RESOLUTION 2011-849

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 2011-2012 TENTATIVE BUDGET."

BE IT RESOLVED, by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona:

That certain document entitled "Town of Camp Verde Fiscal Year 2011-2012 Tentative Budget," three (3) copies of which are on file in the office of the Town Clerk, is hereby declared a public record, and said copies are ordered to remain on file with the Town Clerk.

Passed and adopted by a majority vote of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona at the special meeting held on June 22, 2011.

6-22-11

Mayor Bob Burnside

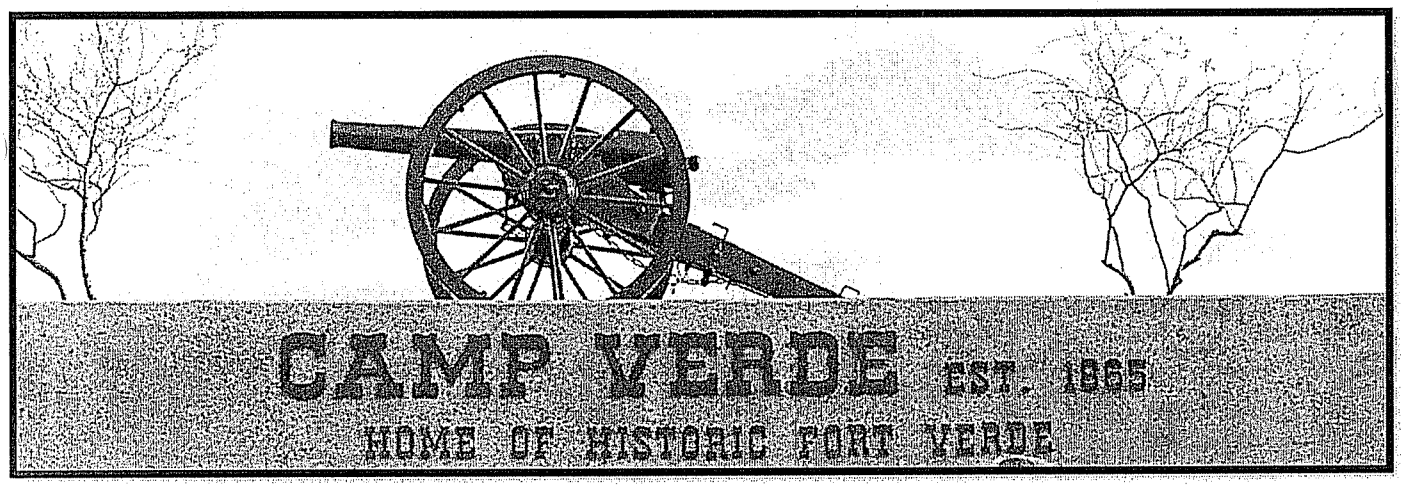
Attest:

Deborah Barber

Town Clerk Deborah Barber

Approved as to Form:

Town Attorney W.J. Sims



"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

2nd Draft

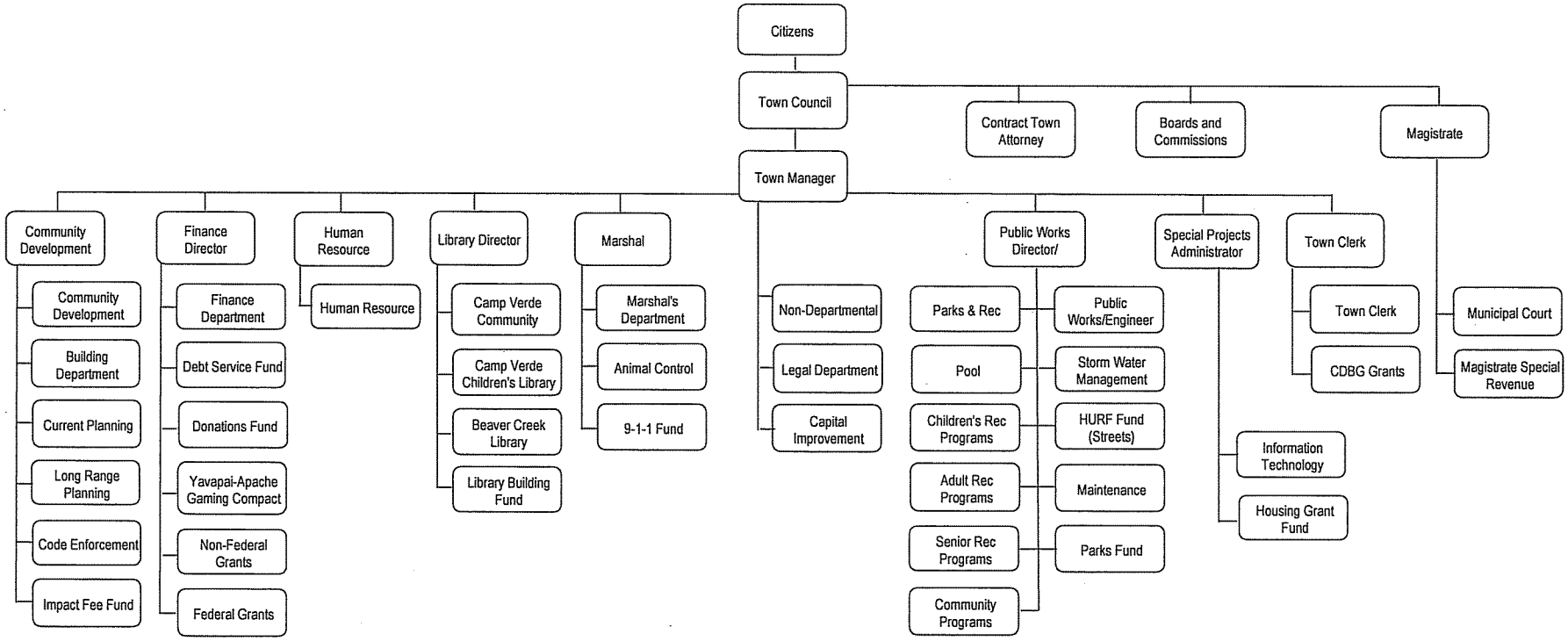
Fiscal Year 2011-2012 DRAFT Budget

General Purpose Revenues
Local Revenues

Fund 01-40-00		2009/2010 AUDITED ACTUALS	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
01-4001	Town Sales Tax	1,740,000	1,740,000	1,740,000	1,500,000	1,500,000	1,500,000	
13-4001	1% Construction Tax - Allocated to Debt Serv Fund	121,000	40,000	40,000	43,410	40,000	40,000	
03-4001	2% Construction Tax - Allocated to CIP Fund	242,000	80,000	80,000	86,822	80,000	80,000	
04-4001	Parks Fund Sales Tax Allocation	0	0	0	0	0	0	
01-4002	Accommodation Tax	105,000	110,000	135,000	71,030	72,000	72,000	
4181	APS Franchise	200,000	190,000	185,000	170,965	171,000	171,000	
4182	CV Water System Franchise	21,000	20,000	20,000	17,229	18,000	18,000	
4183	NPG Cable Franchise Fees	14,900	14,400	16,000	12,105	13,000	13,000	
4184	UNS Gas Franchise Fees	4,500	4,500	4,500	7,734	8,000	8,000	
4330	Reimbursement/Restitution	29,000	500	500	1,000	500	500	
4710	Rio Verde Plaza Rents	0	0	0	0	0	0	
4800	Miscellaneous	8,000	10,000	10,000	10,000	10,000	10,000	
4810	Surplus Property Sales - Town	0	4,000	4,000	32,000	4,000	4,000	
4900	Investment Interest	12,780	6,000	40,000	7,600	40,000	40,000	
		$ 2,498,180	$ 2,219,400	$ 2,275,000	$ 1,959,895	$ 1,956,500	$ 1,956,500	
State Shared Revenues								
Fund 01-41-00								
4010	Urban Revenue Sharing	1,385,355	1,044,224	1,385,314	1,385,314	917,727	917,727	
4015	State Sales Tax	787,425	804,989	824,927	824,927	822,612	822,612	
		$ 2,172,780	$ 1,849,213	$ 2,210,241	$ 2,210,241	$ 1,740,339	$ 1,740,339	
County Revenues								
Fund 01-43-00								
4020	Vehicle License Tax	583,115	588,311	620,000	620,000	577,351	577,351	
		$ 583,115	$ 588,311	$ 620,000	$ 620,000	$ 577,351	$ 577,351	
	Total General Purpose Revenues	$ 5,254,075	$ 4,656,924	$ 5,105,241	$ 4,790,136	$ 4,274,190	$ 4,274,190	
Operating Transfers								
7704	Transfers In-Parks Fund	0	0	0	0	0	0	
7703	Transfers In-CIP Fund	0	0	0	0	0	0	
8803	Transfers Out-CIP Fund	(242,000)	(709,102)	(709,102)	0	(843,457)	(508,957)	
8804	Transfers Out-Parks Fund	0	0	0	0	0	0	
8806	Transfers Out-Non-Federal Grants Fund	0	0	0	0	0	0	
8813	Transfers Out-Debt Service Fund	(264,585)	(168,695)	(305,625)	(127,871)	(577,141)	(577,141)	
8815	Transfers Out-Library Building Fund	(100)	(100)	(100)	(100)	0	0	
8820	Transfers Out-HURF Fund	0	0	0	0	0	0	
		$ (506,685)	$ (877,897)	$ (1,014,827)	$ (127,971)	$ (1,420,598)	$ (1,086,098)	
	Net Available General Purpose Revenues	$ 4,747,390	$ 3,779,027	$ 4,090,414	$ 4,662,165	$ 2,853,592	$ 3,188,092	
General Fund Departmental Subsidies								
20-10	Mayor & Council	24,320	24,172	24,172	29,871	26,194	26,194	
20-11	Town Manager	195,538	207,767	207,767	203,756	201,959	201,959	
20-12	Town Clerk	200,185	230,220	230,220	230,220	165,399	165,399	
20-13	Finance Department	237,353	334,936	334,906	273,908	240,945	240,945	
20-14	Human Resources	46,414	61,926	61,926	61,926	51,511	47,481	
20-16	Legal Department	147,089	122,089	122,089	122,089	122,089	122,089	
20-17	Non-Departmental	543,797	488,591	488,598	429,653	440,328	440,328	
20-18	Information Technology Services	0	77,973	77,973	77,973	141,729	141,729	
20-20	Maintenance Division	329,324	371,687	371,687	371,687	378,010	378,010	
20-30	Municipal Court	180,421	106,475	106,475	69,519	71,866	71,866	
20-40	Public Works/Engineer	124,788	123,464	123,464	96,264	120,982	120,982	
20-41	Storm Water Management	12,257	31,030	31,030	29,130	34,368	34,368	
20-50	Community Development	83,375	41,868	41,868	41,868	43,486	43,486	
20-51	Building Department	1,278	15,921	15,921	41,391	48,530	48,530	
20-52	Current Planning	56,782	53,466	53,466	53,466	57,688	57,688	
20-53	Long Range Planning	203,923	151,039	151,039	151,039	19,407	19,407	
20-54	Code Enforcement	6,076	24,062	24,062	24,062	27,588	27,588	
20-60	Marshal's Department	1,919,590	1,791,033	1,791,033	1,640,999	1,818,899	1,818,899	
20-61	Animal Control	115,395	117,940	117,940	117,612	121,029	121,029	
20-70	Camp Verde Community Library	136,728	105,409	105,409	99,662	107,067	102,067	
20-71	Beaver Creek Library	(1,171)	5,993	5,993	5,993	0	0	
20-72	Camp Verde Children's Library	84,050	105,153	105,153	105,153	101,607	99,107	
20-80	Parks & Recreation	166,423	156,057	156,057	156,057	81,834	81,834	
20-82	Pool	60,956	41,273	41,273	23,853	7,603	7,603	
20-83	Children's Recreational Programs	(12,028)	4,134	4,134	(3,026)	617	617	
20-84	Adult Recreational Programs	2,206	(132)	(132)	(3,362)	(270)	(270)	
20-85	Senior Recreational Programs	0	0	0	0	0	0	
20-86	Community Programs	6,443	4,456	4,456	3,290	4,526	4,526	
9999	Contingency	20,500	100,000	27,725	20,500	200,000	200,000	
	Employee Payouts Upon Termination of Employment	0	50,000	50,000	35,000	50,000	50,000	
	Total General Purpose Subsidies	$ 4,892,011	$ 4,948,004	$ 4,875,706	$ 4,509,556	$ 4,684,991	$ 4,673,461	
Net <Subsidy From>/Contribution To General Fund Balance		$ (144,622)	$ (1,168,977)	$ (785,292)	$ 152,609	$ (1,831,399)	$ (1,485,369)	
Prior Year Ending General Fund Fund Balance		$ 3,622,652	$ 3,622,652	$ 3,622,652	$ 3,622,652	$ 3,775,261	$ 3,775,261	
Estimated Ending General Fund Fund Balance (deficit)		$ 3,622,652	$ 2,453,675	$ 2,837,360	$ 3,775,261	$ 1,943,861	$ 2,289,891	

Town of Camp Verde, Arizona

Town Organization Chart



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 2010/2011:

1. Completed a comprehensive review of the Town Code.
2. Completed a comprehensive review of the P&Z Ordinances.
3. Instituted the Town of Camp Verde Operations & Procedures Guide.
4. Approved a balanced budget.
5. Continued the partnership with State Parks to keep Ft. Verde State Historic Park open.
6. Instituted methods that support community events put on by private promoters
7. Continued the partnership with the Chamber of Commerce to operate the Visitors Center & promote economic development.

