gas/Propane	200	400	400	400	500	200	400	25.00%
7062 Water	200	200	440	415	415	415	415	-3.86%
7069 Sewer	400	500	500	450	300	500	500	0.00%
7084 Waste Removal	180	140	180	140	140	140	140	0.00%
7087 Pest Control	45	50	50	50	50	50	50	0.00%
7110 Legal Services	4,800	5,000	3,200	1,200	1,000	4,000	4,000	14.00%
7140 Election (\$)	15,000	1	1	0	25,000	27,000	27,000	255.90.00%
7510 Recording Fees	4	50	50	50	50	50	50	-8.33%
Total Operating Expenditures	\$ 39,600	\$ 20,254	\$ 17,220	\$ 8,424	\$ 30,700	\$ 42,818	\$ 42,018	142.80%
Equipment/Capital Expenditures								
8000 Office Equipment/Furniture	0	0	0	0	0	0	0	0.00%
8010 Computer Equipment	0	0	0	0	0	0	0	0.00%
Total Equipment/Capital Expenditures	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Total Expenditures	\$ 247,142	\$ 230,398	\$ 227,773	\$ 218,558	\$ 240,667	\$ 236,725	\$ 247,180	3.52%
Revenues								
Town Clerk Revenues								
40-12-4100 Copies	400	20	20	0	10	10	10	-50.00%
40-12-4120 Uninsured License	53,000	20,000	20,000	10,000	10,000	10,000	10,000	-20.00%
40-12-4121 Liquor License	200	200	200	200	200	200	200	0.00%
40-12-4141 Special Event Permit Fee	0	200	200	1,000	750	750	750	25.00%
Total Departmental Revenues	\$ 54,229	\$ 20,720	\$ 20,720	\$ 11,200	\$ 10,960	\$ 10,960	\$ 10,960	-16.15%
Net (Subsidy From)/Contribution To General Purpose Revenues	\$ (222,913)	\$ (209,678)	\$ (207,053)	\$ (207,358)	\$ (228,007)	\$ (225,765)	\$ (236,220)	11.18%

Finance Department

Our Mission

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

Department Duties/Description

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

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

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

Department Staffing:

Finance Director (1) currently vacant
Senior Accountant (1)
Accountant (0.75)
Finance Clerk (0.50)

Accomplishments for the Fiscal Year 2009/2010:

1. Completed the Town's first CAFR (Comprehensive Annual Financial Report) and submitted said report to the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting program.
2. Provided financial updates to Council and departments.
3. Established a Whistleblower Hotline for confidential reporting of fraudulent activities.
4. Developed and implemented a Fraud Policy.
5. Coordinated mandatory Ethics Trainings for employees in connection with the adoption of the Fraud Policy. This task will be coordinated by Human Resources in the subsequent fiscal years.
6. Made revisions to the Town's Financial Policies to implement GASB 54 fund balance reporting requirements.
7. Continued to streamline the Town's budget process with an eye towards improving accountability and transparency.
8. Informed Council and departments of the 2009-2010 budget shortfalls, took corrective action to mitigate the deficiencies and kept Council and departments informed of the Town's financial position for the 2009-2010 fiscal year.
9. Continued to pursue professional growth and development opportunities in the fields of accounting and finance.
10. Re-allocated a full time Court Clerk to assist the Finance Department 20 hours per week. This employee will help alleviate problems with segregation of duties and allow for increased productivity in the department. This allocation will cease on June 30, 2010 due to the retirement of a full time Court Clerk and the need for this position to resume full time at the Court. Finance will evaluate other Town employees for the possibility of re-allocation or request from Council approval to hire a new employee.

Performance Objectives for Fiscal Year 2010/2011:

1. To oversee the completion of the Town's 2010-2011 budget document.
2. Insure that the execution of the Town's 2010-2011 budget comports with the vision of the Town Council.
3. To acquire and implement a state of the art financial software system.
4. To complete the 2009-2010 audit of the Town's Comprehensive Annual Financial Report.
5. Submit the Town's Comprehensive Annual Financial Report to the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting program.
6. Continue the improvements to the budget process and budget document with the objective of submitting the Town's budget document to the Government Finance Officers Association's Distinguished Budget Presentation Award Program.
7. Update the Financial Operations Guide upon implementation of the new financial software system.
8. Continue training and professional development.
9. Ladder the Town's monies in approved investments in order to increase the interest earnings received by the Town.

Significant Expenditure Changes:

- Increase in salary related items in anticipation of hiring a Finance Director as well as a part time Finance Clerk. If another Town employee can be allocated part time to the Finance Clerk position from another Town department, the salary related amount for this position will be unnecessary.

Fiscal Notes

- Upon departure of the Finance Director, the Town contracted with an outside CPA firm to provide consulting services for duties normally provided by the Finance Director as well as assistance in the preparation of the financial statements for audit. Staff feels that this agreement has served the Town very well. Due to the continued economic difficulties of the Town, rather than hiring a full-time Finance Director, Staff recommends continuing to utilize an outside CPA firm to provide financial consulting services. This option is beneficial to the Town in that the Town receives the services needed and incurs a decreased amount of overall expenditures. The appropriation for this contract is included in the Consulting Services (7100) in the amount of \$50,000.
- Consulting Services (7100) also contains \$19,400 for the Sales Tax Auditing Program and \$2,073 for the Whistleblower Hotline services.
- Contract Labor/Services (7120) consists of \$80,000 budgeted for the annual audit of the Town's Comprehensive Annual Financial Report (CAFR).

Finance Department
 Fund 01 91-12

Expenditure ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 AUDITED ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
6000	Balances	78,324	114,554	118,000	97,291	165,888	157,600	165,888	39.65%
6001	Overlaps	281	250	260	0	0	0	0	-100.00%
6010	PCA	4,807	7,138	7,308	5,412	10,286	9,771	10,286	38.66%
6011	Medicare	1,109	1,665	1,724	1,050	2,400	2,385	2,400	38.50%
6012	Payment	7,125	10,792	11,172	8,298	16,361	15,524	16,341	40.24%
6013	Unemployment Insurance	140	351	351	120	240	240	240	60.00%
6014	Wideman's Compensation	274	251	265	181	408	287	400	57.32%
6020	Health, Dental, Life & STD Insurance	9,580	18,333	19,079	11,058	23,605	20,805	20,605	49.50%
	Total Salary Expenditures	\$ 101,634	\$ 147,914	\$ 153,480	\$ 119,859	\$ 219,398	\$ 200,971	\$ 216,289	41.90%
Operating Expenditures									
7010	Traveling	5,722	1,000	2,720	2,720	1,000	1,000	1,000	-68.94%
7015	Travel	1,000	1,000	500	470	500	500	500	0.00%
7030	Office Supplies	1,604	2,000	2,000	1,500	2,000	2,000	2,000	0.00%
7035	Subscriptions/Memberships	164	200	400	470	805	805	805	29.84%
7036	Books/Paper/Publications	204	100	100	14	100	100	100	0.00%
7037	Printing	2,270	1,000	500	971	1,500	1,500	1,500	51.21%
7038	Advertising	4,183	3,000	3,000	3,000	3,000	3,000	3,000	0.00%
7039	Postage	0	950	500	900	500	500	500	0.00%
7040	Computer Hardware/Software	45	2,000	2,200	2,184	2,200	2,200	2,200	-4.94%
7050	Electric	600	600	600	600	600	600	600	0.00%
7061	Gas/Propane	45	75	140	171	100	100	100	28.57%
7062	Water	200	100	280	260	300	300	300	-28.57%
7063	Sewer	61	100	100	69	60	60	60	-10.00%
7094	Waste Removal	47	50	50	68	50	50	50	0.00%
7095	Telephone	480	500	500	440	600	450	450	-10.00%
7097	Post Control	0	10	15	9	10	10	10	-33.33%
7100	Consulting Services	68,113	65,000	75,000	75,000	71,470	71,470	71,470	-5.40%
7110	Legal Services	751	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
7120	Contract Labor/Services	26,410	25,000	32,815	36,435	38,000	38,000	38,000	-6.25%
	Total Operating Expenditures	\$ 131,341	\$ 194,270	\$ 123,299	\$ 121,994	\$ 116,816	\$ 116,610	\$ 116,610	-5.95%
Equipment/Capital Expenditures									
8030	Other Equipment/Furniture	0	0	0	0	0	0	0	0.00%
8035	Computer Equipment	122	400	100	0	100	100	100	0.00%
8038	Equipment Leases	1,791	1,000	1,000	1,000	1,000	1,000	1,000	1.67%
	Total Equipment/Capital Expenditures	\$ 1,913	\$ 1,400	\$ 1,100	\$ 1,000	\$ 1,100	\$ 1,100	\$ 1,100	1.58%
	Total Expenditures	\$ 235,463	\$ 384,940	\$ 278,398	\$ 297,353	\$ 334,936	\$ 325,169	\$ 334,939	19.92%
Revenues									
Finance Revenue									
	N/A	0	0	0	0	0	0	0	0.00%
	Total Departmental Revenues	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
	Net Subsidy From/Contribution To General Purpose Revenue	\$ (235,463)	\$ (384,940)	\$ (278,398)	\$ (297,353)	\$ (334,936)	\$ (325,169)	\$ (334,939)	19.92%

Human Resources

Our Mission

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

Department Duties/Description

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

Department Staffing:

Town Marshal/Human Resource Director (0.20)

Marshal's Department/Human Resources Administrative Assistant (0.20)

Accomplishments for the Fiscal Year 2009/2010:

1. Centralized all Town employees' training records.
2. Updated and obtained Council approval on revisions to the Town's Personnel Manual.
3. Established a Human Resources Office where the Human Resources Administrative Assistant is available to meet with employees away from the Marshal's Office facility.

Performance Objectives for Fiscal Year 2010/2011:

1. Continue to assist all departments with Human Resource issues.
2. Coordinate training on various topics for all employees.
3. Assist in recruiting and hiring a new Town Manager.

Significant Expenditure Changes:

- * Increase in the Department Request for Training (7010) is due to requests from employees for educational reimbursements and the annual ethics training. These amounts are broken out as follows:

Ethics training - \$2,400

Educational reimbursement requests - \$24,860

The Town Manager's Recommendation provides for a limit of \$2,500 per employee for the FY2010-2011 for tuition reimbursements and \$2,400 for the ethics training. Three (3) employees submitted requests to participate in the tuition reimbursement program in the FY2010-2011.

- * Increase in Recruitment Expenses (7522) of \$8,000 is requested for the recruitment expenses for a new Town Manager. The Town has contracted with the League of Arizona Cities and Towns for assistance in the recruitment of the Town Manager.

Fiscal Notes

- * Advertising (7038) covers expenditures for advertising for open positions.
- * Personnel (7520) covers expenditures for a Personnel Hearing Officer (if needed).
- * Employee Safety Program (7521) covers expenditures for the Safety Committee to use for Town safety issues.
- * Recruitment Expenses (7522) covers expenditures associated with recruiting and processing new and current employees and volunteers to include: fingerprinting, drug screening, DOT drug testing, polygraphs, psychological testing, and medicals.
- * Employee Recognition Program (7523) covers expenditures for employee morale and recognition programs.

Human Resources
Fund 042014

Expenditure ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 AUDITED ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
6000	Salaries	13,756	28,250	27,241	28,230	26,123	24,918	26,720	-3.71%
6010	FICA	851	1,826	1,826	1,826	1,826	1,566	1,626	0.02%
6011	Medicare	159	330	300	288	333	301	333	0.09%
6012	Retirement	1,297	2,466	2,562	2,406	2,584	2,454	2,584	0.05%
6013	Unemployment Insurance	0	27	28	27	30	30	30	8.00%
6014	Workman's Compensation	566	547	547	547	614	514	614	12.23%
6020	Health, Dental, Life & STD Insurance	0	2,380	2,443	2,388	2,551	2,561	2,561	1.61%
	Total Salary Expenditures	\$ 18,629	\$ 35,664	\$ 34,827	\$ 38,604	\$ 34,026	\$ 32,454	\$ 34,020	-2.30%
Operational Expenditures									
7010	Printing	789	10,000	9,109	9,090	27,060	9,000	9,900	10.00%
7020	Office Supplies	43	500	500	500	500	500	500	0.00%
7030	Advertising	160	2,300	1,100	500	1,000	1,000	1,000	-0.05%
7110	Legal Services	1,849	3,600	1,607	250	2,500	2,500	2,500	-26.00%
7520	Personnel	2,690	2,000	2,000	0	2,000	2,000	2,000	0.00%
7521	Employee Safety Program	0	500	500	0	500	500	500	0.00%
7522	Recruitment Expenses	820	3,500	3,200	2,000	11,000	11,000	11,000	214.29%
7523	Employee Recognition Program	0	1,000	1,000	500	500	500	100	-50.00%
	Total Operational Expenditures	\$ 6,750	\$ 24,000	\$ 19,437	\$ 12,790	\$ 45,060	\$ 27,000	\$ 27,000	43.54%
	Total Expenditures	\$ 25,379	\$ 59,664	\$ 54,264	\$ 51,394	\$ 79,086	\$ 59,454	\$ 61,020	14.12%
Revenues									
Human Resources Revenues									
	N/A	0	0	0	0	0	0	0	0.00%
	Total Departmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Net (Surplus)/From/Contribution to General Purpose Revenues	\$ (23,409)	\$ (59,664)	\$ (54,264)	\$ (40,014)	\$ (79,086)	\$ (20,354)	\$ (61,926)	10.12%

Legal

Department Duties/Description

The Legal expense account is used to track the payments on the contract for the Town's Prosecution Contract for the Camp Verde Municipal Court, the costs associated with the Civil Hearing Officer, and litigation expenditures. The prosecution contract is not coded to the Camp Verde Municipal Court's budget as it is a conflict of interest for the Court to manage the prosecutor's contract.

Department Staffing:

Town Prosecutor (Contract)
Civil Hearing Officer

Fiscal Notes

- The Prosecution Contract (7120) covers the Town's Prosecuting Attorney for the Municipal Court.
- The Civil Hearing Officer provides services for the Community Development Department regarding issues of code non-compliance and discrepancies.
- Legal Services (7110) of \$50,000 were included to cover litigation expenses.

Legal
Fors/D1-20-10

Expenditures		2008/2009	2008/2010	2009/2010	2009/2010	2010/2011	2010/2011	2010/2011	% CHANGE
ACCOUNT	ACCOUNT	AUDITED	COUNCIL	ADJUSTED	ESTIMATED	DEPARTMENT	MANAGER	COUNCIL	FROM FY09-10
NUMBERS	TITLE	ACTUALS	ADOPTION	BUDGET	ACTUALS	REQUESTED	RECOMMEND	ADOPTION	ADJ BUDGET
6000	Salaries	1,375	1,500	1,600	1,000	1,000	1,000	1,000	0.00%
6010	FICA	85	62	62	62	60	62	62	0.00%
6011	Medicare	20	15	15	15	15	15	15	-3.33%
6013	Unemployment Insurance	13	48	10	10	11	11	11	0.00%
6014	Workman's Compensation	4	2	2	2	2	2	2	-4.45%
	Total Salary Expenditures	\$ 1,497	\$ 1,698	\$ 1,689	\$ 1,609	\$ 1,609	\$ 1,609	\$ 1,609	0.02%
Operational Expenditures									
7110	Legal Services-Litigation Expenses	0	0	67,627	79,000	50,000	50,000	50,000	-26.08%
7120	Procurement Contract	65,076	71,000	71,000	71,000	71,000	71,000	71,000	0.00%
	Total Operation Expenditures	\$ 65,076	\$ 71,000	\$ 138,627	\$ 146,000	\$ 121,000	\$ 121,000	\$ 121,000	-12.72%
	Total Expenditures	\$ 66,574	\$ 72,698	\$ 159,716	\$ 147,209	\$ 122,009	\$ 122,009	\$ 122,009	-12.62%
Revenues									
Legal Revenues									
18A		0	0	0	0	0	0	0	0.00%
	Total Departmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Net Subsidy From/Contribution To General Purpose Revenues	\$ (66,574)	\$ (72,698)	\$ (159,716)	\$ (147,209)	\$ (122,009)	\$ (122,009)	\$ (122,009)	-12.62%

Non-Department Expenditures

Departmental Duties/Description

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

Significant Expenditure Changes:

- * Consultant Services (7100) was previously used to fund the Technology Services Contract with Four-D LLC. This appropriation has been transferred to the newly created Information Technology Services budgetary unit (01-20-18).
- * LTAF Cultural Expenses (7820) has been eliminated as the funds previously apportioned to municipalities from the Arizona Lottery have been permanently swept by the State of Arizona. These funds were previously used to fund cultural, educational, historical, recreational, or scientific facilities or programs.
- * LTAF II Grant Match (7821) has been eliminated as the funds previously apportioned to municipalities from the Arizona Lottery have been permanently swept by the State of Arizona. These funds were previously used to fund the Transit Voucher Program.
- * Organizational Donations (7900) has been eliminated due to the economic constraints that the Town is currently facing.
- * Youth Court (7950) has been eliminated as a result of the closure of the Town's Teen Center. These funds were previously used to help fund the operations of the Teen Center.

Fiscal Notes

- * Subscriptions/Memberships (7035) consists of \$2,000 for NACOG's portion of the Rural Transportation Liaison and Economic Development Administration for the regional planning grant and \$6,992 for the Town's annual dues to the League of Arizona Cities and Towns.
- * Postage (7039) has been allocated out to the various Town departments as based on usage as recorded by the Town Clerk's Department.
- * Utility Expenditures are for those buildings/services that are not allocable to any one department.
- * Internet Wireless Access (7041) has been moved to the Information Technology Services departmental budget unit in the FY2010-2011.
- * IT System Maintenance/Anti-Virus (7042) has been moved to the Information Technology Services departmental budget unit in the FY2010-2011.
- * Consulting Services (7100) has been moved to the Information Technology Services departmental budget unit in the FY2010-2011.
- * Camp Verde Visitors Center (7800) are monies transferred to the Camp Verde Chamber of Commerce for the operation of the Visitors Center.
- * Tourism Marketing (7801) was previously monies for the match portion of the grant. Due to the cancellation of the grant program by the Arizona Office of Tourism, the grant matching funds are not required. The funds budgeted in the FY2010-2011 are to continue tourism marketing.
- * Fort Verde State Park IGA (7810) provides for the monies pledged in the Intergovernmental Agreement (IGA) with Arizona State Parks Board to provide funding to maintain the operations of Fort Verde State Park from March 30, 2010 to March 20, 2011. The amount listed in the Manager's Recommendation column is for the period of July 1, 2010 through March 20, 2011. This provides for the current IGA that expires on March 20, 2011. The Council's Adoption amount shows an additional appropriation to continue the IGA through the remainder of the FY2010-2011.
- * LTAF II Grant Match-Transit Voucher Program (7821) has been eliminated due to the cancellation of the funding program by the State of Arizona.
- * Recycling (7840) is the monies allocated to fund the community recycling centers currently located in the front parking lot of the Outpost Mall Shopping Center and at the Camp Verde Heritage Pool.
- * Emergency Services Agreement (7850) is an Inter-Governmental Agreement with Yavapai County for coordination of emergency services in the event of a large emergency.
- * Camp Verde Sanitary District IGA Ground Lease (7860) provides for the annual lease payment of the 15 acres leased by the Town from the Camp Verde Sanitary District in accordance with the Intergovernmental Agreement (IGA).
- * Stewards of Public Lands (7910) are monies allocated to assist the Stewards of Public Lands volunteer group with their public land clean-up projects for needed supplies, dump fees, etc.
- * Verde Valley Senior Center (7930) are monies to help fund the Verde Valley Senior Center's operations including the Meals-On-Wheels program that services residents of Camp Verde.
- * Water Adjudication (7940) is an appropriation for water right acquisition. Expenses would include items such as legal, hydrologist and engineer studies, etc.
- * Yavapai County Water Advisory Committee (7960) is a committee of local communities and stakeholders committed to preserving sustainable water resources within Yavapai County by developing and enacting a total water management strategy. Monies provided to this committee are used to fund studies used in developing the management strategy.
- * Yavapai County - Fort Verde State Park IGA Assistance (43-17-4350) are monies contributed by Yavapai County to assist the Town of Camp Verde in maintaining the operations of Fort Verde State Park. The Town of Camp Verde entered into an Intergovernmental Agreement (IGA) with Arizona State Parks Board to provide funding to maintain the operations of Fort Verde State Park from March 30, 2010 to March 20, 2011 as the park was scheduled for closure due to drastic budget cuts to the State Parks from the State of Arizona.

Non-Departmental
Fund 01-00-17

Expenditures ACCOUNT NUMBERS	ACCOUNT TITLE	2005/2005 AUDITED ACTUALS	2006/2006 COUNCIL ADOPTION	2007/2007 ADJUSTED BUDGET	2008/2008 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
7032	Copy Paper	3,130	5,000	3,400	3,200	3,500	3,500	3,500	2.94%
7035	Subscriptions/Memberhips	7,600	9,300	6,200	5,700	8,000	8,000	8,000	-3.85%
7038	Newspaper Train Page	2,000	0	0	0	0	0	0	0.00%
7039	Postage	16,463	12,515	12,515	9,000	12,000	12,000	12,000	-4.12%
7041	Intern. Wireless Acct's	15,878	14,000	13,071	13,000	0	0	0	-103.02%
7042	IT System Maintenance/Ampl/Virus	17,225	18,810	11,225	10,125	0	0	0	-100.00%
7050	Auto Repair/Maintenance	2,700	3,800	3,600	1,000	3,000	3,000	3,000	0.00%
7055	Fuel/Oil/Flts	220	300	300	100	200	200	200	-39.38%
7060	Electric	7,400	7,741	6,543	7,300	7,500	7,000	7,000	14.64%
7061	Gas/Propane	4,258	5,400	3,400	4,300	5,000	5,000	5,000	45.40%
7062	Water	3,042	1,100	1,300	1,500	1,500	1,500	1,500	12.28%
7063	Sewer	1,500	500	500	450	500	500	500	-10.00%
7064	Waste Removal	200	200	200	300	400	400	400	50.00%
7065	Telephone	11,200	10,100	11,200	12,400	12,500	12,000	12,000	9.69%
7067	Pest Control	800	800	900	900	800	800	800	4.00%
7068	Pio Verde Pines Utility Expenses	400	0	0	0	0	0	0	0.00%
7100	Consultant Services	20,000	12,000	71,000	55,000	0	0	0	100.00%
7110	Legal Services	11,000	0	0	0	0	0	0	0.00%
7200	Service Charges	400	10,000	11,000	10,000	10,000	10,000	10,000	-12.50%
7220	Utility Income	180,700	180,000	180,000	207,500	207,000	194,613	184,013	6.26%
7510	Equipment Maintenance/Office Equipment	60	1,000	1,000	500	1,000	1,000	1,000	0.00%
7570	Conference Room Supplies (P&H Printing)	0	500	500	100	500	500	500	0.00%
7600	Camp Verde Visitor Center	70,000	70,000	70,000	70,000	70,000	70,000	66,000	21.43%
7601	Technical Monitoring	19,012	20,000	20,000	20,000	20,000	0	20,000	-12.70%
7602	Camp Verde Visitor Center - Pest Control	0	500	500	500	500	500	500	0.00%
7610	Pio Verde Sign Making Park/IGA	0	0	60,000	60,000	70,000	70,000	100,000	72.22%
7620	LYAF to Guest Motel-Transport Voucher Program	0	5,184	5,184	5,184	0	0	0	-100.00%
7640	Ruzy Trg	7,000	7,000	7,000	7,000	7,000	7,000	7,000	0.00%
7650	Emergency Subison Agreement	3,000	4,500	4,500	4,500	4,500	4,000	4,000	-11.11%
7660	Camp Verde Sanitary District IGA Ground Lease	0	0	100	100	100	100	100	0.00%
7900	Organizational Donations	3,000	0	100	500	0	0	0	-100.00%
7910	Stewardship of Public Lands	1,000	1,500	1,500	500	1,500	1,500	1,500	0.00%
7920	Human Resources Committee	3,017	0	0	0	0	0	0	0.00%
7930	Verde Valley Senior Center	10,000	12,000	12,000	12,500	12,500	12,500	12,500	0.00%
7940	Water Adjustment	0	20,000	17,500	15,000	20,000	20,000	20,000	11.73%
7950	Youth Court	0,000	0,000	1,500	0	0	0	0	-100.00%
7960	Yavapai County Water Advisory Committee	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0.00%
	Total Operating Expenditures	\$ 492,070	\$ 471,348	\$ 505,200	\$ 556,900	\$ 545,100	\$ 487,213	\$ 503,463	-9.85%

Equipment/Capital Expenditures

6000	Equipment Lease (copy machine)	12,013	14,000	9,500	14,000	14,000	14,000	14,000	45.64%
6000	Equipment Lease (postage meter)	0	1,120	1,120	1,120	1,120	1,120	1,120	0.00%
	Total Equipment/Capital Expenditures	\$ 12,013	\$ 15,120	\$ 10,620	\$ 15,120	\$ 15,120	\$ 15,120	\$ 15,120	40.84%

Total Expenditures

\$ 408,403	\$ 486,468	\$ 515,820	\$ 572,020	\$ 560,220	\$ 482,241	\$ 518,581	\$ 518,581	-9.89%
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Revenues

Non-Departmental Revenues

43-17-4050	Yavapai County - Fwd Verde State Park IGA Activities	0	0	30,000	30,000	0	0	30,000	0.00%
	Total Departmental Revenues	\$ 0	\$ 0	\$ 30,000	\$ 30,000	\$ 0	\$ 0	\$ 30,000	0.00%

Net Availability From Contributions To General Purpose Revenues

\$ (408,403)	\$ (486,468)	\$ (515,820)	\$ (542,020)	\$ (530,220)	\$ (482,241)	\$ (518,581)	\$ (488,581)	-10.52%
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Information Technology Services

Department Duties/Description

The Town of Camp Verde's Information Technology Services Department 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:

- Special Projects Director (0.05)
- Administrative Assistant, shared position with Town Clerk's Office (0.10)
- Assistant to the Town Manager (0.05)

Accomplishments for the Fiscal Year 2008/2010:

1. IT licensing current and up to date.
2. Established improved internet access, via Qwest T-1 line and DSL line, at a lower total monthly cost (reduced by 24%).
3. Computer hardware replacement plan initiated with 25 of the Town's computers replaced.
4. Microsoft Office 2007 installed on all Town computers so all employees are using the same software. This enables increased efficiency via shared work environment capabilities (e.g. calendars, contact lists, project tracking, etc.).
5. Design and establishment of new Town website.
6. Utilization of Town staff to reduce number of billable hours with IT consultant.

Performance Objectives for Fiscal Year 2010/2011:

1. Continue with computer hardware replacement plan by replacing 25 Town computers.
2. Improve shared work environment by setting up SharePoint and Communicator applications for improved communication and productivity.
3. Implement System Center, which will allow all computers to be updated automatically with security patches and system inventory management.
4. Develop, implement, and test a comprehensive Disaster Recovery Plan.
5. Utilize Town staff to reduce the number of billable hours with IT consultant.

Fiscal Notes

- * Information Technology Services is a new department in the 2010-2011 fiscal year. Prior year expenditures were tracked in the Non-Departmental budgetary unit.
- * Consulting Services (7100) was previously tracked in the Non-Departmental (01-20-17-7100) budget unit.
- * Staff salary related expenditures are based on the amount of time that in-house staff members spend working on IT related tasks rather than utilizing the outside consultants.
- * Software Recurring Fees (7042) consists of annual Symantec Anti-Virus and Microsoft Office Professional software maintenance fees.

Information Technology Services
Fund 01-20-18

Expansures	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 AUDITED ACTUALS	2009/2010 COUNCIL ADDITION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADDITION	% CHANGE FROM FY09-10 ADJ BUDGET
	0020	Supplies	0	0	0	0	973	927	973	227.00%
	0010	FICA	0	0	0	0	603	603	603	573.00%
	0011	Medicare	0	0	0	0	141	134	141	134.00%
	0012	Patriotact	0	0	0	0	559	910	958	910.00%
	0013	Unemployment Insurance	0	0	0	0	15	15	15	15.00%
	0014	Workman's Compensation	0	0	0	0	24	28	24	23.00%
	0020	Health, Dental, Life & STD Insurance	0	0	0	0	1,283	1,280	1,280	1,283.00%
		Total Salary Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 12,744	\$ 12,173	\$ 12,748	12171.00%
Operational Expenditures										
	7041	Internet Wireless Access	0	0	0	0	8,400	8,400	8,400	8400.00%
	7042	Software Recurring Fees	0	0	0	0	2,750	2,700	2,700	2750.00%
	7100	Consulting Services	0	0	0	0	54,083	54,080	54,080	54083.00%
		Total Operation Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 65,233	\$ 65,180	\$ 65,180	65230.00%
		Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 77,977	\$ 77,353	\$ 77,928	77401.00%
Revenues										
		Information Technology Services								
		NA	0	0	0	0	0	0	0	0.00%
		Total Departmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
		Net Subsidy from Contribution To General Purpose Revenues	\$ -	\$ -	\$ -	\$ -	\$ (77,977)	\$ (77,353)	\$ (77,928)	77401.00%

Maintenance

Our Mission

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

Department Duties/Description

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

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

Department Staffing:

Public Works Director/Engineer (0.10)
Maintenance Foreman (0.97)
Parks Lead Worker (0.89)
Maintenance Worker 1 (0.87)

Maintenance Worker 2 (0.97) * 2 vacant positions
Janitor 1 (0.99)
Janitor 2 (0.99)
Public Works Administrative Assistant (0.10)

Accomplishments for the Fiscal Year 2009/2010:

1. Completed stamped sidewalks on Town Grounds.
2. Installed sign for Rezonico Park.
3. Installed new banner poles at intersection near Circle K.
4. Organized Maintenance Shop with shelves and cabinets.
5. Established mandatory Respiratory Protection and Asbestos Protection Programs.
6. Installed anchor system for all book shelves at the Library.
7. Established a new computer system server room including a new wall, A/C unit, and upgrading electrical.
8. Regular maintenance to buildings and structures to remove graffiti and vandalism damage.
9. Added a wireless antenna, light to flag pole, and sprinkler system at Marshal's Office facility.
10. Maintenance to ball field at Butler Park to create a new, safe, and playable infield.
11. Made repairs to roofs of Town owned buildings as well as repairs to gas and water lines at the 200 building.
12. Installed new sewer pipe and tie in from play to Historical Society Room.
13. Completed Risk Management loss control work list.
14. Training Completed:
 - Flagger Training
 - Asbestos Training
 - Blue Stake
 - CPR, AED and First Aid
15. Fabricated and installed ADA compliant handrails.
16. Remodeled room to be used for Human Resources Office.
17. Welded, prepped, and painted the Heritage Pool slide.
18. Painted the Heritage Pool building.
19. Remodeled old "ceramics room" for file storage.
20. Moved all files from the basement to the new storage room.
21. Re-lamp light poles at Butler Park.
22. Replaced urinal in men's restroom at Butler Park.

Performance Objectives for Fiscal Year 2010/2011:

1. Coordinate with Yavapai-Apache Nation Human Resources to utilize youth workers to assist Maintenance with various projects.
2. Repair and remodel pump house.
3. Complete installation of bar-b-ques at Butler Park and Arturo Park.
4. Complete Town grounds sprinkler system, add plants to Main Street and Marshal's Office. This item is contingent on funds and time being available.

Significant Expenditure Changes:

- Increase in Building Maintenance (7510) of \$20,000 for projects that staff recommends as well as items that Council has indicated should be completed. Projects and estimated costs include: HVAC maintenance contract (\$7,412); energy upgrades to lighting in Gym and Library (\$2,720); return air grill at Marshal's Office, this is a safety issue (\$2,200); carpet cleaning (\$1,470); re-rout gas line behind 200 building (\$640); spray Ramada with sealant and repair foam roof (\$2,500); complete ADA sidewalks (\$2,500); remaining funds are to cover tax, shipping, and price changes. If the projects listed cannot be funded as requested, staff is requesting Council to prioritize the list of projects to be completed.
- Addition of Chamber of Commerce Building-Maint Expt to track expenditures for the building. The building needs a termite treatment as well as rain gutters.

Fiscal Notes

- Training (7010) includes locksmith training needed as only one person on staff can work on locks/keys as well as OSHA training for two (2) staff members as required and pool maintenance certification.
- Grounds Maintenance (7517) includes estimates for herbicide for Butler Park for invasive weeds as recommended by Yavapai Corp (\$2,000); repair irrigation ditch pump motor (\$255); and transplants for Main Street and Marshal's Office (\$3,449).

Maintenance Department
Fund 01-20-20

EXPENDITURES	2008/2008	2009/2010	2009/2010	2009/2010	2010/2011	2010/2011	2010/2011	% CHANGE
ACCOUNT NUMBERS	AUDITED ACTUALS	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUIRED	MANAGER RECOMMEND	COUNCIL ADOPTION	FROM FY09-10 ADJ BUDGET
6000 Salaries	187,652	191,189	191,189	189,280	195,708	189,979	195,708	2.41%
6001 Overtime	2,315	2,200	2,200	263	400	400	400	-81.82%
6010 SCA	11,947	11,968	11,969	11,763	12,162	11,568	12,162	1.65%
6011 Medical	2,789	2,804	2,806	2,751	2,841	2,703	2,824	1.44%
6012 Retirement	17,717	18,177	18,177	17,895	19,323	18,358	19,323	6.30%
6013 Unemployment Insurance	529	412	412	412	452	452	452	0.73%
6014 Workman's Compensation	11,000	7,817	7,817	7,311	8,542	8,110	8,542	9.28%
6020 Health, Dental, Life & STD Insurance	25,623	25,817	26,062	25,947	28,281	28,281	28,281	7.54%
Total Salary Expenditures	\$ 269,683	\$ 279,665	\$ 279,292	\$ 265,760	\$ 277,772	\$ 265,640	\$ 277,772	2.10%

Operational Expenditures

7010 Training	1,800	1,000	1,000	870	1,800	1,800	1,800	80.00%
7015 Travel	1,207	500	500	250	500	500	500	0.50%
7020 Uniforms	2,056	2,500	2,500	2,500	2,000	2,500	2,500	0.00%
7020 Office Supplies	1,504	350	290	150	50	50	50	-79.26%
7050 Auto Repair/Maintenance	2,185	4,000	3,000	3,000	4,000	4,000	4,000	33.33%
7055 Fuel/Oil/Hub	3,042	4,000	4,000	3,200	4,000	4,000	4,000	-23.33%
7060 Electric	3,126	2,897	2,897	2,500	2,800	2,800	2,800	-0.35%
7061 Gas/Propane	197	475	600	950	600	650	650	-4.00%
7062 Water	563	500	600	1,000	750	750	750	-17.04%
7065 Sewer	392	182	302	430	350	350	350	-0.57%
7064 Waste Removal	210	189	229	260	200	200	200	-16.36%
7066 Cell Phone	1,276	1,200	1,200	1,075	1,000	1,000	1,000	-33.33%
7007 Pest Control	49	55	55	50	55	55	55	18.18%
7010 Building Maintenance	18,840	20,000	24,605	16,900	20,000	20,000	20,000	44.55%
7011 Ho Yards Plaza-Maint Exp	3,485	0	0	0	0	0	0	0.00%
7012 Safety Equipment	348	3,000	1,400	260	500	500	500	-59.02%
7013 OSHA Medical Supplies	1,070	3,000	2,000	1,400	1,800	1,800	1,800	-10.00%
7014 Grind. Clean Up	17	200	500	500	500	500	500	0.00%
7015 Fire Extinguishers	1,636	2,000	2,000	1,375	2,000	2,000	2,000	0.00%
7016 Park Equipment Maintenance	659	5,000	4,000	4,000	2,500	2,500	2,500	-37.50%
7017 Grounds Maintenance	1,528	14,000	13,000	5,100	8,000	8,000	8,000	-29.02%
7018 Fertilizer/Pesticides	3,581	6,000	6,000	3,570	6,000	6,000	6,000	0.00%
7019 Visitor Center Building-Maint Exp	0	0	0	0	2,000	2,000	2,000	2000.00%
7020 Janitorial Supplies	7,765	10,000	8,000	6,650	8,000	8,000	8,000	0.00%
7021 Towa Mats & Rugs	2,009	2,000	2,000	2,000	2,250	2,250	2,250	2.25%
Total Operational Expenditures	\$ 61,290	\$ 97,322	\$ 84,472	\$ 58,254	\$ 88,215	\$ 88,215	\$ 88,215	6.62%

Equipment/Capital Expenditures

8020 Maintenance Equipment	3,407	4,500	3,500	3,500	3,500	3,500	3,500	0.00%
8060 Structural	21,480	10,000	0,000	0,000	0,000	0,000	0,000	-37.50%
Total Equipment/Capital Expenditures	\$ 24,887	\$ 14,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	-26.09%

Total Expenditures

\$ 345,700	\$ 382,007	\$ 367,292	\$ 330,654	\$ 374,487	\$ 302,590	\$ 374,487	3.39%
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Revenues

Maintenance Department Revenues

40-20-4703 Facilities Rentals	4,225	3,000	3,000	4,300	2,200	2,000	2,000	-6.67%
Total Departmental Revenues	\$ 4,225	\$ 3,000	\$ 3,000	\$ 4,300	\$ 2,200	\$ 2,000	\$ 2,000	-6.67%

Net City/County/Federal/Contributions To General Purpose Revenues

\$ (351,530)	\$ (379,007)	\$ (364,292)	\$ (326,354)	\$ (371,087)	\$ (300,590)	\$ (372,487)	3.68%
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Municipal Court

Our Mission

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

Department Duties/Description

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

The Municipal Court's duties include:

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

Department Staffing:

- Magistrate (1)
- Assistant Magistrates (2-PT)
- Court Supervisor (1)
- Court Clerks (3)

Accomplishments for the Fiscal Year 2009/2010:

1. Secured a Fill the Gap Grant to install and maintain audio/visual abilities to see in-custody defendants. The objective was to reduce security issues with transportation and securing defendant's held in custody appearing for court appearances.
2. Secured a second Fill the Gap Grant to pay for the maintenance and DSL line for same audio/visual equipment for the FY 2010-2011.
3. Transferred expenditures for the security system, digital recording maintenance, and legal research abilities from the Magistrate's Special Revenue Fund (05) while contributing to the Court Enhancement Account's fund balance.
4. Purchased a new HVAC unit with Court Enhancement Funds, as per court operations in ordinance. Without this funding, Maintenance would not be able to complete other scheduled projects in order to replace the Court's HVAC unit.

Performance Objectives for Fiscal Year 2010/2011:

1. Work on FARE Collections Disqualified back logs in the amount of \$50,000 to improve collection amounts.
2. Utilize ACCURINT slip tracing to assist in finding current addresses to improve collection abilities.
3. Successfully complete Triennial audit review.
4. Order more defendants to pay back attorney fees, if qualified.

Significant Expenditure Changes:

- Salary related expenditures have been reduced due to the retirement of a Court Clerk and the position being held vacant.

Fiscal Notes

- Contract Labor/Services (7120) consists of \$3,500 for the Court's annual financial audit and \$500 for interpretation.