Performance Objectives for Fiscal Year 2011/2012:

1. Continue our commitment to fiscal responsibility in the downturned economy. We will maintain a balanced budget to the extent possible without eliminating services.
2. Continue our strong commitment to serving our citizen satisfaction.
3. Keep an active watch on legislative matters with potential impact to the Town.
4. Continue to work regionally and with 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:

* Office Supplies were negated in the FY10-11 budget and absorbed by the Clerk's Office
* Critical training & travel expenses were elminated in the FY10-11 budget. With new Council members coming on board in July, training is a higher priority. Attendance at the League of AZ Cities and Towns

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMEN REQUESTED	2011/2012 MANAGER RECOMMENI	2011/2012 COUNCIL ADOPTION
6000	Salaries	3,600	3,600	3,600	3,600	3,600	
6010	FICA	223	223	223	223	223	
6011	Medicare	52	52	52	52	52	
6013	Unemployment	39	39	39	29	29	
6014	Workman's Compensation	214	214	214	261	261	
	Total Salary Expenditures	**$ 4,128**	**$ 4,128**	**$ 4,128**	**$ 4,177**	**$ 4,177**	
Operating Expenditures							
7010	Training	300	300	300	2,300	2,300	
7015	Travel	300	300	300	3,000	3,000	
7030	Office Supplies	50	50	0	500	500	
7035	Subscriptions/Memberships	0	0	0	0	0	
7055	Fuel/Oil/Lube	0	0	0	1,000	1,000	
7060	Electric	1,300	1,300	1,300	1,300	1,300	
7061	Gas/Propane	309	309	309	309	309	
7062	Water	150	150	150	150	150	
7063	Sewer	380	380	380	380	380	
7064	Waste Removal	120	120	120	120	120	
7066	Cell Phone	0	0	0	0	0	
7067	Pest Control	35	35	35	35	35	
7110	Legal Services	16,000	16,000	16,000	16,000	16,000	
7570	Security System	0	0	0	0	0	
7571	Public Relations	500	500	500	500	500	
7572	Special Committee Assignments	0	0	0	0	0	
7573	Dinner/Reception Expense	600	600	600	600	600	
7574	Televised Council Meetings	0	0	0	0	0	
Total Operating Expenditures		**$ 20,044**	**$ 20,044**	**$ 20,044**	**$ 26,194**	**$ 26,194**	
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	0	0	0	0	0	
8010	Computer Equipment	0	0	0	0	0	
Total Equipment/Capital Expenditures		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
Total Expenditures		**$ 24,172**	**$ 24,172**	**$ 24,172**	**$ 26,194**	**$ 26,194**	

Revenues

Mayor & Council Revenues							
	N/A	0	0	0	0	0	
	Total Departmental Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
Net <Subsidy From>/Contribution To General Purpose Rever		**$ (24,172)**	**$ (24,172)**	**$ (24,172)**	**$ (26,194)**	**$ (26,194)**	

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 ensure 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 (.95)

Accomplishments for the Fiscal Year 2010/2011:

1. Transitioned new Town Manager
2. Acquired the Public Works Yard on Industrial Drive.
3. Completed the Land Use Code Re-Write initiative, vis a vis the Special Projects Administrator
4. For Council's approval completed the Risk Management Policies & Procedures/Safety Program vis a vis the Risk Manager
5. Loss Control Audit - Improvements made in housekeeping and safety vis a vis the Maintenance Dept. and Risk Manager
6. Continue to represent the Town in the negotiation process relative to water rights
7. Transitioned Human Resources (HR) to Town Manager's Department
8. Continue to develop a plan, for Council's consideration, for the construction of an Animal Shelter in Camp Verde
9. Continue to support implementation of state-of-the-art software (including InCode) to improve the efficiency of the workforce
10. Pursue economic development initiatives within the development community
11. Worked with Tax Auditor to recapture construction, sales & rental transaction privilege tax collections with a yield of $45,000.
12. Initiated an on-line safety training to help improve town staff understanding of safety (currently in test phase)

Performance Objectives for Fiscal Year 2011/2012:

1. Continue to support (acquire) the Public Works Yard on Industrial Drive
2. Implement Risk Management Policies and Procedures/Safety Program
3. Continue to represent the Town in the negotiation process relative to water rights
4. Continue to develop a plan for Council's consideration, for the construction of an Animal Shelter in Camp Verde
5. Continue to support implementation of state-of-the-art software (including InCode) to improve the efficiency of the workforce
6. Continue to pursue economic development initiatives within the development community
7. Capital Improvement Projects (CIP) - Revision

Significant Expenditure Changes:

* Special Projects Administrator - Layoff 4/1/11 - Staffing reflected in LRP & IT
* Increase in Town Manager's cell phone (7066) with text/calendar features to enhance communication & operations efficiency
* Did not expend ICMA/ACMA (7035) membership funds in FY 10/11; however, will expend said funds in FY 11/12 to maintain networking w/colleagues by attending Arizona City/County Manager's Association and League of Arizona Cities and Towns Conference in order to improve management skills, develop partnerships and become privvy to grant opportunities.

Town Manager
Fund 01-20-11

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	157,617	157,617	157,617	149,486	149,486	
6010	FICA	9,772	9,772	9,772	9,268	9,268	
6011	Medicare	2,285	2,285	2,285	2,168	2,168	
6012	Retirement	15,525	15,525	15,525	15,098	15,098	
6013	Unemployment Insurance	147	147	147	113	113	
6014	Workman's Compensation	387	387	387	472	472	
6020	Health, Dental, Life & STD Insurance	12,483	12,483	12,483	13,907	13,907	
	Total Salary Expenditures	**$ 198,217**	**$ 198,217**	**$ 198,217**	**$ 191,434**	**$ 191,434**	
Operating Expenditures							
7010	Training	400	400	400	1,000	1,000	
7015	Travel	500	500	50	1,200	1,200	
7030	Office Supplies	1,800	1,800	1,500	1,800	1,800	
7035	Subscriptions/Memberships	1,400	1,400	100	1,400	1,400	
7036	Books/Tapes/Publications	200	200	25	200	200	
7037	Printing	500	500	100	500	500	
7039	Postage	75	75	25	0	0	
7040	Computer Services/Software	500	500	0	0	0	
7060	Electric	1,050	1,050	1,000	1,050	1,050	
7061	Gas/Propane	250	250	250	250	250	
7062	Water	400	400	357	400	400	
7063	Sewer	300	300	265	300	300	
7064	Waste Removal	100	100	81	100	100	
7066	Cell Phone	1,050	1,050	1,050	1,300	1,300	
7067	Pest Control	25	25	25	25	25	
7110	Legal Services	500	500	111	500	500	
7571	Public Relations	500	500	200	500	500	
	Total Operating Expenditures	**$ 9,550**	**$ 9,550**	**$ 5,539**	**$ 10,525**	**$ 10,525**	
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	0	0	0	0	0	
8010	Computer Equipment	0	0	0	0	0	
8020	Equipment Lease	0	0	0	0	0	
	Total Equipment/Capital Expenditures	**$ -**	**$ -**	**$ -**	**$ -**		
Total Expenditures		**$ 207,767**	**$ 207,767**	**$ 203,756**	**$ 201,959**	**$ 201,959**	

Revenues

Town Manager Revenues							
	N/A	0	0	0	0	0	
	Total Departmental Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
Net <Subsidy From>/Contribution To General Purpose Revenues		**$ (207,767)**	**$ (207,767)**	**$ (203,756)**	**$ (201,959)**	**$ (201,959)**	

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 pertains 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 & IT services for the Admin Offices

Department Staffing:

Town Clerk (1)
Deputy Town Clerk (1)
Administrative Assistant (1/2)
Transcriptionist (contract)

Accomplishments for the Fiscal Year 2010/2011:

1. Completed the 2011 Election Cycle.
2. Met customer service objective through improved delivery services in the areas of licensing and permitting.
3. Improved accessibility and information on Clerk's Web page.
4. Completed policies to include Agenda Guidelines, Records Mgmt, Special Events.
5. All Clerk's Office staff attended CPR and AED training and are certified.
6. Completed audit of business licenses in preparation of new software.
7. Developed procedures for agenda preparation and records management.
8. Updated the Special Events procedures.

Performance Objectives for Fiscal Year 2011/2012:

1. Provide commission training on OML and Town policies.
2. Provide staff training on the new policies (Agenda Guidelines and Records Management).
3. Complete the business license conversion for InCode software.
4. Prepare for the installation of the InCode Document Management system.
5. Conduct at least one Citizen Academy.

Significant Expenditure Changes:

* Business license revenues were intially reduced 20% due to a reduction in fees. A 50% reduction would have been more accurate.
* Expenditure decreases due to no elections this year and loss of an employee.
* Liquor license exceeded estimated revenues due to unanticipated license applications and special events.

Department Statistics for the Fiscal Year 2010/201 (7/1/10 through 4/1/11):

620 Business Licenses on File
217 Information/Customer Service Requests
0 Formal Citizen Complaints
0 Zoning Complaints Processed
21 New Resolutions Processed
7 New Ordinances Processed
7 Special Events Permits Processed
20 Liquor License Permits Processed
106 Special Event Vendor Licenses

* Council Meetings (July 1, 2010 - April 2011)

21 Regular Sessions
5 Special Sessions
5 Work Sessions
3 Executive Sessions
5 Amended Agendas/Additional Info Pkts

Town Clerk
Fund 01-20-12

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	157,547	157,547	157,547	130,876	130,876	
6001	Overtime	0	0	0	0	0	
6010	FICA	9,768	9,768	9,768	8,114	8,114	
6011	Medicare	2,284	2,284	2,284	1,898	1,898	
6012	Retirement	15,516	15,516	15,516	13,219	13,219	
6013	Unemployment Insurance	295	295	295	221	221	
6014	Workman's Compensation	387	387	387	472	472	
6020	Health, Dental, Life & STD Insurance	18,564	18,564	18,564	20,165	20,165	
	Total Salary Expenditures	$ 204,362	$ 204,362	$ 204,362	$ 161,644	$ 161,644	
Operating Expenditures							
7010	Training	1,000	1,000	1,000	1,500	1,500	
7015	Travel	500	500	500	1,200	1,200	
7030	Office Supplies	1,000	1,000	1,000	2,000	2,000	
7035	Subscriptions/Memberships	550	550	550	550	550	
7037	Printing	0	0	0	0	0	
7038	Advertising	3,000	3,000	3,000	3,000	3,000	
7039	Postage	1,313	1,313	1,313	0	0	
7040	Computer Services/Software	1,000	1,000	1,000	0	0	
7055	Fuel/Oil/Lube	0	0	0	0	0	
7060	Electric	1,800	1,800	1,800	1,800	1,800	
7061	Gas/Propane	500	500	500	500	500	
7062	Water	415	415	415	415	415	
7063	Sewer	500	500	500	500	500	
7064	Waste Removal	140	140	140	140	140	
7067	Pest Control	50	50	50	50	50	
7110	Legal Services	4,000	4,000	4,000	3,000	3,000	
7580	Election (3)	27,000	27,000	27,000	0	0	
7581	Recording Fees	50	50	50	50	50	
	Total Operating Expenditures	$ 42,818	$ 42,818	$ 42,818	$ 14,705	$ 14,705	
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	0	0	0	0	0	
8010	Computer Equipment	0	0	0	0	0	
	Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	
Total Expenditures		$ 247,180	$ 247,180	$ 247,180	$ 176,349	$ 176,349	

Revenues

Town Clerk Revenues							
40-12-4100	Copies	10	10	10	0	0	
40-12-4120	Business License	16,000	16,000	16,000	10,000	10,000	
40-12-4121	Liquor License	200	200	200	950	950	
40-12-4141	Special Event Permit Fee	750	750	750	0	0	
	Total Departmental Revenues	$ 16,960	$ 16,960	$ 16,960	$ 10,950	$ 10,950	
Net <Subsidy From>/Contribution To General Purpose Revenues		$ (230,220)	$ (230,220)	$ (230,220)	$ (165,399)	$ (165,399)	

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 2010/2011:

1. Completed the environmental review for the Hollamon Street project (CDBG).

Performance Objectives for Fiscal Year 2011/2012:

1. Complete the Hollamon Street project (CDBG) to include construction of curbs, overlay, gutters, and sidewalks on the North Side of Hollamon to connect Main Street to 7th Street.

   Note: depending on the actual project costs the sidewalk may not be able to extend to 7th Street.

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 yea rif needed.

CDBG Grants Fund
Fund 09

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
30-00-9999	Hollamon St Improvement Exps	319,448	319,448	319,448	319,448	319,448	
30-00-9998	Grant Admin (Hollamon St Improv)	24,725	24,725	24,725	24,725	24,725	
60-00-9998	Grant Admin (107-07)	0	0	0	0	0	
60-00-8000	Senior Center Expenses (108-07)	0	0	0	0	0	
70-00-6000	Salaries	12,822	12,822	12,822	12,500	12,500	
70-00-6010	FICA	795	795	795	775	775	
70-00-6011	Medicare	186	186	186	181	181	
70-00-6012	Retirement	1,263	1,263	1,263	1,263	1,263	
70-00-6013	Unemployment	16	16	16	12	12	
70-00-6014	Worker's Compensation	86	86	86	70	70	
70-00-6020	Health, Dental, Life & STD Ins	1,319	1,319	1,319	1,319	1,319	
70-00-9998	Funding Cycle Administration	0	0	0	0	0	
	Total CDBG Grant Expenditures	**$ 360,659**	**$ 360,659**	**$ 360,659**	**$ 360,293**	**$ 360,374**	

Revenues

CDBG Grants Fund Revenues

42-30-4335	Hollamon Street Improvements	319,448	319,448	319,448	319,448	319,448	
42-30-4336	Grant Admin (Hollamon St Improv)	52,025	52,025	52,025	52,025	52,025	
42-60-4336	Grant Admin(107-07)	0	0	0	0	0	
42-68-4335	Sr Ctr Reimbursements (108-07)	0	0	0	0	0	
	Total CDBG Grant Revenues	**$ 371,473**	**$ 371,473**	**$ 371,473**	**$ 371,473**	**$ 371,473**	

Net <Subsidy From>/Contribution To CDBG Grants Fund Balance	**$ 10,814**	**$ 10,814**	**$ 10,814**	**$ 11,180**	**$ 11,099**	
Prior Year Ending CDBG Fund Balance	$ -	$ 10,814	$ 21,628	$ 32,442	$ 32,442	
Estimated Ending CDBG Fund Balance (deficit)	**$ 10,814**	**$ 21,628**	**$ 32,442**	**$ 43,622**	**$ 43,541**	

Information Technology Services

Department Duties/Description

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

Department Staffing:

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 2010/2011:

1. The computer hardware replacement plan has continued.
2. The System Center has been implemented; which allows all computers to be updated automatically with security patches and system inventory management.
3. All computers have been updated to the new operating system, Windows 7 and are running Microsoft Office 2010.
4. The Disaster Recovery Plan has been developed and implemented. Testing needs to be completed; the Communicator has been installed.
5. The Library has been migrated from wireless internet to DSL, which is faster, more reliable and less costly.
6. The Library and Marshal's Office has been networked to the main Town campus and currently in the testing phase.

Performance Objectives for Fiscal Year 2011/2012:

1. Continue with the hardware replacement plan.
2. Plan for improved collaborative structures and practices to increase productivity.

Fiscal Notes

* 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 Reoccurring Fees (7042) consists of annual Symantec Anti-Virus and Microsoft Office Professional software maintenance fees.

Information Technology Services
Fund 01-20-18

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 EST ACTUALS	2011/2012 DEPT REQ	2011/2012 MANAGER RECOMM	2011/2012 COUNCIL ADOPTION
6000	Salaries	9,723	9,723	9,723	14,742	14,742	
6010	FICA	603	603	603	914	914	
6011	Medicare	141	141	141	214	214	
6012	Retirement	958	958	958	1,489	1,489	
6013	Unemployment Insurance	15	15	15	11	11	
6014	Workman's Compensation	24	24	24	29	29	
6020	Health, Dental, Life & STD Insurance	1,280	1,280	1,280	3,129	3,129	
Total Salary Expenditures		**$ 12,743**	**$ 12,743**	**$ 12,743**	**$ 20,528**	**$ 18,779**	
Operational Expenditures							
7040	Computer Services/Software	0	0	0	56,200	56,200	
7041	Internet Wireless Access	8,400	8,400	8,400	9,000	9,000	
7042	Software Reoccurring Fees	2,750	2,750	2,750	2,750	2,750	
7100	Consulting Services	54,080	54,080	54,080	55,000	55,000	
	Total Operation Expenditures	**$ 65,230**	**$ 65,230**	**$ 65,230**	**$ 122,950**	**$ 122,950**	
Equipment/Capital Expenditures							
5300	Network/Infrastructure Upgrades	0	0	0	0	0	0
5310	InCode Software	0	0	0	0	0	0
Total Equipment/Capital Expenditures		$ -	$ -	$ -	$ -	$ -	$ -
Total Expenditures		**$ 77,973**	**$ 77,973**	**$ 77,973**	**$ 143,478**	**$ 141,729**	**$ -**

Revenues

Information Technology Services						
N/A	0	0	0	0	0	0
Total Departmental Revenues	$ -	$ -	$ -	$ -	$ -	$ -
Net <Subsidy From>/Contribution To General Purpose Revenue	**$ (77,973)**	**$ (77,973)**	**$ (77,973)**	**$ (143,478)**	**$ (141,729)**	**$ (314,203)**

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:

Owner Occupied Home Rehabilitation Specialist (Consultant)
Finance Clerk (payment and account tracking as well as annual reporting requirements)

Accomplishments for the Fiscal Year 2010/2011:

1. Maintained five (5) open loans payable to the Revolving Loan Fund (RLF).
2. Completed on-going grant obligations (e.g. furthering fair housing, RLF reporting, etc.)
3.

Performance Objectives for Fiscal Year 2011/2012:

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 of Home Rehabilitation Program participants.
4. Administer HOME & State Housing Fund Grant if awarded in Spring 2011. ($300,000 OOHR)

Fiscal Notes

* Revolving Loan Fund balance as of December 31, 2010 - $69,192.
  * June 30, 2011 estimated Revolving Loan Fund balance - $77,690
  * June 30, 2012 estimated Revolving Loan Fund balance - $96,101

Housing Grant Fund
Fund 18

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 EST ACTUALS	2011/2012 DEPT REQUEST	2011/2012 MANAGER RECOM'ND	2011/2012 COUNCIL ADOPTION
50-00-9999	Local Revolving Loan Fund Exps*	70,000	70,000	971	95,000	95,000	
	HOME Grant Salaries	0	0	0	0	0	
	HOME Grant FICA	0	0	0	0	0	
	HOME Grant Medicare	0	0	0	0	0	
	HOME Grant Retirement	0	0	0	0	0	
	HOME Grant Unemployment Insurance	0	0	0	0	0	
	HOME Grant Workman's Compensation	0	0	0	0	0	
	HOME Grant Health, Dent, Life & STD Ins	0	0	0	0	0	
	HOME Grant Administration Expenses	0	0	0	10,000	10,000	
	HOME Grant Rehabilitation Expenses	0	0	0	100,000	100,000	
	Total Housing Fund Expenditures	**$ 70,000**	**$ 70,000**	**$ 971**	**$ 205,000**	**$ 205,000**	

Revenues

Housing Fund Revenues

40-10-4335	HOME Grant Rehabilitation Reimb.	0	0	0	100,000	100,000	
40-10-4336	HOME Grant Administration Reimb.	0	0	0	10,000	10,000	
42-50-4720	Local Revolving Loan Fund Payments	18,201	18,201	12,299	18,201	18,201	
42-50-4900	Local Revolving Loan Fund Interest	900	900	2,531	900	900	
	Total Housing Fund Revenues	**$ 19,101**	**$ 19,101**	**$ 14,830**	**$ 129,101**	**$ 129,101**	

Net <Subsidy From>/Contribution To Housing Grant Fund Balan	**$ (50,899)**	**$ (50,899)**	**$ 13,859**	**$ (75,899)**	**$ (75,899)**	
Prior Year Ending Housing Grant Fund Balance	$ 77,000	$ 77,000	$ 77,000	$ 90,859	$ 90,859	
Estimated Ending Housing Grant Fund Balance (deficit)	**$ 26,101**	**$ 26,101**	**$ 90,859**	**$ 14,960**	**$ 14,960**	

Non-Department Expenditures

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

Significant Expenditure Changes:

* Fuel (7055) increased due to current and pending increases in fuel prices
* Electric (7065) increased due to increased expenditures to-date (3/21/11)
* Service Charges (7200) decreased.
* Liability Insurance (7220) decreased due to revisions in coverage (vis a vis Town Manager and Risk Manager), and other departments reporting sale of assets and Public Works/on-line auction.
* The lease for copiers (8020) in Administration will expire September 2011 and two units will be replaced by one. The $6000 reduction in appropriation for copier expense in FY 11/12 ($8,000 savings in FY 12/13 - 15/16) are a result of: aggressive pricing and techological advances allowing color and B/W features to be combined into one unit

Fiscal Notes

* Subscriptions/Memberships (7035) consists of $1,613 for NACOG's portion of the Rural Transportation Liaison and Economic Development Administration for the regional planning grant, $9,069 for the Town's annual dues to the League of Arizona Cities and Towns and other membership dues.
* All postage (7039) has been reinstated to non-departmental expenses reduced - currently have $8,000 in postage machine.
* Utility expenditures are for those buildings/services that are not allocable to any one department.
* Camp Verde Visitors Center funds (7800) are monies transferred to the Camp Verde Chamber of Commerce for the operation of the Visitors Center.
* Fort Verde Historic State Park (FVHSP) 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 through June 30, 2011. The amount listed in the Manager's Recommendation column is for the period of July 1, 2011 through June 30, 2012. A new Intergovermental Agreement will be required to to support the funding of FVHSP for FY 11/12.
* Recycling (7840) funds decreased due to funds only being appropriated through the conclusion of the agreement (August 15, 2011). The combination of the Town's budget constraints and the increase in citizen's reycling eliminates the need for Town funding. $800 is budgeted to finish out contract obligation.
* Emergency Services Agreement (7850) is an Intergovernmental 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 operations including the Meals-On-Wheels program that serve residents of Camp Verde.
* Water Adjudication (7940) is an appropriation for water right acquisition. Expenses would include items such as legal and hydrologist fees and engineering studies.
* Yavapai County Water Advisory Committee (7960) is 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 due ot drastic budget cuts to the State Parks from the State of Arizona.

Non-Departmental
Fund 01-20-17

Expenditures

ACCT #s	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
7032	Copier Paper	3,500	3,500	3,500	3,500	3,500	
7035	Subscriptions/Memberships	9,000	9,000	9,000	11,000	11,000	
7038	Newspaper Town Page	0	0	0	0	0	
7039	Postage	12,000	12,000	5,500	2,000	2,000	
7041	Internet Wireless Access	0	0	0	0	0	
7042	IT System Maint/Anti-Virus	0	0	0	0	0	
7050	Auto Repair/Maintenance	3,600	3,600	3,600	3,600	3,600	
7055	Fuel/Oil/Lube	200	200	200	400	400	
7060	Electric	7,500	7,500	7,500	7,500	7,500	
7061	Gas/Propane	5,000	5,000	5,000	5,000	5,000	
7062	Water	1,500	1,500	1,500	1,500	1,500	
7063	Sewer	500	500	500	500	500	
7064	Waste Removal	400	400	400	400	400	
7065	Telephone	12,800	12,800	12,800	13,500	13,500	
7067	Pest Control	950	950	950	950	950	
7068	Rio Verde Plaza Utility Expenses	0	0	0	0	0	
7100	Consultant Services	0	0	0	0	0	
7110	Legal Services	0	0	0	0	0	
7200	Service Charges	10,000	10,000	10,000	5,000	5,000	
7220	Liability Insurance	194,613	194,613	194,613	175,000	175,000	
7519	Equip Maintenance-Office Equip	1,000	1,000	1,000	1,000	1,000	
7573	Conf Rm Supplies (P&R Bldg)	300	300	300	300	300	
7800	Camp Verde Visitors Center	55,000	55,000	55,000	55,000	55,000	
7801	Tourism Marketing	25,000	25,000	25,000	25,000	25,000	
	Economic Development Project	0	0	0	0	10,000	
7802	Visitors Center - Pest Control	300	300	300	300	300	
7810	Fort Verde State Historic Park IGA	105,000	105,000	90,000	75,000	75,000	
7821	LTAF II Grant Match-Transit Voucher Program	0	0	0	0	0	
7840	Recycling	7,200	7,200	7,200	800	800	
7850	Emergency Services Agreement	4,000	4,000	4,000	4,675	4,675	
7860	Camp Verde Sanitary Dist IGA Ground Lease	100	100	100	100	100	
7900	Organizational Donations	0	0	0	0	0	
7910	Stewards of Public Lands	1,500	1,500	1,500	1,500	1,500	
7920	Natural Resources Committee	0	0	0	0	0	
7930	Verde Valley Senior Center	12,500	12,500	12,500	12,500	12,500	
	DWR-state imposed fee	0	0	0	15,153	15,153	
7940	Water Adjudication	20,000	20,000	20,000	20,000	20,000	
7950	Youth Count	0	0	0	0	0	
7960	Yavapai County Water Advisory Committee	10,000	10,000	10,000	10,000	10,000	
	Total Operating Expenditures	**$ 503,463**	**$ 503,463**	**$ 496,963**	**$ 451,178**	**$ 461,178**	

Equipment/Capital Expenditures

8020	Equipment Lease (copy machine)	14,000	14,000	14,000	8,000	8,000	
8020	Equipment Lease (postage meter)	1,128	1,128	1,128	1,150	1,150	
	Total Equipment/Capital Expenditures	**$ 15,128**	**$ 15,128**	**$ 15,128**	**$ 9,150**	**$ 9,150**	
	Total Expenditures	**$ 518,591**	**$ 518,591**	**$ 518,591**	**$ 460,328**	**$ 470,328**	

Revenues

Non-Departmental Revenues

43-17-435	Yavapai County - Fort Verde State Park IGA Assistanc	30,000	30,000	30,000	30,000	30,000	
	Total Departmental Revenues	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	
	Net <Subsidy From>/Contribution To General Purpose Revenues	**$ (488,591)**	**$ (488,591)**	**$ (488,591)**	**$ (430,328)**	**$ (440,328)**	

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) in the amount of $25,000 were included to cover a specific liability.
* Miscellaneous legal/litigation expenses will cost $10,000 beyond the $25,000 above in legal services.
* Insurance litigation deductibles are $10,000 via Southwest Risk Services (SWRS) paid by the Town.
* Expenses will go beyond insurance company's threshold of $5,000.

Legal
Fund 01-20-16

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	1,000	1,000	1,000	1,000	1,000	
6010	FICA	62	62	62	62	62	
6011	Medicare	15	15	15	15	15	
6013	Unemployment Insurance	11	11	11	12	12	
6014	Workman's Compensation	2	2	2	3	3	
	Total Salary Expenditures	$ 1,089	$ 1,089	$ 1,089	$ 1,087	$ 1,087	
Operational Expenditures							
7110	Legal Services - Litigation Expenses	50,000	50,000	50,000	50,000	50,000	
7120	Prosecution Contract	71,000	71,000	71,000	71,000	71,000	
	Total Operation Expenditures	$ 121,000	$ 121,000	$ 121,000	$ 121,000	$ 121,000	
Total Expenditures		$ 122,089	$ 122,089	$ 122,089	$ 122,089	$ 122,089	

Revenues

Legal Revenues						
	N/A	0	0	0	0	0	
	Total Departmental Revenues	$ -	$ -	$ -	$ -	$ -	
Net <Subsidy From>/Contribution To General Purpose Revenues		$ (122,089)	$ (122,089)	$ (122,089)	$ (122,089)	$ (122,089)	

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 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. Examing 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.

Department Duties/Description

he Town of Camp Verde's Capital Improvement Projects Fund was established to provide for the infrastructure and capital needs of the departments of the departments within the Town. The Capital Improvement Projects Fund is funded by allocating two of the three cent Construction Tax. This tax is non-recurring revenue, thus it is proper to use these revenues solely for non-recurring (non-operating) expenditures such as capital projects. The remaining Service Fund which funds the GADA one cent of the Construction Tax is allocated to the Debt loan payment.

Accomplishments for the Fiscal Year 2010/2011:

1. Replacement of nine HVAC Units on the Public Works /Finanace Building & Gym
2. Removed the Old Marshal's Trailer.
3. Completed the Design Work for the Rio Verde Plaza Remodel.
4. Install New Culverts on Verde Lakes Drive.
5. Installed New Gutters at the Marshal's Office, Historical Society Bldg., and Visitors Center.
6. Replaced the Carpets in Town Hall
7. Re-roofed Town Hall and 200 Bldg. Roofs.
8. Purchased 16.76 Acres of Land for the Establishment of a street yard.

Performance Objectives for Fiscal Year 2011/2012:

1. Please see page 6-3 and 6-4 for a listing of projects to be completed in the FY2011-2012.

Significant Expenditure Changes:

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

Fiscal Notes

CIP Fund
Fund 03

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
50-00-5015	Verde Lakes Drive Culverts	80,000	80,000	0	80,000	80,000	80,000
50-00-5073	Rio Verde Plaza Improvements	40,200	40,200	0	0	0	0
50-00-5080	CVMO Vehicles	30,000	30,000	0	30,000	30,000	30,000
50-00-5086	Public Works Vehicle (small 4X4 SUV)	0	0	0	0	0	0
50-00-5087	Pool Heater	0	0	0	0	0	0
50-00-5121	Library Enhancement	5,000	5,000	5,000	5,000	0	0
50-00-5300	Computer/networking infrastructure upgrades	148,111	148,111	148,111	0	0	0
50-00-5310	Governmental Software Package & Licensing	68,199	68,199	68,199	0	0	0
50-00-5400	Public Works Yard Construction (CVSD 15 Acre Site)	0	0	0	0	0	0
50-00-5410	Streets Inspector Truck	0	0	0	0	0	0
50-00-5412	Streets Department Equipment/Vehicle	0	0	0	0	0	0
50-00-5450	Road Improvement/Construction & Pavement	0	0	0	0	0	0
50-00-5452	Finnie Flat Sidewalk Transportation Enhancement	136,000	136,000	0	136,000	136,000	136,000
50-00-5453	Main Street Traffic Circle	0	0	0	0	0	0
50-00-5454	Sidewalk, Pathways, and Bike Trails	0	0	0	0	0	0
50-00-5500	Administration Vehicles	20,000	20,000	3,500	0	0	0
50-00-5084	Warranty and Re-Lamp at Butler Park	18,576	18,576	18,576	0	0	0
50-00-5092	Rain Gutters for Marshal's Office and Historical Society	7,383	7,383	7,383	0	0	0
50-00-5093	Sprinkler System for Town Grounds	13,000	13,000	0	13,000	13,000	13,000
50-00-5094	Replace Carpet in Town Hall	22,775	22,775	22,775	0	0	0
50-00-5097	Exterior Painting of Town Buildings	17,500	17,500	0	17,500	17,500	17,500
50-00-5098	Re-Roof of Town Buildings	37,000	37,000	0	37,000	37,000	37,000
50-00-5083	Maintenance Vehicle - 1/2 Ton 2-Wheel Drive Truck	20,868	20,868	20,868	0	0	0
50-00-5400	Purchase 15 Acres & Develop a Public Works Yard	444,145	444,145	444,145	0	0	0
	Taxes on 15 Acre Purchase (payment is under research)	0	0	0	5,800	5,800	5,800
50-00-5016	Cliffs/Finnie Flat Drainage Project	180,000	180,000	0	280,000	280,000	280,000
50-00-5087	Pool Cover	7,400	7,400	0	0	0	0
50-00-5118	Removal of Old CVMO Trailer	20,000	20,000	0	0	0	0
	Ford Taurus Engine Repairs	0	0	0	0	0	0
	Tres Rios Rd. Replace Ditch Crossing	0	0	0	25,000	25,000	25,000
	USFS Easement NEPA Study, Survey, & Plat	0	0	0	35,000	35,000	35,000
	Downtown Parking Lots (Hollamon & V.C)Material Only	0	0	0	50,000	50,000	50,000
	Basha's Drainage Channel Improv Clean & Rip Rap	0	0	0	25,000	25,000	25,000
	Public Works Yard Clear & Grub, Grade, & Imp Fence	0	0	0	180,000	180,000	180,000
	PW Yard Clean Up and Secure Buildings	0	0	0	25,000	25,000	25,000
	Gymnasium Repair Roof Structure & Re-roof	0	0	0	70,000	0	0
	Gym replace Double Doors & Install Proxy Card Hardware	0	0	0	15,000	0	0
	P& R and IT Rooms Install Security Roll Shutters	0	0	0	10,000	10,000	10,000
	Town Hall Replace 3 HVAC units	0	0	0	30,000	0	0
	Library Annex Rplace Heat Pump	0	0	0	8,000	8,000	8,000
	Repair and Cool Coat Existing Foam Roof	0	0	0	5,000	5,000	5,000
	New Banners and Flags	0	0	0	7,500	0	0
	Riding Mower (62" Deck & 0-Turn)	0	0	0	15,000	0	0
	Butler Park Improvements	0	0	0	12,000	0	0
	Re-Surface Pool	0	0	0	80,000	0	0
	Vermeer Chipper	0	0	0	25,000	25,000	25,000
	Uniterrupted Power Source for Traffic Signals	0	0	0	15,000	15,000	15,000
	Widen Access Road to the 15 Acres Leased from CVSD	0	0	0	0	0	0
	Pool Remodel Showers & Replace Hot Water Heater	0	0	0	6,000	6,000	6,000
	Murdock Rd Water Extension Project	0	0	0	43,300	43,300	43,300
	Total Requested Projects	**$ 1,316,157**	**$ 1,316,157**	**$ 738,557**	**$ 1,286,100**	**$ 1,051,600**	**$ 1,051,600**
Operating Transfers							
8801	Operating Transfer Out - General Fund	0	0	0	0	0	0
8804	Operating Transfer Out - Parks Fund	0	0	0	0	0	0
8820	Operating Transfer Out - Streets/HURF Fund	0	0	0	0	0	0
	Total Operating Transfers	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Expenditures		**$ 1,316,157**	**$ 1,316,157**	**$ 738,557**	**$ 1,286,100**	**$ 1,051,600**	**$ 1,051,600**

Revenues

CIP Fund Revenues							
40-00-7701	Operating Transfer In - General Fund	709,102	709,102	0	843,457	608,957	608,957
40-00-7701	Operating Transfer In - Streets/HURF Fund	0	0	224,145	350,000	350,000	350,000
	Total Departmental Revenues	**$ 709,102**	**$ 709,102**	**$ 224,145**	**$ 1,112,000**	**$ 958,957**	**$ 958,957**
Net <Subsidy From>/Contribution To CIP Fund Balance		**$ (607,055)**	**$ (607,055)**	**$ (514,412)**	**$ (174,100)**	**$ (92,643)**	**$ (92,643)**
Prior Year Ending CIP Fund Balance		$ 607,055	$ 607,055	$ 607,055	$ 92,643	$ 360,000	$ 360,000
Estimated Ending CIP Fund Balance (deficit)		**$ -**	**$ -**	**$ 92,643**	**$ (81,457)**	**$ 452,643**	**$ 452,643**

Capital Improvement Projects Fund
Five (5) Year Capital Improvement Project Requests

	Description	Department	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
1.	Replacement Patrol Vehicles and Emergency Equipment	Marshal	-	-	-	-	-
	FY2011-2012 - Requested 4 vehicles		109,300	-	-	-	-
	FY2012-2013 - Requested 4 vehicles		-	109,300	-	-	-
	FY2013-2014 - Requested 4 vehicles		-	-	109,300	-	-
	FY2014-2015 - Requested 4 vehicles		-	-	-	109,300	-
	FY2015-2016 - Requested 4 vehicles						109,300
2.	Replacement Administration Vehicles (two vehicles)	Town Manager	-	-	-	-	-
3.	Computer/networking infrastructure upgrades - annual payment	Town Manager	61,556	-	-	-	-
	25 Desktop Computers	Town Manager	38,500	38,500	38,500	38,500	38,500
	6 Network Printers	Town Manager	-	-	-	-	-
	Repair/replacement parts, cables, etc	Town Manager	-	-	-	-	-
	Upgrades for old server (Hardware and OS)	Town Manager	-	-	-	-	-
	Uninterruptable Power Supplies (50)	Town Manager	-	-	-	-	-
	Point to Point Connections for Library and CVMO (50 mpbs)	Town Manager	-	-	-	-	-
4.	Governmental Software Package 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.	Plotter	Community Dev	-	11,000	-	-	-
9.	Community Development Vehicle	Community Dev	-	10,000	-	-	-
10.	Rolling File System	Community Dev	14,000	-	-	-	-
11.	Structural Repairs to Adult Literacy and Weight Room Roofs	Maintenance	25,000	-	-	-	-
12.	Re-roof Gymnasium, Adult Literacy and Wieght Room	Maintenance	45,000	-	-	-	-
13.	Replace Gym Double Doors and Install Proxy Card Hardware	Maintenance	15,000	-	-	-	-
14.	Install Security Roll Shutters on the IT and Parks & Recreation Room Windows	Maintenance	10,000	-	-	-	-
15.	Replace 3 - HVAC Units on Town Hall	Maintenance	30,000	-	-	-	-
16.	Replace Heat Pump on Library Annex Building	Maintenance	8,000	-	-	-	-
17.	Repair and Cool Coat Existing Foam Roof on the Public Works/Finance Bldg	Maintenance	5,000	-	-	-	-
18.	New Banners and Flags For Main Street	Maintenance	7,500				
19.	Riding Mower (62"Deck & 0-Turn)	Maintenance	15,000				
).	Develop the Public Works/Street Yard	Public Works	-	-	-	-	-
	Clean Up Site, Re-Grade & Make Repairs to Fence and Buildings		205,000	-	-	-	-
	Remodel Existing Buildings		-	250,000	-	-	-
	Pave Peterson Lane		-	-	120,000	-	-
21.	Rio Verde Plaza Remodel (On Hold)	Public Works		-	-	-	-
22.	Small 4X4 SUV	Public Works	-	-	28,000	-	-
23.	Streets Department Equipment/Vehicle	HURF/Streets	-	-	-	-	-
	FY 2011-2012 9-Wheel Roller ($20,000)		20,000				
	FY2012-2013 - 1-Ton Chassis ($20,000),			20,000	-	-	-
	FY2013-2014 - 1/2 Ton Inspector Truck ($28,000), Double Drum Vib/Roller ($20,000),		-		78,000	-	-
	Crack Seal Machine ($30,000)		-	-	-	-	-
	FY2014-2015 - Dump Truck/Sander ($58,000), Chipper ($35,000)		-	-		93,000	-
	FY2015-2016 - Foreman's Truck ($35,000), Road Side Mower ($80,000)		-	-	-		115,000
24.	Finnie Flat Sidewalk Transportation Enhancement	HURF/Streets	-	-	-	-	-
	FY2011-2012 - Right of Way Acquisition		45,000	-	-	-	-
	FY2011-2012 - Contingency Required by ADOT		91000	-	-	-	-
25.	Howards Road Reconstruction	HURF/Streets	-	-	-	-	-
	FY2013-2014 - Reconstruct & Re-profile 1/2 of Howards Road		-		250,000	-	-
	FY2014-2015 - Reconstruct & Re-profile 1/2 of Howards Road		-	-		250,000	-
26.	Montezuma Castle Hwy Left Turn Access Improvement	HURF/Streets	-	-	-	-	-
	FY2013-2014 - Cliff House Drive to Charolais		-	448,568	-	-	-
27.	Road Improvement/Construction & Pavement Preservation	HURF/Streets	-	-	-	-	-
	FY2011-2012 - Tres Rios - Widen & Reconstruct Over Verde Ditch, Place New Culvert		25,000	-	-	-	-
	FY2013-2014 - Finnie Flat Road - Mill & Resurface 1,000 feet at SR 260		-		225,000	-	-
	FY2014-2015 - Princess Road & Reeves Arena - Chip Seal		-	-		120,000	-
	FY2015-2065 - Zachary Road - Chip Seal		-	-	-		60,000
28.	Main Street Traffic Circle	HURF/Streets	-	-	-	-	-
	FY2011-2012 - Right of Way Acquisition		-	15,000	-	-	-
	FY2012-2013 - Construct Traffic Circle			-	250,000	-	-
	Interrupted Power Source for Traffic Signals	15,000					
29.	7th Street Widen & Overlay, Construct Sidewalk	HURF/Streets	-	-	-	325,000	-
).	Clean and Rip Rap the Basha's Drainage Channel	Storm Water	25,000	-	-	-	
.	Howards Road Drainage Improvements	Storm Water	-	120,000	-	-	-
32.	Cliffs/Finnie Flat Drainage Project (Town Contribution)	Storm Water	280,000	-	-	-	-
33.	Repair and Improve Butler Park Restrooms, Install an ADA Drinking Fountain	Parks & Rec	16,000				
34.	Community Park Aquire USFS Easement & Develop Plat	Parks & Rec	35,000				
35.	Resurface Pool	Pool	80,000	-	-	-	-
			1,279,054	1,111,567	1,166,999	1,003,999	390,999

Community Development

Our Mission

The Town of Camp Verde's Community Development Department manages 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 (\ (0.42)
Assistant Planner/Administrative Assistant (0.03)

Accomplishments for the Fiscal Year 2010/2011:

1. Administrated the Planning & Zoning Ordinance rewrite adoption with the Planning & Zoning Commission and Town Council.
2. Provided research and verification of several high liability non-conforming uses diverting imminent legal liability for the Town.
3. Provided on going in-house training for staff.
4. Performed reviews of the rewrite draft document of the Planning & Zoning Ordinance as written or amended by the Consultant, P & Z Commission and Council.

rformance Objectives for Fiscal Year 2011/2012:

1. Continue to provide in-house training, particularly on the newly adopted Planning & Zoning Ordinance.
2. Continue to review existing subdivisions that have expired with their approvals and either expire or provide extensions as allowed.
3. Verify the new zoning maps and update as needed.
4. Convert to the incode software modules for permitting, revenue, reciepting, billing and staff time sheets.

Significant Expenditure Changes:

* Expenditures will remain virtually the same as the last fiscal year.

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

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	24,933	24,933	24,933	24,933	24,933	
6010	FICA	1,546	1,546	1,546	1,546	1,546	
6011	Medicare	362	362	362	362	362	
6012	Retirement	2,456	2,456	2,456	2,518	2,518	
6013	Unemployment Insurance	38	38	38	28	28	
6014	Workman's Compensation	293	293	293	357	357	
6020	Health, Dental, Life & STD Insurance	3,201	3,201	3,201	3,477	3,477	
	Total Salary Expenditures	**$ 32,828**	**$ 32,828**	**$ 32,828**	**$ 33,221**	**$ 33,220**	
Operational Expenditures							
7010	Training	500	500	500	2,000	2,000	
7015	Travel	200	200	200	870	870	
7030	Office Supplies	300	300	300	300	300	
7035	Subscriptions/Memberships	400	400	400	570	570	
7036	Books/Tapes/Publications	0	0	0	0	0	
7037	Printing	50	50	50	50	50	
7038	Advertising	100	100	100	100	100	
7039	Postage	400	400	400	0	0	
7040	Computer Services/Software	400	400	400	0	0	
7050	Auto Repair/Maintenance	400	400	400	400	400	
7055	Fuel/Oil/Lube	400	400	400	600	600	
7060	Electric	1,835	1,835	1,835	1,835	1,835	
7061	Gas/Propane	360	360	360	400	400	
7062	Water	460	460	460	460	460	
7063	Sewer	530	530	530	530	530	
7064	Waste Removal	150	150	150	150	150	
7066	Cell Phone	130	130	130	0	0	
7067	Pest Control	50	50	50	50	50	
7100	Consulting Services	0	0	0	0	0	
7110	Legal Services	1,000	1,000	1,000	1,000	1,000	
7300	Commission Expense	0	0	0	0	0	
7512	Safety Equipment	75	75	75	75	75	
7560	Maps/Cartography	50	50	50	50	50	
7561	General Plan	0	0	0	0		
7581	Recording Fees	0	0	0	0	0	
	Total Operational Expenditures	**$ 7,790**	**$ 7,790**	**$ 7,790**	**$ 9,440**	**$ 9,440**	
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	100	100	100	0	0	
8010	Computer Equipment	500	500	500	0	0	
8020	Equipment Lease	800	800	800	850	850	
	Total Equipment/Capital Expenditures	**$ 1,400**	**$ 1,400**	**$ 1,400**	**$ 850**	**$ 850**	
Total Expenditures		**$ 42,018**	**$ 42,018**	**$ 42,018**	**$ 43,511**	**$ 43,510**	

Revenues

Community Development Revenues							
40-50-4100	Copies	150	150	150	25	25	
40-50-4141	Permit Fees	0	0	0	0	0	
40-50-4142	Zoning Fines	0	0	0	0	0	
40-50-4144	Recording Fees	0	0	0	0	0	
	Total Departmental Revenues	**$ 150**	**$ 150**	**$ 150**	**$ 25**	**$ 25**	
Net <Subsidy From>/Contribution To General Purpose Revenues		**$ (41,868)**	**$ (41,868)**	**$ (41,868)**	**$ (43,486)**	**$ (43,485)**	

Building Department

Our Mission

The Town of Camp Verde Building Safety Division's mission is to provide the public with excellent customer service through our professionalism, dedication, and commitment o 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 effectively enforcing all building codes and other applicable codes adopted by the Town of Camp Verde and to establish the minimum requirement 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 internally and to the Department of Commerce, AZ Office of Manufactured Housing, ASU Realty Studies Division and the Building Statistics Department.
* Provide annual audit information internally and to outside agencies.
* Verify all contractors hold a Privilege Tax License with the Town of Camp Verde
* Verify all contractors are licensed through the Arizona Registrar of Contractors (ROC) and that their license covers the scope of work to be performed.
* Prepare and maintain annual budget
* Prepare and maintain building safety division annual fee schedule
* Research permit history for Realtors, lending companies and prospective property owners.
* Correspond with several departments and governmental agencies to obtain approvals of submitted documents for construction.