Department Statistics FY 2009-2010

During the Fiscal Year 2009-2010 from July 1, 2009 through March 31, 2010, the Municipal Court processed the following:

- Misdemeanor/FTA - 393
- Civil Traffic - 595
- DUI Filings - 62
- Harassment Injunction - 16
- Serious Traffic - 13
- Order of Protection - 24
- Criminal Traffic - 435

Municipal Court
Funds 01-20-20

EXPENDITURES	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 AUMTED ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
	6000	Salaries	211,348	253,523	249,276	245,151	203,165	196,200	203,565	-16.36%
	6000	Salaries (Pro-Tem Judges)	19,000		19,000	9,999	19,000	19,000	19,000	0.00%
	6010	FICA	12,872	14,339	16,680	15,819	13,241	12,785	13,241	-17.70%
	6011	Medicare	3,610	3,821	3,763	3,700	3,097	2,990	3,097	-17.89%
	6012	Retirement	18,969	23,531	23,491	23,046	23,651	19,320	23,001	-14.22%
	6013	Unemployment Insurance	312	343	633	480	637	637	637	76.97%
	6014	Workman's Compensation	346	446	443	412	406	394	406	-7.56%
	6020	Health, Dental, Life & STD Insurance	18,683	20,648	20,102	20,634	25,605	25,600	25,600	-19.91%
		Total Salary Expenditures	\$ 265,040	\$ 328,360	\$ 328,767	\$ 328,438	\$ 270,005	\$ 267,964	\$ 270,005	-15.35%

Operational Expenditures

7010	Training	775	2,000	1,000	1,000	800	800	800	800	-40.00%
7015	Taxes	2,053	2,500	2,732	2,250	2,250	1,710	1,710	1,710	-35.41%
7030	Office Supplies	3,165	4,100	4,100	4,100	4,100	4,100	4,100	4,100	0.00%
7035	Subscriptions/Memberships	175	200	200	200	125	125	125	125	-37.50%
7038	Books/Tapes/Publications	928	1,000	1,075	1,075	1,075	1,075	1,075	1,075	0.00%
7037	Printing	672	1,200	500	500	300	300	300	300	-40.00%
7039	Postage	0	1,282	1,282	1,282	1,282	1,282	1,282	1,282	0.00%
7040	Electric	3,590	3,250	3,250	3,230	3,000	3,000	3,000	3,000	-7.69%
7041	Gas/Propane	405	265	515	482	462	482	482	482	-6.41%
7062	Water	283	193	261	265	265	260	260	260	-11.59%
7053	Garage	751	607	737	695	695	690	690	690	-5.70%
7054	Vehicle Removal	295	205	255	216	216	216	216	216	-15.29%
7055	Telephone	0	680	193	17	100	180	180	180	0.27%
7057	Post Control	72	50	50	50	50	50	50	50	0.00%
7120	Contract Labor/Services	5,957	4,500	500	17	6,000	6,000	4,500	4,500	760.00%
7240	Credit Card Processing Fees	2,584	2,000	2,400	2,169	2,500	2,500	2,500	2,500	2.64%
7555	Court Appointed Attorneys	32,148	28,000	28,000	22,000	22,000	22,000	22,000	22,000	-16.58%
7658	Jury Fees	187	200	250	200	200	200	200	200	-20.00%
7509	Processing System	504	0	0	0	0	0	0	0	0.00%
7570	Security System	311	0	0	0	0	0	0	0	0.00%
		Total Operational Expenditures	\$ 55,081	\$ 52,402	\$ 66,490	\$ 40,266	\$ 44,063	\$ 43,568	\$ 43,568	-6.32%

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	1,291	1,000	500	250	500	500	500	500	0.00%
8020	Equipment Leases	13,163	0	0	0	0	0	0	0	0.00%
	Total Equipment/Capital Expenditures	\$ 14,454	\$ 1,000	\$ 500	\$ 250	\$ 500	\$ 500	\$ 500	\$ 500	0.00%

Total Expenditures

\$ 355,414	\$ 391,623	\$ 373,757	\$ 368,926	\$ 321,168	\$ 311,297	\$ 329,638	\$ 315,133	\$ 315,133	\$ 315,133	-10.21%
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Revenues

Municipal Court Revenues

40-30-4120	Fines/Fees & Forfeitures	169,261	245,940	240,940	176,299	201,068	204,029	204,900	204,900	-18.20%
40-30-4930	Court App Attorney Retain	17,213	21,000	21,000	12,315	12,315	12,315	12,315	12,315	-43.60%
40-30-5110	Credit Card Fees Collected	0	0	0	0	0	0	0	0	0.00%
	Total Departmental Revenues	\$ 186,474	\$ 266,940	\$ 261,940	\$ 188,614	\$ 213,383	\$ 216,344	\$ 217,215	\$ 217,215	-20.24%

Net -Subsidy From/Contribution To General Purpose Revenues

\$ (149,060)	\$ (128,298)	\$ (105,212)	\$ (180,421)	\$ (100,879)	\$ (97,914)	\$ (100,478)	\$ (100,478)	\$ (100,478)	\$ (100,478)	1.29%
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Public Works Department

Our Mission

The Town of Camp Verde's Public Works Department's mission is to develop and maintain the Town's infrastructure of streets, storm water utilities, facilities and parks while supporting the economic growth of the Town. The Department provides effective street, facilities and parks maintenance, environmental services and project management for Town projects.

Department Duties/Description

The Public Works Department includes five divisions: Engineering, Streets, Storm Water, Facilities Maintenance and Janitorial, and Parks & Recreation Divisions. Future growth may increase the Department with the addition of a Utilities Division. The Public Works Director oversees Engineering, Storm Water, Streets, Facilities Maintenance and Janitorial, and Parks and Recreation. The Engineering Division works closely with Community Development to provide Plan and Engineering Design Review for public improvements and Town projects along with maintaining the Standards, Codes, and Ordinances to use as a guide for current and future development. It is anticipated that the design work for Finnie Flat Sidewalk Improvement Grant will be completed and ready to move to construction in 2011. This project is funded in part through an ADOT Transportation Enhancement Grant. Construction is being bid and supervised by ADOT in order to coordinate ADOT's project along HWY 260.

Department Staffing:

Public Works Director/Engineer (0.50)

Public Works Administrative Assistant (0.35)

Special Projects Coordinator (0.10)

Public Works Project Manager (0.10) - currently vacant

Accomplishments for the Fiscal Year 2009/2010:

1. Completed the Small Area Transportation Study.
2. Participated with regional technical and transportation planning organizations (NACOG and VVTPC).
3. Applied for and received an Energy Efficiency and Conservation Block Grant (EECBG) for the retrofit of nine (9) HVAC units on the Public Works building.
4. Completion of the Environmental Study and 30 percent Design Plans for the Finnie Flat Road Sidewalk Project.
5. Public Improvement Plan Review Fees adopted by Council.

Performance Objectives for Fiscal Year 2010/2011:

1. Fill the vacant Street Inspector position shared between Public Works and Streets with a Public Works Project Manager. This position will be technical in nature and provide assistance in several divisions within the Department including Streets, Storm Water, and Engineering.
2. Complete the Energy Efficiency and Conservation Block Grant (EECBG) retrofit project.
3. Complete the design work, obtain right-of-way, and work with ADOT to obtain bids for the Finnie Flat Road Sidewalk Project.
4. Continue participation in local and regional technical and transportation planning organizations (NACOG and VVTPC).
5. Work with Yavapai County to increase the Intergovernmental Agreement (IGA) funding for Cliffs Parkway/Finnie Flat Road Drainage Project.
6. Complete the removal of the old Marshals Office trailer and make the repairs to the Library Building.
7. Management of the Rio Verde Plaza remodel design and construction project.
8. Complete the purchase of the Industrial Drive property for a Public Works Yard or follow Council Direction for the relocation of the Public Works Yard to another location.
9. Continue to work with SRP and/or engineers to develop the Community Park water source and possible additional infrastructure.
10. Follow the direction of Council with respect to a possible Transit Study in order to determine the transit needs and the ability of Camp Verde to provide transit service.
11. Provide engineering support to Community Development.

Significant Expenditure Changes:

- The cancellation of LTAF and LTAF II revenues by the State of Arizona has resulted in reduced operating budgets that will adversely affect the ability to maintain our infrastructure and provide basic services that the citizens have come to expect and call for. Request that Council consider supplementing the HURF Fund with a percentage of sales tax revenue.
- Establishing a Public Works Yard will require a Capital Improvement Projects (CIP) request for any position that the Council takes on this project.

Fiscal Notes

- Consulting Services (7100) in the amount of \$10,500 is requested to provide language and drawings for the Engineering and Construction Standards, Engineering Plan Review Fees, and the Adequate Public Improvement Ordinance. Also, to provide any engineering or other professional services that may be needed such as structural plan reviews, design work and specifications.
- Main Street Encroachments (8712) in the amount of \$23,000 is requested to fulfill the requirements set forth in Ordinance 2002-A226 adopted by Council in 2003 which requires the Town to issue encroachment permits to fifteen (15) parcels that were affected in the Main Street Improvements Program. Portions of each parcel lay in the Town's right-of-way (ROW). Surveys of each parcel and recording fees will be incurred.
- Engineering Plan Review Fees (6140). The preparation of the Engineering Plan Review Fees includes researching other communities' plan review fees throughout the State. The Public Works Department has compiled all of the information and is currently reviewing the fees and adjusting them to be appropriate for Camp Verde. The other consideration prior to seeking Council approval for the fees is the ongoing preparation of the Engineering Construction Standards and an Adequate Public Improvements Ordinance. Because of the inter-relationship between these three documents (which all require Council approval and adoption), the Public Works Department plans to submit all three together for approval assuring that they work in concert with each other. The Public Works Department is scheduling to have all three documents ready for Council review by April 2010.
- The vacant Streets Inspector position provides the opportunity for the Town to replace this position with a Public Works Project Manager. This title change better defines the position objective which will be more technical in nature; providing much needed practical assistance in the HURF/Streets Division, professional and technical guidance for the Storm Water Division, and to a lesser extent, over flow plan reviews and inter-departmental support for the Engineering Division. This salary and related expenditures for this position are shared between the Public Works Department, Storm Water Management, and HURF/Streets.

Public Works/Engineer
Fund 01-20-40

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 ADDED ACTUALS	2009/2010 COUNCIL ADDITION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
0000	Salaries	82,814	82,897	80,238	28,318	69,378	60,210	69,370	-28.70%
0010	FICA	3,850	5,122	5,584	5,507	3,828	3,733	3,828	-29.70%
0011	Medicare	911	1,188	1,259	1,285	919	879	919	-29.73%
0012	Retirement	3,620	7,766	3,462	3,349	6,263	5,833	6,243	-26.00%
0013	Unemployment Insurance	67	1,079	1,008	365	78	79	78	-60.18%
0014	Workman's Compensation	1,536	1,153	1,153	771	214	629	914	-20.70%
0020	Health (Public) Life & STD Insurance	4,235	7,810	3,902	3,870	6,728	6,722	6,722	-25.00%
	Total Salary Expenditures	78,514	100,724	116,731	114,059	62,184	76,615	62,184	-28.60%
Operational Expenditures									
7010	Traveling	0	500	600	25	500	500	500	0.00%
7015	Travel	37	500	500	15	500	500	500	0.00%
7020	Office Supplies	648	700	700	700	700	700	700	0.00%
7026	Subscriptions/Memberships	39	400	400	350	400	400	400	0.00%
7030	Books/Tapes/Publications	274	250	50	100	250	250	250	-60.00%
7037	Printing	209	200	200	150	200	200	200	0.00%
7040	Computer Services/Software	690	1,200	1,056	0	1,000	1,200	1,000	0.00%
7050	Electric	1,150	1,200	1,200	800	1,000	1,000	1,000	-17.00%
7051	Gas/Propane	76	250	300	200	200	300	300	0.00%
7052	Water	319	250	450	350	350	350	350	-22.22%
7053	Power	134	150	150	140	140	140	140	0.00%
7054	Waste Removal	78	50	99	80	00	50	90	0.00%
7055	Telephone	0	300	20	0	50	20	00	0.00%
7057	Pest Control	18	21	21	20	20	20	20	-4.76%
7100	Consulting Services	3,850	20,000	10,780	0,258	10,500	10,500	9,000	-11.80%
7110	Legal Services	652	2,500	2,000	750	2,000	2,000	2,000	0.00%
7550	County Road Control Limits	54,619	0	0	0	0	0	0	0.00%
	Total Operational Expenditures	62,627	28,437	18,617	10,135	18,600	18,600	17,000	-7.13%
Equipment/Capital Expenditures									
0000	Office Equipment/Furniture	108	250	100	0	250	250	250	00.67%
0010	Computer Equipment	803	1,500	1,000	200	1,000	1,000	1,000	0.00%
0012	Main Street Surveys & Encroachment Easements	0	25,000	25,000	0	25,000	25,000	25,000	-0.00%
	Total Equipment/Capital Expenditures	911	26,750	26,100	200	24,250	24,250	24,250	-7.27%
Total Expenditures									
		142,042	161,251	161,200	124,785	124,464	120,895	123,434	-23.60%
Revenue									
Public Works/Engineer Revenues									
40-40-4160	Engineer Plan Review Fees	852	0	0	0	0	0	0	0.00%
40-40-4320	County Road Control Limits Reimbursements	54,619	0	0	0	0	0	0	0.00%
	Total Departmental Revenues	55,300	-	-	-	-	-	-	0.00%
Net Subsidy From Other Public To General Purpose Revenues									
		\$ (87,182)	\$ (161,251)	\$ (161,200)	\$ (124,785)	\$ (124,464)	\$ (120,895)	\$ (123,434)	-23.60%

Storm Water Management

Our Mission

The mission of the Storm Water Management Division is to provide environmental protection, minimize the impacts to public and private property due to flooding and to promote public health and safety through the implementation of storm water regulations, policies and engineering.

Department Duties/Description

The Storm Water Management Division is a division of the Public Works Department. It is the responsibility of Storm Water Management to ensure that the public and private facilities within the Town's corporate boundary are compliant with all applicable floodplain and storm water regulations, policies and design criteria. Storm Water Management works closely with Yavapai County Flood Control District to establish and maintain consistent policies and criteria that ensures the uniform construction of all drainage infrastructure within the Town of Camp Verde.

Department Staffing:

Public Works Director/Engineer (0.10)	Medium Equipment Operator 2 (0.04)
Public Works Project Manager (0.10) - currently vacant	Heavy Equipment Operator (vacant)
Streets Foreman (0.04)	Special Projects Coordinator (0.10)
Medium Equipment Operator 1 (0.04)	

Accomplishments for the Fiscal Year 2009/2010:

1. Completed the design work for the Cliffs Parkway/Finnie Flats Road Drainage Project.
2. Maintenance of, including some upgrades to, drainage basins and storm water structures in the Town's right-of-ways.
3. Attendance of Northern Arizona Storm Water Pollution Alliance meetings in order to represent Camp Verde in matters of permitting and changes to ADEQ regulations.
4. Submitted the annual MS4 report to ADEQ and completed required street sweeping.
5. Continued support of the Stewards of Public Lands in clean-up events.

Performance Objectives for Fiscal Year 2010/2011:

1. Hire a Project Manager for Public Works. This new position will spend some time in Storm Water to further develop this division.
2. Work with Yavapai County Flood Control to obtain necessary additional funding to complete the Cliffs Drainage Project.
3. Work with Yavapai County Flood Control and FEMA to develop and establish flood plain records for new and existing structures.
4. Complete several minor drainage projects in critical neighborhood areas in Camp Verde.
5. Develop a master list of all Town owned storm water structures.
6. Develop a maintenance schedule for all Town owned storm water structures.

Significant Expenditure Changes:

Fiscal Notes

- The Town is requesting from Yavapai County to rollover \$314,529.53 for the construction of the Cliffs Parkway/Finnie Flats Road Drainage work. The Town will also request additional funds from Yavapai County so that the entire drainage project may be completed.
- The Public Works Department requires that a crucial staffing position be filled. The person hired will fill important gaps in the Streets and Storm Water Divisions. While the new hire will initially and primarily be responsible for critical organization and technical work in the Streets Division, the position will also be devoting a portion of their time to the Storm Water Division and Engineering.
- In 1972, the Federal Clean Water Act was passed. As stewards of approximately 18.5 miles of the Verde River (listed as an impaired waterway) we can expect growing scrutiny from Federal and State agencies. Current staff has been cut so that there is only time for the most basic duties to maintain minimal responsibilities. There is not the time, the staff, nor the expertise to develop a functioning Storm Water Management Plan as mandated under the Clean Water Act. Street Crew time is required to maintain works specific to Storm Water construction and management. General Funds are critical to provide and cover these needs. The very minimal staff time is included in salary expenditures.
- Consulting Services (7100) in the amount of \$1,440 is requested to provide engineering, hydrologic and other professional consulting services necessary to correct the Storm Water problems and maintain the infrastructure to meet regulatory requirements as well as the annual ADEQ report.
- Yavapai County Flood Control (7598 and 4320) are comprised of monies provided by Yavapai County for the first portion of the Cliffs Parkway Drainage Channel. This amount does not contain sufficient funds to fully mitigate the storm water/drainage flows in the Cliffs Subdivision, Outpost Mall, and Town Homes. Staff will be working with Yavapai County to increase the funding to complete the design. Funds from the grant may not be used to support departmental needs. All reimbursements must be for actual scoping, design, and construction of the channel.
- The vacant Streets Inspector position provides the opportunity for the Town to replace this position with a Public Works Project Manager. This title change better defines the position objective which will be more technical in nature; providing much needed practical assistance in the HURF/Streets Division, professional and technical guidance for the Storm Water Division, and to a lesser extent, over flow plan reviews and inter-departmental support for the Engineering Division. This salary and related expenditures for this position are shared between the Public Works Department, Storm Water Management, and HURF/Streets.

Storm Water Management
Fund 01-20-41

Expenditures		2008/2009	2008/2010	2009/2010	2009/2010	2010/2011	2010/2011	2010/2011	% CHANGE
ACCOUNT NUMBERS	ACCOUNT TITLE	AUDITED ACTUALS	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMENDED	COUNCIL ADOPTION	FROM FY08-10 A03 BUDGET
0000	Retiremt	0	25,262	17,037	8,860	21,269	29,291	21,269	21.02%
0010	FICA	0	1,506	1,034	548	1,324	1,255	1,324	21.04%
0011	Medicare	0	366	256	128	310	294	310	21.45%
0012	Retirement	0	2,375	1,658	838	2,164	1,593	2,164	28.83%
0013	Unemployment Insurance	0	38	28	10	32	32	32	-16.66%
0014	Workman's Compensation	0	871	871	977	712	678	713	6.33%
0009	Health, Dental, Life & STD Insurance	0	3,243	2,291	1,263	2,609	2,683	2,690	17.20%
	Total Salary Expenditures	-	33,621	23,644	12,211	28,630	27,240	28,530	20.67%
Operational Expenditures									
7010	Traveling	0	200	200	0	200	200	200	0.00%
7015	Travel	0	60	50	0	0	0	0	-100.00%
7030	Office Supplies	0	60	200	48	50	60	50	-75.00%
7035	Subscriptions/Memberships	0	100	100	0	100	100	100	0.00%
7036	Books/Tapes/Publications	0	100	100	0	100	100	100	0.00%
7037	Printing	0	200	200	0	150	100	150	-25.00%
7100	Consulting Services	0	1,600	1,350	0	1,400	1,400	1,400	2.79%
7110	Legal Services	0	500	500	0	500	500	500	0.00%
7650	Yavapai County Flood Control Items	0	373,874	373,874	46,380	314,530	314,530	314,530	-15.87%
	Total Operational Expenditures	-	376,574	376,574	46,428	317,030	317,030	317,030	-15.87%
Equipment/Capital Expenditures									
8009	Office Equipment/Furniture	0	0	0	0	0	0	0	0.00%
8010	Computer Equipment	0	0	0	0	0	0	0	0.00%
	Total Equipment/Capital Expenditures	-	-	-	-	-	-	-	0.00%
	Total Expenditures	-	410,195	399,218	28,637	345,560	344,270	345,560	+13.00%
Revenue									
Storm Water Management Revenue									
42-41-4320	Yavapai County Flood Control - SGA	0	373,874	373,874	46,380	314,530	314,530	314,530	+15.87%
	Total Departmental Revenues	-	373,874	373,874	46,380	314,530	314,530	314,530	+15.87%
	Subsidy From/Contribution To General Purpose Revenue	-	(36,321)	(26,344)	(12,257)	(91,030)	(79,750)	(31,030)	17.79%

Community Development

Our Mission

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

Department Duties/Description

The Community Development Department oversees and prepares department procedures for the development process within the Town of Camp Verde. This division of the Department performs the management activities and is the direct contact to the Town Council and Town Manager. This division provides for and facilitates the activities and functions of Planning & Zoning Commission and the Board of Adjustments for the public hearing process to include the following:

- * Scheduling of Public Hearings once the applicant has made a complete submittal and received all staff approvals to be heard.
- * Posting of all Public Hearings and sending out the 300 foot contact letters as required by State Law.
- * Preparing all staff reports to the Council, Commission, and the Board of Adjustments.

Department Staffing:

Community Development Director (vacant)
Senior Planner/Acting Community Development Director (0.40)
Assistant Planner/Administrative Assistant (0.10)

Accomplishments for the Fiscal Year 2009/2010:

1. Participated in Management Team review of the following:
 - * Prepared a comprehensive code issue matrix for the re-write consultants and participated in all ZORC-ZTAC and neighborhood meetings to provide technical input.
 - * Developed innovative methods to reduce the Department's budgets to meet the fiscal year 2009-2010 budget shortfalls.
 - * State Historic Preservation Office charrette program.
 - * Participated with the Public Works Department in revising and simplifying the Design Review process.
 - * Educate the public via public service announcements on air quality for fireplaces and woodstoves.
 - * Continued education for Boards and Commissions on aspects of their responsibility.
2. As a part of developing innovative strategies to reduce the Department's budget, we have implemented basic cross training of Department employees. This covers certain aspects of each individual employee's responsibilities to insure good customer service during absences.
3. Intergovernmental Agreement with Yavapai County Building Department for Building Official services.
4. Meetings Attended (includes meetings with the public and other departments):
 - * Acting Community Development Director - 92
 - * Assistant Planner/Administrative Assistant - 53
5. Customer Service (includes the Planning & Zoning Department only):
 - * Phone calls taken - 3,498
 - * Customers assisted at the counter - 541
6. Acting Community Development Director also participated in the Zellner-California Hotwood mediation and the Montezuma Heights Airpark Use Permit conflict with violations.

Performance Objectives for Fiscal Year 2010/2011:

1. Management of Building Department, Current Planning, Long Range Planning, and Code Enforcement Divisions.
2. Continued participation in the ZORC and ZTAC code re-write.
3. Continued participation in the Development Review Team with Public Works.
4. Continue to provide educational presentations for the Planning & Zoning Commission, the Board of Adjustment and Appeals, with Mayor and Council participating. These presentations to the Boards and Commissions will cover responsibilities under the Planning & Zoning Ordinance.

Significant Expenditure Changes:

- * If a Community Development Director is appointed during the fiscal year, an increase in salary related expenditures is probable. No amounts are budgeted at this time for a Community Development Director.

Fiscal Notes

- * All utility expenditures for the following departments are included in the Community Development Department:

Community Development	Long Range Planning
Building Department	Code Enforcement
Current Planning	

Community Development
Fund 01-20-50

Expenses	ACCOUNT NUMBERS	ACCOUNT TITLE	2009/2008 AUDITED ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
	6000	Salaries	179,934	18,381	60,653	60,462	26,932	21,698	24,633	-58.46%
	6010	FICA	10,842	1,190	3,774	3,748	1,546	1,489	1,566	-58.46%
	6011	Medicare	2,535	260	871	877	382	343	352	-58.46%
	6012	Retirement	17,609	1,726	6,829	5,862	2,456	2,319	2,450	-57.84%
	6013	Unemployment Insurance	214	88	68	70	30	34	38	-46.84%
	6014	Workers Compensation	1,622	86	458	432	243	279	289	-30.73%
	6020	Health, Dental, Life & STD Insurance	20,687	7,163	6,850	6,659	3,201	3,241	3,271	-59.34%
		Total Salary Expenditures	\$ 282,248	\$ 28,862	\$ 77,866	\$ 78,126	\$ 32,928	\$ 31,540	\$ 32,828	-57.80%
Operational Expenditures										
	7010	Training	350	200	0	0	500	500	500	100.00%
	7015	Travel	200	200	0	0	200	200	200	200.00%
	7020	Office Supplies	3,954	475	249	165	320	320	320	20.48%
	7030	Subscriptions/Memberships	732	657	677	677	400	400	400	-41.52%
	7035	Books/Texts/Publications	292	25	0	0	0	0	0	0.00%
	7037	Printing	184	25	15	15	50	50	50	50.00%
	7039	Advertising	891	100	100	0	100	100	100	0.00%
	7039	Postage	78	1,051	1,051	0	400	400	400	-61.94%
	7040	Computer Services/Software	422	500	250	45	400	400	400	60.00%
	7050	Auto Repairs/Maintenance	1,342	1,000	300	50	400	400	400	33.33%
	7055	Fuel/Oil/Gas	614	850	400	202	400	400	400	-18.87%
	7060	Electric	1,407	1,393	1,700	1,856	1,835	1,835	1,835	2.82%
	7061	Gas/Propane	242	265	200	257	300	300	300	20.66%
	7062	Water	430	129	468	458	460	460	460	3.22%
	7063	Power	225	78	474	550	600	600	600	11.81%
	7064	Waste Removal	191	183	189	146	150	150	150	-10.00%
	7065	Cell Phone	344	1	1	0	150	150	150	12500.00%
	7067	Pest Control	32	50	50	43	50	50	50	8.00%
	7100	Consulting Services	2,000	0	0	0	0	0	0	0.00%
	7110	Legal Services	60,780	4,000	4,000	760	1,000	1,000	1,000	-75.00%
	7500	Commission Expense	619	0	0	0	0	0	0	0.00%
	7512	Safety Equipment	11	60	50	44	75	75	75	60.00%
	7520	Maps/Cartography	82	25	0	0	50	50	50	50.00%
	7551	General Plan	0	250	0	0	0	0	0	0.00%
	7581	Recording Fees	30	0	0	0	0	0	0	0.00%
		Total Operational Expenditures	\$ 83,328	\$ 11,584	\$ 10,438	\$ 5,378	\$ 7,790	\$ 7,790	\$ 7,790	-28.97%
Equipment/Capital Expenditures										
	8000	Office Equipment/Furniture	30	100	0	0	100	100	100	1000.00%
	8010	Computer Equipment	0	1,000	0	1	500	500	500	60.00.00%
	8020	Equipment Leases	1,669	142	17	0	800	800	800	400.00%
		Total Equipment/Capital Expenditures	\$ 1,901	\$ 1,242	\$ 17	\$ 1	\$ 1,400	\$ 1,400	\$ 1,400	85.33.28%
Total Expenditures										
			\$ 340,377	\$ 41,666	\$ 88,321	\$ 83,505	\$ 42,018	\$ 40,538	\$ 40,918	-52.43%
REVENUES										
Community Development Revenues										
	40-50-4100	Casino	985	0	0	130	150	150	150	150.00%
	40-50-4141	Permit Fees	13,103	0	0	0	0	0	0	0.00%
	40-50-4142	Zoning Fees	5,652	0	0	0	0	0	0	0.00%
	40-50-4144	Recording Fees	34	0	0	0	0	0	0	0.00%
		Total Departmental Revenues	\$ 18,974	\$ 0	\$ 0	\$ 130	\$ 150	\$ 150	\$ 150	189.00%
Net (Subsidy From)/Contribution To General Purpose Revenues										
			\$ (209,403)	\$ (41,666)	\$ (88,321)	\$ (83,375)	\$ (41,268)	\$ (40,388)	\$ (41,968)	-62.60%

Building Department

Our Mission

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

Department Duties/Description

The Building Department is responsible for 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:

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

Department Staffing:

Community Development Director (vacant)
Senior Planner/Acting Community Development Director (0.10)
Chief Building Official (Contracted Service)
Building Inspector (0.70)
Administrative Assistant (0.97)

Accomplishments for the Fiscal Year 2009/2010:

1. Prepared documents/attended Council meetings for adoption of the 2006 International Codes, Technical Amendments and Administrative Building Code - August 2009.
2. Prepared documents/attended Council meeting for adoption of amended Building Fees - January 2010.
3. Training - CPR/AED Certification
4. Training - Fire Extinguisher Certification
5. Arizona Building Official Spring Institute Continuing Education Classes: Understanding Soils, Fire Stop Plan Review/Inspection, Solar and Wind Electrical Systems, Green Building Standard, Managing During Recession/Adaptive Reuse and Electrical Special Occupancies - April 2010.
6. Arizona Building Official Grand Canyon Chapter Secretary - Robert Foreman
7. Continued efforts to improve (daily, weekly, monthly, annual) reporting practices.
8. Continued monthly and quarterly reporting and collection/disbursement of Camp Verde Fire District Review Fees.
9. Continued efforts in updating permit information and procedures.
10. The following certifications were acquired by Building Inspector Robert Foreman: Building Code Official (2 certifications); Commercial Plumbing Inspector; Commercial Mechanical Inspector and Commercial Electrical Inspector.
11. Participation in Planning and Zoning Ordinance Re-Write.
12. Prepared 2010-2011 Building Budget for Adoption - Becky Oum.
13. Attended several Council/Staff meetings throughout the year regarding building issues/items on the agenda.

Performance Objectives for Fiscal Year 2010/2011:

1. Robert Foreman - Fire Inspector I and Fire Inspector II Certifications.
2. Becky Oum - Plans Examiner Certification
3. Continue Intergovernmental Agreement with Yavapai County for Building Department Services.
4. Continue Intergovernmental Agreement with Camp Verde Fire District for Fire Services.

Significant Expenditure Changes:

- Permit Fees (01-40-51-4141) and Building Permits (01-40-51-4143) are being combined in order to simplify the budget and reporting processes.

Fiscal Notes

- Consulting Services (7190) in the amount of \$10,000 is requested to continue the IGA with Yavapai County to provide Building Official services to the Town of Camp Verde in lieu of hiring a full time Chief Building Official.

Department Statistics 2009/2010 (as of March 2010):

- Permits - 313
- Phone Calls - 3,066
- Inspections - 945
- Customers - 1,560
- Plan Reviews - 147

Building Department
Fund 01-20-51

Expenditures ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 AUDITED ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
6000	Salaries	69,100	69,064	69,064	66,301	65,177	61,958	65,177	-5.65%
6010	FICA	4,268	3,761	3,792	4,055	4,041	3,839	4,041	-5.68%
6011	Medical	968	959	1,033	950	965	898	966	-5.73%
6012	Retirement	6,163	5,702	6,092	6,224	6,460	6,089	6,460	-1.63%
6013	Unemployment Insurance	122	110	139	102	124	124	124	-3.33%
6014	Workman's Compensation	359	394	450	269	428	464	469	8.54%
6020	Health, Dental, Life & STD Insurance	11,219	9,551	11,577	9,846	11,331	11,331	11,331	-2.13%
	Total Salary Expenditures	\$ 99,539	\$ 90,969	\$ 93,045	\$ 87,966	\$ 98,535	\$ 94,602	\$ 98,535	-4.85%

Operating Expenditures

7010	Tobacco	290	1,000	1,000	1,000	159	350	350	-65.00%
7015	Towel	0	100	100	100	92	100	100	0.00%
7030	Office Supplies	1,846	2,000	1,650	1,650	1,500	1,500	1,500	-4.09%
7035	Subscriptions/Memberships	59	259	250	250	250	250	250	0.00%
7036	Books/Journal/Publications	100	250	1,850	883	210	250	250	-83.00%
7037	Printing	262	380	350	336	525	325	525	50.00%
7038	Advertising	100	50	50	62	50	50	50	-3.00%
7039	Postage	99	100	100	100	100	100	100	0.00%
7040	Computer Services/Software	0	500	500	0	500	0	0	-100.00%
7050	Auto Repairs/Maintenance	978	1,000	1,070	1,000	1,000	1,000	1,000	-6.54%
7055	Fuel/Oil/Gas	1,099	2,400	1,800	1,800	1,600	1,500	1,500	-21.00%
7060	Electric	1,499	1,516	1,516	1,400	1,600	1,560	1,600	8.84%
7061	Gas Propane	219	287	287	270	325	325	325	13.24%
7062	Water	391	140	325	295	350	350	350	7.69%
7063	sewer	359	500	403	385	470	470	470	17.67%
7064	Waste Removal	142	193	113	105	125	126	126	11.02%
7065	Cell Phone	489	600	390	251	330	200	350	0.00%
7067	Pest Control	35	55	50	32	45	40	40	-27.27%
7101	Catering Services	17,725	19,000	9,750	6,650	19,000	19,000	19,000	2.58%
7110	Legal Services	500	2,600	2,550	870	250	250	250	-60.00%
7210	Credit Card Processing Fees	1,262	1,250	1,030	715	1,000	1,000	1,000	0.00%
7512	Safety Equipment	0	50	50	44	50	50	50	0.00%
	Total Operating Expenditures	\$ 27,560	\$ 26,090	\$ 24,827	\$ 17,589	\$ 29,436	\$ 28,186	\$ 28,186	-18.69%

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	0	100	0	0	100	100	100	100.00%
8010	Computer Equipment	0	500	231	0	500	500	500	116.45%
8020	Equipment Lease	1,899	1,500	1,120	1,150	1,500	1,500	1,500	39.82%
	Total Equipment/Capital Expenditures	\$ 1,901	\$ 2,100	\$ 1,351	\$ 1,150	\$ 2,100	\$ 2,100	\$ 2,100	95.44%

Total Expenditures

\$ 102,600	\$ 109,185	\$ 119,224	\$ 106,708	\$ 119,971	\$ 106,903	\$ 110,021	\$ 110,021	-7.05%
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Revenues

Building Department Revenues

40-51-4110	Credit Card Fees Collected	0	0	0	0	0	0	0	0.00%
40-51-4140	Plan Review Fees	58,340	25,000	28,500	26,000	32,400	32,400	32,400	17.97%
40-51-4141	Permit Fees	22,675	14,175	14,175	12,500	0	0	0	-100.00%
40-51-4143	Building Permits	120,291	72,900	72,900	56,925	62,500	62,500	62,500	-14.27%
	Total Departmental Revenues	\$ 201,497	\$ 126,575	\$ 128,575	\$ 105,925	\$ 95,400	\$ 94,900	\$ 94,900	-20.82%

106) Subsidy From Contribution To General Purpose Revenues

\$ 78,007	\$ 18,410	\$ 7,802	\$ (1,270)	\$ (10,171)	\$ (12,069)	\$ (10,921)	\$ (10,921)	-370.56%
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Current Planning

Our Mission

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

Department Duties/Description

The Current Planning division of the Community Development Department reviews and processes all new development proposals and applications, provides support to the Planning and Zoning Commission and the Design Review Board.

Department Staffing:

- Community Development Director (vacant)
- Senior Planner/Acting Community Development Director (0.20)
- Assistant Planner/Administrative Assistant (0.85)

Accomplishments for the Fiscal Year 2009/2010:

1. Staff has processed the following applications:
 - * Board of Adjustment and Appeal
 - * Design Review/Appearance Standard Review
 - * Minor Land Division
 - * Non-Conforming Use Verification
 - * General Plan Amendment
 - * Use Permit
 - * Zoning Map Change
2. Board meetings facilitated by Staff:
 - * Design Review Board (1)
 - * Planning and Zoning Commission (9)
 - * Council Hears Planning and Zoning (4)
 - * Board of Adjustment and Appeal (3)
3. Meetings attended:
 - * Acting Community Development Director (17)
 - * Assistant Planner/Administrative Assistant (17)
4. Training
 - * CLE Training for Senior Planner/Acting Community Development Director
 - * CPR
 - * AED

Performance Objectives for Fiscal Year 2010/2011:

1. Provide customer service to the highest level possible with limited staff and conversion to a four day work week.

Significant Expenditure Changes:

Fiscal Notes

- * Workman's Compensation calculations include 3.5 volunteers 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. The volunteers include 50% of the Planning & Zoning Commission members.

Current Planning
Fund 01 2002

Expenditures	ACCOUNT HEADERS	ACCOUNT TITLE	2000/2000 ADMITTED ACTUALS	2000/2010 COUNCIL ADDITION	2000/2010 ADJUSTED BUDGET	2000/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADDITION	% CHANGE FROM FY00-10 ADJ BUDGET
	6007	Salaries	0	77,870	80,350	83,712	98,151	97,198	99,151	2.01%
	6010	FICA	0	4,797	2,490	2,276	2,427	2,356	2,487	-3.74%
	6011	Medicare	0	1,422	650	562	698	529	598	-5.77%
	6012	Retirement	0	7,873	3,822	3,461	3,855	2,684	3,856	0.85%
	6013	Unemployment Insurance	0	112	133	114	79	79	79	-53.01%
	6014	Workers Compensation	0	788	443	275	268	227	268	-66.07%
	6020	Health, Dental, Life & STD Insurance	0	3,009	5,690	5,810	4,722	6,722	6,722	18.76%
		Total Salary Expenditures	\$ -	\$ 101,794	\$ 91,514	\$ 98,950	\$ 113,051	\$ 113,740	\$ 113,051	2.88%
		Operational Expenditures	0	220	0	0	0	0	0	0.00%
	7010	Training	0	200	18	18	0	0	0	-100.00%
	7015	Travel	0	200	1,593	284	1,030	1,000	1,000	-55.61%
	7020	Office Supplies	0	0	0	0	0	0	0	0.00%
	7025	Subscriptions/Memberhips	0	0	0	0	0	0	0	-100.00%
	7030	Books/Tapes/Publications	0	100	38	39	0	0	0	-100.00%
	7037	Printing	0	630	183	0	100	100	100	-66.67%
	7038	Advertising	0	200	615	770	1,000	1,000	1,000	87.60%
	7039	Postage	0	200	290	85	160	150	100	-50.00%
	7040	Computer Services/Software	0	1,500	650	0	600	0	0	-100.00%
	7100	Consulting Services	0	0	0	0	0	0	0	0.00%
	7110	Legal Services	0	2,650	4,567	5,744	5,000	5,000	4,000	9.46%
	7300	Commission Expense	0	700	70	0	0	0	0	-100.00%
	7500	Maps/Cartography	0	150	25	0	25	25	25	0.00%
	7501	Recording Fees	0	50	0	0	0	0	0	0.00%
		Total Operational Expenditures	\$ -	\$ 8,690	\$ 7,020	\$ 7,044	\$ 7,770	\$ 7,275	\$ 7,275	-8.24%
		Equipment/Capital Expenditures	0	0	0	0	0	0	0	0.00%
	8000	Office Equipment/Furniture	0	0	0	0	0	500	500	500.00%
	8010	Computer Equipment	0	0	0	0	0	0	0	-100.00%
	8020	Equipment Lease	0	1,000	2,401	1,774	1,640	1,640	1,640	-31.70%
		Total Equipment/Capital Expenditures	\$ -	\$ 1,000	\$ 2,401	\$ 1,774	\$ 1,640	\$ 2,140	\$ 2,140	-10.87%
		Total Expenditures	\$ -	\$ 111,008	\$ 98,935	\$ 106,694	\$ 120,821	\$ 120,915	\$ 120,291	1.01%
		REVENUES	0	5,000	5,000	1,502	9,000	9,000	9,000	80.00%
	40-52-4141	Permit Fees	0	0	0	0	0	0	0	0.00%
	40-52-4100	Copies	0	0	0	0	0	0	0	-100.00%
	40-52-4144	Recording Fees	0	50	50	0	0	0	0	-100.00%
		Total Departmental Revenues	\$ -	\$ 5,050	\$ 5,050	\$ 1,502	\$ 9,000	\$ 9,000	\$ 9,000	76.92%
		Net Subsidy From/Contribution To Other Purpose Revenues	\$ -	\$ (105,958)	\$ (93,935)	\$ (105,192)	\$ (111,821)	\$ (111,915)	\$ (111,291)	-8.99%

Long Range Planning

Our Mission

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

Department Duties/Description

The Long Range Planning division of the Community Development Department coordinates, manages and updates the General Plan, Planning and Zoning Ordinances, and other related specific plans. This division also participates in regional planning activities with other agencies such as Yavapai County, ADOT, US Forest Service, local municipalities, and other State agencies.

Department Staffing:

Community Development Director (vacant)
Senior Planner/Acting Community Development Director (0.20)
Assistant Planner/Administrative Assistant (0.05)
Special Projects Director (0.05)
Special Projects Coordinator (0.15)

Accomplishments for the Fiscal Year 2009/2010:

1. Initiated comprehensive Planning & Zoning Ordinance Re-Write.
2. Meetings attended:
 - Acting Community Development Director: three (3) Neighborhood meetings, two (2) Zoning Ordinance Technical Advisory Committee meetings.
 - Special Projects Administrator: three (3) Neighborhood meetings, two (2) Zoning Ordinance Technical Advisory Committee meetings.
 - Assistant Planner/Administrative Assistant: three (3) Neighborhood meetings, two (2) Zoning Ordinance Technical Advisory Committee meetings.
 - Special Projects Coordinator: three (3) Neighborhood meetings, two (2) Zoning Ordinance Technical Advisory Committee meetings.

Performance Objectives for Fiscal Year 2010/2011:

1. Draft Planning & Zoning Ordinance completed by August 2010.
2. Take Draft Planning & Zoning Ordinance to public, Planning & Zoning Commission, and Council with input from ZORC and ZTAC.

Significant Expenditure Changes:

- Consulting Services (7100) decrease due to Planning & Zoning Ordinance Re-Write project scheduled completion.
- Legal Services (7110) increase due to legal review of Draft Planning & Zoning Ordinance.

Fiscal Notes

- Workman's Compensation calculations include 3.5 volunteers 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. The volunteers include 50% of the Planning & Zoning Commission members.
- Consulting Services (7100) is to fund the remaining contract with Dava & Associates for the code revision project.