Department Staffing:

Community Development Director (0.11)
Senior Planner/Acting Community Development Director (vacant)
Chief Building Official (Contracted Service)
Building Inspector (0.83)
Permit Technician/Administrative Assistant (0.97)

..ccomplishments for the Fiscal Year 2010/2011:

1. Prepared documents and attended Council meetings for adoption of the amended Building Department Fee Schedule
2. Preparation of 2011-2012 Budget for Building Department
3. Department lead for implementing new Incode software system for building permits and cash collections
4. Participation in and revisions to Planning & Zoning Ordinance Rewrite
5. Received Permit Tech of the Year Award from Arizona Building Officials for FY 2009/2010-Becky Oium
6. Renewed ICC Residential Inspector, Commercial Inspector and Building Inspector Certifications
7. Renewed ICC Permit Technician Certification - Becky Oium
8. Continued efforts regarding collection/disbursment of Camp Verde Fire District Review/Inspection Fees
9. Continued efforts to update and improve Building Department information and procudures
10. Attended Council/Staff meetings as necessary

Performance Objectives for Fiscal Year 2011/2012:

1. Robert Foreman: Obtain Fire Inspector I and II Certifications
2. Becky Oium: Obtain Residential Plans Examiner Certification

Significant Expenditure Changes:

Fiscal Notes

* Continue IGA with Yavapai County for Building Support Services
* Continue IGA with Camp Verde Fire District for Fire Services
* Increase in Membership Dues (Acct 703500) for ICC and AZBO
* Increase Legal Services (Acct 711000) for unforseen legal issues.
* Increase Credit Card Processing Fees due to shortage last fiscal year.

Department Statistics 2010/2011 (as of March 2011):

* Permits - 212
* Inspections - 526
* Plan Reviews - 74
* Phone Calls - 1943
* Customers - 1267

Building Department
Fund 01-20-51

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	65,177	65,177	65,177	65,177	65,177	
6010	FICA	4,041	4,041	4,041	4,041	4,041	
6011	Medicare	945	945	945	945	945	
6012	Retirement	6,420	6,420	6,420	6,583	6,583	
6013	Unemployment Insurance	134	134	134	100	100	
6014	Workman's Compensation	488	488	488	596	596	
6020	Health, Dental, Life & STD Insurance	11,331	11,331	11,331	12,308	12,308	
	Total Salary Expenditures	**$ 88,535**	**$ 88,535**	**$ 88,535**	**$ 89,749**	**$ 89,750**	
	Operating Expenditures						
7010	Training	350	350	350	1,300	1,300	
7015	Travel	100	100	100	1,280	1,280	
7030	Office Supplies	1,500	1,500	1,500	1,500	1,500	
7035	Subscriptions/Memberships	250	250	250	300	300	
7036	Books/Tapes/Publications	250	250	0	250	250	
7037	Printing	525	525	330	525	525	
7038	Advertising	50	50	0	50	50	
7039	Postage	100	100	65	0	0	
7040	Computer Services/Software	0	0	0	0	0	
7050	Auto Repair/Maintenance	1,000	1,000	1,000	1,000	1,000	
7055	Fuel/Oil/Lube	1,500	1,500	1,500	1,800	1,800	
7060	Electric	1,650	1,650	1,650	1,800	1,800	
7061	Gas/Propane	325	325	325	325	325	
7062	Water	350	350	350	350	350	
7063	Sewer	470	470	470	470	470	
7064	Waste Removal	126	126	126	126	126	
7066	Cell Phone	300	300	300	300	300	
7067	Pest Control	40	40	40	40	40	
7100	Consulting Services	10,000	10,000	1,250	10,000	10,000	
7110	Legal Services	250	250	500	1,000	1,000	
7210	Credit Card Processing Fees	1,000	1,000	1,500	1,500	1,500	
7512	Safety Equipment	50	50	50	100	100	
	Total Operating Expenditures	**$ 20,186**	**$ 20,186**	**$ 11,656**	**$ 24,016**	**$ 24,016**	
	Equipment/Capital Expenditures						
8000	Office Equipment/Furniture	100	100	0	100	100	
8010	Computer Equipment	500	500	0	0	0	
8020	Equipment Lease	1,500	1,500	1,200	1,000	1,000	
	Total Equipment/Capital Expenditures	**$ 2,100**	**$ 2,100**	**$ 1,200**	**$ 1,100**	**$ 1,100**	
	Total Expenditures	**$ 110,821**	**$ 110,821**	**$ 101,391**	**$ 114,865**	**$ 114,866**	

Revenues

	Building Department Revenues						
40-51-4110	Credit Card Fees Collected	0	0	0	0	0	
40-51-4140	Plan Review Fees	32,400	32,400	20,000	21,084	21,084	
40-51-4141	Permit Fees	0	0	0	0	0	
40-51-4143	Building Permits	62,500	62,500	40,000	45,252	45,252	
	Total Departmental Revenues	**$ 94,900**	**$ 94,900**	**$ 60,000**	**$ 66,336**	**$ 66,336**	
	Net <Subsidy From>/Contribution To General Purpose Revenues	**$ (15,921)**	**$ (15,921)**	**$ (41,391)**	**$ (48,529)**	**$ (48,530)**	

Current Planning

Our Mission

The Town of Camp Verde's Community Development Department manages 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 and provides support to the Planning and Zoning Commission.

Department Staffing:

Community Development Director (0.32)
Assistant Planner/Administrative Assistant (0.90)

Accomplishments for the Fiscal Year 2010/2011:

1. Initiated a review of all existing & current Use Permits and required all permits, soon to expire, to reapply & obtain new Use Permits.
2. Initiated, under Council Direction, the voiding of any expired subdivision processes and abandon and revert to acreage the Silvarado Subdivision, all in the Simonton Ranch Master Planned Community.

Performance Objectives for Fiscal Year 2011/2012:

1. Become familiar with, and provide any recommendation for the changes of the newly adopted Planning & Zoning Ordinance.

Significant Expenditure Changes:

* Expenditures will remain virtually the same as the last fiscial year.

Fiscal Notes

Workman's Compensation calculations include 3.5 volunteer per month calculated at a $400 value per volunteer per month. This value is then multiplied by the rates set by the worker's compensation provider to find the actual premium paid. The volunteers include 50% of the Planning & Zoning Commission members.

Current Planning
Fund 01-20-52

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	39,151	39,151	39,151	39,151	39,151	
6010	FICA	2,427	2,427	2,427	2,427	2,427	
6011	Medicare	568	568	568	568	568	
6012	Retirement	3,856	3,856	3,856	3,954	3,954	
6013	Unemployment Insurance	79	79	79	60	60	
6014	Workman's Compensation	248	248	248	302	302	
6020	Health, Dental, Life & STD Insurance	6,722	6,722	6,722	7,301	7,301	
	Total Salary Expenditures	**$ 53,051**	**$ 53,051**	**$ 53,051**	**$ 53,763**	**$ 53,763**	
Operational Expenditures							
7010	Training	0	0	0	0	0	
7015	Travel	0	0	0	0	0	
7030	Office Supplies	1,000	1,000	1,000	1,000	1,000	
7035	Subscriptions/Memberships	0	0	0	0	0	
7036	Books/Tapes/Publications	0	0	0	0	0	
7037	Printing	100	100	100	100	100	
7038	Advertising	1,000	1,000	1,000	1,000	1,000	
7039	Postage	150	150	150	0	0	
7040	Computer Services/Software	0	0	0	0	0	
7100	Consulting Services	0	0	0	0	0	
7110	Legal Services	5,000	5,000	5,000	5,000	5,000	
7300	Commission Expense	0	0	0	0	0	
7560	Maps/Cartography	25	25	25	25	25	
7581	Recording Fees	0	0	0	0	0	
	Total Operational Expenditures	**$ 7,275**	**$ 7,275**	**$ 7,275**	**$ 7,125**	**$ 7,125**	
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	0	0	0	0	0	
8010	Computer Equipment	500	500	500	0	0	
8020	Equipment Lease	1,640	1,640	1,640	1,800	1,800	
	Total Equipment/Capital Expenditures	**$ 2,140**	**$ 2,140**	**$ 2,140**	**$ 1,800**	**$ 1,800**	
Total Expenditures		**$ 62,466**	**$ 62,466**	**$ 62,466**	**$ 62,688**	**$ 62,688**	

Revenues

Current Planning Revenues							
40-52-4141	Permit Fees	9,000	9,000	9,000	5,000	5,000	
40-52-4100	Copies	0	0	0	0	0	
40-52-4144	Recording Fees	0	0	0	0	0	
	Total Departmental Revenues	**$ 9,000**	**$ 9,000**	**$ 9,000**	**$ 5,000**	**$ 5,000**	
Net <Subsidy From>/Contribution To General Purpose Revenues		**$ (53,466)**	**$ (53,466)**	**$ (53,466)**	**$ (57,688)**	**$ (57,688)**	

Long Range Planning

Our Mission

The Town of Camp Verde's Community Development Department manages 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 (((0.09)
Assistant Planner/Administrative Assistant (0.08)

Accomplishments for the Fiscal Year 2010/2011:

1. Completed the Planning and Zoning Ordinance rewrite.
2. Completed the Geo-File Generation and Plotting of the Town of Camp Verde Zoning Maps and the Land Use Map.

Performance Objectives for Fiscal Year 2011/2012:

1. Verify the plotted zoning maps.
2. Become well aquainted with the new Planning and Zoning Ordinance and provide any changes that are needed due to the re-write through the Planning and Zoning Commission and Town Council.

Significant Expenditure Changes:

* With the completion of the Planning & Zoning Ordinance rewrite, Consulting Fees and the Special Project Directors' salary will be greatly reduced and eliminated respectively.

iscal 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.

Long Range Planning
Fund 01-20-53

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	71,445	71,445	71,445	11,466	11,466	
6010	FICA	4,430	4,430	4,430	711	711	
6011	Medicare	1,036	1,036	1,036	166	166	
6012	Retirement	7,037	7,037	7,037	1,158	1,158	
6013	Unemployment Insurance	102	102	102	77	77	
6014	Workman's Compensation	327	327	327	65	65	
6020	Health, Dental, Life & STD Insurance	8,642	8,642	8,642	1,565	1,565	
	Total Salary Expenditures	**$ 93,019**	**$ 93,019**	**$ 93,019**	**$ 15,207**	**$ 15,207**	
	Operational Expenditures						
7010	Training	500	500	500	0	0	
7015	Travel	50	50	50	0	0	
7030	Office Supplies	200	200	200	200	200	
7035	Subscriptions/Memberships	350	350	350	0	0	
7036	Books/Tapes/Publications	0	0	0	0	0	
7037	Printing	0	0	0	0	0	
7038	Advertising	600	600	600	300	300	
7039	Postage	100	100	100	0	0	
7040	Computer Services/Software	720	720	720	0	0	
7100	Consulting Services	50,000	50,000	50,000	2,000	2,000	
7110	Legal Services	5,000	5,000	5,000	1,000	1,000	
7560	Maps/Cartography	0	0	0	200	200	
7561	General Plan	500	500	500	500	500	
	Total Operational Expenditures	**$ 58,020**	**$ 58,020**	**$ 58,020**	**$ 4,200**	**$ 4,200**	
	Equipment/Capital Expenditures						
8000	Office Equipment/Furniture	0	0	0	0	0	
8010	Computer Equipment	0	0	0	0	0	
8020	Equipment Lease	0	0	0	0	0	
	Total Equipment/Capital Expenditures	**$0**	**$0**	**$0**	**$0**	**$0**	
	Total Expenditures	**$ 151,039**	**$ 151,039**	**$ 151,039**	**$ 19,407**	**$ 19,407**	

Revenues

	Long Range Planning Revenues						
		0	0	0	0	0	
	Total Departmental Revenues	**$0**	**$0**	**$0**	**$0**	**$0**	
	Net <Subsidy From>/Contribution To General Purpose Revenues	**$ (151,039)**	**$ (151,039)**	**$ (151,039)**	**$ (19,407)**	**$ (19,407)**	

Code Enforcement

Our Mission

The Town of Camp Verde's Community Development Department manages 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 (\ (0.07)
Building Inspector/Acting Code Enforcement Officer (0.18)
Building Administrative Assistant (0.02)

Accomplishments for the Fiscal Year 2010/2011:

1. Through the Planning & Zoning Ordinance rewrite, several important changes have occurred. These Changes are as follows:
   A. In most cases, code violations will be cited to the Magistrate Court as a criminal violation.
   B. The nuisance and code violations section of the Planning & Zoning Ordinance are now placed in the Town Code.

Performance Objectives for Fiscal Year 2011/2012:

1. From the Town Council's directive, Code & Nuisance Enforcement will become Pro-Active as well as reactive.

Significant Expenditure Changes:

* With the anticipated increase in Code & Nuisance Complaint Enforcement it is understood that operational expenditures will grow. It is uncertain how big an impact this will be.

.scal 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 01-20-54

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	17,247	17,247	17,247	18,247	18,247	
6010	FICA	1,069	1,069	1,069	1,131	1,131	
6011	Medicare	250	250	250	265	265	
6012	Retirement	1,699	1,699	1,699	1,843	1,843	
6013	Unemployment Insurance	33	33	33	24	24	
6014	Workman's Compensation	287	287	287	304	304	
6020	Health, Dental, Life & STD Insurance	2,753	2,753	2,753	3,199	3,199	
	Total Salary Expenditures	$ 23,337	$ 23,337	$ 23,337	$ 25,013	$ 25,013	
	Operational Expenditures						
7010	Training	0	0	0	0	0	
7015	Travel	0	0	0	0	0	
7030	Office Supplies	200	200	200	100	100	
7035	Subscriptions/Memberships	0	0	0	0	0	
7036	Books/Tapes/Publications	0	0	0	0	0	
7037	Printing	0	0	0	0	0	
7038	Advertising	50	50	50	0	0	
7039	Postage	500	500	500	0	0	
7040	Computer Services/Software	0	0	0	0	0	
7050	Auto Repair/Maintenance	400	400	400	600	600	
7055	Fuel/Oil/Lube	375	375	375	600	600	
7066	Cell Phone	200	200	200	275	275	
7110	Legal Services	100	100	100	2,000	2,000	
7300	Commission Expense	0	0	0	0	0	
	Total Operational Expenditures	$ 1,825	$ 1,825	$ 1,825	$ 3,575	$ 3,575	
	Equipment/Capital Expenditures						
8000	Office Equipment/Furniture	0	0	0	0	0	
8010	Computer Equipment	500	500	500	0	0	
8020	Equipment Lease	400	400	400	1,000	1,000	
	Total Equipment/Capital Expenditures	$ 900	$ 900	$ 900	$ 1,000	$ 1,000	
	Total Expenditures	$ 26,062	$ 26,062	$ 26,062	$ 29,588	$ 29,588	

Revenues

	Code Enforcement Revenues						
40-54-4141	Permit Fees	0	0	0	0	0	
40-54-4142	Zoning Fines	2,000	2,000	2,000	2,000	2,000	
	Total Departmental Revenues	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	
	Net <Subsidy From>/Contribution To General Purpose Revenues	$ (24,062)	$ (24,062)	$ (24,062)	$ (27,588)	$ (27,588)	

Impact Fees

Department Duties/Description

The voters of the Town of Camp Verde approved Development Impact Fees in March 2006. The purposes and intent of the Town's Development 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 fo 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, facilties 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.

Impact Fee Fund
Fund 16

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
Expenditures							
01-00-9999	General Government Expenditures	0	0	0	0	0	
02-00-9999	Police Services Expenditures	0	0	0	0	0	
03-00-9999	Library Expenditures	0	0	0	0	0	
04-00-9999	Parks & Recreation Expenditures	0	0	0	0	0	
	Total Impact Fee Expenditures	$ -	$ -	$ -	$ -	$ -	
Revenues							
Impact Fee Revenues							
40-01-4145	General Government Impact Fees	4,349	4,349	4,927	4,927	4,927	
40-01-4900	General Government Interest	175	175	175	175	175	
40-02-4145	Police Services Impact Fees	2,070	2,070	2,345	2,345	2,345	
40-02-4900	Police Services Interest	185	185	185	185	185	
40-03-4145	Library Impact Fees	4,132	4,132	4,681	4,681	4,681	
40-03-4900	Library Interest	105	105	105	105	105	
40-04-4145	Parks & Recreation Impact Fees	9,220	9,220	10,445	10,445	10,445	
40-04-4900	Parks & Recreation Interest	240	240	240	240	240	
	Total Impact Fee Revenues	$ 20,476	$ 20,476	$ 23,103	$ 23,103	$ 23,103	
	Net <Subsidy From>/Contribution To Impact Fee Fund Balance	$ 20,476	$ 20,476	$ 23,103	$ 23,103	$ 23,103	
	Prior Year Ending Impact Fee Fund Balance	113,600	113,600	113,600	135,998	135,998	
	Estimated Ending Impact Fee Fund Balance (deficit)	$ 113,600	$ 113,600	$ 113,600	$ 135,998	$ 135,998	
	Designated Funds - General Government Impact Fees						
	Prior Year Ending General Government Impact Fees Designation	26,490	26,490	26,490	31,417	31,417	
	Est. <Subsidy From>/Contribution To General Government Impact Fees Designation	4,524	0	4,927	0	0	
	Estimated Ending General Government Impact Fees Designated Fund Balance	$ 31,014	$ 26,490	$ 31,417	$ 31,417	$ 31,417	
	Designated Funds - Police Services Impact Fees						
	Prior Year Ending Police Services Impact Fees Designation	18,205	18,205	18,205	20,550	20,550	
	Est. <Subsidy From>/Contribution To Police Services Impact Fees Designation	2,255	0	2,345	0	0	
	Estimated Ending Police Services Impact Fees Designated Fund Balance	$ 20,460	$ 18,205	$ 20,550	$ 20,550	$ 20,550	
	Designated Funds - Library Impact Fees						
	Prior Year Ending Library Impact Fees Designation	21,295	21,295	21,295	25,976	25,976	
	Est. <Subsidy From>/Contribution To Library Impact Fees Designation	4,237	0	4,681	0	0	
	Estimated Ending Library Impact Fees Designated Fund Balance	$ 25,532	$ 21,295	$ 25,976	$ 25,976	$ 25,976	
	Designated Funds - Parks & Recreation Impact Fees						
	Prior Year Ending Parks & Recreation Impact Fees Designation	47,610	47,610	47,610	58,055	58,055	
	Est. <Subsidy From>/Contribution To Parks & Recreation Impact Fees Designation	9,460	0	10,445	0	0	
	Estimated Ending Parks & Recreation Impact Fees Designated Fund Balance	$ 57,070	$ 47,610	$ 58,055	$ 58,055	$ 58,055	
	Undesignated Funds						

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)
Accountant (1)
Finance Clerk (0.47)

Accomplishments for the Fiscal Year 2010/2011:

1. Completed the 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. Received the Town's first Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY2010-2011 Budget document.
4. Made revisions to the Financial Operations Guide and Financial Policies.
5. Implemented the INCODE software system.
6. Continued to streamline the Town's budget process with an eye towards improving accountability and transparency.
7. Continued to pursue professional growth and development opportunities in the fields of accounting and finance.

Performance Objectives for Fiscal Year 2011/2012:

1. Oversee the compilation of the Town's 2011-2012 budget document.
2. Ensure that the execution of the Town's 2011-2012 budget comports with the vision of the Town Council.
3. Complete the 2010-2011 audit of the Town's Comprehensive Annual Financial Report.
   Reporting program.
4. Continue the improvements to the budget process and budget document.
5. Update the Financial Operations Guide upon implementation of the new financial software system.
6. Continue training and professional development.
7. Ladder the Town's monies in approved investments in order to increase the interest earnings received by the Town.

Significant Expenditure Changes:

* Reduction in staffing (.75 FTEs) have resulted in significant salary reductions.

Fiscal Notes

* A Finance Director was hired March 16, 2011. Therefore, the department will decrease its need for Consulting Services (7100) significantly.
* Consulting Services (7100) consists of $28,000 for the Sales Tax Auditing Program (Don Zelechowski).
* Contract Labor/Services (7120) consists of $30,000 budgeted for the annual audit and the Town's Comprehensive Annual Financial Report (CAFR).
* Due to a reduction in training over the few years, staff has been unable to keep up with professional development goals. Training opportunties are needed to enhance financial skillsets and provided to date best practices knowledge within the industry.

Finance Department
Fund 01-20-13

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	165,898	165,898	105,000	129,942	129,942	
6001	Overtime	0	0	0	0	0	
6010	FICA	10,286	10,286	6,510	8,056	8,056	
6011	Medicare	2,406	2,406	2,406	1,884	1,884	
6012	Retirement	16,341	16,341	16,341	13,124	13,124	
6013	Unemployment Insurance	246	246	246	142	142	
6014	Workman's Compensation	408	408	408	726	726	
6020	Health, Dental, Life & STD Insurance	20,805	20,805	20,805	15,784	15,784	
	Total Salary Expenditures	**$ 216,388**	**$ 216,388**	**$ 151,715**	**$ 169,660**	**$ 169,659**	**$ -**
Operating Expenditures							
7010	Training	1,000	1,000	1,000	2,000	2,000	
7015	Travel	500	500	500	1,000	1,000	
7030	Office Supplies	2,000	2,000	2,000	1,500	1,500	
7035	Subscriptions/Memberships	805	805	805	805	805	
7036	Books/Tapes/Publications	100	100	100	100	100	
7037	Printing	1,500	1,500	1,500	1,500	1,500	
7038	Advertising	3,000	3,000	3,000	3,000	3,000	
7039	Postage	960	960	960	0	0	
7040	Computer Services/Software	2,200	2,200	2,200	0	0	
7060	Electric	600	600	600	600	600	
7061	Gas/Propane	180	180	180	180	180	
7062	Water	200	200	200	200	200	
7063	Sewer	90	90	90	90	90	
7064	Waste Removal	50	50	50	50	50	
7065	Telephone	450	450	450	450	450	
7067	Pest Control	10	10	10	10	10	
7100	Consulting Services	71,473	71,473	71,473	28,000	28,000	
7110	Legal Services	1,500	1,500	1,500	0	0	
	Auditors	30,000	30,000	30,000	30,000	30,000	
	Total Operating Expenditures	**$ 116,618**	**$ 116,618**	**$ 116,618**	**$ 69,485**	**$ 69,485**	**$ -**
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	0	0	0	0	0	
8010	Computer Equipment	400	100	0	0	0	
8020	Equipment Lease	1,800	1,800	1,800	1,800	1,800	
	Total Equipment/Capital Expenditures	**$ 2,200**	**$ 1,900**	**$ 1,800**	**$ 1,800**	**$ 1,800**	
Total Expenditures		**$ 335,206**	**$ 334,906**	**$ 270,133**	**$ 240,945**	**$ 240,944**	**$ -**

Revenues

Finance Revenues							
	N/A	0	0	0	0	0	0
	Total Departmental Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Net <Subsidy From>/Contribution To General Purpose Revenues		**$ (335,206)**	**$ (334,906)**	**$ (270,133)**	**$ (240,945)**	**$ (240,944)**	**$ -**

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

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 polices 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 15.1 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 four years is as follows:

Date	Amount	Interest	Principal
8/1/2011	$ 125,750.00	$ 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 Lease Payments for the Water Infrastructure Finance Authority for the next four years are as follows:

Date	Amount	Interest	Principal
7/1/2011	$ 88,965.75	$ 30,805.03	$ 58,160.72
1/1/2012	$ 29,834.33	$ 29,834.33	$ -
7/1/2012	$ 29,834.33	$ 29,834.33	
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
2012	4,389	769
2013	4,850	309
2014	426	4

Tyler Technologies/InCode Financial Software

7/1/2011 $288,016

Industrial Ground Lease Purchase

See full debt schedule - page 9

Debt Service Fund
Fund 13

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
50-58-8800	Principal-GADA Loan	85,000	85,000	85,000	85,000	85,000	
50-58-8801	Interest-GADA Loan	81,500	81,500	81,500	79,375	79,375	
50-58-8802	Miscellaneous Charges-GADA Loan	950	950	950	950	950	
Sanitary District Loan Expenditures							
60-00-8800	Principal-Sanitary District Loan	61,610	61,610	61,610	58,161	58,161	
60-00-8801	Interest-Sanitary District Loan	58,161	58,161	58,161	60,639	60,639	
Butler Park Soccer Field							
70-00-8800	Butler Park Soccer Field	5,400	5,400	5,400	5,400	5,400	
InCode / Software Loan							
	Network/Infrastructure Upgrades	0	0	0	103,611	103,611	
	InCode Software	0	0	0	184,405	184,405	
Industrial Ground Lease Purchase							
	Public Works/Streets Yard	0	0	0	107,000	107,000	
	Total Debt Service Fund Expenditures	$ 292,621	$ 292,621	$ 292,621	$ 684,541	$ 684,541	$ -

Revenues

GADA Loan Revenues							
40-50-4900	GADA Loan Interest Revenue	400	400	400	400	400	
40-50-7701	Op Transfer - GF (1 cent of 3 cent Construction Tax)	40,000	40,000	40,000	40,000	40,000	
40-50-7777	Operating Transfers In - General Fund	128,695	128,695	3,671	124,925	124,925	
Sanitary District Loan Revenues							
40-60-7701	Operating Transfers In - General Fund	0	0	118,800	118,800	118,800	
Butler Park Soccer Field Revenues							
40-70-7704	Operating Transfers In - Parks Fund	0	0	5,400	5,400	5,400	
InCode / Software Revenues							
	Operating Transfer In - General Fund	0	0	0	288,016	288,016	
		0	0	0			
Industrial Ground Lease Purchase							
	Operating Transfer In - HURF Fund	0	0	0	107,000	107,000	
	Total Debt Service Fund Revenues	$ 169,095	$ 169,095	$ 168,271	$ 684,541	$ 684,541	$ -
Net <Subsidy From>/Contribution To Debt Service Fund Balance		$ (123,526)	$ (123,526)	$ (124,350)	$ (0)	$ (0)	$ -
Prior Year Ending Debt Service Fund Balance		$ 124,350	$ 124,350	$ 124,350	$ -	$ -	
Estimated Ending Debt Service Fund Balance (deficit)		$ 824	$ 824	$ -	$ (0)	$ (0)	$ -

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	125,250.00	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	64,181.50	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	98,353.68	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

Industrial Ground Lease Purchase

DEBT SERVICE SCHEDULE
Town of Camp Verde, Arizona
Pledged Revenue Obligation, Series 2011 (Private Placement)

Year	Period	Semi-Annual Payment Dates	Interest Rate	Principal	Annual Interest Payment	Annual Principal Payment	Annual Total Repayment
1	1	1/1/2012			$ 23,468.15	$ 23,468.15	
1	2	7/1/2012	3.91%	$ 63,800.30	$ 19,647.75	$ 83,448.05	$ 106,916.20
2	3	1/1/2013			$ 18,400.45	$ 18,400.45	
2	4	7/1/2013	3.91%	$ 70,115.30	$ 18,400.45	$ 88,515.75	$ 106,916.20
3	5	1/1/2014			$ 17,029.70	$ 17,029.70	
3	6	7/1/2014	3.91%	$ 72,856.80	$ 17,029.70	$ 89,886.50	$ 106,916.20
4	7	1/1/2015			$ 15,605.35	$ 15,605.35	
4	8	7/1/2015	3.91%	$ 75,705.50	$ 15,605.35	$ 91,310.85	$ 106,916.20
5	9	1/1/2016			$ 14,125.31	$ 14,125.31	
5	10	7/1/2016	3.91%	$ 78,665.60	$ 14,125.31	$ 92,790.91	$ 106,916.22
6	11	1/1/2017			$ 12,587.39	$ 12,587.39	
6	12	7/1/2017	3.91%	$ 81,741.40	$ 12,587.39	$ 94,328.79	$ 106,916.18
7	13	1/1/2018			$ 10,989.35	$ 10,989.35	
7	14	7/1/2018	3.91%	$ 84,937.50	$ 10,989.35	$ 95,926.85	$ 106,916.20
8	15	1/1/2019			$ 9,328.82	$ 9,328.82	
8	16	7/1/2019	3.91%	$ 88,258.50	$ 9,328.82	$ 97,587.32	$ 106,916.14
9	17	1/1/2020			$ 7,603.37	$ 7,603.37	
9	18	7/1/2020	3.91%	$ 91,709.40	$ 7,603.37	$ 99,312.77	$ 106,916.14
10	19	1/1/2021			$ 5,810.45	$ 5,810.45	
10	20	7/1/2021	3.91%	$ 95,295.30	$ 5,810.45	$ 101,105.75	$ 106,916.20
11	21	1/1/2022			$ 3,947.43	$ 3,947.43	
11	22	7/1/2022	3.91%	$ 99,021.30	$ 3,947.43	$ 102,968.73	$ 106,916.16
12	23	1/1/2023			$ 2,011.56	$ 2,011.56	
12	24	7/1/2023	3.91%	$ 102,893.10	$ 2,011.56	$ 104,904.66	$ 106,916.22
				$ 1,005,000.00	$ 277,994.26	$ 1,282,994.26	$ 1,282,994.26

Prepared by Stone & Youngberg LLC

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 2011-2012 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 2011-2012 fiscal year to offset the decrease in their General Fund budgets.