Long Range Planning
Fund 01-20-58

Expenditures	ACCOUNT NUMBER	ACCOUNT TITLE	2008/2009 AUDITED ACTUALS	2009/2010 COUNCIL ADOPTION	2008/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
	6000	Salaries	0	63,340	63,247	63,284	71,640	67,873	71,465	12.78%
	6010	FICA	0	5,707	4,919	3,522	4,428	4,239	4,450	-9.65%
	6011	Medicare	0	1,353	1,150	917	1,035	984	1,026	-9.62%
	6012	Retirement	0	8,774	9,159	6,947	7,607	6,800	7,837	14.27%
	6013	Unemployment Insurance	0	120	105	89	102	102	102	-3.97%
	6014	Workers' Compensation	0	403	372	180	327	313	327	-21.15%
	6020	Health, Dental, Life & STD Insurance	0	10,447	7,305	7,929	9,642	8,642	8,042	16.66%
		Total Salary Expenditures	\$ -	\$ 120,224	\$ 88,449	\$ 81,610	\$ 92,019	\$ 88,007	\$ 93,019	11.47%
Operational Expenditures										
	7010	Training	0	500	500	500	500	500	500	-37.50%
	7016	Travel	0	50	50	0	50	50	50	0.00%
	7020	Office Supplies	0	175	175	225	200	200	200	14.29%
	7021	Subscriptions/Memberships	0	0	0	0	350	350	350	650.00%
	7026	Books/Tapes/Publications	0	300	300	0	0	0	0	-100.00%
	7037	Printing	0	25	25	0	0	0	0	-100.00%
	7038	Advertising	0	250	250	250	600	600	620	140.00%
	7039	Postage	0	100	100	0	100	100	100	0.00%
	7040	Computer Services/Software	0	225	225	767	720	720	720	-28.18%
	7100	Consulting Services	0	0	120,000	120,000	50,000	50,000	50,000	-48.33%
	7110	Legal Services	0	2,400	425	421	5,000	5,000	5,000	485.56%
	7120	Maps/Cartography	0	125	125	0	0	0	0	-100.00%
	7551	General Plan	0	500	500	0	500	500	500	0.00%
		Total Operational Expenditures	\$ -	\$ 5,690	\$ 124,100	\$ 122,333	\$ 58,020	\$ 58,020	\$ 58,020	-63.37%
Equipment/Capital Expenditures										
	8000	Other Equipment/Furniture	0	20	25	0	0	0	0	-100.00%
	8010	Computer Equipment	0	600	500	0	0	0	0	-100.00%
	8020	Equipment Lease	0	722	282	0	0	0	0	-100.00%
		Total Equipment/Capital Expenditures	\$ -	\$ 1,242	\$ 787	\$ -	\$ -	\$ -	\$ -	-100.00%
Total Expenditures			\$ -	\$ 127,121	\$ 203,306	\$ 203,923	\$ 151,039	\$ 146,027	\$ 151,030	-27.52%
Revenues										
		Long Range Planning Revenues	0	0	0	0	0	0	0	0.00%
		Total Departmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Net Subsidy From Contributions To General Purpose Purposes			\$ -	\$ (127,121)	\$ (203,306)	\$ (203,923)	\$ (151,039)	\$ (146,027)	\$ (151,030)	-27.52%

Code Enforcement

Our Mission

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

Department Duties/Description

The Code Enforcement Division investigates and seeks compliance of Land Development Code violations; reviews Business and Liquor License applications, along with Special Event Permits; Zoning Clearances are conducted for all building permits both residential and commercial; research and document the Town's defense for any court challenges and provides expert testimony concerning zoning violations; and support of the Board of Adjustments.

Department Staffing:

Community Development Director (vacant)
Senior Planner/Acting Community Development Director (0.10)
Building Inspector/Acting Code Enforcement Officer (0.30)
Building Administrative Assistant (0.03)

Accomplishments for the Fiscal Year 2009/2010:

1. Conducted 196 site visits (14 Business License site visits).
2. Processed 72 complaints.
3. Issued 9 citations.
4. Testified at 9 hearings.
5. Completed 118 Zoning Clearances.
6. Reviewed 178 Business Licenses.
7. Sent out 18 Notices of Violations.
8. Closed 70 cases.
9. Meetings Attended: 269
Attended one (1) Board of Adjustment and Appeals meeting
Acting Community Development Director - 9
Assistant Planner/Administrative Assistant - 9

Performance Objectives for Fiscal Year 2010/2011:

1. Continue to provide Code Enforcement based on submitted complaints by the citizens.
2. Participation in the Code Re-Write.

Significant Expenditure Changes:

Fiscal Notes

- Workman's Compensation calculations include 7 volunteers 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. The volunteers include the Board of Adjustment members.

Code Enforcement
Fund 01-20-04

Expenditures	ACCOUNT NUMBERS	ACCOUNT TITLE	2006/2006 AUDITED ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
	6000	Salaries	0	41,420	8,622	5,175	17,247	16,381	17,517	186.40%
	6010	FICA	0	2,754	601	321	1,089	1,010	1,069	14.80%
	6011	Medical	0	644	217	75	250	230	250	15.19%
	6012	Retirement	0	4,175	1,374	406	1,600	1,014	1,381	27.67%
	6013	Unemployment Insurance	0	55	15	15	25	23	23	112.78%
	6014	Workers' Compensation	0	372	100	114	207	225	287	59.32%
	6020	Health, Dental, Life & STD Insurance	0	6,071	1,854	600	2,243	2,759	2,700	46.40%
		Total Salary Expenditures	\$ -	\$ 50,101	\$ 10,580	\$ 6,984	\$ 23,337	\$ 22,327	\$ 23,537	150.26%
Operational Expenditures			0	100	0	0	0	0	0	0.00%
	7010	Printing	0	50	0	0	0	0	0	0.00%
	7015	Taxes	0	50	0	0	0	0	0	0.00%
	7020	Office Supplies	0	700	150	0	200	200	200	28.57%
	7025	Subscriptions/Memberships	0	240	0	0	0	0	0	0.00%
	7030	Travel Expenses/Publication	0	25	0	0	0	0	0	0.00%
	7037	Printing	0	25	0	0	0	0	0	0.00%
	7038	Advertising	0	50	50	0	50	50	50	0.00%
	7039	Postage	0	600	500	400	500	500	500	-16.67%
	7040	Computer Supplies/Software	0	50	20	0	0	0	0	-100.00%
	7060	Auto Repair/Maintenance	0	500	300	301	400	400	400	33.33%
	7055	Fuel/Oil/Lube	0	700	550	204	375	375	375	45.29%
	7080	Cell Phone	0	500	241	120	200	250	200	-17.61%
	7110	Legal Services	0	4,000	4,000	27	100	100	100	-97.60%
	7300	Commission Expense	0	300	0	0	0	0	0	0.00%
		Total Operational Expenditures	\$ -	\$ 7,545	\$ 5,624	\$ 1,992	\$ 1,825	\$ 1,525	\$ 1,825	-47.55%
Equipment/Capital Expenditures			0	25	0	0	0	0	0	0.00%
	8000	Office Equipment/Personal	0	500	0	0	500	500	500	100.00%
	8010	Computer Equipment	0	250	0	0	400	400	400	100.00%
	8020	Equipment Lease	0	0	0	0	0	0	0	0.00%
		Total Equipment/Capital Expenditures	\$ -	\$ 750	\$ 0	\$ -	\$ 900	\$ 900	\$ 900	100.00%
Total Expenditures			\$ -	\$ 58,396	\$ 16,204	\$ 8,976	\$ 25,042	\$ 23,852	\$ 24,462	89.00%
REVENUES			0	5,000	5,000	25	0	0	0	-100.00%
	40-04-4141	Permit Fees	0	1,500	1,500	1,975	2,068	2,000	2,500	33.33%
	40-06-4142	Zoning Fees	0	3,500	3,500	0	0	0	0	0.00%
		Total Departmental Revenues	\$ -	\$ 5,000	\$ 5,000	\$ 2,000	\$ 2,068	\$ 2,000	\$ 2,500	69.23%
Net Subsidy From/Contribution To General Purpose Revenues			\$ -	\$ (9,396)	\$ (11,204)	\$ (6,976)	\$ (23,002)	\$ (21,852)	\$ (21,962)	145.28%

Marshal's Department

Our Mission

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

Department Duties/Description

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

Department Staffing:

Town Marshal/Human Resource Director (0.80)
Lieutenant (1)
Sergeant (4)
Deputy (14) *4 vacant positions
School Resource Officer (.16) - 2 months not at school
Detective (1)

Dispatch Supervisor (1)
Dispatcher (6) *1 vacant position
Marshal's Department/Human Resources Admin Assistant (0.80)
Records Supervisor (1)
Records Clerk (1)

Accomplishments for the Fiscal Year 2009/2010:

1. Marshal's Office Volunteers (VIPS) contributed over 2,267 hours.
2. CVMO employees received 910 hours of training.
3. Conducted 11 narcotic related search warrants that resulted in 14 arrests.
4. Conducted an annual Safety Fair at Bashas.
5. Conducted an annual National Night Out event.

Performance Objectives for Fiscal Year 2010/2011:

1. Continue to be responsive to requests from citizens in matters dealing with crime and public safety.
2. Ensure all members of the Marshal's Office receive required training to maintain certifications and level of proficiency.
3. Continue to support the Marshal's Office Volunteer Program (VIPS).

Significant Expenditure Changes:

Fiscal Notes

- * Workman's Compensation calculations include 27 volunteers 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. The volunteers include the Volunteers in Police Services (VIPS) members.
- * Expenditures for the officer assigned to PANT are budgeted in the Federal Grants Fund as they are reimbursable through the grant received by the City of Sedona.
- * Expenditures for the officer assigned to School Resource Officer are budgeted in the State Grants Fund as they are reimbursable through the grant received by Camp Verde Unified School District. The School Resource Officer funding provides for ten (10) months of expenditures. The remaining two (2) months are funded through the Marshal's Department budgetary unit in the General Fund.
- * Computer Services/Software (7040) includes the costs associated with maintaining the Records Management System and Computer Aided Dispatch "SPILLMAN" and the office computers.
- * Patrol/Investigation Equipment/Supplies (7540) includes costs for drug test kits, crime scene supplies, evidence collection, flares, ammunition, batteries, intoxilyzer supplies, latex gloves, ballistic vests, etc.
- * Equipment Lease (8020) is allocated for the lease of a copy machine.

Department Statistics FY 2009-2010

- * Homicides - 0
- * Sexual Assaults - 19
- * Residential Burglary - 34
- * Commercial Burglary - 22
- * Thefts - 190
- * Motor Vehicle Theft - 18
- * Domestic Violence - 116
- * DUI Arrests - 55
- * Juvenile Arrests - 95
- * Adult Arrests - 328
- * Traffic Accidents - 185
- * Citations Issued - 593

Marshal's Department
Fund 01-20-00

Expenditures	2008/2009 ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 AMBITED ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY08-10 ADJ BUDGET
	6000	Salaries	1,200,718	1,297,218	1,297,210	1,297,219	1,175,655	1,189,750	1,175,804	-9.37%
	6001	Overtime	29,442	50,000	40,000	35,000	36,500	31,500	35,000	-12.50%
	6002	Holiday Pay	54,419	60,000	50,000	35,000	17,000	19,000	18,000	-79.49%
	6003	Uniform Allowances	24,120	20,700	20,700	20,700	20,400	18,200	18,200	-11.59%
	6010	FICA	35,250	34,300	34,300	34,300	32,150	30,600	32,150	-6.20%
	6011	Medical	20,262	20,700	20,700	20,700	19,000	17,100	18,000	-12.65%
	6012	Retirement	173,820	183,000	165,000	165,000	140,100	141,200	140,100	-19.25%
	6013	Unemployment Insurance	2,800	1,800	2,143	1,000	2,113	2,200	2,313	7.50%
	6014	Workmen's Compensation	46,308	51,855	31,855	31,355	30,000	30,500	30,000	-2.27%
	6050	Health, Dental, Life & STD Insurance	180,152	187,951	167,951	167,951	157,500	191,185	197,500	17.80%
		Total Safety Expenditures	\$ 1,878,228	\$ 1,849,202	\$ 1,637,920	\$ 1,619,202	\$ 1,492,378	\$ 1,287,132	\$ 1,671,276	-2.07%

Operational Expenditures

7010	Traffic	2,764	3,000	3,000	3,000	3,000	3,000	3,000	3,000	0.00%
7015	Travel	5,718	4,000	6,000	3,000	6,000	6,000	6,000	6,000	0.00%
7020	Uniforms	631	2,400	2,400	2,000	2,400	2,400	2,400	2,400	0.00%
7030	Office Supplies	3,823	10,000	10,000	5,000	8,000	8,000	8,000	8,000	-30.00%
7035	Subscriptions/Memberships	750	740	740	740	740	740	740	740	0.00%
7036	Books/Tapes/Publications	561	800	800	500	600	600	600	600	0.00%
7037	Printing	340	3,000	3,000	2,500	2,500	2,500	2,500	2,500	-16.07%
7039	Postage	0	651	651	500	600	600	600	600	-11.25%
7040	Computer Services/Software	14,222	10,000	10,000	18,000	16,500	16,500	16,500	16,500	-9.38%
7050	Auto Repair/Maintenance	31,717	35,000	35,000	25,000	29,000	29,000	29,000	29,000	-16.25%
7055	Auto/Mobile	47,436	50,000	50,000	40,000	49,000	50,000	50,000	50,000	0.00%
7060	Electric	20,792	24,500	24,500	20,000	22,000	22,000	22,000	22,000	-10.80%
7061	Gas/Propane	3,252	4,500	4,500	2,000	3,500	3,500	3,500	3,500	0.00%
7062	Water	2,859	2,700	2,700	2,700	2,700	2,700	2,700	2,700	0.00%
7063	Sewer	2,140	1,400	2,200	2,100	2,400	2,400	2,400	2,400	3.65%
7064	Warm (Heating)	1,004	1,200	1,200	1,000	1,000	1,000	1,000	1,000	0.00%
7065	Telephone	8,241	9,100	9,100	9,100	9,000	9,000	9,000	9,000	-1.10%
7066	Cell Phone	2,094	3,400	3,400	1,000	1,000	1,000	1,000	1,000	-70.59%
7067	Post Control	287	315	315	315	315	315	315	315	0.00%
7110	Legal Services	552	3,000	2,478	1,000	3,000	3,000	3,000	3,000	21.81%
7510	Equipment/Maint/Comp Repairs/Repaint/Maint	1,287	3,100	3,100	1,000	3,000	3,000	3,000	3,000	-2.28%
7540	Police/Investigation Equipment/Supplies	6,800	9,500	9,500	7,000	5,000	5,000	5,000	5,000	-47.37%
7541	Police/Investigation Equipment/Maintenance	1,890	3,000	3,000	3,000	3,000	3,000	3,000	3,000	0.00%
7542	Communication Equipment/Supplies	374	600	600	500	500	500	500	500	-21.51%
7543	Communication Equipment/Maintenance	3,782	3,000	3,800	1,800	2,000	2,000	2,000	2,000	-33.33%
7544	Repeater/Generator Maintenance	1,300	1,400	1,400	1,380	1,400	1,400	1,400	1,400	0.00%
7547	Crim Prevention	803	1,000	1,000	500	500	500	500	500	-50.00%
7548	Advocacy Center	2,846	2,700	2,200	2,846	2,700	2,700	2,700	2,700	0.00%
7549	Medical Supplies	608	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
7552	Key Vail/Supplies	1,622	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-33.33%
	Total Operational Expenditures	\$ 175,727	\$ 212,500	\$ 212,640	\$ 170,100	\$ 191,051	\$ 191,355	\$ 191,355	\$ 191,355	-10.11%

Equipment/Capital Expenditures

8000	Equipment Loans	3,235	3,650	3,650	3,782	3,900	3,950	3,950	3,950	2.20%
	Total Equipment/Capital Expenditures	\$ 3,235	\$ 3,650	\$ 3,650	\$ 3,782	\$ 3,900	\$ 3,950	\$ 3,950	\$ 3,950	2.20%

Total Expenditures

	\$ 2,058,197	\$ 2,061,000	\$ 2,064,331	\$ 1,923,070	\$ 1,898,383	\$ 1,782,137	\$ 1,866,280	\$ 1,866,280	\$ 1,866,280	-8.15%
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Revenues

Marshal's Department Revenues

40-00-4100	CIVIC - Property	1,720	1,500	1,500	1,000	1,500	1,500	1,500	1,500	0.00%
40-00-4150	Flagpole/Sign	1,085	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
40-00-4200	Various/Police Dispatch	34,185	70,000	70,000	70,000	71,750	71,750	71,750	71,750	2.50%
40-00-4300	CIVIC Miscellaneous Payments	709	1,000	1,500	1,000	1,300	1,500	1,500	1,500	0.00%
	Total Departmental Revenues	\$ 37,700	\$ 73,500	\$ 73,500	\$ 73,500	\$ 75,550	\$ 76,250	\$ 76,250	\$ 76,250	2.58%

Net County/State/Contributor To General Purpose Revenues

	\$ (2,020,482)	\$ (1,987,500)	\$ (1,990,831)	\$ (1,849,570)	\$ (1,794,153)	\$ (1,710,887)	\$ (1,791,030)	\$ (1,791,030)	\$ (1,791,030)	-8.58%
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Animal Control

Our Mission

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

Department Duties/Description

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

Department Staffing:

Animal Control Officer (2)

Accomplishments for the Fiscal Year 2009/2010:

1. Held five (5) rabies and dog license clinics.
2. Spay/neuter assistance fund helped 93 individuals with their animals.
3. Adopted out 124 animals and returned 103 to their owners.
4. Issued 1,275 dog licenses.

Performance Objectives for Fiscal Year 2010/2011:

1. Continue animal welfare programs such as the rabies clinics and spay/neuter clinics.
2. Continue communication with animal rescue groups and animal assistance groups to assist with adoptions.
3. Continue relationships with donation programs such as Wal-Mart that provide free dog and cat food.

Fiscal Notes

- * Workman's Compensation calculations include 2 volunteers 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 Equipment/Supplies (7550) covers expenditures for bleach/cleaning supplies (\$1,000), dog tags (\$250), euthanasia (\$450), syringes (\$200), cat litter (\$250), and dog/cat food (\$500).

Animal Control
Fund 01-03-61

Expenditures

ACCOUNT NUMBER	ACCOUNT TITLE	2009/2009 AUDITED ACTUALS	2009/2010 COUNCIL ADDITION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADDITION	% CHANGE FROM FY09-10 ADJ BUDGET
6000	Salaries	62,863	65,560	65,366	68,268	65,986	62,938	65,936	0.00%
6001	Overtime	967	2,000	700	500	1,000	1,000	1,000	42.86%
6002	Holiday Pay	1,228	1,200	2,000	2,867	1,600	1,600	1,000	-65.60%
6003	Uniform Allowance	1,500	1,800	1,800	1,800	1,800	1,800	1,800	0.00%
6010	FICA	4,097	4,363	4,363	4,363	4,288	4,086	4,288	-1.71%
6011	Medicare	653	1,400	1,020	1,020	1,033	958	1,033	-1.08%
6012	Retirement	6,144	6,445	6,445	6,445	6,526	6,314	6,526	2.90%
6013	Unemployment Insurance	134	137	147	137	131	101	151	2.90%
6014	Workman's Compensation	1,607	1,154	1,104	1,104	1,240	1,181	1,240	7.68%
6020	Health, Dental, Life & STD Insurance	11,885	11,939	11,739	11,938	12,000	12,800	12,800	9.66%
	Total Salary Expenditures	\$ 90,469	\$ 95,475	\$ 95,698	\$ 95,586	\$ 95,287	\$ 91,287	\$ 95,287	-4.82%

Operational Expenditures

7010	Traveling	0	500	60	300	500	500	500	655.00%
7015	Travel	0	600	300	300	500	500	500	66.67%
7020	Office Supplies	20	500	500	250	250	250	200	-50.00%
7035	Subscriptions/Memberships	20	50	50	50	50	50	50	0.00%
7037	Printing	127	500	518	500	625	625	625	28.05%
7041	Internet Wireless Access	0	0	0	500	500	500	500	500.00%
7050	Auto Repairs/Maintenance	0	500	500	0	500	500	500	0.00%
7055	Fuel/GAL/John	1,317	2,000	2,000	2,000	2,200	2,300	2,300	12.20%
7060	Electric	0	2,700	2,700	1,500	2,600	2,500	2,500	-7.41%
7061	Gas/Propane	0	1,700	1,815	1,700	1,700	1,700	1,700	-6.34%
7062	Water	0	600	155	0	0	0	0	-100.00%
7063	Telephone	477	500	500	400	500	500	600	0.00%
7110	Legal Services	0	1,000	1,000	500	1,000	1,000	1,000	0.00%
7500	Animal Control Equipment/Supplies	1,039	2,500	2,500	2,500	2,800	2,800	2,800	1.20%
7551	Animal Operations	593	1,000	1,000	1,400	1,000	1,500	1,500	60.00%
7553	Animal Shelter Lease Payments	18,508	18,400	18,723	18,400	18,728	18,728	18,728	-0.15%
	Total Operational Expenditures	\$ 23,814	\$ 32,900	\$ 32,408	\$ 30,500	\$ 33,800	\$ 33,800	\$ 33,800	4.90%

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	0	0	0	0	0	0	0	0.00%
8010	Computer Equipment	0	0	0	0	0	0	0	0.00%
8020	Equipment Lease	0	0	0	0	0	0	0	0.00%
	Total Equipment/Capital Expenditures	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%

Total Expenditures

\$ 114,397	\$ 128,400	\$ 128,004	\$ 126,086	\$ 129,080	\$ 126,100	\$ 128,990	\$ 128,990	0.85%
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Revenues

Animal Control Revenues

40-61-4160	Dog Licenses	4,570	4,200	4,200	4,200	5,200	5,200	5,200	26.18%
40-61-4161	Impound Fees	2,005	3,000	3,000	3,105	3,200	3,200	3,200	6.67%
40-61-4162	Adoption Fees	1,808	2,000	2,000	2,300	2,500	2,500	2,500	32.00%
40-61-4163	Vaccination Fees (combine with Adoption)	69	0	0	0	0	0	0	0.00%
	Total Departmental Revenues	\$ 2,391	\$ 2,200	\$ 2,200	\$ 10,700	\$ 11,150	\$ 11,150	\$ 11,150	27.20%

Net Safety From/Contribution To General Purpose Revenues

\$ (105,040)	\$ (116,205)	\$ (118,204)	\$ (115,386)	\$ (117,940)	\$ (114,950)	\$ (117,940)	\$ (117,940)	-0.76%
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Camp Verde Community Library

Our Mission

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

Department Duties/Description

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

Department Staffing:

- Director (0.65)
- Librarian (1) *1 vacant position (0.75)
- Library Assistants (1.13)
- Special Program Instructors (2)

Accomplishments for the Fiscal Year 2009/2010:

1. Installed a WIFI hotspot at the Library that allows patrons with their own laptop computers to connect to the internet.
2. Received approximately \$29,000 in computer equipment and furniture from the Federal Stimulus Program through funding received by Yavapai County Library District.
3. Applied for a LSTA grant in the amount of \$25,000 for computers to provide Library instruction and programs.

Performance Objectives for Fiscal Year 2010/2011:

1. Utilize the \$29,000 in computer equipment and furniture received through Yavapai County Library District through the Federal Stimulus Program to increase the capacity for public access to computer resources.
2. Create and present Library instructional and promotional programs with the funding received through the LSTA grant (if awarded).
3. Explore and act on opportunities to improve the appearance and functionality of the current Library building.

Significant Expenditure Changes:

Fiscal Notes

- * Workman's Compensation calculations include 27 volunteers 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. The volunteers include 7 Library Commission members.
- * Contract Labor/Services (7120) is used for courier services for inter-library loans and for the collection agency.
- * Library Programs (7640) current consists of scrapbooking programs.
- * Amazon.com Book Sales (4810) revenue line item is used to track book sales online.

Camp Verde Community Library
Funds 01-20-70

EXPENDITURES		2008/2009	2009/2010	2009/2010	2009/2010	2010/2011	2010/2011	2010/2011	% CHANGE
ACCOUNT NUMBER	ACCOUNT TITLE	AUDITED ACTUALS	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION	FROM FY09-10 ADJ BUDGET
6000	Salaries	204,469	185,615	128,467	129,541	126,145	109,992	109,992	-22.91%
6001	Overtime	0	500	120	126	0	0	0	-100.00%
6010	FICA	12,051	6,679	7,140	6,628	6,381	6,256	6,256	-47.38%
6011	Medicare	2,961	1,539	1,674	1,838	1,539	1,459	1,459	-47.60%
6012	Retirement	18,598	9,168	10,028	12,130	0,495	9,660	9,660	-45.45%
6013	Unemployment Insurance	470	292	242	286	315	315	315	56.12%
6014	Workman's Compensation	1,562	267	267	250	505	523	523	-21.57%
6020	Health, Dental, Life & STD Insurance	27,455	14,387	17,673	16,468	10,954	18,564	18,564	-5.83%
	Total Salary Expenditures	\$ 268,239	\$ 198,527	\$ 167,611	\$ 171,274	\$ 141,689	\$ 135,444	\$ 135,444	-38.25%

Operational Expenditures

7010	Training	244	450	52	52	0	0	0	-100.00%
7015	Travel	520	750	26	26	0	0	0	-100.00%
7020	Office Supplies	6,584	6,500	6,600	6,516	4,500	4,500	4,500	-25.82%
7030	Subscriptions/Memberships	321	350	103	100	1	1	1	-68.00%
7035	Books/Tapes/Publications	42,490	18,000	14,433	13,500	10,500	13,500	13,500	-6.69%
7036	Advertising	64	1	1	0	1	1	1	0.60%
7039	Postage	2,265	2,500	2,910	2,800	3,000	3,000	3,000	2.77%
7040	Computer Software/Software	1,349	1,000	0	0	1,000	1,000	1,000	1000.00%
7050	Electric	7,839	5,000	5,675	5,333	5,500	6,500	6,500	-3.09%
7061	Gas/Propane	2,387	2,000	2,000	2,340	2,000	2,000	2,000	0.00%
7062	Water	1,028	733	733	760	733	733	733	9.05%
7064	Waste Removal	673	500	500	522	500	500	500	0.84%
7065	Telephones	2,758	1,244	1,228	1,487	1,240	1,340	1,340	-22.50%
7067	Pest Control	207	210	210	205	205	200	200	-4.78%
7110	Legal Services	1,246	920	165	0	0	0	0	0.00%
7120	Contract Labor/Services	5,583	5,000	6,948	3,940	6,000	5,000	5,000	1.05%
7200	Service Charges	20	24	24	24	24	24	24	0.00%
7519	Equipment Maintenance	827	600	250	228	500	500	500	100.00%
7613	Volunteer Expenses	012	1,200	280	400	600	600	600	-3.81%
7640	Library Programs	8,428	2,126	1,378	1,175	2,000	2,000	2,000	45.45%
7641	Amigos/Amigos Database Access	2,430	2,000	2,250	2,200	2,500	2,500	2,500	8.17%
7642	Cynical & Animation Program	11,117	8,600	11,871	11,271	13,000	13,000	13,000	15.34%
	Total Operational Expenditures	\$ 100,952	\$ 55,787	\$ 59,661	\$ 52,772	\$ 50,000	\$ 59,089	\$ 59,089	0.79%

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	606	500	0	0	1	1	1	1.00%
8069	Equipment Lease	531	730	730	670	730	730	730	0.00%
	Total Equipment/Capital Expenditures	\$ 1,137	\$ 1,230	\$ 730	\$ 670	\$ 731	\$ 731	\$ 731	0.14%

Total Expenditures

	\$ 370,665	\$ 195,651	\$ 224,292	\$ 224,716	\$ 190,410	\$ 192,273	\$ 192,274	\$ 192,274	-14.24%
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Revenues

Camp Verde Community Library Revenues

40-70-4100	Library Copies	1,224	1,071	1,071	1,400	1,071	1,071	1,071	3.00%
40-70-4100	Library Fines/Fees	5,070	6,176	6,176	5,600	6,176	6,176	6,176	6.00%
40-70-4810	Amazon.com Book Sales	0	1,000	1,000	670	1,000	1,000	1,000	0.00%
40-70-4925	Library District	60,718	62,718	60,718	60,718	64,754	64,754	64,754	6.00%
	Total Departmental Revenues	\$ 67,012	\$ 69,665	\$ 69,665	\$ 67,988	\$ 69,001	\$ 69,001	\$ 69,001	-4.54%

Net (Subsidy From)/Contribution To General Purpose Revenues

	\$ (282,787)	\$ (196,580)	\$ (135,237)	\$ (136,728)	\$ (125,409)	\$ (98,273)	\$ (98,273)	\$ (98,273)	-26.63%
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Beaver Creek Library

Our Mission

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

Department Duties/Description

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

Department Staffing:

Library Director (0.10)

Library Assistant (0.40)

Accomplishments for the Fiscal Year 2009/2010:

1. A friends group is being formed and incorporated to help support this operation.

Performance Objectives for Fiscal Year 2010/2011:

1. Increase community support for this operation.
2. Increase services offered at this branch.

Significant Expenditure Changes:

Fiscal Notes

1. Yavapai County Library District funds a majority of the expenditures for the Beaver Creek Library Site. The revenue line item titled "IGA with Yavapai County Library District" (4350) is the funding from Yavapai County Library District.

Beaver Creek Library
Fund 01-20-71

EXPENDITURES		2009/2009	2009/2010	2009/2010	2009/2010	2010/2011	2010/2011	2010/2011	% CHANGE
ACCOUNT	ACCOUNT	2009/2009	2009/2010	2009/2010	2009/2010	2010/2011	2010/2011	2010/2011	FROM FY09-10
NUMBERS	TITLE	AUDITED	COUNCIL	ADJUSTED	ESTIMATED	DEPARTMENT	MANAGER	COUNCIL	ADJ BUDGET
		ACTUALS	ADOPTION	BUDGET	ACTUALS	REQUESTED	RECOMMEND	ADOPTION	
6000	Salaries	8,689	14,295	9,529	9,478	14,563	13,776	12,778	-4.69%
6010	FICA	822	890	1,619	585	899	664	866	-47.24%
6011	Medicare	122	237	897	197	240	200	210	-5.49%
6012	Retirement	0	569	559	15	1,428	1,367	1,357	144.53%
6013	Unemployment Insurance	71	76	144	75	70	70	76	-47.50%
6014	Workers' Compensation	0	149	229	51	26	34	34	-41.61%
6020	Health, Dental, Life & STD Insurance	0	697	656	18	640	640	640	3.92%
	Total Salary Expenditures	\$ 9,218	\$ 16,741	\$ 12,664	\$ 10,349	\$ 17,793	\$ 16,999	\$ 16,989	31.41%
Operational Expenditures									
7010	Traveling	0	500	0	0	209	0	0	0.00%
7015	Travel	0	500	591	0	250	0	0	-100.00%
7020	Office Supplies	660	700	700	594	700	700	700	0.00%
7030	Postage	17	85	85	0	85	85	85	0.00%
7061	Gas/Propane	855	0	114	113	0	0	0	0.00%
7062	Water	171	0	0	0	0	0	0	0.00%
7065	Telephone	0	1,693	1,603	1,297	1,693	1,693	1,693	0.58%
7067	Print Control	272	0	0	0	0	0	0	0.00%
7050	Library Facility Rent	13,280	6,000	6,000	6,000	6,000	6,000	6,000	0.00%
7670	Security System	0	600	600	600	600	600	600	0.00%
7641	Archie/Anny/ Lib Database Access	0	500	0	500	500	500	500	20000.00%
7662	Open Lib Automation Program	0	3,000	3,000	3,500	3,500	3,500	3,500	-0.14%
	Total Operational Expenditures	\$ 14,925	\$ 13,778	\$ 13,864	\$ 12,561	\$ 13,578	\$ 13,678	\$ 13,678	0.08%
Equipment/Capital Expenditures									
8003	Office Equipment/Furniture	0	0	0	0	0	0	0	0.00%
8020	Equipment Lease	0	240	240	240	240	240	240	0.00%
	Total Equipment/Capital Expenditures	\$ -	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	0.00%
Total Expenditures									
		\$ 24,944	\$ 30,559	\$ 26,188	\$ 23,993	\$ 31,911	\$ 30,917	\$ 30,107	15.49%
Revenues									
Beaver Creek Library Revenues									
40-71-4100	Copies	18	2	2	140	145	145	145	7160.00%
40-71-4130	Food/Fines	232	209	269	169	160	160	160	-28.76%
40-71-4350	SEA with Yavapai County Library District	23,959	23,959	23,959	23,959	23,959	23,959	23,959	0.00%
	Total Departmental Revenues	\$ 24,259	\$ 24,221	\$ 24,221	\$ 24,268	\$ 24,264	\$ 24,264	\$ 24,264	0.16%
Net «Subsidy From» Contribution To General Purpose Revenues									
		\$ 218	\$ (6,338)	\$ (1,977)	\$ 1,171	\$ (7,247)	\$ (5,963)	\$ (5,963)	299.14%

Camp Verde Children's Library

Our Mission

The Town of Camp Verde Community Library strives to be the information center for the Camp Verde, Lake Montezuma and Rimrock areas. The Children's Area of the Library will endeavor to provide access to information, library programs, and services to meet a wide variety of educational, informational, cultural and recreational needs. The Children's Area endeavors to provide a user-friendly place for people to gather and exchange ideas along with enabling people to access needed agencies and resources through community referrals. The Library also strives to be a cultural center for the community, reflecting the rich cultural diversity of the area.

Department Duties/Description

The Camp Verde Community Library Children's Library is the information center for the Camp Verde, Lake Montezuma, and Rimrock areas. Information is available in many formats to our patrons in a friendly, efficient, non-discriminatory atmosphere. The Children's Area provides programs for the public and school groups. It encourages literacy and teaches various library skills. The Children's Area is a cultural center for the communities it serves bringing in programs and speakers and providing a collection of materials for many ages and reading levels. The Children's Area reflects the rich cultural diversity of the area.

Department Staffing:

- Library Director (0.25)
- Children's Librarian (1)
- Children's Library Assistant (0.5)

Accomplishments for the Fiscal Year 2009/2010:

1. Offered "The Power of Music" program for teenagers free of charge this year.
2. Prepared and used more early literacy programs for preschoolers.
3. Presented the same amount of quality program for the children with a reduced budget.

Performance Objectives for Fiscal Year 2010/2011:

1. Continue to provide quality program within our budgetary limitations.

Significant Expenditure Changes:

Fiscal Notes

- * Library Programs (7640) currently consists of story time, crafts, performers, and school visits.

Camp Verde Children's Library
Fund 01-20-72

Expenditure ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 AUDITED ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
6100	Salary	0	70,750	54,100	54,496	70,750	67,212	70,750	30.70%
6010	FICA	0	4,350	3,576	3,073	4,308	4,167	4,308	14.69%
6011	Medicare	0	1,018	891	760	1,026	970	1,026	15.14%
6012	Retirement	0	6,650	5,000	5,122	6,609	6,020	6,009	26.91%
6013	Unemployment Insurance	0	184	154	154	154	151	151	-1.02%
6014	Workman's Compensation	0	155	158	129	170	180	174	12.15%
6020	Health, Dental, Life & STD Insurance	0	7,462	5,947	6,840	6,032	6,008	6,022	35.65%
	Total Salary Expenditures	\$ -	\$ 93,503	\$ 70,962	\$ 69,014	\$ 91,458	\$ 87,292	\$ 91,458	30.54%
Operational Expenditures									
7010	Traveling	0	100	0	0	10	0	0	0.00%
7015	Telrad	0	250	0	0	10	0	0	0.00%
7026	Books/Tapes/Publications	0	6,600	5,507	6,500	6,500	6,500	6,500	16.76%
7000	Electric	0	2,500	1,806	1,884	2,500	2,520	2,500	25.99%
7041	Gas/Propane	0	1,000	500	597	1,000	1,000	1,000	100.00%
7002	Water	0	267	267	263	267	267	267	37.45%
7064	Waste Removal	0	250	150	144	250	250	250	60.07%
7065	Telephone	0	973	551	563	973	973	973	75.63%
7007	Pest Control	0	100	100	140	100	100	100	0.00%
7640	Literary Programs	0	8,075	4,178	4,375	2,000	2,000	2,000	-52.10%
	Total Operational Expenditures	\$ -	\$ 26,470	\$ 13,143	\$ 14,136	\$ 13,715	\$ 13,695	\$ 13,695	4.80%
Equipment/Capital Expenditures									
8000	Office Equipment/Furniture	0	0	0	0	0	0	0	0.00%
8050	Equipment Lease	0	0	0	0	0	0	0	0.00%
	Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Expenditures	\$ -	\$ 109,953	\$ 83,290	\$ 84,050	\$ 105,173	\$ 100,997	\$ 105,153	20.38%
REVENUES									
Children's Library Revenues									
	Total Departmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Subsidy From/Contribution To General Purpose Revenues	\$ -	\$ (109,953)	\$ (83,295)	\$ (84,050)	\$ (105,173)	\$ (100,997)	\$ (105,153)	26.20%

Parks and Recreation

Our Mission

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

Department Duties/Description

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

The Parks and Recreation Department is responsible for the following:

- Planning and implementing community events and programs.
- Scheduling and rental of facilities and ball fields.
- Scheduling ball field lights.
- Working with Little League, AYSO and Youth Football on the organization of field usage.
- The Camp Verde Recycle Center.
- Supervise part-time employees that include: referees, scorekeepers, umpires, seasonal teen employees at the pool and parks, and summer program staff.

Department Staffing:

Public Works Director/Engineer (0.10)
Recreation Supervisor (0.87)
Special Projects Coordinator (0.52)
Public Works Administrative Assistant (0.10)
Receptionist (0) - vacant

Accomplishments for the Fiscal Year 2009/2010:

1. Worked with local non-profits to assist with special events.
2. Closed the Weight Room to protect the Town from liability issues.
3. Restructured the Parks & Recreation Department (now under the Public Works division).
4. Worked with the Town Clerk's Office to develop a Special Events Handbook.
5. Developed a Parks & Recreation Facebook page to promote Town events, programs, and meetings.