Donations
Fund 19

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2009/2010 AUDITED ACTUALS	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
50-01-9999	Animal Shelter Expenditures	1,975	5,000	5,000	5,000	6,000	5,000	
50-02-9999	K-9 Expenditures	0	1,500	1,000	0	1,500	1,500	
50-03-9999	General CVMO Donations	0	1,000	1,000	0	1,000	1,000	
50-04-9999	Camp Verde Library Donations	0	7,261	7,261	1,450	1,500	1,500	
50-05-9999	Beaver Creek Library Donations	0	0	0	0	0	0	
50-06-9999	Parks & Recreation Donations	889	2,852	2,852	0	0	0	
50-07-9999	Volunteers in Police Services Donations	0	200	200	0	200	200	
	Total Donation Fund Expenditures	$ 2,864	$ 17,813	$ 17,313	$ 6,450	$ 10,200	$ 9,200	

Revenues

Donation Fund Revenues								
40-01-4600	Animal Shelter Donations	715	2,000	2,000	4,608	2,000	2,000	
40-02-4600	K-9 Donations	0	0	0	1,380	1,000	1,000	
40-03-4600	General CVMO Donations	0	0	100	0	1,000	1,000	
40-04-4600	Camp Verde Library Donations	4,297	4,000	4,000	208	0	0	
40-05-4600	Beaver Creek Library Donations	433	0	0	0	0	0	
40-06-4600	Parks & Recreation Donations	500	0	0	0	0	0	
40-07-4600	Volunteers in Police Services Donations	100	0	100	50	200	200	
	Total Donation Fund Revenues	$ 6,045	$ 6,000	$ 6,200	$ 6,246	$ 4,200	$ 4,200	
Net <Subsidy From>/Contribution To Donation Fund Balance		$ 3,181	$ (11,813)	$ (11,113)	$ (250)	$ (6,000)	$ (5,000)	
Prior Year Ending Donations Fund Balance		$ 9,963	$ 13,144	$ 13,144	$ 13,144	$ 12,894	$ 12,894	
Estimated Ending Donations Fund Balance (deficit)		$ 13,144	$ 1,331	$ 2,031	$ 12,894	$ 6,894	$ 7,894	
Designated Funds - Animal Shelter Donations								
Prior Year Ending Animal Shelter Donations Designation		5,600	4,340	4,340	4,340	3,948	3,948	
Est. <Subsidy From>/Contribution To Animal Shelter Donations Designation		(1,260)	(3,000)	(3,000)	(392)	(4,000)	(3,000)	
Estimated Ending Animal Shelter Donations Designated Fund Balance		$ 4,340	$ 1,340	$ 1,340	$ 3,948	$ (52)	$ 948	
Designated Funds - K-9 Donations								
Prior Year Ending K-9 Donations Designation		1,936	1,936	1,936	1,936	436		
Est. <Subsidy From>/Contribution To K-9 Donations Designation		0	(1,500)	(1,000)	(1,500)	(500)	(500)	
Estimated Ending K-9 Donations Designated Fund Balance		$ 1,936	$ 436	$ 936	$ 436	$ (64)	$ (500)	
Designated Funds - General CVMO Donations								
Prior Year Ending General CVMO Donations Designation		1,000	1,000	1,000	1,000	1,100	1,100	
Est. <Subsidy From>/Contribution To General CVMO Donations Designation		0	(1,000)	(1,000)	100	0	0	
Estimated Ending General CVMO Donations Designated Fund Balance		$ 1,000	$ -	$ -	$ 1,100	$ 1,100	$ 1,100	
Designated Funds - Camp Verde Library Donations								
Prior Year Ending Camp Verde Library Donations Designation		1,407	5,704	5,704	5,704	8,254	8,254	
Est. <Subsidy From>/Contribution To Camp Verde Library Donations Designation		4,297	(3,261)	(3,261)	2,550	(1,500)	(1,500)	
Estimated Ending Camp Verde Library Donations Designated Fund Balance		$ 5,704	$ 2,443	$ 2,443	$ 8,254	$ 6,754	$ 6,754	
Designated Funds - Beaver Creek Library Donations								
Prior Year Ending Beaver Creek Library Donations Designation		20	453	453	453	453	453	
Est. <Subsidy From>/Contribution To Beaver Creek Library Donations Designation		433	0	0	0	0	0	
Estimated Ending Beaver Creek Library Donations Designated Fund Balance		$ 453	$ 453	$ 453	$ 453	$ 453	$ 453	
Designated Funds -Parks & Recreation Donations								
Prior Year Ending Parks & Recreation Donations Designation		0	(389)	(389)	(389)	(389)	(389)	
Est. <Subsidy From>/Contribution To Parks & Recreation Donations Designation		(389)	(2,852)	(2,852)	0	0	0	
Estimated Ending Parks & Recreation Donations Designated Fund Balance		$ (389)	$ (3,241)	$ (3,241)	$ (389)	$ (389)	$ (389)	
Designated Funds - Volunteers in Police Services (VIPS) Donations								
Prior Year Ending VIPS Donations Designation		0	100	100	100	200	200	
Est. <Subsidy From>/Contribution To VIPS Donations Designation		100	(200)	(200)	100	0	0	
Estimated Ending VIPS Donations Designated Fund Balance		$ 100	$ (100)	$ (100)	$ 200	$ 200	$ 200	
Undesignated Funds								
Estimated Ending Undesignated Fund Balance		$ -	$ -	$ 200	$ (1,108)	$ (1,108)	$ (672)	

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 2010/2011:

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 2011/2012:

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 2011 swim season.
3. Provide funding to support the building of a new Library.

Fiscal Notes:

* Projected designated fund balance amounts for the 2011-2012 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 2010-2011 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

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
50-00-9999	Yavapai-Apache Gaming Compact Expenditures	0	0	0	0	0	
20-80-7610	Parks & Recreation Youth Program Expenditures	0	0	0	0	0	
20-86-7701	Operating Transfers Out - Gen Fund Children's Recreation	16,899	16,899	16,899	12,000	12,000	
20-00-9990	Camp Verde School District Tutor Expenditures	33,000	33,000	33,000	0	0	
20-00-9991	Mingus Union High School Tutor Expenditures	56,162	56,162	56,162	55,658	55,658	
20-82-7701	Operating Transfers Out - Gen Fund Camp Verde Heritage Pool	33,268	33,268	33,268	60,000	60,000	
20-00-7715	Operating Transfers Out - Library Building Fund	14,258	14,258	14,258	13,021	13,021	
	Total Yavapai-Apache Gaming Expenditures	$ 153,587	$ 153,587	$ 153,587	$ 140,679	$ 140,679	

Revenues

Yavapai-Apache Gaming Compact Revenues						
42-00-4600	Yavapai-Apache Gaming Compact	80,000	80,000	80,000	140,679	140,679
	Total Yavapai-Apache Gaming Revenues	$ 80,000	$ 80,000	$ 80,000	$ 140,679	$ 140,679
Net <Subsidy From>/Contribution To Yavapai-Apache Gaming Compact Fund Balance		$ (73,587)	$ (73,587)	$ (73,587)	$0	$0
Prior Year Ending Yavapai-Apache Gaming Compact Fund Balance		179,309	179,309	179,309	105,722	105,722
Estimated Ending Yavapai-Apache Gaming Compact Fund Balance (deficit)		$ 105,722	$ 105,722	$ 105,722	$ 105,722	$ 105,722
Designated Funds - Parks & Recreation Youth Programs						
Prior Year Ending Parks & Recreation Youth Programs Designation		16,899	16,899	16,899	0	0
Est. <Subsidy From>/Contribution To Parks & Rec Youth Programs Designation		(16,899)	(16,899)	(16,899)	(12,000)	(12,000)
Estimated Ending Parks & Recreation Youth Programs Designated Fund Balance		$0	$0	$0	$ (12,000)	$ (12,000)
Designated Funds - Camp Verde Heritage Pool						
Prior Year Ending Camp Verde Heritage Pool Designation		33,268	33,268	33,268	33,600	33,600
Est. <Subsidy From>/Contribution To Camp Verde Heritage Pool Designation		332	332	332	(0)	(0)
Estimated Ending Camp Verde Heritage Pool Designated Fund Balance		$ 33,600	$ 33,600	$ 33,600	$ 33,600	$ 33,600
Designated Funds - Library Building Fund						
Prior Year Ending Library Building Fund Designation		0	0	0	0	0
Est. <Subsidy From>/Contribution To Library Building Fund Designation		0	0	0	0	0
Estimated Ending Library Building Fund Designated Fund Balance		$0	$0	$0	$0	$0
Designated Funds - Camp Verde School District Tutor						
Prior Year Ending Camp Verde School District Tutor Designation		0	0	0	0	0
Est. <Subsidy From>/Contribution To Camp Verde School District Tutor Designation		0	0	0	0	0
Estimated Ending Camp Verde School District Tutor Designated Fund Balance		$0	$0	$0	$0	$0
Designated Funds - Mingus Union High School District Tutor						
Prior Year Ending Mingus Union High School District Tutor Designation		56,162	56,162	56,162	55,658	55,658
Est. <Subsidy From>/Contribution To Mingus Union High School District Tutor Designation		(56,162)	(56,162)	(56,162)	(55,658)	(55,658)
Estimated Ending Mingus Union High School District Tutor Designated Fund Balance		$0	$0	$0	$0	$0
Undesignated Funds						
Estimated Ending Undesignated Fund Balance		$ 72,122	$ 72,122	$ 72,122	$ 84,122	$ 84,122

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 was eliminated as the funding from the Arizona Lottery has been permanently swept by the State of Arizona in 2010. Existing funds are used for the Transit Voucher Program. We have been advised an additional $9,316.50 is available for 2011/2012. To fund this program for the 11/12 budget year will require a $9,285 from Camp Verde (& in June the execution of an MOU) . Or an option to fund the required match of $2,329.06 may fund the program 6- 7 months based on historical voucher use. A final option is to discontinue the program; any remaining funds would be returned to the State, Camp verde would not contribute funds and the Voucher program would end.
* 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 FY2011-2012 include the purchase of needed law enforcement equipment.

Non-Federal Grants Fund
Fund 06

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
50-18-9999	LTAF II Grant	18,600	18,600	18,600	18,600	18,600	
50-19-6000	School Resource Officer Salary	48,972	48,972	48,972	48,972	48,972	
50-19-6001	School Resource Officer Overtime	0	0	0	0	0	
50-19-6003	School Resource Officer Uniform Allowance	900	900	900	900	900	
50-19-6011	School Resource Officer Medicare	723	723	723	723	723	
50-19-6012	School Resource Officer Retirement	7,189	7,189	7,189	7,723	7,723	
50-19-6013	School Resource Officer Unemployment Insurance	76	76	76	57	57	
50-19-6014	School Resource Officer Worker's Compensation	1,573	1,573	1,573	1,416	1,416	
50-19-6020	School Resource Officer Health, Dental, Life & STD Insurance	5,335	5,335	5,335	5,335	5,335	
50-19-9999	School Resource Officer	0	0	0	0	0	
50-30-9999	Yavapai County Anti-Racketeering (RICO) Expenditures	68,000	68,000	56,197	58,000	58,000	
50-60-9999	Governor's Office of Highway Safety Grant Expenditures	15,100	15,100	11,743	8,400	8,400	
	Black Bridge Improvements-ADOT Grant Expenditures	0	0	0	843,504	843,504	
	Total Non-Federal Grants Expenditures	**$ 166,468**	**$ 166,468**	**$ 151,308**	**$ 993,629**	**$ 993,630**	

Revenues

Non-Federal Grants Fund Revenues

41-08-4335	Rezzonico Park Grant Reimbursements	0	0	0	0	0	
41-19-4335	School Resource Officer Reimbursements	61,845	61,845	61,845	65,125	65,125	
41-18-4335	LTAF II Grant	0	0	0	9,316	9,316	
41-28-4335	PANT Reimbursements	0	0	0	0	0	
41-30-4335	Yavapai County Anti-Racketeering (RICO)	20,000	41,500	41,500	20,000	20,000	
41-60-4335	Governor's Office of Highway Safety Grant	15,100	12,000	11,743	8,400	8,400	
	ADOT Black Bridge Improvement Grant	0	0	0	795,000	795,000	
40-00-7701	Operating Transfer In - General Fund	0	0	0	0	0	
40-00-7704	Operating Transfer In - Parks Fund	0	0	0	0	0	
	Total Non-Federal Grants Revenues	**$ 96,945**	**$ 115,345**	**$ 115,088**	**$ 897,841**	**$ 897,841**	

Net <Subsidy From>/Contribution To Non-Federal Grants Fund Deferred Revenue Balance	**$ (69,523)**	**$ (51,123)**	**$ (36,220)**	**$ (95,788)**	**$ (95,789)**	

Deferred Revenue Balances

LTAF II Grant	$ (610)	$ (610)	$ (610)	$ (19,210)	$ (19,210)	
Yavapai County Anti-Racketeering (RICO)	$ (18,000)	$ 3,500	$ 15,303	$ (22,697)	$ (22,697)	
	$ (18,610)	**$ 2,890**	**$ 14,693**	**$ (41,907)**	**$ (41,907)**	

Federal Grants

Department Duties/Description

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

Department Staffing:

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.
* 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

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
20-12-9999	2010 Census Complete Count Program	0		0	0	0	
20-20-9999	Energy Efficiency & Conservation Block Grant	91,151	91,151	91,151	91,151	91,151	
20-60-6000	COPS Grant Salary	73,496	73,496	73,496	0	0	
20-60-6003	COPS Grant Uniform Allowance	2,400	2,400	2,400	0	0	
20-60-6011	COPS Grant Medicare	1,066	1,066	1,066	0	0	
20-60-6012	COPS Grant Retirement	10,789	10,789	10,789	0	0	
20-60-6013	COPS Grant Unemployment Insurance	151	151	151	0	0	
20-60-6014	COPS Grant Workman's Compensation	2,361	2,361	2,361	0	0	
20-60-6020	COPS Grant Health, Dental, Life & STD Ins	12,803	12,803	12,803	0	0	
50-28-6000	PANT Officer Salary	39,649	39,649	39,649	38,682	38,682	
50-28-6001	PANT Officer Overtime	7,000	7,000	7,000	7,000	7,000	
50-28-6002	PANT Officer Holiday Pay	150	150	150	150	150	
50-28-6003	PANT Officer Uniform Allowance	1,200	1,200	1,200	1,200	1,200	
50-28-6011	PANT Officer Medicare	696	696	696	682	682	
50-28-6012	PANT Officer Retirement	6,870	6,870	6,870	7,228	7,228	
50-28-6013	PANT Officer Unemployment Insurance	76	76	76	57	57	
50-28-6014	PANT Officer Workman's Compensation	1,428	1,428	1,428	1,258	1,258	
50-28-6020	PANT Officer Health, Dental, Life & STD Insurance	6,402	6,402	6,402	6,402	6,402	
50-60-9999	Edwards Byrnes Memorial Justice Assistance Grant Expenditures	0	0	0	0	0	
50-70-9999	Library Services and Technology Act (LSTA) Grant Expenditures	15,575	15,575	15,575	15,575	15,575	
	Total Federal Grant Expenditures	$ 273,262	$ 273,262	$ 273,262	$ 169,383	$ 169,383	

Revenues

Federal Grants Fund Revenues							
44-12-4335	2010 Census Complete Count Program Revenues	0	0	0	0	0	
44-20-4335	Energy Efficiency & Conservation Block Grant Reimbursements	91,151	91,151	91,151	91,151	91,151	
44-62-4335	COPS Grant Revenues	103,066	103,066	103,066	0	0	
44-28-4335	PANT Officer Grant Reimbursements	63,471	63,471	63,471	62,657	62,657	
44-60-4335	Edward Byrnes Memorial Justice Assistance Grant Revenues	0	0	0	0	0	
44-70-4335	Library Services and Technology Act (LSTA) Grant Reimbursements	15,575	15,575	15,575	15,575	15,575	
	Total Federal Grant Revenues	$ 273,262	$ 273,262	$ 273,262	$ 169,383	$ 169,383	
Net <Subsidy From>/Contribution To Federal Grants Fund Balance		$ -	$ -	$ -	$ -		
...or Year Ending Federal Grants Fund Balance		$ -	$ -	$ -	$ -	$ -	
Estimated Ending Federal Grants Fund Balance (deficit)		$ -	$ -	$ -	$ -	$ -	

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 Manager / Human Resource Director
Human Resource Specialist (1)

Accomplishments for the Fiscal Year 2010/2011:

1. Relocated Human Resources to Town administrative offices and staffed by the Human Resource Specialist for 20 hours a week.
2. Centralized all Town employees' personal and training records.
3. Implemented AMRRP training Web-portal to provide a cost effective safety training program

Performance Objectives for Fiscal Year 2011/2012:

1. Continue to assist all departments with Human Resource issues.
2. Coordinate training on various topics for all employees.
3. Establish Town of Camp Verde recruitment, selection and placement guidelines.
4. Revise Resolution 2006-710 relative to salary equivalent for computing workers' compensation insurance premiums and compensation for volunteers.
5. Obtain passwords to all Town computers – a fail-safe action in the event of an emergency.