Performance Objectives for Fiscal Year 2010/2011:

1. Update website to make more user friendly.

Significant Expenditure Changes:

Fiscal Notes

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

Parks & Recreation
Fund 01-20-00

EXPENDITURES	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 AUDITED ACTUALS	2008/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2008/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY08-09 ADJ BUDGET
	6000	Salaries	138,853	139,161	139,874	141,350	132,110	132,313	132,110	-16.20%
	6001	Overtime	113	0	0	0	0	0	0	0.00%
	6010	FICA	8,504	4,788	5,034	5,557	4,719	4,483	4,719	-18.23%
	6011	Medicare	2,912	1,000	1,318	1,325	1,104	1,049	1,104	-16.26%
	6042	Retirement	11,228	6,591	7,424	6,591	7,450	7,123	7,493	0.99%
	6043	Unemployment Insurance	305	112	264	247	1,214	1,214	1,214	361.83%
	6044	Workman's Compensation	3,024	154	1,331	1,750	1,629	1,595	1,569	-13.57%
	6020	Health, Dental, Life & STD Insurance	13,776	5,662	7,470	7,526	10,178	10,170	10,178	26.11%
		Total Salary Expenditures	\$ 178,865	\$ 197,771	\$ 194,682	\$ 195,501	\$ 169,501	\$ 172,836	\$ 169,501	-10.74%

Operational Expenditures

7010	Training	625	310	0	0	0	0	0	0	0.00%
7015	Travel	595	400	0	0	0	0	0	0	0.00%
7020	Utilities	10	0	0	0	0	0	0	0	0.00%
7050	Office Supplies	2,465	1,930	1,930	1,200	600	600	600	600	-63.89%
7055	Subscriptions/Memberships	450	500	370	307	200	0	0	0	-100.00%
7030	Advertising	1,191	500	200	104	0	0	0	0	0.00%
7039	Postage	0	716	216	0	216	216	216	216	3.20%
7050	Auto Repairs/Maintenance	1,284	0	0	0	0	0	0	0	0.00%
7055	Fuel/Oil/Lube	785	900	130	0	0	0	0	0	-100.00%
7009	Electric	30,710	23,600	20,853	31,157	35,656	23,656	33,656	33,656	-17.49%
7001	Gas/Propane	1,347	7,823	5,422	6,347	7,209	7,809	7,809	7,809	45.13%
7002	Water	3,597	4,225	4,225	4,599	4,225	4,225	4,225	4,225	0.00%
7003	Sewer	2,618	2,242	2,242	2,242	2,242	2,242	2,242	2,242	0.00%
7004	Waste Removal	2,075	1,821	2,935	2,539	2,160	2,500	2,500	2,500	-14.82%
7055	Telephone	525	100	157	180	300	300	300	300	91.66%
7050	Out Phone	1,231	750	250	0	0	0	0	0	-100.00%
7007	Post Control	521	568	568	465	565	565	565	565	0.00%
7110	Legal Services	3,010	903	352	332	300	200	300	300	-14.77%
7120	Contract Labor/Services	13,238	0	0	0	0	0	0	0	0.00%
7210	Credit Card Processing Fees	757	600	710	597	600	600	650	650	-13.33%
7300	Communication Expense	83	0	0	0	0	0	0	0	0.00%
7301	Yearly Commission	30	0	0	0	0	0	0	0	0.00%
7810	Recreational Programs	6,761	0	0	0	0	0	0	0	0.00%
7012	Recreation Program Sponsorships	19,436	0	0	0	0	0	0	0	0.00%
7620	Summer Program	309	0	0	0	0	0	0	0	0.00%
		Total Operational Expenditures	\$ 109,544	\$ 57,387	\$ 69,980	\$ 49,922	\$ 63,800	\$ 63,500	\$ 53,300	-11.06%

Equipment/Capital Expenditures

8010	Computer Equipment	2,086	500	774	0	200	200	200	200	-74.18%
8020	Equipment Lease	1,791	0	1,800	0	0	0	0	0	0.00%
8030	Parts & Repairs/Equip	469	0	0	0	0	0	0	0	0.00%
8050	Light Recreational Equipment	874	0	0	0	0	0	0	0	0.00%
	Total Equipment/Capital Expenditures	\$ 5,160	\$ 500	\$ 2,574	\$ 0	\$ 200	\$ 200	\$ 200	\$ 200	-92.23%

Total Expenditures

	\$ 209,509	\$ 144,667	\$ 177,466	\$ 185,423	\$ 195,007	\$ 151,502	\$ 151,502	\$ 150,957	\$ 150,957	-12.09%
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Revenues

Parks & Recreation Revenues

40-00-4210	Recreational Programs	11,474	0	0	0	0	0	0	0	0.00%
40-00-4215	Summer Program	1,700	0	0	0	0	0	0	0	0.00%
40-00-4220	Sponsorships-Rec Programs	17,326	0	0	0	0	0	0	0	0.00%
	Total Departmental Revenues	\$ 30,500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%

Net (Subsidy From)/Contribution To General Purpose Revenues

	\$ (209,407)	\$ (144,667)	\$ (177,466)	\$ (185,423)	\$ (195,007)	\$ (151,502)	\$ (151,502)	\$ (150,957)	\$ (150,957)	-72.09%
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Camp Verde Heritage Pool

Our Mission

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

Department Duties/Description

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

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

Department Staffing:

Manager (1) Lifeguard (15)
 Assistant Manager (1) Cashier (5)
 Maintenance Worker (06) + 3 Workers at 40 hours for initial pool opening preparation (02 each)

Accomplishments for the Fiscal Year 2009/2010:

1. Provided recreational opportunities to the community.
2. Provided swim lessons to the community.

Performance Objectives for Fiscal Year 2010/2011:

1. Continue to offer recreational opportunities for the community.
2. Provide swim lessons to the community.
3. Open the pool on Saturdays for additional recreational opportunities for the community.

Significant Expenditure Changes:

- Operating Transfer in - Yavapai-Apache Gaming Compact revenue line item is the allocation of the monies received by the Town from the Yavapai-Apache Nation through Proposition 200 to help fund the operations of the Heritage Pool in the 2010 season. Without the funds received from the Yavapai-Apache Nation, the Town would be unable to open the Pool for the duration of the season.

Fiscal Notes

- The "Department Requested" column projects the pool opening for the regular season of Memorial Day weekend through Labor Day weekend in both the 2010 and 2011 seasons with the regular operating hours of:

Monday - Thursday		Friday
7:00am - 8:00am	Water Aerobics	7:00am - 8:00am
7:00am - 8:00am	Lap Swim	7:00am - 9:00am
8:00am - 9:00am	Arthritis Aquatics (Tues/Thurs)	9:00am - 8:00pm
8:30am - 11:45pm	Swim Lessons	
12:00pm - 4:30pm	Open Swim	Saturday
4:30pm - 6:00pm	Swim Team	12:00pm - 8:00pm
6:00pm - 8:00pm	Open Swim	Open Swim

- The "Manager's Recommendation" column projects a decrease in the swim season from 14 weeks to 8 weeks due to budgetary constraints. The Town Manager's recommendation is as follows:

- The pool is projected to be opened on June 7, 2010 and closed on July 31, 2010 for the 2010 season. Pool preparation would begin in May 2010. Pool hours would include:

Monday - Thursday		Friday
7:00am - 8:00am	Water Aerobics	7:00am - 8:00am
7:00am - 9:00am	Lap Swim	7:00am - 8:00am
8:00am - 9:00am	Arthritis Aquatics (Tues/Thurs)	8:00am - 8:00pm
8:30am - 11:45pm	Swim Lessons	
12:00pm - 4:30pm	Open Swim	Saturday
4:30pm - 6:00pm	Swim Team	12:00pm - 8:00pm
6:00pm - 8:00pm	Open Swim	Open Swim

- The "Council Adoption" column projects the pool opening under a new schedule from Memorial Day weekend through August 7, 2010. The Pool will remain open through Labor Day weekend on Saturdays and Sundays with the schedule listed below:

Monday - Thursday		Friday
7:00am - 8:00am	Water Aerobics	7:00am - 8:00am
7:00am - 8:00am	Lap Swim	7:00am - 8:00am
8:00am - 11:45pm	Swim Lessons	12:00pm - 7:00pm
12:00pm - 7:00pm	Open Swim	
		Saturday
		12:00pm - 7:00pm
		Sunday
		1:00pm - 6:00pm
		Open Swim

- Salary expenditures include Maintenance staff time to prepare the pool for opening based on three (3) Maintenance Workers spending 40 hours. Salary expenditures also include one (1) Maintenance Worker at two (2) hours per day throughout the season to maintain the pool.
- Savings in salary expenditures will be realized through decreasing all positions at the pool, with the exception of the Pool Manager, to minimum wage. The Pool Manager's position will also experience a reduction in pay.

Camp Verde Heritage Pool
Fund 91-20-02

Expenditures	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 ADDED ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2008/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
	8200	Salaries	40,300	68,597	88,597	42,127	40,810	25,120	51,472	-24.95%
	6010	FICA	2,092	4,202	4,252	2,021	2,503	1,550	3,191	-24.85%
	6041	Miscellaneous	0	585	885	679	692	354	740	48.93%
	6042	Relocation	693	0	693	692	478	454	670	+44.03%
	6043	Unemployment	297	697	697	350	441	271	355	+12.39%
	6044	Workman's Comp	2,048	2,782	2,783	1,543	1,802	1,146	2,347	+15.68%
	0660	Health, Dental, Life & STD Ins	348	1,819	1,174	1,007	825	885	690	-30.66%
		Total Salary Expenditures	\$ 45,778	\$ 78,272	\$ 78,278	\$ 46,880	\$ 47,053	\$ 29,817	\$ 69,580	-24.71%

Operational Expenditures

7010	Tuition	500	1,000	1,000	400	500	500	500	500	-20.00%
7060	Electric	0	5,000	5,000	4,000	5,000	5,000	5,000	5,000	0.00%
7051	Gas/Propane	22,987	18,000	18,000	18,361	13,500	11,500	13,000	13,000	-25.30%
7062	Water	0	0	0	0	0	0	0	0	0.00%
7063	Sewer	0	0	0	0	0	0	0	0	0.00%
7064	Waste Removal	477	893	893	108	225	225	225	225	-74.43%
7065	Telephone	1,371	1,000	1,000	808	890	680	650	650	+45.83%
7067	Pest Control	247	315	315	300	315	315	315	315	0.00%
7060	Pool Chemicals	7,307	10,000	10,000	3,619	4,100	3,000	4,500	4,500	-50.00%
7091	Pool Supplies	1,692	600	600	500	500	0	500	500	0.00%
7092	Pool Equipment Maintenance/Repair	3,682	2,000	2,000	2,000	6,265	6,265	6,265	6,265	213.25%
7093	Pool Concession Supplies	0	200	200	0	0	0	0	0	-100.00%
7804	Permits	118	0	0	0	400	400	400	400	400.00%
7805	Swim Team	493	0	0	0	0	0	0	0	0.00%
	Total Operational Expenditures	\$ 38,908	\$ 39,695	\$ 50,695	\$ 27,028	\$ 31,855	\$ 27,855	\$ 31,855	\$ 31,855	+18.52%

Total Expenditures

\$ 27,660	\$ 117,968	\$ 118,973	\$ 70,956	\$ 78,908	\$ 57,672	\$ 91,511	\$ 91,511	\$ 91,511	\$ 91,511	-22.67%
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Revenues

Pool Revenues

40-82-1170	Pool/for Fees	12,243	15,000	15,000	10,000	17,000	15,000	17,000	17,000	13.33%
40-82-4880	Pool Concession Sales	316	0	0	0	0	0	0	0	0.00%
40-82-7707	Opening Transfer in - Yucopal-Apache Gating	0	0	0	0	38,268	33,268	33,268	33,268	35083.69%
	Total Departmental Revenues	\$ 12,559	\$ 15,000	\$ 15,000	\$ 15,000	\$ 55,268	\$ 48,268	\$ 50,268	\$ 50,268	235.12%

Subsidy From Contribution To General Purpose Revenue

\$ (79,850)	\$ (102,308)	\$ (103,373)	\$ (60,956)	\$ (22,240)	\$ (19,604)	\$ (41,273)	\$ (41,273)	\$ (41,273)	\$ (41,273)	-60.07%
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Children's Recreational Programs

Our Mission

The Town of Camp Verde Parks & Recreation Department strives to provide positive programs for our youth and to give them the opportunity to have fun, while developing physically, emotionally, and socially.

Department Duties/Description

The Parks & Recreation Department is responsible for providing recreational and social activities and events for the youth in the community. Children's Recreational Programs include:

- * Grasshopper Basketball
- * Summer Activities
- * Soccer Camp
- * Trick or Treat Main Street

Department Staffing:

- Recreation Supervisor (0.11)
- Special Projects Coordinator (0.08)
- Medium Equipment Operator 1 (0.02)
- Medium Equipment Operator 2 (0.02)
- Scorekeepers (2)
- Receptionist - part time position only during summer activities

Accomplishments for the Fiscal Year 2009/2010:

1. Provided a successful Summer Program for 35 children.
2. Provided a successful basketball program for 200 children.
3. Provided a safe place for children to trick or treat.

Performance Objectives for Fiscal Year 2010/2011:

1. Make Grasshopper Basketball more cost effective without prohibiting individual's ability to participate.
 - Possibly increase registration fee from \$35 to \$40.
 - Decrease referee pay per game.
 - Lower all scorekeepers to minimum wage.
2. Secure more donations for Trick or Treat Main Street to make the event more cost effective.
3. Provide summer activities for the youth using two staff members and volunteers.
4. Provide summer activities that are free or low cost to the youth in our community.

Significant Expenditure Changes:

- * Expenditure reductions are due to a decrease in programs offered as well as developing more cost effective ways to offer programs.

Fiscal Notes:

- * The Yavapai-Apache Nation has provided funding for the Children's Programs through Proposition 202, Gaming Compact revenue distributions. These funds are tracked in the Yavapai-Apache Gaming Compact Fund (fund 07). When monies are needed to support Children's Recreation programs, an operating transfer is made from the Yavapai-Apache Gaming Compact Fund to the General Fund's Children's Recreational Programs budgetary unit.

Department Statistics FY 2009/2010

	# Participants	# Games
* Grasshopper Basketball Teams	23	100
* Summer Program	35	
* Soccer Camp	30	

Children's Recreational Programs
Fund 01-00-00

EXPENDITURES	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 AUDITED ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
	6000	Salaries	0	28,117	16,867	3,013	33,070	12,553	13,650	-69.21%
	6010	FICA	0	2,425	1,379	280	310	779	810	-24.90%
	6011	Medicals	0	537	250	67	180	189	189	-34.88%
	6012	Retirement	0	1,714	791	275	1,080	1,037	1,085	37.35%
	6013	Unemployment	0	236	95	15	39	39	20	-53.70%
	6014	Workers Comp	0	1,004	304	100	370	554	570	89.50%
	6009	Health, Dental, Life & STD Insurance	0	2,693	700	367	1,472	1,472	1,472	93.73%
		Total Salary Expenditures	\$ -	\$ 37,726	\$ 19,596	\$ 2,765	\$ 17,235	\$ 10,920	\$ 17,235	-12.25%
		Operational Expenditures	0	10,000	10,000	5,000	4,000	4,000	5,000	-60.00%
	7100	Contract Labor/Services	0	1,929	1,000	1,000	1,200	1,000	1,500	5.51%
	7650	Recreational Programs	0	6,000	6,000	4,946	3,800	3,650	3,800	47.50%
	7612	Recreational Program Sponsorships	0	2,000	2,000	5,000	2,500	2,000	2,000	-53.05%
	7620	Summer Program	0	0	0	0	0	0	0	-
		Total Operational Expenditures	\$ -	\$ 25,150	\$ 21,950	\$ 17,225	\$ 16,600	\$ 16,650	\$ 16,650	-24.15%
		Equipment/Capital Expenditures	0	0	0	0	0	0	0	0.00%
	6050	Parts & Rec Equipment	0	0	0	0	0	0	0	0.00%
	6055	Light Recreational Equipment	0	0	0	0	0	0	0	0.00%
		Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
		Total Expenditures	\$ -	\$ 72,900	\$ 41,546	\$ 22,990	\$ 33,835	\$ 27,570	\$ 33,885	-18.13%
		Revenues								
		Children's Recreational Program Revenues								
	40-83-4210	Children's Recreational Programs	0	4,500	4,500	2,870	4,000	4,000	4,000	-11.11%
	40-83-4215	Summer Program	0	3,500	3,500	1,800	0	0	0	-100.00%
	40-83-4250	Sponsorships	0	6,000	6,000	3,953	3,800	3,650	3,650	-47.50%
	40-83-7107	Operating Transfers in - Yarnall-Apache Gaming	0	24,437	24,437	24,437	16,800	16,800	16,800	-30.85%
		Total Departmental Revenues	\$ -	\$ 38,937	\$ 38,937	\$ 25,060	\$ 20,760	\$ 20,749	\$ 20,749	-23.60%
		Net Liability From/Contribution To General Purpose Revenue	\$ -	\$ (34,000)	\$ (3,750)	\$ (2,628)	\$ (4,154)	\$ (6,821)	\$ (4,134)	50.23%

Adult Recreational Programs

Our Mission

The goal of the Adult Recreational Programs division of Parks and Recreation is to provide fun, safe, and affordable recreational opportunities that will enhance the quality of life and promote healthy lifestyles for the citizens of our community.

Department Duties/Description

The Town of Camp Verde Parks and Recreation currently hosts four adult leagues. These include:

- 3 on 3 Basketball League
- Co-Rec Softball

Department Staffing:

Recreation Supervisor (0.01)
Maintenance Worker 1 (0.02)

Accomplishments for the Fiscal Year 2009/2010:

1. Completed a successful 3 on 3 Basketball League program.
2. Completed a successful Co-Rec Softball League program.

Performance Objectives for Fiscal Year 2010/2011:

1. Bring back the Men's Basketball League and increase registration fees to cover 100% of costs.
2. Provide three (3) adult recreational programs that are financially self sustaining.
3. Require a minimum amount of teams in each league.

Significant Expenditure Changes:

Department Statistics FY 2009/2010

	# Teams	# Games
• Co-Rec Softball	6	40
• 3 on 3 Basketball	8	40

Adult Recreational Programs
Fond 01-00-04

Expenditures		2008/2009	2008/2010	2009/2010	2009/2010	2010/2011	2010/2011	2010/2011	% CHANGE
ACCOUNT	ACCOUNT	2008/2009	2008/2010	2009/2010	2009/2010	2010/2011	2010/2011	2010/2011	% CHANGE
NUMBERS	TITLE	ADDED	COUNCIL	ADJUSTED	ESTIMATED	DEPARTMENT	MANAGER	COUNCIL	FROM FY09-10
		ACTUALS	ADOPTION	BUDGET	ACTUALS	REQUESTED	RECOMMEND	ADOPTION	ADJ BUDGET
6000	Salaries	0	15,570	11,789	622	2,160	1,167	2,166	-31.59%
6010	FICA	0	962	662	38	174	72	134	-36.04%
6011	Medicare	0	225	220	9	31	17	31	-60.64%
6012	Retirement	0	1,278	1,270	59	213	115	213	-13.31%
6013	Unemployment	0	45	45	2	2	2	2	-34.86%
6014	Workers' Comp	0	449	449	4	99	63	119	-77.86%
6020	Health, Dental, Life & STD Insurance	0	2,257	709	75	192	192	192	-72.87%
	Total Salary Expenditures	\$ -	\$ 20,716	\$ 15,456	\$ 699	\$ 2,820	\$ 1,818	\$ 2,328	-31.61%
Operational Expenditures									
7120	Contract Labor/Services	0	4,125	3,605	2,500	4,500	4,520	4,520	18.79%
7610	Recreational Programs	0	2,600	820	462	110	110	110	-36.59%
	Total Operational Expenditures	\$ -	\$ 6,725	\$ 4,425	\$ 2,962	\$ 4,610	\$ 4,630	\$ 4,630	0.11%
Equipment/Capital Expenditures									
8050	Parts & Rnc Equipment	0	0	0	0	0	0	0	0.00%
8055	Light Recreational Equipment	0	0	0	0	0	0	0	0.00%
	Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Expenditures	\$ -	\$ 21,641	\$ 20,058	\$ 3,791	\$ 7,408	\$ 6,248	\$ 7,369	-62.77%
Revenues									
Adult Recreational Program Revenues									
40-04-4210	Adult Recreational Programs	0	5,100	5,100	1,589	7,000	7,000	7,000	69.02%
40-04-4230	Sponsorships	0	0	0	0	0	0	0	0.00%
	Total Departmental Revenues	\$ -	\$ 5,100	\$ 5,100	\$ 1,589	\$ 7,000	\$ 7,000	\$ 7,000	69.02%
	1001 «Subsidy From» Contribution To General Purpose Revenues	\$ -	\$ (22,641)	\$ (11,899)	\$ (2,796)	\$ 192	\$ 1,362	\$ 192	-100.00%

Senior Recreational Programs

Our Mission

The Town of Camp Verde Parks and Recreation Department strives to provide affordable recreational opportunities for the mature adults in our community for enrichment of mind and body and quality of life.

Department Duties/Description

Parks and Recreation has not offered any Senior programs in the past. In the fiscal year 2009/2010 we will be adding Senior programs that may include:

- Wii Senior Bowling and Tennis
- Senior Social Club that may include board games, cards, classes and dances.

Department Staffing:

Recreation Supervisor (0)

Accomplishments for the Fiscal Year 2009/2010:

1. Due to budgetary constraints, the Senior Recreational Programs division had no activity in the FY 2009-2010.

Performance Objectives for Fiscal Year 2010/2011:

1. Due to budgetary constraints, the Senior Recreational Programs division will have no activity in the FY 2010-2011.

Significant Expenditure Changes:

Senior Recreational Programs
Fund 01 20-85

Expenditures	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 AUDITED ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
	6000	Salaries	0	4,329	4,329	0	0	0	0	-100.00%
	6010	FICA	0	260	260	0	0	0	0	-100.00%
	6011	Medicare	0	63	63	0	0	0	0	-100.00%
	6012	Retirement	0	497	497	0	0	0	0	-100.00%
	6013	Unemployment	0	5	5	0	0	0	0	-100.00%
	6014	Workman's Comp	0	9	9	0	0	0	0	-100.00%
	6020	Health, Dental, Life & STD Insurance	0	418	418	0	0	0	0	-100.00%
		Total Salary Expenditures	\$ -	\$ 5,499	\$ 5,499	\$ -	\$ -	\$ -	\$ -	-100.00%
Operational Expenditures										
	7610	Recreational Program	0	2,000	0	0	0	0	0	0.00%
		Total Operational Expenditures	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Equipment/Capital Expenditures										
	8050	Auto & Van Equipment	0	0	0	0	0	0	0	0.00%
	8055	Light Recreational Equipment	0	0	0	0	0	0	0	0.00%
		Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
		Total Expenditures	\$ -	\$ 7,499	\$ 5,499	\$ -	\$ -	\$ -	\$ -	-100.00%
Revenues										
		Senior Recreational Program Revenues	0	0	0	0	0	0	0	0.00%
	40-95-4210	Senior Recreational Programs	0	0	0	0	0	0	0	0.00%
	40-95-4220	Sponsorships	0	0	0	0	0	0	0	0.00%
		Total Departmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
		Net Contribution/Contribution To General Purpose Revenues	\$ -	\$ (7,499)	\$ (5,499)	\$ -	\$ -	\$ -	\$ -	-100.00%

Community Programs

Our Mission

The mission of the Community Programs division of Parks and Recreation is to provide affordable, cost effective, family oriented programs that will enhance the quality of life for the citizens of Camp Verde.

Department Duties/Description

The Parks and Recreation Department is responsible for providing recreational and social programs as well as events for all ages. These programs include:

- * Christmas Craft Bazaar and Parade of Lights
- * Bus trips

Department Staffing:

Recreation Supervisor (0.01)	Janitorial 1 (0.01)
Maintenance Foreman (0.01)	Janitorial 2 (0.01)
Maintenance Lead Worker (0.01)	Streets Foreman (0.01)
Maintenance Worker 1 (0.01)	Medium Equipment Operator 1 (0.01)
Maintenance Worker 2 (0.01)	Medium Equipment Operator 2 (0.01)

Accomplishments for the Fiscal Year 2009/2010:

1. Provided bus trips to the Diamondback games for the community.
2. Hosted a successful Christmas Craft Bazaar and Parade of Lights.

Performance Objectives for Fiscal Year 2010/2011:

1. Provide more bus trips for the community. This is a cost effective way to provide community activities with no cost to the Town.

Significant Expenditure Changes:

- * All expenditures have been reduced as a result of fewer programs being offered.

Department Statistics FY 2009/2010

	<u># Participants</u>
* Bus Trips (Diamondbacks Baseball Games -2)	80
* AZ Game and Fish Clinic	125
* Christmas Craft Bazaar (vendors)	30
* Parade of Lights (entries)	15

Community Programs
Fund 01-20-00

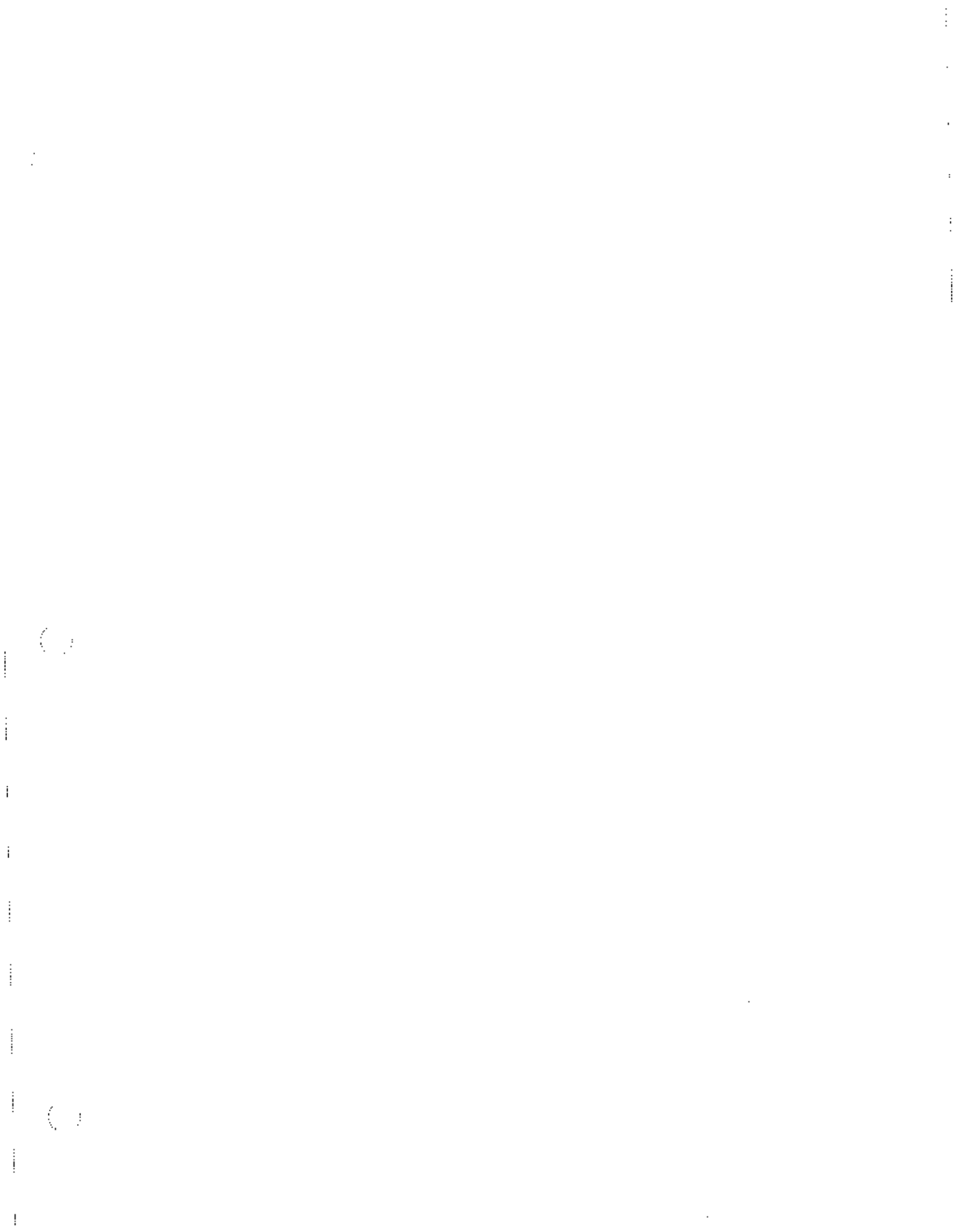
Expenditures	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 AUDITED ACTUALS	2009/2010 COUNCIL ADOPTION	2008/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
	6000	Salaries	0	18,240	18,246	2,456	3,571	3,392	3,571	-76.59%
	6010	FICA	0	945	947	149	221	210	221	-76.57%
	6011	Medicare	0	221	221	35	52	49	52	-75.58%
	6012	Retirement	0	1,433	1,433	311	352	334	352	-60.30%
	6013	Unemployment	0	24	24	7	6	6	6	-40.00%
	6014	Workers' Comp	0	275	275	72	163	163	163	-29.30%
	6020	Health, Dental, Life & STD Insurance	0	2,029	2,031	340	640	640	640	-75.26%
		Total Salary Expenditures	\$ -	\$ 26,234	\$ 26,233	\$ 3,289	\$ 5,006	\$ 4,788	\$ 5,006	
		Operational Expenditures	0	0	0	0	325	325	325	325.00%
	7120	Equipment Rental	0	0	0	0	0	0	0	-100.00%
	7610	Recreational Programs	0	17,600	7,000	264	0	0	0	-24.81%
	7642	Recreational Program Sponsorships	0	10,200	4,720	9,745	7,338	7,338	7,338	-61.35%
		Total Operational Expenditures	\$ -	\$ 27,800	\$ 16,720	\$ 10,169	\$ 7,633	\$ 7,633	\$ 7,633	
		Equipment/Capital Expenditures	0	200	780	780	0	0	0	-100.00%
	8050	Pools & Pool Equipment	0	0	0	0	0	0	0	0.00%
	8055	Light Recreational Equipment	0	200	780	780	0	0	0	-100.00%
		Total Equipment/Capital Expenditures	\$ -	\$ 200	\$ 780	\$ 780	\$ -	\$ -	\$ -	
		Total Expenditures	\$ -	\$ 47,734	\$ 37,733	\$ 14,178	\$ 12,639	\$ 12,621	\$ 12,639	-66.60%
		Revenues								
		Community Programs Revenue								
	60-05-4010	Community Programs	0	12,400	13,400	935	875	875	875	-93.59%
	60-05-4200	Sponsorships	0	11,050	11,050	6,800	7,900	7,300	7,300	-33.85%
		Total Departmental Revenues	\$ -	\$ 24,510	\$ 24,610	\$ 7,735	\$ 8,100	\$ 8,183	\$ 8,183	-60.61%
		Net (Subsidy From)/Contribution To General Purpose Revenues	\$ -	\$ (23,224)	\$ (13,223)	\$ (6,443)	\$ (4,539)	\$ (4,238)	\$ (4,456)	-56.30%



Chapter Six

Capital Improvement Funds

	<u>Page #</u>
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Parks Fund	6-5
Refunding Agreement	6-7
Revised Refunding Agreement	6-8



Capital Improvement Funds

Capital Improvement Funds consists of the Capital Improvement Projects Fund and the Parks Fund. These funds are used for expenditures that are a structure, improvement, piece of equipment or other major asset having a useful life of at least two years.

The Town Code, Section 3-4-3.5 Capital Improvement Budget Policies dictates the following criteria for the Capital Improvement Funds:

1. The Town will make all capital improvements in accordance with an adopted and funded capital improvement program and will include an annual six-year plan for capital improvements (CIP design, development, implementation, and operating and maintenance costs).
2. The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the Capital Improvement Plan and Town priorities, and whose operating and maintenance costs have been included in the budget.
3. The Town will coordinate development of the capital improvement budget with the development of the operating budget. All costs for internal professional services needed to implement the CIP will be included in the operating budget for the year the CIP is to be implemented.
4. The Parks Fund and other special development impact funds may only be used to fund facilities included in the Town's master plans.

The Capital Improvements Plan (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 a functional transportation system, water and wastewater facilities, public safety services, drainage systems, parks and recreation facilities, and other public facilities, a community 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 still must plan for them as development occurs.

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

The process for the CIP's development is divided into six key phases, culminating in the presentation of a Capital Improvement Plan (CIP) to the Town Council for approval. The phases are:

- Development of CIP Evaluation Criteria. This process defines how CIP projects will be evaluated and prioritized.
- Public Participation. A resident survey is developed, distributed, and analyzed.
- Needs Assessment. Future needs are outlined utilizing the General Plan and taking growth patterns into consideration.
- Financial Analysis. Examining of the Town's recent revenues, expenditures, current debt, and bond capacity.
- Capital Projects Evaluation. CIP projects are evaluated and prioritized utilizing the developed Evaluation Criteria.
- Development of CIP Document. All of the preceding steps culminate in the development of the CIP Document which includes an implementation section, outlines how the CIP will be updated on an annual basis.

The planning period for a CIP is five years. The expenditures proposed for the first year of the program are incorporated into the annual budget as the capital budget.

One of the most important aspects of the CIP process is it is not a once a year effort, but an important ongoing part of the Town's overall management process. New information and evolving priorities require continual review.

It is important to note that the Town's most recent Capital Improvements Plan document expired at the end of the 2006-2007 fiscal year. The Town is researching options relative to updating the CIP and maintaining it on an annual basis as is required.

Capital Improvement Projects

Department Duties/Description

The Town of Camp Verde's Capital Improvement Projects Fund was established to provide for the infrastructure and capital needs of the departments of the Town of Camp Verde. The Capital Improvement Projects Fund is funded by allocating 2 cents of the 3 cent Construction Tax received by the Town. Construction Tax is a non-recurring revenue, thus it is proper to use these revenues solely for non-recurring (non-operating) expenditures such as capital projects. The remaining 1 cent of the Construction Tax is allocated to the (MMA) Service Fund to fund the GADA loan payment.

Accomplishments for the Fiscal Year 2010/2011:

1. Purchased three (3) new patrol vehicles with emergency equipment for the Sheriff's Department.
2. Completed Phase I of the Computer Infrastructure/Networking Upgrade. Phase I included the purchase of 25 desktop computers, 5 laptops, 3 servers, Microsoft 2007 Enterprise Edition, and various parts and equipment.
3. Contracted with a local architect for the redesign of Rio Verde Plaza. Drawings are approximately 45% complete as of June 30, 2010. The remaining funds will be rolled over to FY2010-2011 for the completion of the project.
4. froze the remaining CIP expenditures.

Performance Objectives for Fiscal Year 2010/2011:

1. Please see page 6-3 and 6-4 for a listing of projects to be completed in the FY2010-2011.

Significant Expenditure Changes:

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

Fiscal Notes

- To complete the projects approved in the FY 2010-2011 Budget, the Town Council has approved the transfer of \$625,102 from the General Fund fund balance to the Capital Improvement Projects Fund in order to fund the projects. Only the actual amount needed to fund the projects completed in the FY2010-2011 will be transferred. Any amounts unused/unspent will not be transferred from the General Fund fund balance.

CIP Fund
Fund 09

Expenditures	2008/2009	2009/2010	2010/2010	2009/2010	2010/2011	2010/2011	2010/2011	% CHANGE
ACCOUNT NUMBERS	AUDITED ACTUALS	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION	FROM FY09-10 ADJ BUDGET
50-00-5015 Verde Lakes Drive Gatecra	0	20,000	20,000	0	20,000	20,000	20,000	0.00%
50-00-5073 Rio Verde Plaza Improvements	0	0	133,500	22,295	42,200	42,200	40,220	-49.27%
50-00-5080 CVWD Vehicles	70,443	100,300	102,660	102,660	80,000	80,000	50,000	-79.78%
50-00-5096 Public Works Vehicle (small 4X4 SUV)	0	18,500	4,100	0	23,000	23,000	0	-100.00%
50-00-5097 Pool Heater	10,124	0	0	0	0	0	0	0.00%
50-00-5121 Library Enhancement	80	0	0	0	2,000	2,000	5,000	500.00%
50-00-5350 Computer Networking Infrastructure upgrades	28,452	52,500	71,573	76,791	140,111	256,256	168,111	105.64%
50-00-5430 Commercial Software Package & Licensing	0	20,000	0	0	20,158	20,158	20,158	80499.00%
50-00-5400 Public Works Yard Construction (CVSD 15 Ace St)	0	120,100	100	0	250,000	250,000	0	-100.00%
50-00-5410 Streets Inspector Truck	21,128	0	0	0	0	0	0	0.00%
50-00-5412 Streets Department Equipment/Vehicles	0	20,000	23,000	0	0	0	0	-100.00%
50-00-5450 Road Improvement/Construction & Pavement	0	45,000	45,000	0	0	0	0	-100.00%
50-00-5452 Front Plot Sidewalk Transportation Enhancement	0	20,000	20,000	0	40,000	40,000	120,000	200.00%
50-00-5453 Main Street Traffic Circle	0	10,000	10,000	0	10,000	10,000	0	-100.00%
50-00-5454 Sidewalk Pathways, and Bike Paths	0	10,000	10,000	0	0	0	0	-100.00%
50-00-5500 Administration Vehicles	0	20,000	20,500	0	20,000	20,000	20,000	20.00%
50-00-5024 Warranty and Re-Lamp of Butler Park	0	0	0	0	18,570	18,570	18,570	18570.00%
50-00-5022 Raja Center for Manning's Office and Historical Society	0	0	0	0	7,353	7,353	7,353	7353.00%
50-00-5020 Sprinkler System for Town Grounds	0	0	0	0	13,000	13,000	13,000	13000.00%
50-00-5036 Replace Coping in Town Hall	0	0	0	0	22,775	22,775	22,775	22775.00%
50-00-5097 Exterior Painting of Town Buildings	0	0	0	0	17,500	17,500	17,500	17500.00%
50-00-5150 Re-Flow of Town Buildings	0	0	0	0	40,000	40,000	40,000	40000.00%
50-00-5060 Maintenance Vehicle - 1/2 Ton 24Wheel Drive Truck	0	0	0	0	20,000	20,000	20,000	20000.00%
50-00-5060 Purchase 15 Acres & Develop a Public Works Yard	0	0	0	0	500,000	500,000	444,145	88.83%
50-00-5060 1/2 Acre Road to the 15 Acres east of CVSD	0	0	0	0	250,000	250,000	0	0.00%
50-00-5010 City/Plaza 1st Breakego Project	0	0	0	0	200,000	200,000	180,000	200000.00%
50-00-5087 Post Cover	0	0	0	0	7,400	0	7,400	7400.00%
50-00-5118 Removal of Old CVSD Trailer	0	0	0	0	0	0	20,000	20000.00%
Total Requested Projects	\$ 165,231	\$ 619,960	\$ 667,548	\$ 224,086	\$ 1,946,144	\$ 1,890,608	\$ 1,316,157	131.60%
Operating Transfers								
8091 Operating Transfer Out - General Fund	65,500	0	0	0	0	0	0	0.00%
8834 Operating Transfer Out - Perse Fund	103,033	0	0	0	0	0	0	0.00%
8820 Operating Transfer Out - Statewide/JRF Fund	271,345	0	0	0	0	0	0	0.00%
Total Operating Transfers	\$ 439,878	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenditures	\$ 605,109	\$ 619,960	\$ 667,548	\$ 224,086	\$ 1,946,144	\$ 1,890,608	\$ 1,316,157	131.60%
Revenues								
CIP Fund Revenues								
40-00-7701 Operating Transfer In - General Fund	0	80,000	80,000	242,000	80,000	80,000	719,102	785.00%
Total Departmental Revenues	\$ -	\$ 80,000	\$ 80,000	\$ 242,000	\$ 80,000	\$ 80,000	\$ 719,102	785.00%
Net (Shortage)/From/Contribution To CIP Fund Balance	\$ (605,109)	\$ (539,960)	\$ (587,548)	\$ 17,914	\$ (1,666,144)	\$ (1,810,608)	\$ (607,055)	24.51%
Plus Year Ending CIP Fund Balance	\$ 1,842,000	\$ 509,141	\$ 589,141	\$ 509,141	\$ 407,955	\$ 607,955	\$ 607,915	-100.00%
Estimated Ending CIP Fund Balance (6/30/10)	\$ 509,141	\$ 40,181	\$ 101,593	\$ 607,955	\$ (1,258,189)	\$ (1,202,654)	\$ (0)	-100.00%

Capital Improvement Projects Fund

Five (5) Year Capital Improvement Project Requests

Description	Department	Fiscal Year				
		2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
1. Replacement Patrol Vehicles and Emergency Equipment	Marshal					
FY2010-2011 - Requested 3 vehicles		80,000				
FY2011-2012 - Requested 4 vehicles			198,300			
FY2012-2013 - Requested 4 vehicles				100,300		
FY2013-2014 - Requested 4 vehicles					198,300	
FY2014-2015 - Requested 4 vehicles						100,300
2. Replacement Administration Vehicles (100 vehicles)	Town Manager	25,000				
3. Computer/networking infrastructure upgrades - annual payment	Town Manager	61,556	61,556			
25 Desktop Computers	Town Manager	38,500	38,500	38,500	38,500	38,500
6 Network Printers	Town Manager	9,800				
Repair/replace parts, cables, etc	Town Manager	8,200				
Upgrades for old server (hardware and OS)	Town Manager	3,850				
Uninterruptible Power Supplies (UPS)	Town Manager	12,500				
Point to Point Connections for Library and CVMCO (60 mpbs)	Town Manager	13,555				
4. Governmental Software Packages with Annual Licensing & Maintenance	Finance	68,199	68,199	68,199	68,199	68,199
5. Improve the appearance and functionality of the interior of the Library building.	Library	2,000				
6. Improve the appearance and functionality of the exterior of the Library building.	Library		3,000	3,000		
7. Light pickup truck (2 wheel drive) for Building Inspection	Building			18,000		
8. Pickin	Community Dev			11,000		
9. Community Development Vehicle	Community Dev			10,000		
10. Rolling File System	Community Dev		14,000			
11. Warranty and Re-Lamp at Butler Park	Maintenance	18,578				
12. Rain Gutters for Marshalls Office and Historical Society	Maintenance	7,383				
13. Sprinkler System for Town Grounds	Maintenance	13,000				
14. Replace Carpet in Town Hall	Maintenance	22,775				
15. Exterior Painting of Town Buildings	Maintenance	17,500				
16. Re-Roof of Town Buildings	Maintenance	48,800				
17. Maintenance Vehicle - 1/2 Ton 2-Wheel Drive Truck	Maintenance	50,000				
18. Purchase 16 Acres & Develop a Public Works Yard	Public Works					
Down Payment of \$500,000 and Monthly Payments of \$5,000		560,000				
Clean Up Site, Re-Grade & Make Repairs, and Monthly Payments of \$5,000			210,000			
Remodel Existing Buildings and Monthly Payments of \$5,000				310,000		
Pave Peterson Lane and Monthly Payments of \$5,000					210,000	
19. Roo Verde Plaza Remodel (Construction Loan Payments)	Public Works	72,000	72,000	72,000	72,000	72,000
20. Widen Access Road to the 15 Acres Leased from the Camp Verde Sanitary District	Public Works	250,000				
21. Public Works Yard at Camp Verde Sanitary District Site	Public Works					
FY2010-2011 - PH II Fencing, Surface Prep, Finish Grade, Equip Pad, Mixing Table		250,000				
FY2011-2012 - Building Site Prep, Building Design, Underground Utilities			150,000			
FY2012-2013 - Complete Site Prep, 5000 Sq Ft Pre-Mix Steel Building				250,000		
FY2013-2014 - Delivery & Construction of Bldg, Complete Utility & Site Work					375,000	
22. Small 4x4 SUV	Public Works	23,000				
23. Streets Department Equipment/Vehicle	HURF/Streets					
FY2011-2012 - 1-Ton Chassis (\$20,000), 9-Wheel Roller (\$20,000)			40,000			
FY2012-2013 - 1/2 Ton Inspector Truck (\$20,000), Double Drum Vib/Roller (\$20,000), Crack Seal Machine (\$30,000)				78,000		
FY2013-2014 - Dump Truck/Sander (\$55,000), Chipper (\$35,000)					98,000	
FY2014-2015 - Foreman's Truck (\$35,000), Road Side Mower (\$60,000)						116,000
24. Finnie Flat Sidewalk Transportation Enhancement	HURF/Streets					
FY2010-2011 - Right of Way Acquisition		45,000				
FY2011-2012 - Labor and Construction Increased Costs			150,000			
25. Howards Road Reconstruction	HURF/Streets					
FY2012-2013 - Reconstruct 3 Re-profile 1/2 of Howards Road				250,000		
FY2013-2014 - Reconstruct & Re-profile 1/2 of Howards Road					250,000	
26. Montezuma Castle Hwy Left Turn Access Improvement	HURF/Streets					
FY2012-2013 - Cliff House Drive to Chertails				180,000		
27. Road Improvement/Construction & Pavement Preservation	HURF/Streets					
FY2011-2012 - Ties Ribs - Widen & Reconstruct Over Verde Ditch, Place New Culvert			45,000			
FY2012-2013 - Finish Flat Road - Mill & Resurface 1,000 feet at SR 200				225,000		
FY2013-2014 - Princess Road & Rieves Arena - Chip Seal					120,000	
FY2014-2015 - Zachary Road - Chip Seal						60,000
28. Main Street Traffic Circle	HURF/Streets					
FY2010-2011 - Right of Way Acquisition		10,000				
FY2011-2012 - Construct Traffic Circle			150,000			
29. 7th Street Widen & Overlay, Construct Sidewalk	HURF/Streets					
30. West Clear Creek Drainage Improvements on Verde Lakes Drive	Storm Water	80,000				
31. Howards Road Drainage Improvements	Storm Water			120,000		
32. Cliffs/Finnie Flat Drainage Project	Storm Water	200,000				
33. Pool Cover	Pool	7,000				
		1,977,943	1,113,554	1,742,938	1,305,909	787,809

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Parks Fund

Our Mission

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

Department Duties/Description

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

Accomplishments for the Fiscal Year 2009/2010:

1. The Parks Fund currently has a negative fund balance. This means that the Parks Fund has no cash with which to fund its operations. In light of this predicament, the Parks Fund was authorized to fund basic operations such as port-a-jons at the parks and the Operating Transfer Out to the Debt Service Fund for the payments on Butler Park Soccer Field.

Performance Objectives for Fiscal Year 2010/2011:

1. Maintain port-a-jons at the parks.
2. Provide funding for the Butler Park Soccer Field payments to the Debt Service Fund.

Significant Expenditure Changes:

Fiscal Notes

- Due to the financial constraints that the Town is experiencing, no monies have been allocated to the Parks Fund in the 2010-2011 fiscal year.
- Community Park Improvements (5120) provides monies for survey work that may be required to begin work on the access easement to the property.
- Local Park Improvements (5130) provides for port-a-jons at the parks as well as minor park repairs/maintenance.
- Rezzonico Park (5160) provides for port-a-jons at Rezzonico Park.
- Interfund Loan Repayment (8801) will not be made in the 2010-2011 fiscal year due to monetary constraints.

Refunding Agreement

- Staff is recommending discontinuing the allocation of \$200,000 to the Parks Fund for the FY 2010-2011. This allocation has been used to cover the Interfund Loan Agreement between the General Fund and the Parks Fund for the purchase of the Community Park land. Discontinuing the allocation will result in a longer pay back period for the Parks Fund to fulfill its obligation to the General Fund. The Amended Interfund Loan Agreement was adopted by Council on May 5, 2010.

Parks Fund
funds

Expenditures		2006/2006	2006/2010	2006/2010	2006/2010	2010/2011	2010/2011	2010/2011	% CHANGE
ACCOUNT NUMBERS	ACCOUNT TITLE	ADMITTED ACTUALS	COUNCIL ADOPTION	MANAGED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION	FROM FY09-10 ADJ BUDGET
5120	Community Park Development	0	100,000	100,000	0	0	0	20,000	-100.00%
5130	Local Park Improvements	68,874	5,000	5,000	5,993	5,000	0,000	5,000	0.00%
5160	Restroom Park	42,959	30,000	30,000	1,228	1,500	1,500	1,000	-95.00%
8003	Isleland Loan Repayment (General Fund)	0	200,000	0	0	0	0	0	0.00%
Total Assumption Projects		\$ 111,874	\$ 325,000	\$ 130,000	\$ 6,228	\$ 6,500	\$ 6,500	\$ 26,000	-60.37%
Operating Transfers									
8806	Operating Transfer Out-State Grants	11,098	0	0	0	0	0	0	0.00%
8813	Operating Transfer Out-Street Service Fund	6,290	5,288	5,288	5,288	6,400	6,400	6,400	0.00%
Total Operating Transfers		\$ 17,388	\$ 5,288	\$ 5,288	\$ 5,288	\$ 6,400	\$ 6,400	\$ 6,400	0.00%
Total Expenditures		\$ 129,227	\$ 340,288	\$ 140,288	\$ 11,520	\$ 11,900	\$ 11,900	\$ 31,900	-77.26%
Revenues									
Parks Fund Revenues									
7701	Operating Transfers In - General Fund	543,000	200,000	0	0	0	0	0	0.00%
Other Revenues		5,271	0	0	0	0	0	0	0.00%
Total Departmental Revenues		\$ 548,271	\$ 200,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Net Subsidy From Contribution To Parks Fund Balance		\$ 417,144	\$ (140,288)	\$ (140,288)	\$ (11,520)	\$ (11,900)	\$ (11,900)	\$ (31,900)	-77.26%
Prior Year Ending Parks Fund Balance		\$ (744,977)	\$ (526,933)	\$ (526,933)	\$ (336,933)	\$ (338,566)	\$ (338,569)	\$ (350,558)	
Estimated Ending Parks Fund Balance (2010)		\$ (326,933)	\$ (407,331)	\$ (407,331)	\$ (380,533)	\$ (350,466)	\$ (350,468)	\$ (370,458)	20.73%

Refunding Agreement

The Refunding Agreement shown below was established between the General Fund and the Parks Fund to memorialize the repayment of \$832,000 transferred from the General Fund to the Parks Fund for the purchase of the 118 acres for the building of a Community Park.

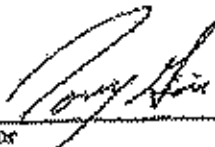
This Refunding Agreement was revised on May 6, 2010. The Revised Refunding Agreement is shown on page 6-8.

REFUNDING AGREEMENT

The aggregate sum of Eight Hundred Thirty-Two Thousand Dollars (\$832,000) shall be transferred from the Town Parkland Acquisition Fund to the Town of Camp Verde General Fund, Local Government Investment Pool Account pursuant to the payment terms set forth below:

Terms of Repayment: Payable on a Quarterly basis with fifty thousand dollars being tendered each quarter beginning on October 1, 2008 and continuing on a quarterly basis thereafter until the full amount of the funds borrowed, that being Eight Hundred Thirty-Two Thousand Dollars (\$832,000), is repaid in full.

APPROVALS



Mayor

3/6/08

Date

Attest:

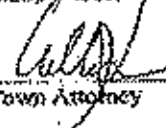

Town Clerk

3-14-08

Date

Determination of Counsel

The foregoing agreement has been reviewed by the undersigned attorney for the Town of Camp Verde, who has determined that the agreement is in proper form and is within the powers and authority granted under the laws of this State to the Town of Camp Verde.



Town Attorney

3/14/08

Date

Revised Refunding Agreement

The Refunding Agreement shown on page 6-7 was established between the General Fund and the Parks Fund to memorialize the repayment of \$832,000 transferred from the General Fund to the Parks Fund for the purchase of the 118 acres for the building of a Community Park. Due to the austerity of the economy, it was necessary to postpone the repayment agreement until the time in which the Parks Fund has adequate cash with which to make the repayment. The ability of the Parks Fund to repay the General Fund will be assessed each year during the budget process.

REVISED REFUNDING AGREEMENT

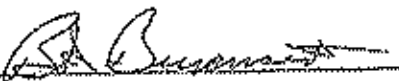
This Revised Refunding Agreement is to modify the Refunding Agreement adopted by Council on March 5, 2008 that stated as follows:

The aggregate sum of eight hundred thirty-two thousand dollars (\$832,000) shall be transferred from the Town Parkland Acquisition Fund to the Town of Camp Verde General Fund, Local Government Investment Pool Account pursuant to the payment terms set forth below:

Terms of Repayment: Payable on a quarterly basis with fifty thousand dollars being tendered each quarter beginning on October 1, 2008 and continuing on a quarterly basis thereafter until the full amount of the funds borrowed, that being eight hundred thirty-two thousand dollars (\$832,000), is repaid in full.

This revision serves to include the provision that the Parks Fund shall make payments to the General Fund when cash resources are available for repayment. In times when the cash resources are not available for repayment, the repayment period will be extended until a time in which cash resources are available for repayment.

APPROVALS



Mayor

5-10-10

Date

Attest:



Town Clerk

5-20-10

Date

Determination of Counsel

The foregoing agreement has been reviewed by the undersigned attorney for the Town of Camp Verde, who has determined that the agreement is in proper form and is within the powers and authority granted under the laws of this State to the Town of Camp Verde.



Town Attorney

5/11/10

Date



Chapter Seven

Special Revenue Funds

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Special Revenue Fund

The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes or resources dedicated for specific purposes. These funds include the Magistrate Special Revenue Fund, Non-Federal Grants Fund, Yavapai-Apache Gaming Compact Fund, Federal Grants Fund, CDBG Grants Fund, 9-1-1 Fund, Library Building Fund, Impact Fee Fund, Housing Grant Fund, Donations Fund, and the Highway Users Revenue Fund (HURF/Streets).

The total number of personnel positions within the Special Revenue Funds approved for FY2010-2011 is 6.43, summarized below:

Personnel by Fund					
Personnel by Fund	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
Non-Federal Grants Fund	1.00	2.00	2.14	2.14	0.84
Federal Grants Fund	-	-	2.00	-	1.00
CDBG Grants Fund	-	-	-	-	0.21
Highway Users Revenue Fund	7.70	6.50	5.55	4.59	4.38
Total Personnel	8.70	8.50	9.69	6.73	6.43

The total financial program adopted for FY2010-2011 is \$1,802,394, and consists of the following:

Expenditures by Fund					
Expenditures by Fund	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
Magistrate Special Revenue Fund	\$ 39,171	\$ 61,535	\$ 20,725	\$ 24,023	\$ 20,736
Non-Federal Grants Fund	156,919	146,146	148,661	152,792	166,468
Yavapai-Apache Gaming Compact	27,821	52,158	24,437	24,437	153,587
Federal Grants Fund	-	-	131,159	181,481	273,262
CDBG Grants Fund	636,475	32,815	5,500	10,885	360,659
9-1-1 Fund	-	-	-	-	2,684
Library Building Fund	-	-	-	-	-
Impact Fee Fund	-	-	-	-	-
Housing Grant Fund	10,229	529,942	62,785	5	70,000
Donations Fund	-	2,864	23,018	23,018	17,813
Highway Users Revenue Fund	1,216,145	1,010,807	1,159,801	1,159,801	737,185
Total Expenditures	\$ 2,086,760	\$ 1,835,267	\$ 1,576,086	\$ 1,576,442	\$ 1,802,394

Expenditures by Category					
Expenditures by Category	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
Salary Expenditures	\$ 493,790	\$ 556,592	\$ 537,201	\$ 449,942	\$ 518,142
Operating Expenditures	359,566	301,234	426,753	485,907	522,527
Capital Expenditures	1,195,408	975,441	587,695	616,066	697,299
Operating Transfers Out	-	-	24,437	24,437	64,425
Total Expenditures	\$ 2,048,764	\$ 1,835,267	\$ 1,576,086	\$ 1,576,442	\$ 1,802,394

The budgeted net operating results for FY2010-2011 is \$(104,436), and is summarized as follows:

Operating Results					
Operating Results	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Budget	FY 09-10 Adjusted	FY 10-11 Adopted
Total Revenues	\$ 2,782,032	\$ 1,928,487	\$ 1,167,463	\$ 1,271,629	\$ 1,697,957
Total Expenditures	2,086,760	1,835,267	1,576,086	1,576,442	1,802,394
Net Operating Results	\$ 695,272	\$ 93,221	\$ (408,623)	\$ (304,813)	\$ (104,436)

Magistrate Special Revenue Fund

Department Duties/Description

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

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

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

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

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

Fiscal Notes:

- Fill the Gap funds are being utilized to pay for annual audio/visual maintenance fees, monthly DSL fees, and coax repairs.
- The Court Enhancement Fund is being utilized to pay for the copier lease and maintenance (\$3,500), printers (\$3,250), West Legal Research (\$2,640), digital recording maintenance (\$500), security maintenance (\$350), and other miscellaneous expenditures (\$1,200). All of these expenditures are appropriate for this fund and the fund should be able to tolerate these amounts.
- Security maintenance and monitoring will go down this year as the Council Chambers security was removed.

Magistrate Special Revenue Fund
Fund 05

EXPENDITURES	ACCOUNT NUMBER	ACCOUNT TITLE	2000/2009 AUDITED ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
			10,843	0	0	0	0	0	0	0.00%
	69-51-6220	Fill the Gap Salaries	401	0	0	0	0	0	0	0.00%
	69-51-6210	FICA	115	0	0	0	0	0	0	0.00%
	69-51-6011	Medicare	1,029	0	0	0	0	0	0	0.00%
	69-51-6012	Retirement	40	0	0	0	0	0	0	0.00%
	69-51-6013	Unemployment	30	0	0	0	0	0	0	0.00%
	69-51-6014	Workman's Compensation	2,655	0	0	0	0	0	0	0.00%
	69-51-6020	Health, Dental, Life & STD Insurance	27,468	0	0	0	0	0	0	0.00%
	69-68-6703	Court Enhancement Subsidy	1,692	0	0	0	0	0	0	0.00%
	69-68-6310	FICA	993	0	0	0	0	0	0	0.00%
	69-68-6011	Medicare	2,086	0	0	0	0	0	0	0.00%
	69-68-6012	Retirement	67	0	0	0	0	0	0	0.00%
	69-68-6013	Unemployment	72	0	0	0	0	0	0	0.00%
	69-68-6014	Workman's Compensation	5,920	0	0	0	0	0	0	0.00%
	69-68-6020	Health, Dental, Life & STD Insurance	4,832	0	1,133	4,942	1,000	1,000	1,550	22.45%
	69-69-7651	Fill the Gap	1,494	2,775	1,300	1,606	2,779	2,775	2,775	49.04%
	69-69-7652	Local JCEF	2,810	17,690	20,950	22,108	16,401	16,401	16,401	-21.43%
	69-69-7653	Court Enhancement								
		Total Special Fund Expenditures	\$ 61,594	\$ 20,725	\$ 24,073	\$ 28,718	\$ 20,730	\$ 20,735	\$ 20,736	-13.60%

Revenues

Special Fund Revenues

49-00-4131	Local JCEF	2,837	3,200	3,200	3,694	3,094	2,000	3,034	-3.63%
69-00-4132	Fill the Gap	4,409	4,100	4,100	3,916	3,516	3,516	3,515	-14.24%
49-00-4133	Court Enhancement	16,744	14,050	14,050	23,812	20,818	23,812	23,812	69.43%
	Total Special Fund Revenues	\$ 23,990	\$ 21,350	\$ 21,350	\$ 30,412	\$ 20,412	\$ 30,312	\$ 30,412	32.44%

Net Subsidy From/Contribution To Magistrate Special Revenue Fund Balance

	\$ (37,554)	\$ 0	\$ (2,073)	\$ 1,008	\$ 9,676	\$ 9,676	\$ 9,676	\$ 9,676	\$ 69,058
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Prior Year Ending Magistrate Special Revenue Fund Balance
Estimated Ending Magistrate Special Revenue Fund Balance (Actual)

	\$ 191,882	\$ 64,808	\$ 64,564	\$ 64,339	\$ 69,024	\$ 65,200	\$ 65,004	\$ 65,004	
	\$ 64,300	\$ 64,830	\$ 61,635	\$ 66,004	\$ 75,600	\$ 73,880	\$ 76,000	\$ 76,000	28.79%

Designated Funds - Fill the Gap
Prior Year Ending Fill the Gap Designation
Est. Subsidy From/Contribution To Fill the Gap Designation
Estimated Ending Fill the Gap Designated Fund Balance

	31,470	16,442	16,448	16,448	15,021	15,021	15,021	15,021	
	(10,662)	4,100	2,908	11,827	2,016	2,016	2,016	2,016	
	\$ 16,449	\$ 20,548	\$ 19,415	\$ 16,021	\$ 17,037	\$ 17,037	\$ 17,037	\$ 17,037	-52.25%

Designated Funds - Local JCEF
Prior Year Ending Local JCEF Designation
Est. Subsidy From/Contribution To Local JCEF Designation
Estimated Ending Local JCEF Designated Fund Balance

	25,817	27,170	27,170	27,170	28,048	28,649	28,649	28,649	
	1,353	425	1,580	1,479	999	309	999	999	
	\$ 27,170	\$ 27,595	\$ 28,430	\$ 28,048	\$ 28,950	\$ 28,950	\$ 28,950	\$ 28,950	1.28%

Designated Funds - Court Enhancement
Prior Year Ending Court Enhancement Fund Designation
Est. Subsidy From/Contribution To Court Enhancement Fund Designation
Estimated Ending Court Enhancement Designated Fund Balance

	44,567	20,650	20,650	20,650	22,334	22,334	22,334	22,334	
	(23,877)	(3,000)	(6,900)	1,644	7,351	7,301	7,351	7,351	
	\$ 20,690	\$ 17,650	\$ 13,750	\$ 22,294	\$ 29,685	\$ 29,635	\$ 29,685	\$ 29,685	116.26%

Non-Federal Grants

Department Duties/Description

The Non-Federal Grants Fund tracks expenditures and revenues for grants not issued by the Federal Government. The current grant items are the School Resource Officer Grant, LTAF II Grant, Yavapai County Anti-Racketeering (RICO) Funds, and Governor's Office of Highway Safety. The Town of Camp Verde is not the direct grant recipient of the School Resource Officer Grant, but rather a sub-recipient as the funds are distributed to the Town of Camp Verde from the main grant recipient to reimburse the Town for actual expenditures of the Town's employee that participates in the grant.

Department Staffing:

School Resource Officer (0.84) - Ten months of the year only, the remaining two months is budgeted in the General Fund Marshal's Department

Fiscal Notes

- * LTAF II Grant funding has been eliminated as the funding from the Arizona Lottery has been permanently swept by the State of Arizona. The monies have been used to fund the Transit Voucher Program. Funds not expended in prior years have been allocated to fund the expenses of continuing this program until funds are depleted. NACOG administers the transit portion of the program.
- * School Resource Officer Grant provides funding through the Camp Verde Unified School District that covers the expenditures of one Deputy for the months of August through May (school year) to provide services to the School and have a presence at the School.
- * Yavapai County Anti-Racketeering (RICO) is monies received from Yavapai County that may be used to fund items such as (list is not all inclusive):
 - * Gang prevention programs
 - * Substance abuse prevention programs
 - * Substance abuse education programs
 - * Witness protection
 - * Investigation and prosecution of case
 - * Payment of compensation to "injured persons"
 - * Law enforcement equipment and operations
 - * Many other uses as defined in the grant paperwork.

The proposed uses of the Yavapai County Anti-Racketeering (RICO) monies in the FY2010-2011 include the purchase of needed law enforcement equipment.

- * Governor's Office of Highway Safety Grant has been applied for to purchase a new AMS unit. This unit is an electronic measuring device used for the accurate measuring in traffic accident investigations.

Non-Federal Grants Fund
Fund 09

Expendable ACCOUNT NUMBERS	ACCOUNT TITLE	20182009 ADJUSTED ACTUALS	20082010 COUNCIL ADOPTION	20092010 ADJUSTED BUDGET	20082010 ESTIMATED ACTUALS	20102011 DEPARTMENT REQUESTED	20082011 MANAGER RECOMMENDED	20102011 COUNCIL ADOPTION	% CHANGE FROM FY08-10 ADJ BUDGET
		1,811	0	0	0	0	0	0	0.00%
50-08-0003	Retiree's Park Grant Salaries	112	0	0	0	0	0	0	0.00%
50-08-0010	Retiree's Park Grant PICA	20	0	0	0	0	0	0	0.00%
50-08-0051	Retiree's Park Grant Medicare	171	0	0	0	0	0	0	0.00%
50-08-0012	Retiree's Park Grant Retirement	108	0	0	0	0	0	0	0.00%
50-08-0019	Retiree's Park Grant Workers Compensation	264	0	0	0	0	0	0	0.00%
50-08-0020	Retiree's Park Grant Health, Dental, Life & STD Insurance	16,137	0	0	0	0	0	0	-100.00%
50-08-0084	Retiree's Park Grant Expensables	52	4,738	1,028	1,821	0	0	0	-100.00%
50-18-0003	LTAIF II Salary	82	105	170	117	0	0	0	-100.00%
50-18-0010	LTAIF II PICA	6	28	39	27	0	0	0	-100.00%
50-18-0011	LTAIF II Medicare	49	147	182	178	0	0	0	-100.00%
50-18-0012	LTAIF II Retirement	0	10	16	0	0	0	0	-100.00%
50-18-0013	LTAIF II Unemployment Insurance	0	20	10	4	0	0	0	-100.00%
50-18-0014	LTAIF II Workers Compensation	23	57	37	30	0	0	0	-100.00%
50-18-0020	LTAIF II Health, Dental, Life & STD Insurance	15,034	1,039	18,076	18,060	18,200	18,500	18,600	23.11%
50-18-0022	LTAIF II Other	0	21,872	38,770	49,888	48,872	48,872	48,872	2.60%
50-19-0003	School Resource Officer Salary	0	0	254	254	0	0	0	0.00%
50-19-0004	School Resource Officer Overtime	0	0	600	500	600	600	600	0.00%
50-19-0008	School Resource Officer Uniform Allowance	0	0	528	500	700	600	700	20.00%
50-19-0011	School Resource Officer Uniform	0	4,000	5,640	5,755	7,100	6,800	7,100	22.50%
50-19-0012	School Resource Officer Retirement	0	0	78	78	70	70	70	-0.16%
50-19-0013	School Resource Officer Unemployment Insurance	0	0	28	28	20	20	20	-29.58%
50-19-0014	School Resource Officer Workers Compensation	0	0	1,244	1,200	1,500	1,400	1,400	-4.70%
50-19-0015	School Resource Officer Health, Dental, Life & STD Insurance	0	4,472	5,096	5,811	5,885	5,700	5,800	-0.80%
50-19-0020	School Resource Officer	24,822	0	0	0	0	0	0	0.00%
50-19-0022	School Resource Officer	21,419	20,649	0	0	0	0	0	0.00%
50-28-0003	PAINT Salary	5,000	4,500	0	0	0	0	0	0.00%
50-28-0004	PAINT Overtime	280	0	0	0	0	0	0	0.00%
50-28-0005	PAINT Holiday Pay	1,200	1,200	0	0	0	0	0	0.00%
50-28-0006	PAINT Uniform Allowance	600	600	0	0	0	0	0	0.00%
50-28-0011	PAINT Uniform	8,000	6,400	0	0	0	0	0	-0.80%
50-28-0012	PAINT Retirement	87	0	0	0	0	0	0	0.00%
50-28-0013	PAINT Unemployment Insurance	1,700	1,700	0	0	0	0	0	0.00%
50-28-0014	PAINT Workers Compensation	1,850	5,870	2	0	0	0	0	-5.00%
50-28-0020	PAINT Health, Dental, Life & STD Insurance	0	30,000	23,720	40,000	40,000	40,000	40,000	50.00%
50-30-0000	Yavapai County Air Backscattering (NCO) Expenses	0	0	0	0	15,100	15,100	15,100	50.00%
50-40-0000	Governor's Office of Highway Safety Grant Expensables	0	5,000	8,000	8,000	0	0	0	0.00%
50-40-0003	Total Non-Federal Grants Expenditures	\$ 140,146	\$ 58,661	\$ 120,792	\$ 132,781	\$ 106,460	\$ 103,100	\$ 106,460	0.00%

Revenues

Non-Federal Grants Fund Revenues

41-00-4335	Retiree's Park Grant Reimbursements	7,600	0	0	0	0	0	0	0.00%
41-10-4335	School Resource Officer Reimbursements	14,622	51,973	53,912	55,543	64,767	61,285	61,285	18.01%
41-18-4335	LTAIF II Other	32,144	0	0	10,878	0	0	0	0.00%
41-28-4335	PAINT Reimbursements	55,407	10,080	0	0	0	0	0	0.00%
41-30-4335	Yavapai County Air Backscattering (NCO)	0	0	11,500	60,500	20,000	20,000	20,000	33.11%
41-40-4335	Governor's Office of Highway Safety Grant	0	6,482	8,000	8,000	15,100	15,100	15,100	0.00%
60-00-7704	Operating Transfer In - Police Fund	4,048	0	0	5,364	0	0	0	0.00%
60-00-7704	Operating Transfer In - Police Fund	11,000	0	0	0	0	0	0	0.00%
	Total Non-Federal Grants Revenues	\$ 146,146	\$ 111,935	\$ 100,004	\$ 111,392	\$ 99,867	\$ 86,385	\$ 96,945	5.24%

Net Subsidy From/Contribution To Non-Federal Grants Fund Defered Revenue Balance

\$ -	\$ (97,184)	\$ (81,208)	\$ 18,609	\$ (66,600)	\$ (66,600)	\$ (66,600)	\$ (66,600)	\$ (66,600)	\$ 9,225
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Defered Revenue Balance

\$ 12,881	\$ 10,265	\$ (2,081)	\$ 16,599	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0
\$ 20,600	\$ -	\$ 74	\$ 40,600	\$ -	\$ -	\$ -	\$ -	\$ -	22.35%
\$ 47,521	\$ 10,265	\$ (1,907)	\$ 57,203	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	

Yavapai-Apache Gaming Compact

Department Duties/Description

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

Accomplishments for the Fiscal Year 2009/2010:

1. Provided funding for the Grasshopper Basketball program and other recreational opportunities for youth.
2. Established an account to track the payments of monies allocated to the Camp Verde School District for tutor services in accordance with the request of the Yavapai-Apache Nation.
3. Established an account to track the payments of monies allocated to the Mingus Union High School District for tutor services in accordance with the request of the Yavapai-Apache Nation.

Performance Objectives for Fiscal Year 2010/2011:

1. Provide funding to support the Children's Recreational Programs division of Parks & Recreation. This division provides activities such as Grasshopper Basketball and other recreational opportunities for youth.
2. Provide funding to support the operation of the Heritage Pool for the 2010 swim season.
3. Provide funding to support the building of a new Library.

Fiscal Notes:

- Projected designated fund balance amounts for the 2010-2011 fiscal year are estimated on the same percentage breakout as the allocations stated in the contribution letter from the Yavapai-Apache Nation for the funds received in the 2009-2010 fiscal year.
- Camp Verde School District Tutor Expenditures was established to track the reimbursement requests from the Camp Verde Unified School District for tutor services pursuant to the distribution request by the Yavapai-Apache Nation.
- Mingus Union High School District Tutor Expenditures was established to track the reimbursement requests from Mingus Union High School for tutor services pursuant to the distribution request by the Yavapai-Apache Nation.

Yavapai-Apache Gaming Compact
Fund 07

Expenditure ACCOUNT NUMBERS	ACCOUNT TITLE	2009/2010 AUDITED ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ASSUMED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 BUDGET
20-00-9999	Yavapai-Apache Gaming Compact Expenditures	63,044	0	0	0	0	0	0	0.00%
20-00-7000	Parks & Recreation Youth Program Expenditures	10,115	0	0	0	0	0	0	0.00%
20-00-7001	Operating Transfers Out - Gen Fund Child Care Expenses	0	24,437	24,437	24,437	10,873	10,873	10,873	44.50%
20-00-9990	Camp Verde School District Tuition Expenditures	0	0	0	0	33,000	33,000	33,000	33.00%
20-00-9991	Manque Union High School Tuition Expenditures	0	0	0	0	0	0	0	0.00%
20-00-7002	Operating Transfers Out - Gen Fund Camp Verde Heritage Pool	0	0	0	0	14,500	14,500	14,500	100.00%
20-00-7015	Operating Transfers Out - Library Building Fund	0	0	0	0	14,500	14,500	14,500	100.00%
	Total Yavapai-Apache Gaming Expenditures	\$ 63,044	\$ 24,437	\$ 24,437	\$ 24,437	\$ 62,423	\$ 62,423	\$ 62,423	82.85%

Revenues

Yavapai-Apache Gaming Compact Revenues	2009/2010 AUDITED ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ASSUMED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 BUDGET
20-00-0000 Yavapai-Apache Gaming Compact	26,000	12,000	12,000	12,000	20,000	20,000	20,000	47.14%
Total Yavapai-Apache Gaming Revenues	\$ 26,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 20,000	\$ 20,000	\$ 20,000	47.14%

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

	\$ 3,600	\$ (10,427)	\$ (10,437)	\$ (10,437)	\$ (17,023)	\$ (17,423)	\$ (17,423)	60.66%
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Pre Year Ending Yavapai-Apache Gaming Compact Fund Balance
Estimated Ending Yavapai-Apache Gaming Compact Fund Balance (6/30/11)

	\$ 82,150	\$ 67,068	\$ 67,068	\$ 67,068	\$ 170,359	\$ 170,359	\$ 170,359	65.75%
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Designated Funds - Parks & Recreation Youth Programs
Pre Year Ending Parks & Recreation Youth Programs Designation
Est. Subsidy From/Contribution To Parks & Rec Youth Programs Designation
Estimated Ending Parks & Recreation Youth Programs Designated Fund Balance

	\$ 37,436	\$ 41,336	\$ 41,336	\$ 41,336	\$ 10,873	\$ 10,873	\$ 10,873	363.22%
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Designated Funds - Camp Verde Heritage Pool
Pre Year Ending Camp Verde Heritage Pool Designation
Est. Subsidy From/Contribution To Camp Verde Heritage Pool Designation
Estimated Ending Camp Verde Heritage Pool Designated Fund Balance

	\$ 0	\$ 0	\$ 0	\$ 0	\$ 33,000	\$ 33,000	\$ 33,000	3300.00%
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Designated Funds - Library Building Fund
Pre Year Ending Library Building Fund Designation
Est. Subsidy From/Contribution To Library Building Fund Designation
Estimated Ending Library Building Fund Designated Fund Balance

	\$ 0	\$ 0	\$ 0	\$ 0	\$ 14,500	\$ 14,500	\$ 14,500	14500.00%
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Designated Funds - Camp Verde School District Tuition
Pre Year Ending Camp Verde School District Tuition Designation
Est. Subsidy From/Contribution To Camp Verde School District Tuition Designation
Estimated Ending Camp Verde School District Tuition Designated Fund Balance

	\$ 0	\$ 0	\$ 0	\$ 0	\$ 33,000	\$ 33,000	\$ 33,000	3300.00%
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Designated Funds - Manque Union High School District Tuition
Pre Year Ending Manque Union High School District Tuition Designation
Est. Subsidy From/Contribution To Manque Union High School District Tuition Designation
Estimated Ending Manque Union High School District Tuition Designated Fund Balance

	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
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Designated Funds
Estimated Ending Undesignated Fund Balance

	\$ 26,722	\$ 25,722	\$ 25,722	\$ 25,722	\$ 24,922	\$ 24,922	\$ 24,922	-3.13%
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Federal Grants

Department Duties/Description

The Federal Grants Fund tracks expenditures and revenues for grants issued by the Federal Government.

Department Staffing:

COPS Officer (2) *if grant awarded

PANT Officer (1)

Fiscal Notes

- Energy Efficiency & Conservation Block Grant was awarded to the Town of Camp Verde through the American Recovery and Reinvestment Act. This grant will be used to replace the air conditioning units on the Public Works/Parks & Recreation Building and complete energy efficiency modifications.
- The COPS Grant was applied for by the Marshal's Department to fund two (2) Deputy positions prior to the 2009-2010 fiscal year. The Town of Camp Verde was not awarded funding through the original grant cycle. Applications that were not funded in the original round are being considered for funding in the current round. If the grant is received, the funding provides for the base salary for the officers along with benefits. It does not cover overtime or holiday pay.
- PANT (Partners Against Narcotics Trafficking) Grant is a regional grant, currently administered through the Town of Prescott Valley, that provides funding for one Deputy. The officers receive specialized training and work in conjunction with other departments around the Verde Valley in narcotics related activities.
- Library Services and Technology Act (LSTA) Grant was obtained with the objective of creating and presenting Library programs either in-house or off-site. The programs will target three groups: homeschool mothers, parents with young children, and senior citizens. These programs will inform these groups of the services that the Library provides as well as instruction on how to use the Library's various services.

Federal Grants Fund
Fund 08

EXPENDITURES	2008/2008	2008/2010	2009/2010	2009/2010	2010/2011	2010/2011	2010/2011	2010/2011	% CHANGE
ACCOUNT NUMBERS	ADDED ACTUALS	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION	FROM FY09-10 ADJ BUDGET	
20-00-0000	0	0	2,976	2,976	0	0	0	0	-100.00%
20-00-0000	0	0	91,191	0	91,191	91,151	91,151	91,151	0.00%
20-00-0000	0	77,264	0	0	73,490	73,490	73,490	73,490	73490.00%
20-00-0000	0	2,400	0	0	2,400	2,400	2,400	2,400	2400.00%
20-00-0011	0	1,157	0	0	1,157	1,157	1,157	1,157	100.00%
20-00-0012	0	10,800	0	0	10,789	10,789	10,789	10,789	107.890%
20-00-0014	0	151	0	0	151	151	151	151	151.00%
20-00-0014	0	2,262	0	0	2,261	2,261	2,261	2,261	2261.00%
20-00-0020	0	11,004	0	0	12,203	12,203	12,203	12,203	12203.00%
20-00-0020	0	0	30,048	30,078	30,048	30,047	30,047	30,047	0.00%
20-00-0020	0	0	7,730	6,600	7,000	7,000	7,000	7,000	70.00%
20-00-0021	0	0	358	350	350	350	350	350	100.00%
20-00-0022	0	0	1,200	1,200	1,200	1,200	1,200	1,200	100.00%
20-00-0023	0	0	713	720	680	687	680	680	95.64%
20-00-0011	0	0	6,400	6,700	6,800	6,800	6,800	6,800	106.25%
20-00-0012	0	0	70	70	70	70	70	70	100.00%
20-00-0013	0	0	1,972	1,906	1,423	1,365	1,423	1,423	72.12%
20-00-0014	0	0	3,091	4,070	4,400	4,400	4,400	4,400	145.58%
20-00-0020	0	0	22,385	22,385	0	0	0	0	-100.00%
20-00-0020	0	0	0	0	15,570	15,570	15,570	15,570	15570.00%
20-00-0020	0	0	0	0	0	0	0	0	0.00%
Total Federal Grant Expenditures	0	131,109	101,481	90,540	273,289	270,896	273,289	273,289	302.67%

Revenues

Federal Grants Fund Revenues

44-10-4335	0	0	2,976	2,976	0	0	0	0	-100.00%
44-10-4335	0	0	91,151	0	91,191	91,151	91,151	91,151	0.00%
44-10-4335	0	100,174	66,874	0	103,025	103,025	103,025	103,025	64.57%
44-10-4335	0	0	60,100	61,625	63,471	63,471	63,471	63,471	5.67%
44-10-4335	0	22,385	22,385	22,385	0	0	0	0	-100.00%
44-10-4335	0	0	0	0	15,570	15,570	15,570	15,570	15570.00%
Total Federal Grant Revenues	0	122,559	152,936	97,366	273,289	270,896	273,289	273,289	12.01%

Net Activity From Competition To Federal Grants Fund Balance

0	0	69,455	0	0	0	0	0	0	-100.00%
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Five Year Ending Federal Grants Fund Balance

Estimated Ending Federal Grants Fund Balance (6/30/10)

0	0	0	62,085	0	0	0	0	0	100.00%
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CDBG Fund

Our Mission

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

Department Duties/Description

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

Department Staffing:

Town Clerk (0.064)

Public Works Director/Engineer (0.05)

Building Inspector (0.02)

Town Manager/Finance Director (0.005)

Administrative Assistant (0.067)

Accomplishments for the Fiscal Year 2009/2010:

1. Completed the SSP Public Hearing Process & Application for FY09 Funding for Hollamon Street.
2. Completed the CDBG Public Hearing & Application for FY10 Funding for Head Start & Senior Center

Performance Objectives for Fiscal Year 2010/2011:

1. Begin the construction of the Hollamon Street Improvement project.

Fiscal Notes

- * This process will encompass two (2) years from the time that the contracts are signed. Some amounts may be transferred to the next fiscal year if needed.

CDBG Grants Fund
Fund 66

Expenditures	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2008 ADJUTED ACTUALS	2008/2010 COUNCIL ADOPTION	2008/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ SUBSET
	60-9999	Holloman Street Improvement Exps	0	0	0	0	319,448	319,448	319,448	319,448.00%
	60-9999	Grant Administration (Holloman St Improv)	0	0	0	0	24,725	24,725	24,725	255,673.00%
	60-9999	Grant Administration (107-07)	10,140	0	0	0	0	0	0	0.00%
	60-9000	Senior Center Expenses (108-07)	22,875	0	0	0	0	0	0	0.00%
	70-0000	FY2010 Salaries	0	0	3,079	3,009	12,822	12,191	12,822	68.71%
	70-0010	FY2010 FICA	0	0	462	462	765	725	795	72.07%
	70-0011	FY2010 Medicare	0	0	308	309	608	577	666	72.15%
	70-0012	FY2010 Retirement	0	0	763	753	1,203	1,200	1,263	47.73%
	70-0013	FY2010 Unemployment	0	0	92	92	16	16	16	70.95%
	70-0014	FY2010 Worker's Compensation	0	0	11	11	50	81	26	670.88%
	70-0020	FY2010 Health, Dental, Life & STD Insurance	0	0	758	758	1,319	1,319	1,319	60.16%
	70-9999	FY2010 Funding Cycle Administration	0	5,500	689	689	0	0	0	-100.00%
		Total CDBG Grant Expenditures	\$ 32,815	\$ 5,500	\$ 10,855	\$ 10,814	\$ 100,660	\$ 100,058	\$ 100,660	3213.30%

Revenues

CDBG Grants Fund Revenues

42-60-4355	Holloman Street Improvements	0	0	0	0	319,448	319,448	319,448	319,448.00%
42-60-4356	Grant Administration (Holloman St Improv)	0	0	0	0	67,025	52,025	52,025	502,500.00%
42-60-4356	Grant Administration (107-07)	10,140	0	0	0	0	0	0	0.00%
42-60-4355	Senior Center Refurbishments (108-07)	22,875	0	0	0	0	0	0	0.00%
	Total CDBG Grant Revenues	\$ 32,815	\$ -	\$ -	\$ -	\$ 371,473	\$ 371,473	\$ 371,473	371473.00%

Net (Subsidy From)/Contribution To CDBG Grants Fund Balance

\$	-	\$ (5,500)	\$ (10,855)	\$ (10,814)	\$ 10,814	\$ 0	\$ (9,816)	\$ (9,814)	\$ 10,814	107,400.00%
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Prior Year Ending CDBG Fund Balance

\$	-	\$ -	\$ -	\$ -	\$ (10,814)	\$ (10,814)	\$ (10,814)	\$ (10,814)	\$ (10,814)	0.00%
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Estimated Ending CDBG Fund Balance (Actual)

\$	-	\$ (5,500)	\$ (10,800)	\$ (10,814)	\$ (0)	\$ 0	\$ 0	\$ (0)	\$ (0)	0.00%
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9-1-1 Fund

Department Duties/Description

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

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

Accomplishments for the Fiscal Year 2009/2010:

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

Performance Objectives for Fiscal Year 2010/2011:

1. No monies are anticipated to be spent in the 2010-2011 fiscal year.

Significant Expenditure Changes:

- * 9-1-1 Expenditures (7010) is allocated to allow for 9-1-1 training or other related expenditures that may arise in the 2010-2011 fiscal year.

Fiscal Notes:

- * Due to the State's 9-1-1 budget being drastically reduced, it is unknown at the time of preparing the budget as to whether or not the municipalities will receive distributions in the 2010-2011 fiscal year. The amounts budgeted are in anticipation of the Town receiving the funds as experienced in prior fiscal years.

9-1-1 Fund
Fund 10

Expenditures	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 AUDITED ACTUALS	2008/2010 COUNCIL ADOPTION	2008/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
	90-00-8500	9-1-1 Expenditures	0	0	0	0	0	2,684	2,684	2,684.00%
		Total 9-1-1 Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,684	\$ 2,684	
Revenues										
	90-20-4010	9-1-1 Distributions	500	500	500	0	500	500	500	0.00%
		Total 9-1-1 Revenues	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	0.00%
		Net Subsidy From/Contribution To 9-1-1 Fund Balance	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ (2,184)	\$ (2,184)	-536.80%
		Prior Year Ending 9-1-1 Fund Balance	\$ 1,784	\$ 2,034	\$ 2,604	\$ 2,684	\$ 2,684	\$ 2,684	\$ 2,684	
		Estimated Ending 9-1-1 Fund Balance (initial)	\$ 2,584	\$ 3,184	\$ 3,184	\$ 2,684	\$ 3,184	\$ 500	\$ 500	-34.90%

Library Building Fund

Department Duties/Description

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

Fiscal Note

- Due to the decline in interest rates nationwide, the projected amount of interest revenues have been decreased accordingly.
- The Council has approved an Operating Transfer from the General Fund to support the fundraising efforts for the building of a new library.
- The Library Building Fund was designated as a recipient of the funds received from the Yavapai-Apache Nation through the Proposition 200 Gaming Compact. The Council has allocated \$14,258 of the funds received from the Yavapai-Apache Nation towards the Library Building Fund.

Library Building Fund
Fund 15

Expenditures	ACCOUNT NUMBER	ACCOUNT TITLE	2008/2009 AUDYER ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT RECOMMENDED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
	50-8000	Library Master Plan And/or Library Building Expenditures	0	0	0	0	0	0	0	0.00%
		Total Library Building Fund Expenditures	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%

Revenues

Library Building Fund Revenue	ACCOUNT NUMBER	ACCOUNT TITLE	2008/2009 ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2009/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT RECOMMENDED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
	40-4500	Donation Revenues	14,994	12,000	12,000	12,076	12,000	12,000	12,000	0.00%
	40-4000	Interest Payments	11,550	1,200	1,200	693	700	700	700	-41.67%
	40-7701	Operating Transfer In - from General Fund	0	100	100	100	100	100	100	0.00%
	40-7707	Operating Transfer In - V-A Italian Gaming Compact	0	0	0	0	14,250	14,200	14,250	14250.00%
		Total Library Building Fund Revenue	\$ 16,544	\$ 13,200	\$ 13,200	\$ 12,869	\$ 27,050	\$ 27,000	\$ 27,050	103.44%

Net Subsidy From/Contribution To Library Building Fund Balance	\$ 18,044	\$ 13,200	\$ 13,200	\$ 12,869	\$ 27,050	\$ 27,000	\$ 27,050	\$ 27,050	103.44%
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Prior Year Ending Library Building Fund Balance	\$ 214,550	\$ 227,400	\$ 227,500	\$ 227,500	\$ 240,450	\$ 240,450	\$ 240,450	\$ 240,450	11.66%
Estimated Ending Library Building Fund Balance (Total)	\$ 232,594	\$ 240,600	\$ 240,700	\$ 240,369	\$ 267,500	\$ 267,450	\$ 267,500	\$ 267,500	

Impact Fees

Department Duties/Description

The voters of the Town of Camp Verde approved Development Impact Fees in March 2008. The purposes and intent of the Town's Development Fee Code are:

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

The Town Code Article 7-10, Municipal Development Fees, details the purpose and intent of establishing and collecting Development Fees as well as defining under what types of development the fees are assessed, procedures for imposition, calculation, and collection of the Development Fees, annual reporting requirements, and tracking of funds collected.

Development Fees are assessed to provide for the development of Public Facilities and Services required by the new development. The Town Code defines "Public Facility or Service" as public improvements, facilities or services, including police facilities, municipal facilities, open space, parks and library facilities necessitated by New Development. "Public Facility Expenditures" is defined as an appropriation or expenditure of public funds incurred in connection with the provision of a Public Facility or Service, including but not limited to:

- a. planning, legal, appraisal, financing, development, and other costs related to the acquisition of, or use rights on, land;
- b. the costs of compliance with bidding procedures and applicable administrative and legal requirements; and
- c. all other costs necessarily incident to provision of the Public Facility.

Housing Grant Fund

Our Mission

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

Department Staffing:

Special Projects Coordinator (0.1) or NACOG

Finance Clerk (payment and account tracking as well as annual reporting requirements)

Accomplishments for the Fiscal Year 2009/2010:

1. Maintain five (5) open loans payable to the Revolving Loan Fund (RLF).
2. Complete on-going grant obligations (e.g. furthering fair housing, RLF reporting, etc.)
3. Verify owner occupancy for Home Rehabilitation Program participants.

Performance Objectives for Fiscal Year 2010/2011:

1. Maintain five (5) open loans payable to the Revolving Loan Fund (RLF).
2. Complete on-going grant obligations (e.g. furthering fair housing, RLF reporting, etc.)
3. Verify owner occupancy for Home Rehabilitation Program participants.
4. Contract with NACOG to conduct home rehabilitation as Revolving Loan Fund or other grant funds are available.

Fiscal Notes

- Revolving Loan Fund balance as of March 31, 2010 - \$54,938.11
 - June 30, 2010 estimated Revolving Loan Fund balance - \$59,488.42
 - June 30, 2011 estimated Revolving Loan Fund balance - \$77,889.66

Housing Grant Fund
Fund 16

Expenditures		20082009	20092010	20092010	20092009	20102011	20102011	20102011	% CHANGE
ACCOUNT	ACCOUNT	AUDITED	COUNCIL	ADJUSTED	ESTIMATED	DEPARTMENT	MANAGER	COUNCIL	FROM FY09-10
NUMBERS	TITLE	ACTUALS	ADOPTION	BUDGET	ACTUALS	REQUESTED	RECOMMEND	ADOPTION	ADJ BUDGET
18-60-03-8980	Local Revolving Loan Fund Exps	0	62,785	0	0	70,000	70,000	70,000	1001550.10%
	HOME Grant Salaries	27,753	0	0	0	0	0	0	0.00%
	HOME Grant FICA	1,578	0	0	0	0	0	0	0.00%
	HOME Grant Wages	250	0	0	0	0	0	0	0.00%
	HOME Grant Retirement	2,523	0	0	0	0	0	0	0.00%
	HOME Grant Unemployment Insurance	3	0	0	0	0	0	0	0.00%
	HOME Grant Workers Compensation	1	0	0	0	0	0	0	0.00%
	HOME Grant Health, Dental, Life & SFD Ins	3,922	0	0	0	0	0	0	0.00%
	HOME Grant Administration Expense	2,309	0	0	0	0	0	0	0.00%
	HOME Grant Rehabilitation Expenses	491,412	0	0	0	0	0	0	0.00%
	Total Housing Fund Expenditures	\$ 528,242	\$ 62,785	\$	\$	\$ 70,000	\$ 70,000	\$ 70,000	1001550.10%

Revenues

Housing Fund Revenues

40-10-4335	HOME Grant Rehabilitation Reimbursements	200,550	0	0	0	0	0	0	0.00%
40-10-4335	HOME Grant Administration Reimbursements	20,000	0	0	0	0	0	0	0.00%
47-00-4720	Local Revolving Loan Fund Payments	15,274	18,201	18,201	14,298	18,201	18,201	18,201	0.00%
42-50-4100	Local Revolving Loan Fund Interest	600	0	0	4,550	600	600	600	0.00%
	Total Housing Fund Revenues	\$ 380,605	\$ 18,201	\$ 18,201	\$ 19,237	\$ 18,101	\$ 18,101	\$ 18,101	0.00%

(M) Subsidy From Contribution To Housing Grant Fund Balance

\$ (140,236)	\$ (42,654)	\$ 19,000	\$ 19,297	\$ (62,895)	\$ (60,899)	\$ (20,699)	\$ (20,699)	\$ (20,699)	-360.94%
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Prior Year Ending Housing Grant Fund Balance

Estimated Ending Housing Grant Fund Balance (deficit)

\$ 207,155	\$ 27,500	\$ 57,800	\$ 57,800	\$ 77,037	\$ 77,037	\$ 77,037	\$ 77,037	\$ 77,037	
\$ 57,899	\$ 14,156	\$ 70,666	\$ 72,037	\$ 20,136	\$ 20,136	\$ 20,136	\$ 20,136	\$ 20,136	-66.01%

Donations

Department Duties/Description

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

Fiscal Notes

- In the 2010-2011 fiscal year, the Town Manager's Recommendation allows for the Departments to expend the prior year's fund balances along with the anticipated donation revenues in the 2010-2011 fiscal year to offset the decrease in their General Fund budgets.

Donations
Fund 10

Expenses	ACCOUNT NUMBERS	ACCOUNT TITLE	20082009 AUDITED ACTUALS	20092010 COUNCIL ADOPTION	20092010 ADJUSTED BUDGET	20092010 ESTIMATED ACTUALS	20102011 DEPARTMENT RECOMMENDED	20102011 MANAGER RECOMMEND	20102011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
	50-01-9999	Animal Shelter Expenses	1,025	11,405	11,405	2,000	6,000	5,000	5,000	-56.16%
	50-02-9999	K-9 Expenses	0	1,000	1,000	0	1,500	1,000	1,000	-22.22%
	50-03-9999	General CVWD Donations	0	1,000	1,000	0	0	1,000	1,000	0.00%
	50-04-9999	Camp Verde Library Donations	0	3,907	3,907	2,448	1,000	7,201	7,201	82.65%
	50-05-9999	Beaver Creek Library Donations	0	500	500	0	0	0	0	-100.00%
	50-06-9999	Parks & Recreation Donations	0	0	0	0	0	2,000	2,000	-33.33%
	50-07-9999	Volunteers in Police Services Donations	0	0	0	0	200	200	200	100.00%
		Total Donations Fund Expenses	\$ 2,025	\$ 23,812	\$ 23,812	\$ 2,448	\$ 10,700	\$ 17,413	\$ 17,413	22.01%

Revenues

Donation Fund Revenues	ACCOUNT NUMBERS	ACCOUNT TITLE	20082009 AUDITED ACTUALS	20092010 COUNCIL ADOPTION	20092010 ADJUSTED BUDGET	20092010 ESTIMATED ACTUALS	20102011 DEPARTMENT RECOMMENDED	20102011 MANAGER RECOMMEND	20102011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
	40-01-4000	Animal Shelter Donations	4,263	2,000	2,000	0	2,000	2,000	2,000	0.00%
	40-02-4000	K-9 Donations	0	0	0	0	0	0	0	0.00%
	40-03-4000	General CVWD Donations	0	0	0	0	0	0	0	0.00%
	40-04-4000	Camp Verde Library Donations	1,247	1,250	1,250	3,000	4,400	4,000	4,000	220.00%
	40-05-4000	Beaver Creek Library Donations	0	250	250	0	0	0	0	-100.00%
	40-06-4000	Parks & Recreation Donations	3,897	2,000	2,000	0	0	0	0	-100.00%
	40-07-4000	Volunteers in Police Services Donations	0	0	0	100	100	100	100	100.00%
		Total Donations Fund Revenues	\$ 9,407	\$ 5,500	\$ 5,500	\$ 4,200	\$ 6,100	\$ 6,100	\$ 6,100	10.91%

Net Availability From Contributions To Donations Fund Balance

\$ 0.79%	\$ (17,610)	\$ (17,610)	\$ (648)	\$ (4,600)	\$ (11,713)	\$ (11,713)	\$ (11,713)	\$ (11,713)	\$ (11,713)	-33.15%
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Prior Year Ending Donations Fund Balance

\$ 9,808	\$ 10,650	\$ 10,650	\$ 10,045	\$ 16,127	\$ 10,127	\$ 10,127	\$ 10,127	\$ 10,127	\$ 10,127	-45.47%
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Estimated Ending Donations Fund Balance (diff)

\$ 10,490	\$ (4,088)	\$ (4,088)	\$ 16,127	\$ 11,527	\$ 4,414	\$ 4,414	\$ 4,414	\$ 4,414	\$ 4,414	-45.47%
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Designated Funds - Animal Shelter Donations

Prior Year Ending Animal Shelter Donations Designation	5,000	3,370	3,370	0,870	0,870	0,870	0,870	0,870	0,870	
Est. Subsidy From Contribution To Animal Shelter Donations Designation	2,770	(9,045)	(9,045)	(1,400)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	
Estimated Ending Animal Shelter Donations Designated Fund Balance	\$ 2,230	\$ (5,675)	\$ (5,675)	\$ (630)	\$ (2,130)	\$ (2,130)	\$ (2,130)	\$ (2,130)	\$ (2,130)	-487.34%

Designated Funds - K-9 Donations

Prior Year Ending K-9 Donations Designation	1,935	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Est. Subsidy From Contribution To K-9 Donations Designation	0	(1,000)	(1,000)	0	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	
Estimated Ending K-9 Donations Designated Fund Balance	\$ 1,935	\$ 0	\$ 0	\$ 1,000	\$ (500)	\$ (500)	\$ (500)	\$ (500)	\$ (500)	-47.06%

Designated Funds - General CVWD Donations

Prior Year Ending General CVWD Donations Designation	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Est. Subsidy From Contribution To General CVWD Donations Designation	0	(1,000)	(1,000)	0	0	0	(1,000)	(1,000)	(1,000)	
Estimated Ending General CVWD Donations Designated Fund Balance	\$ 1,000	\$ 0	\$ 0	\$ 1,000	\$ 1,000	\$ 1,000	\$ 0	\$ 0	\$ 0	0.00%

Designated Funds - Camp Verde Library Donations

Prior Year Ending Camp Verde Library Donations Designation	1,407	2,054	2,054	2,054	2,051	2,051	2,051	2,051	2,051	
Est. Subsidy From Contribution To Camp Verde Library Donations Designation	1,247	(2,077)	(2,077)	807	0	0	(2,261)	(2,261)	(2,261)	
Estimated Ending Camp Verde Library Donations Designated Fund Balance	\$ 2,654	\$ (1)	\$ (1)	\$ 2,861	\$ 2,051	\$ 2,051	\$ (260)	\$ (260)	\$ (260)	-10.66%

Designated Funds - Beaver Creek Library Donations

Prior Year Ending Beaver Creek Library Donations Designation	0	0	0	0	0	0	0	0	0	
Est. Subsidy From Contribution To Beaver Creek Library Donations Designation	0	(50)	(50)	0	0	0	0	0	0	
Estimated Ending Beaver Creek Library Donations Designated Fund Balance	\$ 0	\$ (50)	\$ (50)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	-100.00%

Designated Funds - Parks & Recreation Donations

Prior Year Ending Parks & Recreation Donations Designation	0	2,407	2,407	2,407	2,852	2,852	2,852	2,852	2,852	
Est. Subsidy From Contribution To Parks & Recreation Donations Designation	2,407	(2,250)	(2,250)	440	0	0	(2,552)	(2,552)	(2,552)	
Estimated Ending Parks & Recreation Donations Designated Fund Balance	\$ 2,407	\$ 157	\$ 157	\$ 2,847	\$ 2,852	\$ 2,852	\$ 300	\$ 300	\$ 300	4.94%

Designated Funds - Volunteers in Police Services (VIPS) Donations

Prior Year Ending VIPS Donations Designation	0	0	0	0	100	100	100	100	100	
Est. Subsidy From Contribution To VIPS Donations Designation	0	0	0	0	0	0	0	0	0	
Estimated Ending VIPS Donations Designated Fund Balance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	0.00%

Undesignated Funds

Estimated Ending Undesignated Fund Balance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	-91.70%
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Highway User's Revenue Fund (HURF/Streets)

Our Mission

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

Department Duties/Description

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

Department Staffing:

Public Works Director/Engineer (0.20)

Streets Foreman (0.96)

Public Works Project Manager (0.80) - currently vacant

Heavy Equipment Operator (vacant)

Medium Equipment Operator (1.92)

Streets Laborer (vacant)

Public Works Administrative Assistant (0.45)

Special Projects Coordinator (0.85)

Accomplishments for the Fiscal Year 2009/2010:

1. Completed the overlay asphalt paving of Industrial Drive.
2. Kept Right-of-Way clear of weeds, bushes, and trees and assisted Stewards of Public Lands with trash removal after large clean-ups.
3. Completed over 65,000 linear feet of crack seal preventative maintenance.
4. Stripping project, sweeping of Town streets, patch and repair of paved roads, began replacement of signs to meet MUTCD retro reflectivity requirements.
5. Provided inspections for road cut and culvert permits.
6. Coordinated the transfer of 7,500 tons of asphalt millings from ADOT to the Town.
7. Incorporated i-WORKS Pavement Management Software to provide better street work and work order tracking.

Performance Objectives for Fiscal Year 2010/2011:

1. Work with the Town Clerk's Office to obtain COBG funding for Hollimon Street Sidewalk Project.
2. Upgrade culverts in Verde Lakes Drive to carry higher water flows.
3. Plan and schedule annual road maintenance, crack seal, stripping, and repairs.
4. Keep Right-of-Ways clear of weeds, bushes, and trees and assist with Adopt-a-Road to remove collected trash.
5. Provide inspections as required for street work permits.
6. Clear, grub, and grade as needed to establish new Public Works Yard.

Significant Expenditure Changes:

- The HURF/Streets operational budget has been significantly reduced due to cuts in HURF Revenues and the cancellation of LTAF Revenues by the State.
- Contract Labor/Services (7120) in the amount of \$3,000 allows for temporary labor to be utilized in the event that unskilled labor is needed.

Fiscal Notes

- Seasonal Labor is included in the salary related calculations. Amounts included are 1,440 hours at \$12.00 per hour of rework such as mowing/trimming, flagging, and chip seal, and 240 hours at \$20.00 for binding work plus all applicable taxes and benefits.
- HURF Revenues and LTAF Revenues are restricted monies received from the State that can only be used for transportation related expenditures. The State provides annual estimates of the amounts that each municipality will receive during the fiscal year.
 - HURF Revenues are derived from gasoline tax and a number of additional transportation related fees. One-half of monies received are distributed based on the population, the other half are allocated based on "county of origin" of gasoline sales.
 - LTAF Revenues are derived from the State lottery. Distribution is based on population.
- Transportation Management Plan:

The Town of Camp Verde has over 110 miles of paved roadways, valued in excess of \$16,800,000. With proper maintenance and preservation work, this valuable asset has a life of 15 to 20 years. Every \$1.00 spent in the first 15 years of the service life of a paved road, saves the Town \$5.00 in future rehabilitation costs. This is based on today's costs; as fuel/oil costs increase, rehabilitation costs will increase, making maintenance even more critical. Any Transportation Maintenance Program will address each of the following:

 - Routine maintenance such as street sweeping, clearing roadside ditches/structures, maintenance of markings and signage, crack fill, and pothole patching.
 - Preventative maintenance is the most cost effective. It is one tenth the cost of reconstruction. Preventative maintenance includes fog seal, crack seal, chip seal, and hot mix overlay.
 - Rehabilitation is the structural enhancement that extends the service life of existing pavement by increasing the thickness to accommodate existing and projected traffic conditions.
 - Establishing a chip seal program wherein the Town would chip seal 7.5 miles of road each year on a 15 year rotation would cost approximately \$750,000 per year. This program would allow for the proper preventative maintenance for the Town's current paved roadways.
- The vacant Streets Inspector position provides the opportunity for the Town to replace this position with a Public Works Project Manager. This title change better defines the position objective which will be more technical in nature; providing much needed practical assistance in the HURF/Streets Division, professional and technical guidance for the Storm Water Division, and to a lesser extent, over flow plan reviews and inter-departmental support for the Engineering Division. This salary and related expenditures for this position are shared between the Public Works Department, Storm Water Management, and HURF/Streets.

Highway Users Revenue Fund (HURF/Streets)
Funds 20-20-00

Expenditures ACCOUNT NUMBERS	ACCOUNT TITLE	2009/2009 AUDITED ACTUALS	2009/2010 COUNCIL ADOPTION	2009/2010 ADJUSTED BUDGET	2010/2010 ESTIMATED ACTUALS	2010/2011 DEPARTMENT REQUESTED	2010/2011 MANAGER RECOMMEND	2010/2011 COUNCIL ADOPTION	% CHANGE FROM FY09-10 ADJ BUDGET
6000	Salaries	267,139	282,218	282,218	262,971	185,576	186,000	195,070	19.88%
6001	Overtime	933	2,000	2,000	0	3,000	3,000	2,000	0.00%
6010	FGA	16,071	14,255	14,255	12,856	12,250	11,697	12,250	15.66%
6011	Medical	3,758	3,597	3,597	6,000	2,895	2,725	2,895	2.43%
6012	Paidment	23,928	19,846	19,846	17,000	19,400	18,591	19,591	44.88%
6013	Unemployment Insurance	571	597	597	419	391	391	391	27.58%
6014	Workers Compensation	16,741	18,576	18,576	9,900	9,851	9,345	9,345	15.57%
6020	Health, Dental, Life & STD Insurance	93,029	93,131	93,131	90,500	88,000	80,000	80,000	15.37%
	Total Salary Expenditures	\$ 390,340	\$ 319,468	\$ 319,468	\$ 275,775	\$ 270,353	\$ 270,353	\$ 270,353	

Operational Expenditures

7010	Travel	105	300	300	10	200	200	200	30.30%
7015	Uniforms	3,544	4,000	4,000	4,000	4,000	4,000	4,000	0.00%
7020	Office Supplies	754	800	800	600	800	800	800	0.00%
7025	Books/Papers/Publications	100	100	100	0	100	100	100	0.00%
7030	Advertising	400	100	100	100	100	100	100	0.00%
7035	Printing	210	600	600	100	200	200	200	0.00%
7040	Postage	484	1,500	1,500	300	1,000	1,000	1,000	23.46%
7045	Computer Services/Software	3,000	3,000	3,000	2,000	3,000	3,000	3,000	0.00%
7050	Auto Repairs/Maintenance	28,985	37,000	37,000	17,000	35,000	35,000	35,000	5.41%
7055	Fuel/Oil/Lub	10,693	10,000	10,000	19,500	40,000	40,000	40,000	20.00%
7060	Electric	9,074	8,700	8,700	2,000	2,750	2,750	2,750	25.67%
7065	Gas/Propane	280	1,500	1,500	1,900	1,000	1,000	1,000	5.26%
7070	Water	1,614	1,500	1,500	1,000	1,200	1,200	1,200	25.37%
7075	Driver	235	350	350	175	250	250	250	0.00%
7080	Waste Removal	115	175	175	100	175	175	175	48.82%
7085	Telephone	620	876	876	500	900	900	900	24.26%
7090	Cell Phone	1,001	1,800	2,245	2,815	1,400	1,700	1,700	-18.34%
7095	Post Courier	281	300	300	393	400	400	400	65.67%
7100	Consulting Services	43,427	45,000	45,000	15,000	15,000	15,000	15,000	0.00%
7105	Legal Services	1,385	2,000	2,000	900	2,000	2,000	2,000	300.00.00%
7110	Contract Labor/Services	0	0	0	0	3,000	3,000	3,000	0.00%
7120	Equipment Rental	350	1,200	1,200	0	1,200	1,200	1,200	58.73%
7130	Liability Insurance	0	33,000	33,000	30,000	30,000	32,387	32,387	-7.43%
7135	OSHA Medical Supplies	429	700	700	700	1,200	1,200	1,200	0.00%
7140	Street Yield Lease Payments	31,480	26,720	26,720	30,785	26,720	26,720	26,720	0.00%
7145	Misleading	26	250	250	0	200	200	200	0.00%
7150	Recording Fees	178	300	300	52	300	300	300	16.67%
7155	Sign Maintenance	31,754	40,000	40,000	28,000	40,000	40,000	40,000	0.00%
7160	Street & Safety Striping	5,259	10,000	10,000	10,000	10,000	10,000	10,000	0.00%
7165	Traffic Signs/Markings	11,531	18,500	18,500	7,250	12,500	12,500	12,500	-4.88%
7170	Traffic Signal Electricity	5,478	6,700	6,700	6,000	7,000	7,000	7,000	-1.70%
7175	Male Street Light/Signage Electricity	1,342	11,500	11,500	12,500	12,500	12,500	12,500	0.00%
7180	Small Tools	765	1,000	1,000	1,000	1,800	1,800	1,800	40.00%
7185	Liter Abatement	41	300	300	200	300	300	300	20.70%
	Total Operational Expenditures	\$ 309,242	\$ 315,443	\$ 315,443	\$ 198,050	\$ 297,745	\$ 297,745	\$ 297,745	

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	0	1,000	1,000	0	900	900	900	70.00%
8010	Computer Equipment	40	500	500	400	200	200	200	0.00%
8020	Equipment Lease	3,497	5,000	5,000	5,000	5,000	5,000	5,000	0.00%
8030	Street Construction	2,538	50,000	50,000	39,800	50,000	50,000	50,000	0.00%
8040	Street Striping	14,462	25,000	25,000	27,200	25,000	25,000	25,000	0.00%
8050	Right-of-Way Acquisition	760	200	200	0	200	200	200	89.81%
8060	Sign Construction	263,844	185,430	185,430	0	50,000	50,000	50,000	9.09%
8070	Street Paving	74	55,000	55,000	0	50,000	50,000	50,000	68.59%
8080	Flare Pot Cleanout	31,814	192,774	192,774	0,000	27,000	27,000	27,000	0.00%
8090	Traffic Sign Improvement	60,457	0	0	0	0	0	0	0.00%
	Total Equipment/Capital Expenditures	\$ 447,217	\$ 224,910	\$ 224,910	\$ 71,800	\$ 216,790	\$ 216,790	\$ 216,790	58.72%

Total Expenditures

\$ 1,010,007	\$ 1,159,891	\$ 1,159,891	\$ 545,700	\$ 764,738	\$ 726,222	\$ 726,222	\$ 726,222	\$ 726,222	24.44%
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Revenues

40-00-4000	Revenues/Contributions	1,494	3,000	3,000	293	0	250	250	91.67%
40-00-4035	TEA Grant Reimbursements	31,723	0	0	0	0	0	0	0.00%
40-00-4036	Interest	796,792	771,100	771,100	707,000	750,000	772,200	772,200	-0.16%
41-00-4060	LTAIF Revenue	48,710	50,513	50,513	27,803	0	0	0	100.00%
60-00-7703	Operating Transfers in - CIP Fund	271,245	0	0	0	0	0	0	0.00%
	Total Departmental Revenues	\$ 1,153,964	\$ 825,113	\$ 825,113	\$ 785,293	\$ 750,000	\$ 772,200	\$ 772,200	6.90%

Net Stability From Contribution To Streets/HURF Fund Balance

\$ 142,000	\$ (334,000)	\$ (334,000)	\$ 240,500	\$ (4,788)	\$ 40,406	\$ 35,445	\$ 35,445	\$ 35,445	110.00%
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Prior Year Ending Streets/HURF Fund Balance
Estimated Ending Streets/HURF Fund Balance (dollars)

\$ 466,418	\$ 271,730	\$ 271,730	\$ 855,997	\$ 855,997	\$ 855,997	\$ 855,997	\$ 855,997	\$ 855,997	-229.00%
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Chapter Eight

Debt Service Fund

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Debt Policy

Ordinance 2009-A366

An Ordinance of the Mayor and Common Council
Of the Town of Camp Verde,
Yavapai County, Arizona
Amending Town Code Chapter 3, Administration,
Adding Section 3-4 Financial Policies

Chapter 3 Administration

Section 3-4-2 Debt Policy

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

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

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

Section 3-4-2.1

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

- g. The target for the term of Revenue Bonds will typically be between twenty and thirty years. The target for the "average weighted maturities" for Revenue Bonds of the Town (except for those issued through the Arizona Water Infrastructure Finance Authority) will be twelve and one half (12 1/2) years.
6. Improvement District (ID) and Community Facility District (CFD) Bonds shall be issued only when the formation of the district demonstrates a clear and significant purpose for the Town. It is intended that Improvement District and Community Facility District Bonds will be primarily issued for neighborhoods and business districts desiring improvements to their property such as roads, water lines, sewer lines, street lights, and drainage. The District must provide a specific benefit to the property owner(s). The Town will review each project through active involvement of Town staff and/or selected consultants to prepare projections, review pro-forma information and business plans, perform engineering studies, analyze minimum debt coverage and value to debt ratios, and other analyses necessary to consider the proposal against specific criteria. Both ID and CFD Bonds will be utilized only when it is expected that they will be outstanding for their full term.
 7. Refunding Bonds will be measured against a standard of the net present value debt service savings exceeding 5% of the debt service amount of the bonds being refunded, or if savings exceed \$750,000, or for the purpose of modifying restrictive covenants or to modify the existing debt structure to the benefit of the Town.
 8. The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness.
 9. The Town shall comply with all requirements of Title 15.1 Arizona Revised Statutes and other legal requirements regarding the issuance of bonds and certificates of the Town or its debt issuing authority.
 10. The Town will maintain regular contact with rating agencies through meetings and visits on and off-site. The Town will secure ratings on all bonds issued if economically feasible.

Debt Service Fund

Department Duties/Description

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

Greater Arizona Development Authority (GADA)

The Town of Camp Verde obtained \$2,150,000 from the Greater Arizona Development Authority (GADA) on February 28, 2005 for the purpose of constructing a new Marshal's Department Facility. The funds received were part of an Excise Tax Revenue Bond series in which the Town agreed to use a portion of the Town Sales Taxes collected to make the required payments.

The first payment was made to US Bank on February 1, 2006. Payments are made bi-annually; one payment consists of principle and interest, the other bi-annual payment consists of only interest. The complete Schedule of Payments is listed on page 8-5. The Schedule of Payments for the next five years is as follows:

Date	Amount	Interest	Principal
8/1/2010	\$ 127,025.00	\$ 42,025.00	\$ 85,000.00
2/1/2011	\$ 40,750.00	\$ 40,750.00	-
8/1/2011	\$ 125,760.00	\$ 40,750.00	\$ 85,000.00
2/1/2012	\$ 38,625.00	\$ 38,625.00	-
8/1/2012	\$ 128,625.00	\$ 38,625.00	\$ 90,000.00
2/1/2013	\$ 36,375.00	\$ 36,375.00	-
8/1/2013	\$ 131,375.00	\$ 36,375.00	\$ 95,000.00
2/1/2014	\$ 34,000.00	\$ 34,000.00	-
8/1/2014	\$ 134,000.00	\$ 34,000.00	\$ 100,000.00
2/1/2015	\$ 31,500.00	\$ 31,500.00	-

Camp Verde Sanitary District IGA (WIFA)

The Town of Camp Verde (Town) entered into an Intergovernmental Agreement (IGA) with the Camp Verde Sanitary District (District) on May 17, 2007 wherein the Town pledged \$135,000 per year to the District to be used in connection with the construction of a wastewater treatment plant. The District refinanced the loan originally secured through Koch Financial to secure savings through reduced interest rates. The loan was refinanced with the Water Infrastructure Finance Authority (WIFA).

The Town made the first payment to WIFA on December 22, 2009 and has continued to make the bi-annual payments as scheduled. The complete Loan Repayment Schedule is listed on page 8-6.

The Schedule of Loans Payments for the Water Infrastructure Finance Authority for the next five years are as follows:

Date	Amount	Interest	Principal
7/1/2010	\$ 68,626.40	\$ 31,744.39	\$ 36,882.02
1/1/2011	\$ 32,805.03	\$ 32,805.03	-
7/1/2011	\$ 68,965.75	\$ 30,805.03	\$ 38,160.72
1/1/2012	\$ 29,834.33	\$ 29,834.33	-
7/1/2012	\$ 69,936.45	\$ 29,834.33	\$ 40,102.12
1/1/2013	\$ 28,831.22	\$ 28,831.22	-
7/1/2013	\$ 90,939.56	\$ 28,831.22	\$ 62,108.34
1/1/2014	\$ 27,794.64	\$ 27,794.64	-
7/1/2014	\$ 91,976.14	\$ 27,794.64	\$ 64,181.50
1/1/2015	\$ 26,723.45	\$ 26,723.45	-

Chicago Title/NoteWorld (Butler Park)

The Town of Camp Verde purchased the Butler Park Soccer Field on July 28, 1998 for the purchase price of \$42,000. Since that time, the Town has been making monthly payments to Chicago Title/NoteWorld who processes the payments to the mortgage holder.

The Town does not have an amortization schedule for the loan on the Butler Park Soccer Field, only a payment booklet. A calculation of the remaining payments shows that the property will be paid off in July 2014. The balance of the payments on a fiscal year basis is as follows:

Fiscal Year	Principal	Interest
2011	3,973	1,185
2012	4,388	759
2013	4,850	308
2014	426	4

Debt Service Fund
Fund 16

Expenditures		20092009	20092010	20092010	20092010	20102011	20102011	20102011	% CHANGE
ACCOUNT NUMBERS	ACCOUNT TITLE	AUDITED ACTUALS	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION	FROM FY09-10 ADJ BUDGET
50-50-8000	Principal GADA Loan	85,000	85,000	85,000	85,000	85,000	85,000	85,000	0.00%
50-50-8001	Interest GADA Loan	85,624	85,325	85,325	86,000	81,500	81,500	81,500	-3.48%
50-50-8002	Miscellaneous Charges GADA Loan	700	700	700	670	669	800	800	25.71%
Sanitary District Loan Expenditures									
60-00-8000	Principal Sanitary District Loan	41,780	41,780	41,780	25,908	51,640	41,610	61,640	107.65%
60-00-8001	Interest Sanitary District Loan	98,264	98,280	98,214	74,213	58,161	58,161	58,161	-21.62%
Butler Park Soccer Field									
70-00-8000	Butler Park Soccer Field		5,390	5,390	5,368	5,400	5,400	5,400	0.04%
Total Debt Service Fund Expenditures		\$ 208,018	\$ 211,375	\$ 271,327	\$ 275,124	\$ 292,621	\$ 292,621	\$ 292,621	7.84%
Revenues									
GADA Loan Revenues									
40-00-7000	GADA Loan Interest Revenues	185	400	400	17	400	400	400	0.00%
40-50-7701	Op Transfer - SF (1 cent of 3 cent Construction Tax)	160,099	40,000	40,000	121,046	40,000	40,000	38,000	0.00%
40-50-7777	Operating Transfers In - General Fund	0	130,625	130,625	48,653	128,655	128,655	128,655	-1.48%
Sanitary District Loan Revenues									
40-50-7701	Operating Transfers In - General Fund	135,238	135,000	135,000	94,927	0	0	0	-100.00%
Butler Park Soccer Field Revenues									
40-70-7701	Operating Transfers In - Parks Fund	5,000	5,390	5,390	5,390	5,400	5,400	5,400	0.04%
Total Debt Service Fund Revenues		\$ 200,912	\$ 311,375	\$ 311,405	\$ 270,000	\$ 174,495	\$ 174,495	\$ 174,495	-49.67%
Net (Subsidy From)/Contribution To Debt Service Fund Balance		\$ (1,206)	\$ 0	\$ 40,080	\$ (5,124)	\$ (118,126)	\$ (118,126)	\$ (118,126)	-294.86%
Pre-Year Ending Debt Service Fund Balance		\$ 124,350	\$ 123,250	\$ 123,250	\$ 123,250	\$ 118,126	\$ 118,126	\$ 118,126	
Estimated Ending Debt Service Fund Balance (deficit)		\$ 123,250	\$ 123,250	\$ 163,330	\$ 118,126	\$ 0	\$ (3)	\$ (3)	-100.00%

GADA Loan

DETAILED BOND DEBT SERVICE

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

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

Serial Bond

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
2/23/2005					
2/1/2006			85,814.44	85,814.44	
8/1/2006	40,000	2.250%	45,700.00	85,700.00	171,514.44
2/1/2007			45,250.00	45,250.00	
8/1/2007	80,000	2.375%	45,250.00	126,250.00	170,500.00
2/1/2008			44,300.00	44,300.00	
8/1/2008	80,000	2.500%	44,300.00	124,300.00	168,600.00
2/1/2009			43,300.00	43,300.00	
8/1/2009	85,000	3.000%	43,300.00	128,300.00	171,600.00
2/1/2010			42,025.00	42,025.00	
8/1/2010	85,000	3.000%	42,025.00	127,025.00	169,050.00
2/1/2011			40,750.00	40,750.00	
8/1/2011	85,000	5.000%	40,750.00	125,750.00	166,500.00
2/1/2012			38,625.00	38,625.00	
8/1/2012	90,000	5.000%	38,625.00	128,625.00	167,250.00
2/1/2013			36,375.00	36,375.00	
8/1/2013	95,000	5.000%	36,375.00	131,375.00	167,750.00
2/1/2014			34,000.00	34,000.00	
8/1/2014	100,000	5.000%	34,000.00	134,000.00	168,000.00
2/1/2015			31,500.00	31,500.00	
8/1/2015	105,000	5.000%	31,500.00	136,500.00	168,000.00
2/1/2016			28,875.00	28,875.00	
8/1/2016	110,000	5.000%	28,875.00	138,875.00	167,750.00
2/1/2017			26,125.00	26,125.00	
8/1/2017	115,000	5.000%	26,125.00	141,125.00	167,250.00
2/1/2018			23,250.00	23,250.00	
8/1/2018	120,000	5.000%	23,250.00	143,250.00	166,500.00
2/1/2019			20,250.00	20,250.00	
8/1/2019	130,000	5.000%	20,250.00	150,250.00	170,500.00
2/1/2020			17,000.00	17,000.00	
8/1/2020	135,000	4.000%	17,000.00	152,000.00	169,000.00
2/1/2021			14,300.00	14,300.00	
8/1/2021	140,000	5.000%	14,300.00	154,300.00	168,600.00
2/1/2022			10,800.00	10,800.00	
8/1/2022	145,000	5.000%	10,800.00	155,800.00	166,600.00
2/1/2023			7,175.00	7,175.00	
8/1/2023	155,000	5.000%	7,175.00	162,175.00	169,350.00
2/1/2024			3,300.00	3,300.00	
8/1/2024	160,000	4.125%	3,300.00	163,300.00	166,600.00
	2,055,000		1,145,914.44	3,200,914.44	3,200,914.44

Camp Verde Sanitary District IGA

Section 2: Loan Repayment Schedule
Camp Verde Sanitary District
22-Jul-09

Year	Period	Semi-Annual Payment Dates	Combined Interest and Fee Rate	Semi-Annual Combined interest and Fee Payment	Annual Principal Repayment	Total Annual Payment
1	1	1/1/2010	3.338%	27,688.15		
1	2	7/1/2010	3.338%	31,744.38	56,282.02	115,714.55
2	3	1/1/2011	3.338%	30,805.03		
2	4	7/1/2011	3.338%	30,805.03	58,160.72	119,770.78
3	5	1/1/2012	3.338%	29,834.33		
3	6	7/1/2012	3.338%	29,834.33	60,102.12	119,770.78
4	7	1/1/2013	3.338%	28,831.22		
4	8	7/1/2013	3.338%	28,831.22	62,108.34	119,770.78
5	9	1/1/2014	3.338%	27,794.64		
5	10	7/1/2014	3.338%	27,794.64	64,161.50	119,770.78
6	11	1/1/2015	3.338%	26,723.45		
6	12	7/1/2015	3.338%	26,723.45	66,323.88	119,770.78
7	13	1/1/2016	3.338%	25,616.50		
7	14	7/1/2016	3.338%	25,616.50	68,537.78	119,770.78
8	15	1/1/2017	3.338%	24,472.61		
8	16	7/1/2017	3.338%	24,472.61	70,825.56	119,770.78
9	17	1/1/2018	3.338%	23,290.53		
9	18	7/1/2018	3.338%	23,290.53	73,189.72	119,770.78
10	19	1/1/2019	3.338%	22,068.99		
10	20	7/1/2019	3.338%	22,068.99	75,632.80	119,770.78
11	21	1/1/2020	3.338%	20,806.68		
11	22	7/1/2020	3.338%	20,806.68	78,157.42	119,770.78
12	23	1/1/2021	3.338%	19,502.24		
12	24	7/1/2021	3.338%	19,502.24	80,766.30	119,770.78
13	25	1/1/2022	3.338%	18,154.25		
13	26	7/1/2022	3.338%	18,154.25	83,462.28	119,770.78
14	27	1/1/2023	3.338%	16,761.26		
14	28	7/1/2023	3.338%	16,761.26	86,248.26	119,770.78
15	29	1/1/2024	3.338%	15,321.78		
15	30	7/1/2024	3.338%	15,321.78	89,127.22	119,770.78
16	31	1/1/2025	3.338%	13,834.25		
16	32	7/1/2025	3.338%	13,834.25	92,102.28	119,770.78
17	33	1/1/2026	3.338%	12,297.06		
17	34	7/1/2026	3.338%	12,297.06	95,176.66	119,770.78
18	35	1/1/2027	3.338%	10,708.55		
18	36	7/1/2027	3.338%	10,708.55	98,353.88	119,770.78
19	37	1/1/2028	3.338%	9,067.03		
19	38	7/1/2028	3.338%	9,067.03	101,636.72	119,770.78
20	39	1/1/2029	3.338%	7,370.72		
20	40	7/1/2029	3.338%	7,370.72	105,029.34	119,770.78
21	41	1/1/2030	3.338%	5,617.78		
21	42	7/1/2030	3.338%	5,617.78	108,535.22	119,770.78
22	43	1/1/2031	3.338%	3,806.32		
22	44	7/1/2031	3.338%	3,806.32	112,158.14	119,770.78
23	45	1/1/2032	3.338%	1,934.41		
23	46	7/1/2032	3.338%	1,934.41	115,902.04	119,770.86
				848,671.79	1,902,000.00	2,750,671.79



Chapter Nine

Appendix

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Glossary	9-4

Salary Schedule

The Town completed a Wage and Classification Study in 2008 with implementation of the recommendations on January 1, 2009. The Salary Range Table approved by the Town Council is listed below.

Range	MIN	MID	MAX	Range	MIN	MID	MAX
11	\$ 13,712	\$ 17,259	\$ 20,865	55	\$ 40,641	\$ 51,240	\$ 61,839
12	\$ 14,055	\$ 17,721	\$ 21,386	56	\$ 41,657	\$ 52,521	\$ 63,385
13	\$ 14,406	\$ 18,164	\$ 21,921	57	\$ 42,698	\$ 53,834	\$ 64,970
14	\$ 14,767	\$ 18,618	\$ 22,469	58	\$ 43,785	\$ 55,180	\$ 66,594
15	\$ 15,136	\$ 19,083	\$ 23,031	59	\$ 44,860	\$ 56,559	\$ 68,259
16	\$ 15,514	\$ 19,560	\$ 23,607	60	\$ 45,981	\$ 57,973	\$ 69,966
17	\$ 15,902	\$ 20,049	\$ 24,197	61	\$ 47,131	\$ 59,423	\$ 71,715
18	\$ 16,300	\$ 20,551	\$ 24,802	62	\$ 48,309	\$ 60,908	\$ 73,508
19	\$ 16,707	\$ 21,064	\$ 25,442	63	\$ 49,517	\$ 62,431	\$ 75,345
20	\$ 17,125	\$ 21,591	\$ 26,057	64	\$ 50,754	\$ 63,992	\$ 77,229
21	\$ 17,553	\$ 22,131	\$ 26,709	65	\$ 52,023	\$ 65,591	\$ 79,160
22	\$ 17,992	\$ 22,684	\$ 27,376	66	\$ 53,324	\$ 67,231	\$ 81,139
23	\$ 18,441	\$ 23,251	\$ 28,061	67	\$ 54,657	\$ 68,912	\$ 83,167
24	\$ 18,903	\$ 23,832	\$ 28,762	68	\$ 56,023	\$ 70,635	\$ 85,246
25	\$ 19,375	\$ 24,428	\$ 29,481	69	\$ 57,424	\$ 72,401	\$ 87,377
26	\$ 19,859	\$ 25,039	\$ 30,219	70	\$ 58,860	\$ 74,211	\$ 89,562
27	\$ 20,356	\$ 25,665	\$ 30,974	71	\$ 60,331	\$ 76,066	\$ 91,801
28	\$ 20,866	\$ 26,307	\$ 31,748	72	\$ 61,839	\$ 77,968	\$ 94,096
29	\$ 21,386	\$ 26,964	\$ 32,542	73	\$ 63,385	\$ 79,917	\$ 96,448
30	\$ 21,921	\$ 27,638	\$ 33,356	74	\$ 64,970	\$ 81,915	\$ 98,860
31	\$ 22,469	\$ 28,329	\$ 34,189	75	\$ 66,594	\$ 83,963	\$ 101,331
32	\$ 23,031	\$ 29,038	\$ 35,044	76	\$ 68,259	\$ 86,062	\$ 103,864
33	\$ 23,607	\$ 29,763	\$ 35,920	77	\$ 69,966	\$ 88,213	\$ 106,461
34	\$ 24,197	\$ 30,508	\$ 36,818	78	\$ 71,715	\$ 90,419	\$ 109,122
35	\$ 24,802	\$ 31,270	\$ 37,739	79	\$ 73,508	\$ 92,679	\$ 111,850
36	\$ 25,422	\$ 32,052	\$ 38,682	80	\$ 75,345	\$ 94,996	\$ 114,647
37	\$ 26,057	\$ 32,853	\$ 39,649	81	\$ 77,229	\$ 97,371	\$ 117,513
38	\$ 26,709	\$ 33,675	\$ 40,641	82	\$ 79,160	\$ 99,805	\$ 120,451
39	\$ 27,376	\$ 34,517	\$ 41,657	83	\$ 81,139	\$ 102,300	\$ 123,462
40	\$ 28,061	\$ 35,379	\$ 43,698	84	\$ 83,167	\$ 104,858	\$ 126,549
41	\$ 28,762	\$ 36,264	\$ 43,765	85	\$ 85,246	\$ 107,479	\$ 129,712
42	\$ 29,481	\$ 37,170	\$ 44,860	86	\$ 87,377	\$ 110,166	\$ 132,955
43	\$ 30,219	\$ 38,100	\$ 45,981	87	\$ 89,562	\$ 112,920	\$ 136,279
44	\$ 30,974	\$ 39,052	\$ 47,131	88	\$ 91,801	\$ 115,743	\$ 139,686
45	\$ 31,748	\$ 40,029	\$ 48,309	89	\$ 94,096	\$ 118,637	\$ 143,178
46	\$ 32,542	\$ 41,029	\$ 49,517	90	\$ 96,448	\$ 121,603	\$ 146,757
47	\$ 33,356	\$ 42,055	\$ 50,754	91	\$ 98,860	\$ 124,643	\$ 150,426
48	\$ 34,189	\$ 43,106	\$ 52,023	92	\$ 101,331	\$ 127,759	\$ 154,187
49	\$ 35,044	\$ 44,184	\$ 53,324	93	\$ 103,864	\$ 130,953	\$ 158,042
50	\$ 35,920	\$ 45,289	\$ 54,657	94	\$ 106,461	\$ 134,227	\$ 161,993
51	\$ 36,818	\$ 46,421	\$ 56,023	95	\$ 109,122	\$ 137,583	\$ 166,043
52	\$ 37,739	\$ 47,581	\$ 57,424	96	\$ 111,850	\$ 141,022	\$ 170,194
53	\$ 38,682	\$ 48,771	\$ 58,860	97	\$ 114,647	\$ 144,548	\$ 174,449
54	\$ 39,649	\$ 49,990	\$ 60,331	98	\$ 117,513	\$ 148,161	\$ 178,810

Personnel Schedule

The Town completed a Wage and Classification Study in September 2008 with implementation of the recommendations on January 1, 2009. The Salary Ranges Per Job Class Table approved by the Town Council is listed below.

Town of Camp Verde FY 2009 Salary Plan

Table 5 - Salary Ranges Per Job Class - (Job Class Order) at 95% of Market

Current Occupational Job Families and Job Classes	Recommended Occupational Job Families and Job Classes	Recommended 95%			
		Range	Minimum	Midpoint	Maximum
Town Manager Group					
* Town Manager	Town Manager	93	\$ 103,864	\$ 130,953	\$ 158,042
Marshal Group					
* Town Marshal/HR Director	Town Marshal/HR Director	82	\$ 79,160	\$ 99,805	\$ 120,451
Lieutenant	Lieutenant	72	\$ 61,839	\$ 77,968	\$ 94,096
* Sergeant	Sergeant	62	\$ 48,309	\$ 60,908	\$ 73,508
* Deputy	Deputy	53	\$ 38,682	\$ 48,771	\$ 58,860
Detective	Deputy				
* Dispatch Supervisor	Dispatch Supervisor	48	\$ 34,189	\$ 43,106	\$ 52,023
* Dispatcher	Dispatcher	43	\$ 30,219	\$ 38,100	\$ 45,981
.	Dispatcher/Evidence Clerk	43	\$ 30,219	\$ 38,100	\$ 45,981
* Animal Control Officer	Animal Control Officer	38	\$ 26,709	\$ 33,675	\$ 40,641
Animal Shelter Operator	Animal Shelter Operator	36	\$ 25,422	\$ 32,052	\$ 38,682
Records Supervisor	Records Specialist	43	\$ 30,219	\$ 38,100	\$ 45,981
* Records Clerk	Records Clerk	37	\$ 26,057	\$ 32,853	\$ 39,649
* Dispatcher/Admin Asst	HR Specialist/Admin Asst	45	\$ 31,748	\$ 40,029	\$ 48,309
Library Group					
* Library Director	Library Director	69	\$ 57,424	\$ 72,401	\$ 87,377
Sr. Librarian	Delete Class				
* Children's Librarian	Children's Librarian	49	\$ 35,044	\$ 44,184	\$ 53,324
* Librarian	Library Specialist	39	\$ 27,376	\$ 34,517	\$ 41,657
* Library Clerk	Senior Library Clerk	33	\$ 23,607	\$ 29,763	\$ 35,920
Children's Library Aide	Senior Library Clerk				
Library Aide	Library Clerk	29	\$ 21,386	\$ 26,964	\$ 32,542
Town Clerk Group					
* Town Clerk	Town Clerk	67	\$ 54,657	\$ 68,912	\$ 83,167
* Deputy Clerk	Deputy Town Clerk	49	\$ 35,044	\$ 44,184	\$ 53,324
Magistrate Group					
* Court Supervisor	Court Supervisor	50	\$ 35,920	\$ 45,289	\$ 54,657
* Court Clerk	Court Clerk	40	\$ 28,061	\$ 35,379	\$ 42,688
Court Clerk/Interpreter	Court Clerk				
Parks/Recreation & Maintenance Group					
* Parks & Rec Director	Parks & Recreation Director	72	\$ 61,839	\$ 77,968	\$ 94,096
* Recreation Supervisor	Recreation Supervisor	49	\$ 35,044	\$ 44,184	\$ 53,324
Maintenance Foreman	Maintenance Foreman	48	\$ 34,189	\$ 43,106	\$ 52,023
* Lead Parks Maint Worker	Lead Maintenance Worker	44	\$ 30,974	\$ 39,052	\$ 47,131
* Maintenance Worker	Maintenance Worker	34	\$ 24,197	\$ 30,508	\$ 36,818
Park Maintenance Worker	Maintenance Worker				
* Janitor	Janitor	28	\$ 20,665	\$ 26,307	\$ 31,748
	Special Events Coord/Admin Asst	45	\$ 31,748	\$ 40,029	\$ 48,309

*Salary Survey Benchmark

Town of Camp Verde
FY 2009 Salary Plan

Table 5 - Salary Ranges Per Job Class - (Job Class Order) at 95% of Market

Current Occupational Job Families and Job Classes	Recommended Occupational Job Families and Job Classes	Recommended 95%			
		Range	Minimum	Midpoint	Maximum
Community Development Group					
* Community Development Director	Community Development Director	77	\$ 69,966	\$ 88,213	\$ 106,461
* Senior Planner	Senior Planner	59	\$ 44,860	\$ 56,559	\$ 68,259
* Chief Building Official	Chief Building Official	64	\$ 50,754	\$ 63,992	\$ 77,229
* Building Inspector	Building Inspector	49	\$ 35,044	\$ 44,184	\$ 53,324
* Code Enforcement Officer (Open)	Code Enforcement Officer	45	\$ 31,748	\$ 40,029	\$ 48,309
.	Assistant Planner/Admin Assist	46	\$ 32,542	\$ 41,029	\$ 49,517
.	Permit Technician	42	\$ 29,481	\$ 37,170	\$ 44,860
Engineering/Public Works Group					
* Public Works Dir/Town Engineer	Public Works Dir/Town Engineer	78	\$ 71,715	\$ 90,419	\$ 109,122
Streets Inspector	Streets Supervisor/Inspector	56	\$ 41,057	\$ 52,521	\$ 63,385
* Streets Foreman	Streets Maintenance Foreman	62	\$ 37,739	\$ 47,581	\$ 57,424
* Senior Equipment Operator	Equipment Operator, Senior	43	\$ 30,219	\$ 38,100	\$ 45,981
* Equipment Operator	Equipment Operator	39	\$ 27,376	\$ 34,517	\$ 41,657
Medium Equipment Operator	Equipment Operator				
Laborer	Laborer	33	\$ 23,607	\$ 29,763	\$ 35,920
Finance Group					
* Finance Director	Finance Director	73	\$ 63,385	\$ 79,917	\$ 96,448
* Accountant	Accountant	46	\$ 32,542	\$ 41,029	\$ 49,517
* Finance Clerk	Finance Clerk	40	\$ 28,061	\$ 35,379	\$ 42,698
Housing Group					
Housing Director/Planner	Housing Director/Planner	68	\$ 56,023	\$ 70,635	\$ 85,246
Administrative Support Group					
Office Manager	Deleted class				
* Admin Assistant to Town Manager	Admin Assistant to Town Manager	48	\$ 34,189	\$ 43,106	\$ 52,023
* Administrative Assistant	Administrative Assistant	42	\$ 29,481	\$ 37,170	\$ 44,860
Administrative Assistant/Receptionist	Administrative Assistant				
Receptionist	Receptionist	32	\$ 23,031	\$ 29,038	\$ 35,044
Clerical	Deleted class				
Contract Position for Informational Purposes Only					
* Magistrate	Magistrate				cont

Glossary of Terms

- Accrual Basis** - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is spent.
- Adopted** - As used in fund, summary, department, and program summaries within the budget; represents the budgets as approved by Council.
- Adoption** - A formal action taken by Council that sets the spending limits for the fiscal year.
- Appropriation** - A legal authorization granted by Council to make expenditures and incur obligations for specific purposes. An appropriation is usually limited in amount and duration as to when it may be expended.
- Appropriated Budget** - The expenditure authority created by the appropriation resolution/ordinance, which is signed into law, and the related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations and other legally authorized and executive changes.
- Asset** - Resources owned or held by a government, which have monetary value.
- Available (Undesignated) Fund Balance** - Refers to funds remaining from prior fiscal years that are available for appropriation and expenditure in the current year.
- Bonds** - A written instrument to pay a sum of money at a specific interest rate, on a specific date or dates in the future, called maturity dates. The interest payments and the repayment of the principal are detailed in a bond resolution or ordinance. Two common types of bonds, general obligation and revenue bonds, are the most commonly used for construction of large capital projects such as buildings, streets, and water systems. The difference between a note and a bond is that a bond is used for a longer period of time and requires more formality.
- Budget** - A plan of financial operation representing an estimate of proposed expenditures and the proposed means of financing them for a given period. This official public document reflects decisions, measures service needs, establishes the allocation of resources, and is the pecuniary plan for achieving the Town's goals and objectives.
- Budgetary Basis** - This refers to the form of accounting utilized throughout the budget process. These generally take one of three forms: GAAP, Cash, and Modified Accrual of some type of statutory form. Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP) except that: a) encumbrances are considered to be an expenditure chargeable to appropriations, b) no depreciation is budgeted for Enterprise Funds, c) investments in supply inventories and assets restricted for self-insurance are not considered to be appropriable, d) revenues accruing to sinking funds are not appropriated, and e) contributions into sinking funds are budgeted, whereas disbursements from sinking funds are not budgeted. Unencumbered appropriations lapse at the close of the fiscal year.
- Budget Calendar** - The schedule of key dates or events which the Town follows in the preparation, adoption, and administration of the budget.
- Budgetary Control** - The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.
- Budget Message** - A written general dialogue of the budget, presented by the budget-making authority. It provides Council and the public with a general summary of the most important budget issues, changes from recent fiscal years, and recommendations regarding the financial policy for the coming fiscal year.
- Community Facilities District (CFD)** - This is a political subdivision of the state and is located within the corporate limits of the Town. It is formed by the Town Council following a public hearing as a result of a petition of property owners. A CFD has the authority to construct, acquire, operate, and maintain a public infrastructure (broadly defined).
- Capital Improvement Plan (CIP)** - The Capital Improvement Plan (CIP) is a comprehensive plan of capital investment projects which identifies priorities as to need, method of financing, cost and revenues that will result during a five year period. The program is a guide for identifying current and future fiscal year requirements and becomes the basis for determining the annual capital budget.
- Capital Outlay** - Expenditures resulting in the acquisition or addition to the government's general fixed assets. These assets generally have a useful life of more than one year.
- Contractual Services** - Professional, technical, or maintenance expertise purchased from external sources.
- Cost Center** - An organizational budget/operating unit within Town department or division, i.e. Storm Water Management is a cost center within the Public Works Department.
- COLA** - Cost of Living Adjustment.
- Debt** - An obligation resulting from borrowing money or from the purchase of goods and services. Types of governmental debt include bonds, loans, time warrants, and notes.
- Debt Service** - The long-term payment of principal and interest on borrowed funds.
- Department** - A major administrative division of the Town, which indicates overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation - Consumption of the service life of fixed assets, due to normal wear, deterioration, environmental elements, passage of time, and obsolescence. The portion of the cost of a fixed asset charged as an expense during a specified period based on service life of the asset and ultimately expending the entire cost of the asset.

Distinguished Budget Presentation Awards Program - A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

Division - A group of homogeneous cost centers within a department.

Enterprise Funds - A government accounting fund in which the services provided are financed and operated similarly to those of a private business. The governing body's intention is to finance or recover operation costs through user fees. The Town of Camp Verde does not currently have any Enterprise Funds.

Estimated Revenue - The amount of projected revenue to be collected during the fiscal year.

Expenditures - Decreases in net financial resources in accordance with budgeted appropriations. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service, capital outlays, intergovernmental grants, entitlements, and shared revenues.

Expenditure Limitation - An amendment to the Arizona State Constitution, which limits annual expenditures for all municipalities. The Economic Estimates Commission sets this limit based upon population growth and inflation. All municipalities have the option of Home Rule that requires voters to approve a four-year expenditure limit based on revenues received.

Fiscal Year - A time period designated by the Town signifying the beginning and ending period for recording financial transactions. The Town's fiscal period begins July 1 and ends June 30.

Fixed Asset - Tangible assets having a long life (generally over one year) obtained or controlled as a result of past transactions, events, or circumstances. Fixed assets include buildings, equipment, improvements other than buildings, and land.

Franchise Fee - A fee paid by public service businesses for the special privilege to use Town streets, alleys, and property in providing their services to the citizens of the community. Services requiring franchise fees include electricity, telephone, natural or propane gas, and cable television.

Full Time Equivalent (FTE) - A part-time position converted to the decimal equivalent of a full time position based on 2080 hours per year, or a full value of one for a full time position.

Function - Activity, which is performed by one or more organizational units for the purpose of accomplishing a goal. The Town is divided into several major functions: 1) General Government, 2) Public Safety, 3) Public Works, and 4) Culture and Recreation.

Fund - An accounting entity having a set of self-balancing accounts and records all financial transactions for specific activities or government functions in attaining certain objectives governed by special regulations, restrictions, or limitations.

Fund Balance - Fund balance is the excess of assets over liabilities of governmental and trust funds.

General Fund - The operating fund established to account for resources and uses of general operating functions of Town departments that are not required to be accounted for in another fund. Resources are, in the majority, provided by taxes.

General Obligation Bonds - Bonds that financed a variety of public projects and require voter approval. The full faith and credit of the Town back these bonds. Limitations for bonding are set by State Statute.

GIS - Geographic Information System.

Grant - Contributions or gifts of cash or other assets from another government to be used for a specific purpose, activity, or facility.

HURF - Highway User Revenue Fund.

Impact Fees - Fees charged to developers or individuals to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development.

Improvement Districts - Improvement districts are formed consisting of property owners desiring improvements, primarily street construction, to their property. Bonds are issued to finance these improvements, which are repaid by assessments on affected property owners.

Indirect Cost - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned, such as administrative support, facility maintenance, or custodial services.

Industrial Development Bonds - Bonds issued by governments, the proceeds of which are used to construct facilities for a private business enterprise. The Town has no obligation to pay off the bonds in case of default by the private business.

Interfund Transfer - The movement of monies between funds of the same government entity.

Intergovernmental Revenue - Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

Internal Services Fund - A fund used to account for goods and services provided by one department or agency of the Town to other departments or agencies on a cost reimbursement basis. The services are tangible and measurable to which they benefit the individual departments or agencies within the Town.

JCEF - Judicial Court Enhancement Fund.

Levy - To impose taxes for the support of governmental activities.

Long Term Debt - Debt with a maturity of more than one year after the date of issuance.

NACOG - Northern Arizona Council of Governments.

NPDES - National Pollutant Discharge Elimination System.

Objective - A specific measurable and observable result of an organization's activity that advances the organization toward its goal.

Operating Budget - Plan of current expenditures and the prepared means to finance them. The budget, associated with providing ongoing services to citizens, includes general expenditures such as personal services, contractual services, operating supplies, and operating capital items. The budget is the primary measure of controlling financing, acquisition, spending, and delivering of services of the entity.

Operating Supplies - Costs of goods consumed by the Town in the course of its daily operations.

Operating Transfers In/Out - Legally authorized transfers from a fund receiving revenue (out) to the fund that the resources are to be expended (in).

Other Services and Charges - Services rendered to the Town in the form of contractual, professional, maintenance, and vehicle maintenance services. This also includes expenses for rentals, dues and memberships that may be charged by employees.

Performance Indicators - Measurable means of evaluating the effectiveness of a cost center in accomplishing its defined objectives.

Personnel Services - Costs related to compensating employees, including wages, insurance, payroll taxes, retirement contributions, and uniform allowances.

Reserve/Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Residual Equity Transfers - Nonrecurring or non-routine transfers of equity between funds. May be used to close out the equity of one fund into another.

Resolution - A special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

Resources - Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Retained Earnings - An equity account reflecting the accumulative earnings of an enterprise or internal service fund.

Revenue - Receipts from taxes, intergovernmental sources, and user fees, or resources from voter authorized bonds, system development fees, and grants.

Revenue Bonds - Legal debt instruments that finance public projects for such services as water or sewer. They can also be issued for major public facilities supported by taxes. Revenue from these public projects is pledged to pay principal and interest of the bonds.

Risk Management - An organized attempt to protect a government's assets against accidental loss in the most economical method.

Sinking Fund - A separate fund or account used for the reporting of debt service payments, as well as any accumulation of resources in anticipation of future principal and interest requirements.

Sources of Revenue - Revenues are classified according to their source or point of origin.

Special Assessment - A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

Special Assessment Bonds - Bonds payable from the proceeds of special assessments. If the bonds are payable only from the collections of special assessments, they are known as special assessment bonds. If, in addition to the assessments, the full faith and credit of the government are pledged, they are known as general obligation special assessment bonds.

Special Revenue Fund - A fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditure for specific purposes.

State-Shared Revenue - Includes the Town's portion of the State Sales Tax revenues, State Income Tax receipts, and Motor Vehicle In-Lieu taxes.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Trust and Agency Funds - Trust and Agency funds are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds.

Unreserved Fund Balance - Undesignated monies available for appropriations.

User Charges - The payment of a fee for direct receipt of a public service by the party who benefits from the service.



TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: July 21, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Reference Document: FY2009-2010 Budget

Agenda Title (be exact):

Discussion, consideration, and possible approval of the re-allocation of budget appropriations in the amounts of \$1,200 from the Human Resources Department Legal Services line item and \$1,000 from the Human Resources Department Personnel line item to the Human Resources Department Training line item in the FY2009-2010 Budget.

Purpose and Background Information:

In order to track tuition reimbursement request expenditures in the year in which they were incurred, it is necessary to transfer monies to the Human Resources Department Training line item to allow for the payment of the outstanding tuition reimbursement requests. There are two (2) tuition reimbursement requests that are currently outstanding that need to be paid from the FY2009-2010 Budget.

There are no regulations that prevent re-allocating budget appropriations after the end of the fiscal year.

Recommendation (Suggested Motion):

Approval of the re-allocation of budget appropriations in the amounts of \$1,200 from the Human Resources Department Legal Services line item and \$1,000 from the Human Resources Department Personnel line item to the Human Resources Department Training line item in the FY2009-2010 Budget.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Attorney Review: Yes No N/A
Attorney Comments:

Submitting Department: Human Resources Department
Contact Person: David Smith, Human Resources Director
Action Report Prepared By: Lisa Elliott, Senior Accountant



TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: July 21, 2010

Meeting Type: Regular Session

Consent Agenda Regular Business

Reference Document: Arizona League of Cities and Towns proposed Resolutions

Agenda Title (be exact):

Discussion, consideration, and possible direction to the Mayor to support or oppose resolutions to be presented to the Resolution Committee for consideration at the Annual League of Arizona Cities and Towns conference on August 24, 2010. The following are summaries of resolutions that are recommended for approval by the League: 1. Protect and defend the Model City Tax Code; 2. Support reasonable state revenue reform; 3. Incorporation reform; 4. Prohibition of unfunded mandates; 5. Job creation and economic development; 6. Standardization of political signs; and 7. Transparency - allowing communities to publish official public notices on their websites. A full copy of the proposed resolutions are available on the Town's website at www.cvaz.org. You may also obtain a copy from the Clerk's Office.

Purpose and Background Information:

The League of Arizona Cities and Towns appoints a Resolutions Committee consisting of Mayors and elected officials from member communities. Annually, communities submit resolutions to be presented to the Resolutions Committee for consideration. If approved, the League will submit them to the State Legislature for consideration or they will become a League policy. Council should review the proposed resolutions and direct the Mayor as to which resolutions he should vote for or against at the Resolutions Committee meeting on August 24, 2010.

Recommendation (Suggested Motion):

Review the resolutions and direct the Mayor accordingly.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Clerk's Office

Contact Person: Debbie Barber
Action Report prepared by: D. Barber



1820 W. Washington - Phoenix, AZ 85007 - Phone: (602) 258-5786 - Fax: (602) 253-3874
Email: league@azleague.org - Web site: www.azleague.org

DATE: July 12, 2010
TO: Members of the Resolutions Committee
FROM: Councilmember Claude Mattox; Chairman
SUBJECT: Proposed Resolutions and Meeting Reminder

This memo is to remind you that the Resolutions Committee meeting will be held at the League Annual Conference at the following time and location:

*Tuesday, August 24, 2010, Glendale Renaissance Hotel
Lunch- 12:30 pm (Room TBD); Meeting- 1:30 pm (Room TBD)*

Enclosed with this memo are the current resolution proposals received by the deadline and a meeting agenda. Please review the enclosed resolutions packet and bring it with you to the meeting. If your city or town is sponsoring resolutions, you may be asked to explain and possibly answer questions regarding the resolution. Also, please talk with your City/Town Manager and appropriate staff to research the other resolutions and their potential impact to your community. A contact from the sponsoring city or town is listed on each resolution and will be able to answer any questions that you may have. Seeking these answers prior to the meeting will allow the Committee to spend our limited amount of time on debate and voting rather than learning about each resolution.

The Committee will be considering 22 resolutions that were submitted by the deadline. As such, your preparation prior to the meeting and your prompt attendance will allow the Committee to complete its work in a timely fashion. The meeting will begin promptly at 1:30 pm with a report of the Resolutions Subcommittee, which met on July 7, 2010. The Subcommittee put the resolutions into categories (Recommend for Adoption, Recommend with Amendments, Not Recommend, etc.). You will have the option to remove items for individual discussion. After the report, action will be taken on any motions followed by discussion and voting on individual resolutions.

Late resolutions will not be considered except in the case of emergency as determined by the Resolutions Committee Chairman. The Resolutions approved by the Resolutions Committee will be formally adopted at the Annual Business Meeting, scheduled for Thursday, August 26, 2010 at 4:00 p.m.

We look forward to seeing you at the meeting. If you have any questions or a change in your plans to attend, please call the League office at (602) 258-5786.

Enclosure

cc: City and Town Managers or Clerks
Intergovs

**LEAGUE OF ARIZONA CITIES AND TOWNS
RESOLUTIONS COMMITTEE CONFERENCE MEETING**

Tuesday, August 24, 2010
Lunch - 12:30 pm - Room TBD
Meeting - 1:30 pm - Room TBD
Glendale Renaissance Hotel

Councilmember Claude Mattox, Chairman

AGENDA

**12:30 pm
Room TBD**

Lunch for Resolutions Committee Members

**1:30 pm
Room TBD**

Resolutions Committee Meeting

- I. Call to Order and Introductions
- II. Report of Resolution Subcommittee
- III. Discussion and Action on Resolutions

**League of Arizona Cities & Towns
Resolution Committee Meeting -- August 24, 2010**

No.	Resolutions Recommended for Adoption	Sponsor	Co-Sponsor
1	Defend cities' right to self-collect transaction privilege tax by contracting with a private third party.	Bullhead	Kingman, Lake Havasu
3	Urges the Legislature to identify a permanent, designated funding source to support the development and operation of a comprehensive multi-modal public transportation program in this state.	Chandler	Yuma
7	Request and encourage the Arizona State Legislature to establish the mechanism for the creation of sustainable energy financing district authority. In addition, encourage the Arizona State Legislature to identify and define energy efficiency and renewable energy as a public benefit that enhances the public good and promotes the health, safety, prosperity, security, and general welfare of the community.	Flagstaff	Bullhead City, Sedona, Surprise
9	Support a policy that facilitates acquisition of Arizona State Trust Lands by cities and towns to be used for transportation corridors and/or essential public facilities.	Lake Havasu	Bullhead, Kingman
11	Oppose any efforts to extend impact fee moratorium beyond the current three year period.	Marana	Bullhead, Kingman, Oro Valley, Queen Creek, Sierra Vista, Tucson
13	Urging the Governor and State Legislators to repeal or amend ARS § 36-2031 regarding public intoxication. Each county, municipality, or other political subdivision should be authorized to promulgate and enforce a constitutionally sufficient ordinance governing public intoxication.	Page	Hobbrook, Prescott, Show Low, Winslow
15	Urges the Legislature to modify state liquor laws to enhance the ability of municipalities to address community related problems associated with liquor establishments, such as requiring the Department of Liquor Licenses and Control and the State Liquor Board give greater consideration to city recommendations on proposed liquor licenses.	Prescott	Avondale, Bullhead, Chino Valley, Flagstaff, Kingman, Prescott Valley
17	Urges the Arizona Congressional Delegation to oppose federal legislation that would place a mandate on local governments to provide collective bargaining rights to employees.	Scottsdale	Paradise Valley
18	Urges the Governor and the State Legislature to develop and pass legislation that allows greater flexibility in annexing county islands.	Sierra Vista	Apache Junction, Marana
21	Amend the laws and regulations concerning the Certificate of Necessity (CON) processes and requirements to grant cities & towns the authority to provide emergency ambulance transportation services within their jurisdictions. The State should issue a CON to any city or town that has the ability to provide such services to persons in such jurisdiction.	Yuma	Avondale, Cottonwood, Prescott, Sierra Vista

**League of Arizona Cities & Towns
Resolution Committee Meeting – August 24, 2010**

No.	Resolutions Recommended with Amendments	Sponsor	Co-Sponsor	Subcommittee Recommendation
2/12	Urges the Legislature to restore the statutory distribution formula and funding from Lottery proceeds to the Local Transportation Assistance Funds and Arizona State Parks Board Heritage Funds.	Camp Verde/Marana	Bullhead, Cottonwood, El Mirage, Flagstaff, Jerome, Oro Valley, Queen Creek, Sedona, Sierra Vista, Tucson	Remove reference to SSR from #2 (<i>Core Principal</i>) and merge lottery restoration concepts
8/10	Protect and expand critical economic development tools.	Flagstaff/Marana	Kingman, Oro Valley, Queen Creek, Sedona, Sierra Vista, Tempe, Tucson, Yuma	Merge 6 and 10
19	Urges the Governor and the State Legislature to develop and pass legislation to address the shortage of physicians in Arizona. The League encourages the Legislature to expand the level of Graduate Medical Education (GME) funding; expand medical school capacity within the state universities; address issues affecting the attraction and retention of physicians from out-of-state; reduce obstacles to medical practices in Arizona; and address any other major issues that affect a physician's decision to locate or remain in Arizona to practice.	Sierra Vista	Bisbee, Marana, Oro Valley	Remove reference to former Executive Administration
22	Requests that statutes, including A.R.S. §39-204, requiring publication of notices, agendas, reports, and other statutorily mandated publications, in a newspaper, be amended to allow cities and towns the option to publish on an official website. This request should be accomplished through the transparency study committee effort established in 2010 by HB 2302; publication of notices; committee	Yuma	Apache Junction, Avondale, Bullhead, Paradise Valley, Prescott, Tempe	Support the transparency study committee effort established last session via House Bill 2302; publication of notices; committee

**League of Arizona Cities & Towns
Resolution Committee Meeting – August 24, 2010**

No.	Resolutions Not Recommended	Sponsor	Co-Sponsor
4	Urging the Arizona Legislature to Designate Medications Containing Certain Precursor Chemicals Used in the Production of Methamphetamine as Controlled Substances.	Cottonwood	Sedona
8	Identify and establish funding sources for Arizona Water Supply Revolving Fund Development authorized by H.B. 2892.	Flagstaff	Prescott Valley
14	Amending Title 16, Chapter 3, Article 3, Signature Requirements, clarifying steps to be taken by the City Clerk's Office upon submission of nomination petitions by candidates.	Prescott	Chino Valley, Kingman, Prescott Valley
16	Urges the Legislature to modify State Statutes to allow cities and towns to request a price range in a Request for Proposal or Statement of Qualification solicitation for Professional Services.	Prescott	Avondale, Chino Valley, Flagstaff, Prescott Valley
20	Urging the legislature to modify relevant sections of A.R.S Title 48 to allow municipalities to elect the assessment methodology (equal apportionment or ad valorem) for street lighting improvement districts (SLIDS) within a developed community. This resolution also includes modifying the relevant statute to provide for minor additions to existing SLIDS without requiring a new petition process.	Surprise	Youngtown

No.	Resolutions Withdrawn By Sponsoring Community	Sponsor	Co-Sponsor
5	Urging and voicing border security concerns to the various United States and State of Arizona agencies tasked with Border and Homeland Security and to request additional physical and human resources as required securing Arizona's borders and protecting its public safety personnel and citizens from criminal activities.	Douglas	Benson, Flagstaff, Huachuca, Kingman, Sierra Vista, Thatcher, Wilcox, Yuma

League of Arizona Cities & Towns
Resolution Committee Meeting – August 24, 2010

No.	League Staff Recommendations	Subcommittee Recommendation
1	Protect and defend the Model City Tax Code	Recommended for adoption
2	Support reasonable state revenue reform	
3	Incorporation reform	
4	Prohibition of unfunded mandates	
5	Job creation and economic development	
6	Standardization of political signs	
7	Transparency	

League Core Principles

- Protect State Shared Revenue -- Arizona voters created the Revenue Sharing system through a series of initiatives. A portion of state-collected taxes goes back to cities and towns, which keeps taxpayers' money working in their home communities. Shared Revenue funds essential services that residents count on -- public safety, streets, parks and libraries. The League and the Legislature must work together to protect Shared Revenue and the local services it provides.
- Maintain Local Control -- Freedom to make decisions at the local level is the best way that municipalities can fully serve their unique constituencies. Because cities and the state work best as partners, the League urges the Legislature to oppose all preemptions and mandates that erode local decision-making authority.

2011 *Proposed* RESOLUTIONS
LEAGUE OF ARIZONA CITIES AND TOWNS

**To be reviewed
by the Resolutions Committee
on August 24, 2010**

Resolution # 1

Defend cities' right to self-collect transaction privilege tax by contracting with a private third party.

Submitted by: Bullhead City, Kingman, Lake Havasu City

A. Purpose and Effect of Resolution

The purpose of this resolution is to devote League resources to preserving the right of Arizona cities to conduct self-collection of local sales tax receipts by contracting with a private third party administrator.

If adopted, the effect of the resolution would authorize League staff to advocate against legislative attempts to remove or lessen this authority.

B. Relevance to Municipal Policy

Currently, fourteen cities in Arizona exercise the option to collect their own municipal sales tax receipts. The remaining cities by default must have their sales tax collected by the Arizona Department of Revenue. Cities may have varying justifications for their decision to self collect taxes or not—but for most, it's the belief that self collection will yield faster and more accurate results and with greater efficiency. Self collection however, may not be a truly reasonable option for many smaller communities in the State given the steep start up, and operations costs.

Several years ago, the City of Bullhead City began investigating a private business that provides local governments across the country the service of administering local sales tax collection. After a thorough investigation and several meetings with various community stakeholders, the City in 2009 agreed to a contract to allow a private business the right to collect Bullhead City's local two percent sales tax. To date, the City has been very pleased with our decision.

In the 2010 State Legislative session, the right of cities to use a private third party for sales tax administration was challenged by the introduction of HB2512. The principle argument from the opponents was that allowing privatization in this manner would over complicate the sales tax model in Arizona.

C. Fiscal Impact to Cities and Towns

There is no direct fiscal impact to cities and towns. However, Arizona cities that elect to self collect with a private third party may observe increased sales tax revenue due to an increase in accuracy and efficiency that the State Department of Revenue cannot offer.

D. Fiscal Impact to the State

There is no direct fiscal impact to the state. However, the more cities in the Arizona that elect to self collect will place less of a demand on resources within the Arizona State Department of Revenue.

E. Contact Information

Rob LaFontaine, Administrative Analyst
Bullhead City, Arizona
(928) 763-0132 rlafontaine@bullheadcity.com

Resolution #3

Urges the Legislature to identify a permanent, designated funding source to support the development and operation of a comprehensive multi-modal public transportation program in this state.

Submitted by: Chandler, Yuma

A. Purpose and Effect of Resolution

Since the Legislature eliminated the Local Transportation Assistance Fund (LTAF) during the last legislative session, Arizona is now one of only five states that do not have a dedicated state-funding source for public transportation services. Without these funds cities all over the state are struggling to find ways to continue to provide critical transportation services and infrastructure.

Public transportation services can no longer be viewed as a luxury. Highly desirable companies are using the availability of these services as a criterion in their decision-making when determining where to locate or expand. Without a more reliable funding source that adequately funds public transportation, Arizona will continue to fall behind our competitors.

Public transportation is critical to the mobility of those without their own means of transportation, either because of financial circumstances or disabilities. However, there is also a new user of these services emerging. These choice riders are often highly educated, well paid individuals who proactively make the decision to use public transportation rather than their own vehicle. Even the Metro light rail system, although it serves only a fraction of the Valley, has demonstrated the pent up demand for public transportation services in the Phoenix metropolitan area by exceeding all expectations of ridership.

B. Relevance to Municipal Policy

Cities have largely been responsible for funding public transportation services, either through regional taxes or locally imposed taxes. The only state funding came from LTAF, which was eliminated in the last legislative session.

Cities can no longer shoulder this responsibility alone. Without the State's assistance we will never be able to provide transportation options to our citizens that will allow us to reach our full potential and realize an improved quality of life that will make us competitive or that will truly serve our communities.

C. Fiscal Impact to Cities and Towns

The availability of state funding will not relieve individual regions or municipalities of all of the fiscal responsibility for public transportation services. However, it will be practically impossible to operate a public transportation system that adequately serves the residents of this state solely with local funding. Therefore, state funding is necessary to supplement our local monies.

D. Fiscal Impact to the State

Other states use a variety of funding mechanisms to pay for public transportation services. These should be explored to determine the best method of funding these services in Arizona.

The availability of state and local funding will also increase our opportunity to access federal funds.

E. Contact Information

Name: Patrice Kraus
Phone: 480-782-2215

Title: Intergovernmental Affairs Coordinator
Email: patrice.Kraus@chandleraz.gov

Resolution # 7

Request and encourage the Arizona State Legislature to establish the mechanism for the creation of sustainable energy financing district authority. In addition, encourage the Arizona State Legislature to identify and define energy efficiency and renewable energy as a public benefit that enhances the public good and promotes the health, safety, prosperity, security, and general welfare of the community.

Submitted by: Flagstaff, Sedona, Surprise, Bullhead City

A. Purpose and Effect of Resolution

Sustainable energy financing district authority enables local government to create a financing mechanism to provide up front funds to residential and commercial property owners for energy efficiency improvements and renewable energy systems. Property owners can opt in to finance energy improvements and renewable energy installation on their property and repay financing through a property tax assessment.

Energy efficiency and renewable energy creates an opportunity to utilize our nation's resources wisely and secure reliable, clean, and safe energy. In the current economic climate the upfront financial commitment necessary to implement energy efficiency improvements and deploy renewable energy installations is often a barrier for property owners. Energy efficiency and renewable energy financing programs can remove these barriers.

In Arizona, energy efficiency and renewable energy financing programs have significant potential to stimulate the state's economy and transition residents to sustainable energy use and production. Such programs can deliver benefits beyond energy independence, including a new sources of workforce stabilization and development, increase value and comfort of buildings, protection from increasing energy costs and increased community awareness.

Energy efficiency and renewable energy financing programs have been developed in numerous communities across the nation. The states of California and Colorado have passed legislation that allows city and county agencies to establish sustainable energy financing district authorities, defines energy efficiency and renewable energy as a public benefit, and grants the authority to issue bonds.

The federal government currently encourages the installation and use of renewable energy through a series of federal tax incentives and credits. Arizona also has several tax incentive-based programs to encourage the production of renewable energy. These incentives collectively make renewable energy projects more affordable only after installation but do little to address the upfront financial commitment.

Improving the energy efficiency of existing structures and deploying renewable energy installations supports adopted Arizona House Bill 2638 (2007), which requires towns, cities, and counties with a population greater than 150,000 to adopt an energy element to their planning policies that will encourage and provide incentives for the efficient use of energy. The bill also requires that community general plans contain an assessment that identifies policies and practices that will provide for the greater use of renewable energy sources.

This resolution also supports the efforts of the American Recovery and Reinvestment Act of 2009 efforts to jumpstart our economy and save and create millions of jobs. Furthermore, this resolution supports Arizona regulated utilities' efforts to meet the Arizona Corporation Commission's Renewable Energy Standard that requires 15% of their energy generation to come from renewable resources by 2025.

Additionally, Flagstaff and many other cities and towns in Arizona have signed-on to the U.S. Mayor's Climate Protection Agreement in 2006 and have committed to reduce the community's greenhouse gas (GHG) emissions by 7% below 1990 levels by 2012. Supporting the creation of sustainable energy financing district authority directly supports this goal.

B. Relevance to Municipal Policy

This resolution would support cities that choose to promote energy efficiency and renewable energy practices within their communities. Many Arizona communities are working to improve the efficiency of existing building stock in the residential and commercial sectors to promote sustainability and help protect community members from rising energy costs.

C. Fiscal Impact to Cities and Towns

Sustainable energy financing district authority would allow local governments to proactively provide a mechanism for property owners to decrease their fossil fuel use and increase energy cost savings. Energy efficiency and renewable energy financing programs can remove upfront financial barriers for property owners that would like to incorporate energy efficiency improvements and renewable energy projects. Incorporating opt-in participation to the program protects property owners that do not choose to participate unlike a standard district. Incremental pay back either through property tax or utility bills ensures the loan stays with the property. Thus, funds that would otherwise have paid higher operating costs are freed to pay for other municipal priorities.

D. Fiscal Impact to the State

There are no fiscal impacts to the State. Sustainable energy district authority would allow for opt-in energy efficiency and renewable energy financing programs at the fiscal responsibility of the property owner.

E. Contact Information

Name: Jim Wine
Phone: 928-779-7685, ext. 7299

Title: Deputy City Manager
Email: jwine@flagstaffaz.gov

Resolution # 9

Support a policy that facilitates acquisition of Arizona State Trust Lands by cities and towns to be used for transportation corridors and/or essential public facilities.

Submitted by: Lake Havasu City, Bullhead City and Kingman

A. Purpose and Effect of Resolution

Arizona has over nine million acres of land currently held in trust for the common schools. Trust law is a state constitutional measure that requires Trust lands be sold or leased for their highest use and highest appraised value to the highest bidder at public auction. Earning money for Arizona's public schools is the primary mission of the Trust; however, charging high commercial values for Trust land assets renders acquisition for essential public right-of-way purposes unattainable for most municipal entities. Making public right-of-way more affordable for municipalities would accelerate economic development in the state, provide efficient public transportation and utility corridors, and further enhance the value and desirability of adjacent state lands and other properties. Making the acquisition of Trust land for public right-of-way purposes more affordable would also enable adjacent Arizona communities to actively plan for the construction of transportation corridors and connecting thoroughfares in, around and between communities. These corridors would ease growing commuter concerns, provide alternative routes for commerce and improve public access to surrounding State Trust lands, making those properties even more attractive to developers and increasing their value to the schools.

B. Relevance to Municipal Policy

Trust lands are a substantial component of the process under Arizona's 1998 Growing Smarter program and are integrated into the General Plans of many communities across the state. Some communities, like Lake Havasu City for example, are virtually surrounded by Trust land that is needed for necessary public roads and infrastructure, but may only be acquired through public auction for the highest possible value. This situation holds hostage the economic development potential of those Arizona communities that simply cannot afford to pay resort property prices for land that is needed for a road.

C. Fiscal Impact to Cities and Towns

Although local governments may still need to borrow the funds necessary to acquire Trust lands for needed public right-of-way and/or facilities, making the public investment more affordable increases the likelihood of public support. Improved access increases the development potential for the adjacent undeveloped land, thereby expanding the economic base of the community and the state.

D. Fiscal Impact to the State

Any perceived loss of immediate revenue for the Trust would be offset by the economic benefits that result from the improved public access and subsequent enhanced value and development potential for the adjacent Trust lands and other properties.

E. Contact Information

Charlie Cassens, City Manager
Lake Havasu City, Arizona
928-854-4212; cassensc@lhcaz.gov

Resolution # 11

Oppose any efforts to extend impact fee moratorium beyond the current three year period.

Submitted by: Town of Marana, Bullhead, Kingman, Oro Valley, Queen Creek, Sierra Vista, Tucson

A. Purpose and Effect of Resolution

During the Third Special Session of the 49th Legislature a two year moratorium on the creation or raising of any development impact fees was passed. This moratorium had technical problems that were resolved in 2010 by House Bill 2478 in exchange for a one year extension of the freeze until June 30, 2012. There should be no further extensions of this freeze.

B. Relevance to Municipal Policy

Development impact fees are governed by numerous statutes that require public hearings, public notification, significant analysis of the fee structure and clear direction on where these fees can be used. These statutes create a framework for cities and towns that allow communities to partially fund necessary infrastructure with fees generated from developments that will utilize and benefit from that infrastructure.

In the current economic environment financial resources are severely strained. The current moratorium was passed based on the claim that it would spur economic activity. While those claims are yet to be proven, cities and towns continue to face challenges providing needed infrastructure across our state.

Continuation of the freeze beyond June 30th of 2012 will leave our state with even fewer financial resources to address the needs of our growing communities and will create pressure on other revenue sources.

C. Fiscal Impact to Cities and Towns

Ending the current moratorium will allow cities and towns to once again plan for future growth and equitably finance the costs of that growth. Conversely, any further continuation of the current moratorium will significantly reduce the ability of cities and towns to address the needs our communities largely created by growth.

D. Fiscal Impact to the State

There will be no impact on the state as these are locally collected revenues.

E. Contact Information

Name: Steve Huffman
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Title: Intergovernmental Affairs Administrator
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Resolution # 13

Urging the Governor and State Legislator to repeal or amend ARS 936 2031 regarding public intoxication. Each county municipality or other political subdivision should be authorized to promulgate and enforce a constitutionally sufficient ordinance governing public intoxication.

Submitted by: Page, Winslow, Holbrook, Show Low, Prescott

A. Purpose and Effect of Resolution

The purpose of this resolution is to repeal or amend ARS 936 2031 initiated for the benefit of the alcohol industry. Heretofore, all Arizona cities and towns have been denied the ability to regulate themselves and meet the needs of their communities and constituents.

Public intoxication laws have long been a heavily-debated topic in our ever-changing society. Federal law grants each individual state the authority to determine public intoxication law. Most frequently it is the counties, cities, and towns that must manage and finance the consequences of public intoxication.

Public intoxication is a threat to the health safety and the general welfare of the public. It is important to note that public intoxication and drinking in public are not the same thing. This resolution seeks only to authorize enactment of constitutional laws pertaining to the management and regulation of public intoxication by those individuals whose conduct poses a direct and immediate threat to the health safety and general welfare of the public and the offender.

The impact of the current statute denies every city and town the ability to address their community needs. Amending this statute allows cities and towns the opportunity to create beneficial and enforceable laws specific to unique circumstances.

B. Relevance to Municipal Policy

Each city and town will be afforded the ability to regulate themselves. If public intoxication isn't an issue for any given community there is no impact due to the statute change. But if a community is a border or tourism community or community with specific concerns seeking to maintain a responsible health and safety environment this resolution is an opportunity to enact laws specific to the community needs. Local government operates at the front lines and understands its community's needs. This resolution and the ultimate repeal or amendment of ARS 936 2031 would enable local governments to meet its needs.

C. Fiscal Impact to Cities and Towns

None Cities and towns that do not establish public intoxication laws will not have any impact. Those cities and town that do establish laws will be subject to expense depending on the regulation enacted. If fines were included in the penalty assessment communities would offset the actual costs of public intoxication.

D. Fiscal Impact to the State

None

E. Contact Information

Mayor Lyle Dimbatt
City of Page
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Resolution #15

Urges the Legislature to modify state liquor laws to enhance the ability of municipalities to address community related problems associated with liquor establishments, such as requiring the Department of Liquor Licenses and Control and the State Liquor Board give greater consideration to city recommendations on proposed liquor licenses.

Submitted by: Prescott, Avondale, Bullhead, Chino Valley, Flagstaff, Kingman, Prescott Valley

A. Purpose and Effect of Resolution

This resolution proposes to modify state liquor laws to improve the ability of municipalities to address public safety and quality of life concerns associated with problem liquor establishments, primarily through the State Liquor Department and Board. Some examples are as follows: 1) Allow cities to request a hearing of the State Liquor Board at the time of renewal for existing licenses when sufficient reason exists to request the Board to not renew the license; and/or 2) Create a twelve-month provisional permit for licenses when a municipality recommends denial of a license but the Board grants approval; and/or 3) Modify the definition of licensed premises to include parking lots of bars and liquor stores; and/or 4) Hold license applicants accountable to commitments made during the application process. 5) Modify the membership of the State Liquor Board to include a municipal law enforcement representative. 6) Give careful consideration to a municipality's concerns regarding the owner/manager, particularly when factual research demonstrates poor past performance.

B. Relevance to Municipal Policy

Poorly managed liquor establishments pose considerable problems for law enforcement and surrounding neighborhoods, such as crime, noise violations and parking issues. Reforms to liquor laws increasing the consideration of impacts to neighborhoods would greatly enhance the ability of municipalities to protect public safety and quality of life in these neighborhoods. Legislation addressing problem liquor establishments and changes to Arizona liquor laws have been an ongoing challenge for cities and towns. Cities and towns should have the ability to plan their communities as they believe best, including the location and operation of liquor establishments. The proposed provisions allow cities to have a greater role in the liquor licensing process for liquor establishments to ensure that are addressed.

C. Importance of Resolution to Your City or Town

Legislation addressing problem liquor establishments and changes to Arizona liquor laws have been an ongoing challenge for cities and towns. Cities and towns should have the ability to plan their communities as they believe best, including the location and operation of liquor establishments. The proposed provisions allow cities to have a greater role in the liquor licensing process for liquor establishments to ensure that are addressed.

D. Fiscal Impact to Cities and Towns

These provisions should result in fewer police calls for liquor establishment-related incidents, reducing the need for law enforcement resources and increased costs to cities and towns.

E. Fiscal Impact to the State

Anticipated costs to the State would be minimal, primarily one time administrative implementation costs by the State Liquor Department and Board.

F Contact. Information

Joseph Brehm, Prescott Intergovernmental Relations
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Resolution # 17

Urges the Arizona Congressional Delegation to oppose federal legislation that would place a mandate on local governments to provide collective bargaining rights to employees.

Submitted by: Scottsdale, Paradise Valley

A. Purpose and Effect of Resolution

In 1935, the U.S. Congress passed the National Labor Relations Act (NLRA). The broad intention of the act was to guarantee employees "the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in concerted activities for the purpose of collective bargaining or other mutual aid and protection."

There were specific exemptions to the provisions of the NLRA that included airlines, railroads, agriculture, and government. The provisions of the NLRA were later expanded under the Taft-Hartley Labor Act of 1957 and the Landrum-Griffin Act of 1959.

Over the past several years, federal legislation known as the *Public Safety Employer-Employee Cooperation Act* has been introduced in both the Senate and the House. If passed, this legislation would effectively remove the government exemption from the National Labor Relations Act and mandate that local governments provide collective bargaining rights to public safety personnel. This legislation was introduced again in 2010 and is pending in the U.S. Senate.

This legislation raises Constitutional concerns under the Tenth Amendment. It is not clear whether courts would uphold the federal government's authority to impose a comprehensive regulation of the labor relations between local governments and their employees in the manner prescribed by such legislation.

The U.S. Congress should not force every city and town to adopt a one-size-fits-all system of collective bargaining -- thereby denying local governments the freedom to choose whether and how to bargain collectively with their employees. The Congress should respect the ability of local governments to govern themselves and decide what best fits their needs.

B. Relevance to Municipal Policy

Passage of this legislation would mandate that every city and town in Arizona adopt national collective bargaining standards -- regardless of whether a local government already participates in collective bargaining -- which is an affront to the principle of local control.

C. Fiscal Impact to Cities and Towns

If passed, this legislation would require local governments to meet and bargain with an employee's exclusive representative -- should the employee choose to be represented by a collective bargaining entity.

The costs of complying with this mandate would include the administrative activities associated with the bargaining process and additional costs that may likely occur as a result of new wage and benefit negotiations. Local governments that currently do not collectively bargain with their employees would likely have to hire staff and implement procedures to ensure that the letter of the law is met. Local

governments that do have collective bargaining would also incur additional costs if they were required to alter their existing collective bargaining systems to comply with the new regulations.

D. Fiscal Impact to the State

Same as above because the legislation has always included a mandate to collectively bargain with state -- level public safety employees.

E. Contact Information

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Resolution # 18

Urges the Governor and the State Legislature to develop and pass legislation that allows greater flexibility in annexing county islands.

Submitted by: Sierra Vista, Marana

A. Purpose and Effect of Resolution

Over the past 30 years, the State Legislature has made changes in annexation law to respond to actions by local governments that have had unintended, and often negative, consequences. In 1980, the Legislature disallowed "strip" annexation by communities wanting to annex only highly lucrative commercial properties. That same legislation also changed the law further to disallow the creation of county islands, recognizing that having such islands completely surrounded by an incorporated city or town is not good public policy. Other steps have been taken within state law to improve the process, but more are needed.

Although new county islands can no longer be created, unfortunately a number of cities and towns in Arizona still have such areas within their incorporated city limits. The islands are governed by the laws of their respective county, which is a branch of local government largely designed to provide rural services and a one size fits all approach to planning and growth management. Depending on the individual county/city, disparities between county and city regulations may exist, and in many cases, these service and/or enforcement differences are taking place literally across the street from areas with the same density and neighborhood type.

It is time to allow a city or town more flexibility to extend urban services to these islands. This could include: allowing a city to shrink an island annexation area once the process has started if there is not enough interest to proceed with the entire area; removing the tie to assessed valuation in the process; allowing property owners with multiple properties within an annexation area to have a vote for each property; requiring property owners to sign a petition to opt out of a county island annexation rather than opt in, to address those areas with high out-of-town owners; or any combination of these methods. The ideas would be discussed with legislators to determine the most viable.

B. Relevance to Municipal Policy

Consistent service delivery to a community's residents insures that all areas of a city or town are appropriately managed. Counties, by design, are funded to provide a rural level of service. But such a service level within the middle of an urban area can, and has, led to problems that bleed over into incorporated cities.

C. Fiscal Impact to Cities and Towns

If legislation moves forward that allows greater flexibility in annexing county islands, it would be up to cities and towns themselves to determine timing on annexing these areas if they choose. Those communities that choose to move forward will need to extend their services to newly annexed areas. Those costs would be different for each community. But nothing in the legislation should require a city or town to annex county islands if they feel they cannot provide services. It should be noted that

counties currently providing services to these islands, if annexed, would save some money not doing so in the future.

D. Fiscal Impact to the State

There is no fiscal impact to the state when it comes to which local government provides local services. Minor adjustments in state-shared revenues would be made based on any population changes, but it would be a reshuffling of the total allocation, not an increase in state revenues to local government. Eliminating barriers to annexation would also encourage economic development that would ultimately result in increased revenue to the state.

E. Contact Information

Name: Sierra Vista Mary Jacobs
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Title: Assistant City Manager
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Resolution # 21

Amend the laws and regulations concerning the Certificate of Necessity (CON) processes and requirements to grant cities & towns the authority to provide emergency ambulance transportation services within their jurisdictions. The State should issue a CON to any city or town that has the ability to provide such services to persons in such jurisdiction.

Submitted by: Yuma, Cottonwood, Avondale, Sierra Vista, Prescott

A. Purpose and Effect of Resolution

It is time to rethink Arizona's ambulance regulations. There are currently many local governments that are ready to improve their emergency medical services, but cannot because of the statutory scheme and rules developed by the Arizona Department of Health Services Bureau of Emergency Medical Services. If allowed, many local governments could improve the emergency medical services to their citizens. Local governments would work to coordinate the system across municipal and provider CON boundaries as they already have done with urban fire services. Integrated transport systems could also be provided. This would result in increased quality assurance and system efficiencies, in both service levels and cost.

Arizona's former Auditor General, Douglas R. Norton, in his 1999 performance audit made a number of pertinent findings, including that the CON process "does not meet goals, is an unnecessary form of regulation", and that the system "limits competition". When explaining how the system was flawed Mr. Norton explained that the system was a barrier to local government involvement. The 1999 audit asks the State to convene a committee to find ways to include local government and adequately regulate real quality indicators.

The CON legislation should be amended so that any municipality can provide emergency ambulance transport services using their own fire department.

B. Relevance to Municipal Policy

By allowing Cities to provide emergency medical transport services themselves, the quality of the service can be improved. The local government will have effective control over this important public safety function and have the ability to integrate the function into their public safety infrastructure. Local government will also be able to effectively integrate the EMS transportation function into mutual aid agreements and emergency management function without the artificial barriers inherent in the current CON system.

C. Fiscal Impact to Cities and Towns

The ability to make local decisions about EMS transportation will provide opportunities for local governments to evaluate costs. Efficiencies can be achieved and costs recovered resulting in a lessening of the need for general fund dollars for public safety. Local governments providing these services will result in managed costs and cost recovery.

D. Fiscal Impact to the State

The State should see a reduction in the need to monitor and adjudicate disputes between ambulance providers. This will be a cost reduction. The Auditor General in his report suggested that the CON process was not cost efficient or needed.

E. Contact Information

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Title: Assistant City Attorney
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REVISED RESOLUTION -- MERGE WITH 12

Resolution # 2/12

Urges the Legislature to act on behalf of all cities and towns, asking for protection, authorization and full appropriations for funding of State-Shared-Revenues and Arizona State Parks Board Heritage Funds.

Submitted by: Camp Verde, Cottonwood, Jerome, Sedona

A. Purpose and Effect of Resolution

This resolution seeks to oppose the intended re-appropriation of monies from the ~~State-Shared Revenue and Arizona Heritage Funds~~, which would shift the costs of monies dedicated from ~~State-Shared Revenue (i.e. Urban Revenue Sharing, State Transaction Privilege Tax, Highway User Revenues, Local Transportation Assistance Fund, LTAF and LTAF II)~~ and Arizona Heritage Funds (i.e. funds to conserve our state's natural, cultural, and historic resources) to the municipality and its residents, which during this time of economic hardship, is fundamentally unfair to taxpaying citizens by significantly impacting the services provided by municipalities to protect their health, safety and welfare of our citizens.

B. Relevance to Municipal Policy

This would ensure funding to continue the ability of municipalities to provide public safety, maintenance of streets and highways, public transportation programs, and conservation of our state's natural, cultural, and historic resources.

C. Fiscal Impact to Cities and Towns

~~State-Shared Revenue funding will be reduced by \$155 million for FY 2010/11, a decline of approximately 24.6% from the current fiscal year's amount of \$629 million. Cities and Towns have already seen large decreases in local sales tax revenue. Legislative re-appropriations of State-Shared Revenue will directly impact police services, crime rates, street and highway maintenance, public transportation programs, etc. in our cities and towns.~~

Arizona Heritage Fund re-appropriations will impact Arizona State Parks and Game and Fish Department by significantly reducing or eliminating recreational opportunities, environmental education for the K-12 curriculum and enrichment for educators, grants and research, and response to and help with remediating human-wildlife conflicts in urban areas.

The State's proposal to re-appropriate ~~State-Shared Revenue~~ and Arizona Heritage Funds will seriously impact the taxpaying citizens of the State of Arizona. If this funding is not available, our state will see an increase in failing highways and streets, inability to provide adequate public safety, an increase in crime rates, inability to provide public transportation for disabled and elderly citizens to medical appointments, shopping, etc, transportation to work for low income citizens, failing of businesses that sustain local tax revenues, decrease recreational opportunities, severe impact to wildlife management, and increased unemployment to name only a few. This funding is essential to the health, safety, and welfare of our communities.

D. Fiscal Impact to the State

Restoring ~~the State Shared Revenue and~~ the Heritage Funds to their former levels return the financial burden to the State where they originated and where they belong.

E. Contact Information

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Title: Mayor, Town of Camp Verde
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REVISED RESOLUTION – MERGE WITH 2

Resolution # 12/2

Restore statutory distribution formula and funding from Lottery proceeds to the Local Transportation Assistance Fund.

Submitted by: Marana, Bullhead, El Mirage, Flagstaff, Oro Valley, Queen Creek, Sierra Vista, Tucson

A. Purpose and Effect of Resolution

The Arizona Lottery was approved by the voters of Arizona in 1980 and was most recently reauthorized by the voters in 2002 for an additional 10 years.

The Arizona Lottery was supported during these elections and has been heavily marketed throughout the existence of the lottery as a source of revenue to support important community priorities such as State Parks as well as local transit and transportation programs and projects.

In 2010, House Bill 2012 permanently diverted lottery funds dedicated to the Local Transportation Assistance Fund (LTAF) into the General Fund. These funds were then committed for debt service to help balance the General Fund Budget with borrowed money. While we recognize that the significant fiscal crisis facing our state, we believe these funds should be restored as quickly as possible as a dedicated funding source of funding for important community necessities like transit.

The Arizona Legislature should restore the statutory funding formula for LTAF and once again fund LTAF consistent with the expectations of Arizona voters.

B. Relevance to Municipal Policy

Federal and State transportation and transit funds have been under increasing strain in the current economic environment. With the elimination of these dedicated funds the Legislature has shifted an even greater burden to local government to maintain current levels of transportation and transit services and infrastructure.

C. Fiscal Impact to Cities and Towns

Restoration of LTAF funding will assist in maintaining valuable transit and transportation services and infrastructure. Additionally, it provides a reliable source of funds to leverage federal funds for use in our communities.

D. Fiscal Impact to the State

Lottery funds dedicated to LTAF have not been available to the General Fund until this year and as such will have minimal impact to that fund if restored to LTAF.

E. Contact Information

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REVISED RESOLUTION – MERGE WITH 19

Resolution # 6/10

Recommend that the State of Arizona continue to support retention of existing economic development tools and programs and increase access to new tools for cities to help them remain competitive nationally and internationally. Economic development remains a strong driver to the State's economy by providing high wage jobs and thereby increasing revenues to municipalities and the State.

Submitted by: Flagstaff, Sedona, Kingman, Yuma, Tempe, Oro Valley

A. Purpose and Effect of Resolution

Although a resolution addressing economic development was submitted last year and was accepted by the committee, it is important that economic development continue to be a goal for the League given that 91 percent of the state's income tax revenues come from municipalities. Cities and towns are the economic engines that positively impact the state's financial well being.

In order to attract new, high-wage jobs to Arizona to sustain our economic health it is crucial that we have adequate tools to be competitive. Cities and towns need additional support from the State for new job attraction because they frequently must compete with not only a city in another state but also with a state government. In addition, we are now often competing internationally for companies. Arizona's competitive edge against these areas has been diminished.

The purpose of this resolution is to maintain existing programs like the GPLET and job training funding while identifying and implementing new programs that assist municipalities in their efforts to attract new business, keep current business, and retain business expansion in the state.

B. Relevance to Municipal Policy

The disparity between the cost of living and available good paying jobs is significant, especially in Flagstaff and other rural communities. High wage jobs are critical for the economic health of Arizona's cities and towns. Unfortunately, Arizona lacks the economic tools to assist municipalities in attracting high-wage employers. Individual municipalities require significantly more incentives than can be provided solely through local funding in order to be successful.

C. Fiscal Impact to Cities and Towns

Creating and funding economic development programs to support local government's efforts to bring business to Arizona would allow both the state and municipalities to experience increased employment and tax revenues. State programs are critical in the effort to attract new business to Arizona or to assist a local business that is considering expanding in another state rather than expanding in Arizona.

D. Fiscal Impact to the State

Creating and funding economic development programs to support local government's efforts to bring business to Arizona, both the state and municipalities would experience increased employment and tax revenues. Existing programs need to be maintained and reinforced to remain competitive.

E. Contact Information

Name: Jim Wine
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Title: Deputy City Manager
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REVISED RESOLUTION – MERGE WITH 6

Resolution # 10/6

Protect and expand critical economic development tools.

Submitted by: Marana, Kingman, Oro Valley, Queen Creek, Sierra Vista, Tucson

A. Purpose and Effect of Resolution

The current downturn in the economy has highlighted the need for Arizona to focus on strategies to encourage job creation and economic expansion. Our state must acknowledge the globally competitive market we are in and protect and expand effective economic development tools that maximize our strengths and resources.

B. Relevance to Municipal Policy

Cities and towns across our state rely on programs such as workforce development and enterprise zone to successfully attract and expand businesses to Arizona. Absence of these programs can leave us routinely out of consideration in competition with our neighbors for business relocations and expansions.

Community leaders must work with our Legislators to target the most effective tools for job creation in this environment of limited resources.

C. Fiscal Impact to Cities and Towns

Strategic use of effective economic development tools can have an immediate positive impact by encouraging capital formation and investment as well as a secondary multiplier impact as a result of job creation.

D. Fiscal Impact to the State

The cost of critical economic development tools can be recovered many times over through revenues collected as a direct result of investment and job creation.

E. Contact Information

Name: Steve Huffman
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Title: Intergovernmental Affairs Administrator
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REVISED RESOLUTION – REMOVE FORMER ADMINISTRATION REFERENCE

Resolution #19

Urges the Governor and the State Legislature to develop and pass legislation that supports the implementation of the 2006 recommendations from the Governor's Emergency Medical Services Access Task Force to address the shortage of physicians in the State of Arizona. The League encourages the Legislature to be consistent with Task Force recommendations, including: expanding the level of Graduate Medical Education (GME) funding; expanding medical school capacity within the state universities; addressing issues affecting the attraction and retention of physicians from out-of-state; reducing obstacles to medical practice in Arizona; and addressing any other major issues that affect a physician's decision to locate or remain in Arizona to practice.

Submitted by: Sierra Vista, Apache Junction, Bisbee, Marana, Oro Valley

A. Purpose and Effect of Resolution

~~Part II of the 2005 Arizona Physician Workforce Study, conducted by specialists from the University of Arizona and Arizona State University identified that since 1992 to 2004, Arizona's physician supply is not keeping up with its population growth. The situation has not gotten any better. Arizona has 219 physicians per 100,000 people; well below the national average of 293 per 100,000. Rural communities in the state are affected by the shortage even more, with one county at under 60 physicians per 100,000. Specialty physicians are particularly difficult to recruit and retain. By way of example, the City of Sierra Vista's regional hospital is now the only location in all of Cochise County in which a woman can deliver a baby outside of a setting in which emergency services are available.~~

Since approximately 60% of physicians who complete their training in Arizona teaching hospitals remain to practice within the state, enhancing the Graduate Medical Education (GME) program is a critical component to addressing this shortfall; ~~one of the Task Force's recommendations. The Task Force also recommended~~ reducing obstacles to medical practice in Arizona. Recruitment and retention of physicians is hampered throughout the state by higher professional liability premiums as compared to other states, and this is certainly an obstacle needing attention.

B. Relevance to Municipal Policy

Health care is a key component of the overall quality of life for any community. It is an attraction and retention component for both business and military activities, both of which are the backbone of the state's economy. An adequate supply of physicians is the foundation of quality healthcare, and although most barriers to physician recruitment and retention are beyond the direct control of local government, the health of our citizens should be a strong consideration for local legislative input and advocacy. The National League of Cities has incorporated citizen health in its overall federal legislative platform by developing and advocating for health programs for children and youth.

C. Fiscal Impact to Cities and Towns

There should be no negative fiscal impact on Cities and Towns. To the contrary, not only will there be an intrinsic gain to Cities and Towns in overall quality of life of their residents if accessibility to health care is improved, but all communities in the state can use improved health care as an economic development tool in the future.

D. Fiscal Impact to the State

~~Implementation of some of the Task Force recommendations will require additional investment by the state in medical education. However, some recommendations can be implemented with little to no affect on state finances. But~~ like the cities and towns, improvement in access to health care results in an improvement in the ability of the State to attract corporations who value health care access as a major factor in relocation to Arizona. In addition, more physicians in the rural areas of the state will reduce the number of trips on already overcrowded roadways that residents from those areas make to the Phoenix or Tucson metropolitan areas to seek treatment.

E. Contact Information

Name: Mary Jacobs
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Title: Assistant City Manager
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Resolution # 22

Requests that statutes, including A.R.S. §39-204, requiring publication of notices, agendas, reports, and other statutorily mandated publications, in a newspaper, be amended to allow cities and towns the option to publish on an official website. THIS REQUEST SHOULD BE ACCOMPLISHED THROUGH THE TRANSPARENCY STUDY COMMITTEE EFFORT ESTABLISHED IN 2010 BY HOUSE BILL 2302; PUBLICATION OF NOTICES; COMMITTEE.

Submitted by: Yuma, Bullhead City, Tempe, Paradise Valley, Avondale, Prescott, Apache Junction

A. Purpose and Effect of Resolution

There are no less than 26 statutes, including 16 in Title 9, that require cities and towns to publish, in a newspaper, notices, agendas, financial reports, etc. These statutes specify the number of times a notice must be published and when and where publication must be made. Some statutes also dictate the size of the notice (e.g. quarter page) and the font size. Publication must be in a newspaper of general circulation having "a bona fide list of paying subscribers", in the county where the city is located.

Yuma (population approximately 90,000) has only one local daily newspaper which has an average, county-wide, daily circulation of 21,000-22,000. The current trends indicate that more and more people are accessing news and information through electronic media and the internet rather than through traditional news and information sources, such as newspapers or other publications. Allowing cities and towns to publish required notices to an official municipal website or other electronic media, or to a newspaper in a form and format selected by the municipality, may reach exponentially more people at a lesser cost, freeing those resources for vital municipal services.

B. Relevance to Municipal Policy

Cities seek to provide the most information to the widest audience as quickly as possible. The internet is rapidly overtaking newspapers as the primary source of news and information. Posting required notices on an official website will reach a wider audience in less time and keep citizens better informed on matters that affect them.

C. Fiscal Impact to Cities and Towns

Allowing cities the option to publish on their website will free these funds for critical services. Expenditures by City: (*through April 2010)

	<u>09-10</u>	<u>08-09</u>	<u>07-08</u>	<u>06-07</u>
Yuma	*\$19,027	\$30,829	\$35,158	\$27,978
Bullhead City	\$24,950	\$36,663	\$26,940	\$39,754
Apache Junction	\$11,888	\$13,613	\$43,977	\$46,556

D. Fiscal Impact to the State

There is no anticipated fiscal impact to the state.

E. Contact Information

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Title: Assistant City Attorney
Email: Connie.Scoggins@YumaAZ.gov

Resolution # 4

A Resolution of the League of Arizona Cities and Towns urging the Arizona Legislature to Designate Medications Containing Certain Precursor Chemicals Used in the Production of Methamphetamine as Controlled Substances.

Submitted by: Cottonwood, Sedona

A. Purpose and Effect of Resolution

The proposed resolution would urge the Legislature and Governor to pass a bill regulating medicines containing precursor chemicals used in the manufacture of methamphetamine as controlled substances, so that a prescription would be required to purchase them.

B. Relevance to Municipal Policy

Local law enforcement agencies spend a great deal of time and resources dealing with methamphetamine and its secondary effects. Methamphetamine directly and significantly threatens the public health, safety and welfare, and contributes to a number of serious social and societal problems including violent crime; property crime; child abuse and neglect; and domestic violence. In large part due to the methamphetamine epidemic, there is an entire class of children designated as "drug-endangered children." Arizona's communities would greatly benefit from a reduction in the local production, distribution and abuse of methamphetamine.

C. Fiscal Impact to Cities and Towns

To the extent that regulating precursor chemicals as controlled substances results in a measurable reduction in the local manufacture, distribution, availability and abuse of methamphetamine, this could result in significant savings by local law enforcement agencies, jails and court systems, as well as lower incidences of violent crime, child abuse and neglect, property crime, and domestic violence - all of which would result in significant cost savings for local governments.

D. Fiscal Impact to the State

In addition to the potentially significant positive local impacts described above, a statewide reduction in the amount of methamphetamine manufactured, distributed and consumed within the state could yield significant public health benefits, with equally significant cost savings related to the treatment of methamphetamine-related injuries and illnesses.

E. Contact Information

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Resolution # 8

Identify and establish funding sources for Arizona Water Supply Revolving Fund Development authorized by H.B. 2692.

Submitted by: Flagstaff, Prescott Valley

A. Purpose and Effect of Resolution

H.B. 2692 contains the statement that the Legislature finds many water providers in Arizona, particularly in rural areas, lack access to sufficient water supplies to meet the long term water demands and these providers need financial assistance to construct water supply projects and obtain additional water supplies. The purpose of this resolution is to add to this Act additional revenue sources that would provide dependable, long term financial assistance consistent with the legislative intent.

B. Relevance to Municipal Policy

There is no funding available to support water supply development in rural Arizona. As surface water supplies dwindle and aquifers are reduced due to consumption, potential climate changes, water supplies need to be augmented for sustainability, the economic well being, and quality of life in Arizona. The lack of water will impact the environment, recreation, tourism and second home development even in the areas which have dependable water supplies. Water conservation is a solution for some areas but most of rural Arizona is to pay "their own pay" for these projects. A funding mechanism needs to be enacted to insure monies are available for loans or other funding solutions are available for these communities.

Long term financing is needed so that cities and towns in rural Arizona do not deplete their bonding capacity to finance large water projects of their simply will not be able to afford these water supply projects. This is an issue that is not isolated to rural Arizona and will have an impact on larger municipalities as water becomes scarce.

C. Fiscal Impact to Cities and Towns

The source of revenue for the Water Supply Fund must be matched to the ultimate size and length of time needed to accrue a sufficient amount of funds to offer loans. A large number of big water projects are needed throughout Arizona for a long term and the revenue sources need to provide a permanent, dependable, and sufficient income for a long period of time. Assets in a sufficient quantity to serve the water development needs of Arizona are needed and must be dependable.

D. Fiscal Impact to the State

Potential revenue sources include additional property tax allocations (Ad valorem taxes), annual groundwater withdrawal fees for water pumped, transaction privilege tax or a tax assessed on the sale

of water, impact fees on new development based on their use of water, well impact fees for new ground water well development and/or more appropriations from the Legislature.

E. Contact Information

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Resolution # 14

Amending Title 16, Chapter 3, Article 3, Signature Requirements, clarifying steps to be taken by the City Clerk's Office upon submission of nomination petitions by candidates.

Submitted by: Prescott, Chino Valley, Kingman, Prescott Valley

A. Purpose and Effect of Resolution

While the Arizona Revised Statutes provides specific steps to be taken by the secretary of state (city clerk) when initiative/referendum petitions are filed with their office, the Statutes are void of any such steps on the part of candidate nomination petitions, and the office(s) must rely on case law to determine what, if anything, is to be done when petitions have not be completed properly.

Understanding that the city clerk's office is to maintain neutrality in its duties, basic steps are included in this resolution to help alleviate many of the questions raised during the election process and eliminate the need for many of the challenges by electors, which can provide a personal hardship for them, while not impacting such neutrality.

The recommended steps would include the ability of the city clerk to (1) remove signatures that were obtained prior to the date the candidate filed their statement of organization or \$500 Threshold Exemption Statement, and (2) remove signatures that are from a location outside of the city/town.

While there are other discrepancies for which challenges may be filed by an elector and determined by the courts, these two steps could be taken without the neutrality of the office being impacted.

B. Relevance to Municipal Policy

The citizens of our municipalities expect basic steps to be taken on the part of the city clerk's office when candidates submit nomination petitions. Many citizens are under the impression that all signatures are verified on candidate petitions. While these proposed steps would not meet all of the expectations of the citizens with regard to petition verification, which would be cost prohibitive, they would provide an opportunity for obvious names to be stricken.

C. Fiscal Impact to Cities and Towns

While it does place an added burden on the Clerk's Office during the election process, it could also eliminate much of the need for challenges to be filed, and these challenges have a fiscal impact on cities/towns as well. The exact impact would be dependent upon the number of elections and candidates filing for those elections.

D. Fiscal Impact to the State

The secretary of state's office would also have the added burden during the election process, and the impact would again be dependent upon the number of elections and candidates filing for those elections.

E. Contact Information

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NOT RECOMMENDED

Resolution # 16

Urges the Legislature to modify State Statutes to allow cities and towns to request a price range in a Request for Proposal or Statement of Qualification solicitation for Professional Services.

Submitted by: Prescott, Avondale, Chino Valley, Flagstaff, Prescott Valley

A. Purpose and Effect of Resolution

This resolution proposes to modify State Statutes 34-103 and 34-603 to allow municipalities to request a price range for the fees associated with the services listed in a Request for Proposal/Statement of Qualifications (*RFP/SOQ*) solicitation. The price-range will only be one of several criteria used to evaluate the proposals and would not be allowed to be weighted more than 20% of the total score.

B. Relevance to Municipal Policy

34-103 does not allow a municipality to consider fees for services in the selection process for certain professional services. This has led to many instances where municipalities spend weeks in the selection process and find that the fees charged by the #1 rated firm far exceed the budgeted amount. The municipality is then required to restart the negotiation process with the #2 firm, and so on until a fee within the budgeted amount is agreed upon. In some cases, the municipality has to reissue the *RFP/SOQ* because they are unable to reach an agreement on fees, resulting in months of delay in starting a project and increasing the costs associated with the project.

The *RFP/SOQ* process is an important component of any municipality's Capital Improvement Program. Any delay to the process will ultimately result in increased costs to the citizens of the municipality. Having the ability to evaluate the fee structure range at the beginning of the process will enable a municipality to save time and start the project sooner.

C. Fiscal Impact to Cities and Towns

This provision should allow municipalities more timely completion of their needed capital projects and other projects requiring professional services, as well as ultimately saving the taxpayers money.

D. Fiscal Impact to the State

There should be no increased fiscal impact to the State.

E. Contact Information

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