Significant Expenditure Changes:

* Professional development will be required in order to train existing staff to provide exceptional employee relations, benefits management, and recruiting services for the Town.
* Workman's comp for FY 10/11 was overstated.

Fiscal Notes:

* Tuition Reimbursement (70**) covers schooling and college reimbursement.
* Training (7010) covers expenditures for employment law updates and seminars for HR staff.
* Subscriptions/Memberships (7035) covers expenditures for SHRM membership and notary fees.
* Advertising (703800) covers expenditures for advertising for open positions.
* Personnel (711000) covers expenditures for a Personnel Hearing Officer (if needed).
* Employee Safety Program (752100) covers expenditures for the Safety Committee to use for Town safety issues.
* Recruitment Expenses (752200) 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 (752300) covers expenditures for employee morale and recognition programs.

Human Resources

Fund 01-20-14

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	26,230	26,230	26,230	26,915	26,915	
6010	FICA	1,626	1,626	1,626	1,669	1,669	
6011	Medicare	380	380	380	390	390	
6012	Retirement	2,584	2,584	2,584	2,718	2,718	
6013	Unemployment Insurance	30	30	30	37	37	
6014	Workman's Compensation	408	408	50	84	84	
6020	Health, Dental, Life & STD Insurance	2,561	2,561	2,561	4,867	4,867	
	Total Salary Expenditures	$ 34,026	$ 34,026	$ 34,026	$ 34,681	$ 34,681	
Operational Expenditures							
70**	Tuition Reimbursment	9,900	9,900	9,900	9,000	5,000	
7010	Training		0	0	700	700	
7015	Travel	0	0	0	300	300	
7030	Office Supplies	500	500	500	500	500	
7035	Subscriptions/Membership	0	0	0	330	300	
7038	Advertising	1,000	1,000	1,000	1,000	1,000	
7110	Legal Services	2,500	2,500	2,500	2,500	2,500	
7520	Personnel Grievance Officer	2,000	2,000	2,000	2,000	2,000	
7521	Employee Safety Program	500	500	500	0	0	
7522	Recruitment Expenses	11,000	11,000	11,000	0	0	
7523	Employee Recognition Program	500	500	500	500	500	
	Total Operational Expenditures	$ 27,900	$ 27,900	$ 27,900	$ 16,830	$ 12,800	
Total Expenditures		$ 61,926	$ 61,926	$ 61,926	$ 51,511	$ 47,481	

Revenues

Human Resources Revenues						
	N/A	0	0	0	0	0	
	Total Departmental Revenues	$ -	$ -	$ -	$ -	$ -	
Net <Subsidy From>/Contribution To General Purpose Revenues		$ (61,926)	$ (61,926)	$ (61,926)	$ (51,511)	$ (47,481)	

Camp Verde Community Library

Our Mission

The Town of Camp Verde Community Library is 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 is 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 (0.75)
Librarian (1) *1 vacant position (0.75)
Library Assistants (1.13)
Special Program Instructors (2)

Accomplishments for the Fiscal Year 2010/2011:

1. Replaced four public access computers and one laser printer with 12 public access
2. Created and presented library instructional programs with funding from an LSTA (Library Services & Technology Act) grant.
3. Regraveled the unpaved portion of parking lot, installed additional electrical circuts and fixed other safety concerns with building.
4. Migrated to a new library automation system.
5. Flag pole repaired by Post 93 Camp Verde American Legion.
6. Spent $20,000 on books and other library materials to satasify an obligation of our library service agreement with the Yavapai County Library District. $13,500 was for the Camp Verde Community Library and $6,500 was for the Children's Library

Performance Objectives for Fiscal Year 2011/2012:

1. Continue Children's programs and expand adult programs under the concept of cost nutrality.
2. Revise population projections to determine future library needs.
3. Maintain or improve the level of service we provide the public.

Significant Expenditure Changes:

Fiscal Notes

* The Beaver Creek Library is now operated and funded by the Yavapai County Library District.
* 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.
* 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 and minor expenses for new adult ptograms.
* Amazon.com Book Sales (4810) revenue line item is used to track book sales online.

Camp Verde Community Library
Fund 01-20-70

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	106,149	106,149	106,149	110,692	111,892	
6001	Overtime	0	0	0	0	0	
6010	FICA	6,581	6,581	6,581	6,937	6,937	
6011	Medicare	1,539	1,539	1,539	1,605	1,622	
6012	Retirement	9,495	9,495	9,495	11,180	11,180	
6013	Unemployment Insurance	315	315	315	237	237	
6014	Workman's Compensation	536	536	536	631	631	
6020	Health, Dental, Life & STD Insurance	16,964	16,964	16,964	33,029	33,029	
	Total Salary Expenditures	**$ 141,580**	**$ 141,580**	**$ 141,580**	**$ 151,421**	**$ 151,421**	
Operational Expenditures							
7010	Training	0	0	0	500	500	
7015	Travel	0	0	0	200	200	
7030	Office Supplies	4,500	4,500	4,500	5,000	5,000	
7035	Subscriptions/Memberships	1	1	0	0	0	
7036	Books/Tapes/Publications	13,500	13,500	13,500	18,000	13,500	
7038	Advertising	1	1	0	0	0	
7039	Postage	3,000	3,000	3,000	3,500	3,500	
7040	Computer Services/Software	1,000	1,000	566	0	0	
7060	Electric	5,500	5,500	5,155	5,500	5,500	
7061	Gas/Propane	2,000	2,000	3,487	3,500	3,500	
7062	Water	733	733	416	750	750	
7064	Waste Removal	500	500	456	500	500	
7065	Telephone	1,340	1,340	1,409	1,500	1,500	
7067	Pest Control	200	200	183	200	200	
7110	Legal Services	0	0	148	500	500	
7120	Contract Labor/Services	5,000	5,000	4,341	5,000	5,000	
7200	Service Charges	24	24	4	0	0	
7519	Equipment Maintenance	500	500	0	500	500	
7613	Volunteer Expenses	800	800	903	1,000	1,000	
7640	Library Programs	2,000	2,000	900	2,000	1,500	
7641	Amigo/Aznet-Lib Database Access	2,500	2,500	1,095	2,500	2,500	
7642	Dynix-Lib Automation Program	13,000	13,000	6,500	13,000	13,000	
	Total Operational Expenditures	**$ 56,099**	**$ 56,099**	**$ 46,563**	**$ 63,650**	**$ 58,650**	
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	1	0	0	0	0	
8020	Equipment Lease/Maint	730	730	335	3,000	3,000	
	Total Equipment/Capital Expenditures	**$ 731**	**$ -**	**$ 335**	**$ 3,000**	**$ 3,000**	**$ -**
Total Expenditures		**$ 56,830**	**$ 56,099**	**$ 46,898**	**$ 218,071**	**$ 213,071**	**$ -**

Revenues

Camp Verde Community Library Revenues							
40-70-4100	Library Copies	1,071	1,071	627	627	627	
40-70-4130	Library Fines/Fees	6,176	6,176	3,435	3,435	3,435	
40-70-4810	Amazon.com Book Sales	1,000	1,000	600	1,000	1,000	
43-70-4025	Library District	84,754	84,754	84,754	105,942	105,942	
	Total Departmental Revenues	**$ 93,001**	**$ 93,001**	**$ 89,416**	**$ 111,004**	**$ 111,004**	**$ -**
Net <Subsidy From>/Contribution To General Purpose Revenues		**$ 36,171**	**$ 36,902**	**$ 42,518**	**$ (107,067)**	**$ (102,067)**	**$ -**

Beaver Creek Library

Our Mission

The Beaver Creek Library provides for the informational needs of the Beaver Creek area.

Department Duties/Description

The Beaver Creek Library operates as part of the Yavapai County Library District.
The Camp Verde Community Library no longer has any part in the management or operation of this facility.

Department Staffing:

Accomplishments for the Fiscal Year 2010/2011:

Performance Objectives for Fiscal Year 2011/2012:

Significant Expenditure Changes:

Fiscal Notes

Camp Verde Children's Library

Our Mission

The Town of Camp Verde Community Library is 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 is 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 pubic 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 2010/2011:

1. Added many new programs including: Children's Book Club, Mom's Read, Early Literacy Classes, and Children's Internet Classes.
2. Continued existing programs and added new programs with the help of volunteers (and no assistant).
4. Learned operation of new computer equipment.
3. Managed a successful Adult Scrapbooking Program and a Saturday (children,teen, and adult) Scrapbooking Program.

Performance Objectives for Fiscal Year 2011/2012:

1. Provide quality Children's and Scrapbooking Programs that are cost-neutral

'gnificant Expenditure Changes:

Fiscal Notes

* Library Programs (7640) currently consists of story time, crafts, performers, and school visits as well as Book Club, Mom's Read, Internet Classes and Social Time for our Patrons.

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

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	70,750	70,750	70,750	58,946	58,946	
6010	FICA	4,386	4,386	4,386	3,655	3,655	
6011	Medicare	1,026	1,026	1,026	855	855	
6012	Retirement	6,969	6,969	6,969	5,953	5,953	
6013	Unemployment Insurance	151	151	151	113	113	
6014	Workman's Compensation	174	174	174	185	185	
6020	Health, Dental, Life & STD Insurance	8,002	8,002	8,002	15,645	15,645	
	Total Salary Expenditures	$ 91,458	$ 91,458	$ 91,458	$ 85,352	$ 85,352	
Operational Expenditures							
7010	Training	0	0	0	50	50	
7015	Travel	0	0	0	100	100	
7036	Books/Tapes/Publications	6,500	6,500	6,500	9,000	6,500	
7060	Electric	2,500	2,500	2,500	2,000	2,000	
7061	Gas/Propane	1,000	1,000	1,000	2,000	2,000	
7062	Water	367	367	367	150	150	
7064	Waste Removal	250	250	250	200	200	
7065	Telephone	973	973	973	650	650	
7067	Pest Control	105	105	105	105	105	
7640	Library Programs	2,000	2,000	2,000	2,000	2,000	
	Total Operational Expenditures	$ 13,695	$ 13,695	$ 13,695	$ 16,255	$ 13,755	
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	0	0	0	0	0	
8020	Equipment Lease	0	0	0	0	0	
	Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	
Total Expenditures		$ 105,153	$ 105,153	$ 105,153	$ 101,607	$ 99,107	

Revenues

Children's Library Revenues							
		0	0	0	0	0	
	Total Departmental Revenues	$ -	$ -	$ -	$ -	$ -	
Net <Subsidy From>/Contribution To General Purpose Revenues		$ (105,153)	$ (105,153)	$ (105,153)	$ (101,607)	$ (99,107)	

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 $13,021 of the funds received from the Yavapai-Apache Nation towards the Library Building Fund.

Library Building Fund
Fund 15

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
50-00-8000	Library Master Plan Design	0	0	0	0	0	
	Library Building Expenditures	0	0	0	0	0	
	Total Library Building Fund Expenditures	$ -	$ -	$ -	$ -	$ -	

Revenues

Library Building Fund Revenues

40-00-4600	Donation Revenues	12,000	12,000	12,000	12,000	12,000	
40-00-4900	Interest Revenues	700	700	700	700	700	
40-00-7701	Operating Transfer In - from General Fund	100	100	100	100	100	
40-00-7707	Operating Transfer In - Y-A Nation Gaming Compact	14,258	14,258	14,258	13,021	13,021	
	Total Library Building Fund Revenues	$ 27,058	$ 27,058	$ 27,058	$ 25,821	$ 25,821	

Net <Subsidy From>/Contribution To Library Building Fund Balance	$ 27,058	$ 27,058	$ 27,058	$ 25,821	$ 25,821	
Prior Year Ending Library Building Fund Balance	$ 227,598	$ 254,656	$ 281,714	$ 308,772	$ 334,593	
Estimated Ending Library Building Fund Balance (deficit)	$ 254,656	$ 281,714	$ 308,772	$ 334,593	$ 360,414	

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 1)
Lieutenant (1)
Sergeant (4)
Deputy (10) *4 vacant positions
School Resource Officer (.16) - 2 months not at school
Detective (1)
Dispatch Supervisor (1)
Dispatcher (5) *2 vacant position
Marshal's Department/Human Resources Admin Assistant (0.50)
Records Supervisor (1)
Records Clerk (1)

Accomplishments for the Fiscal Year 2010/2011:

1. Marshal's Office volunteers (VIPS) contributed over 1,893 hours.
2. CVMO employees received 672 hours of training
3. Received grant of $47,500 for a new K9 vehicle.
4. Received a $12,000 grant from the Governor's Office of Highway Safety
5. Conducted 5 narcotic related search warrants that resulted in 22 arrests
6. Conducted annual Safety Fair at Bashas
7. Conducted annual National Night Out.

Performance Objectives for Fiscal Year 2011/2012:

1. Continue to be responsive to requests from citizens in matters dealing with crime and public safety.
2. Actively seek and apply for public safety grants.
3. Ensure all members of the department receive required training to maintain certifications and levels of proficiency.
4. Continue to support our volunteer program.

Significant Expenditure Changes:

*

Fiscal Notes

* Town's PSPRS retirement contribution increased to 15.77% as of 7/20/11
* 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 2010-2011

* Homicides - 0
* Sexual Assaults - 17
* Residential Burglary - 36
* Commercial Burglary - 25
* Thefts - 171
* Motor Vehicle Theft - 14
* Domestic Violence - 111
* DUI Arrests - 49
* Juvenile Arrests - 66
* Adult Arrests - 306
* Traffic Accidents - 172
* Citations Issued - 574

Marshal's Department
Fund 01-20-60

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	1,175,654	1,175,654	1,096,028	1,152,505	1,152,505	
6001	Overtime	35,000	35,000	32,000	35,000	35,000	
6002	Holiday Pay	12,000	12,000	12,000	12,000	12,000	
6003	Uniform Allowances	20,400	18,300	18,300	20,400	20,400	
6010	FICA	32,195	32,195	26,800	31,561	31,561	
6011	Medicare	18,024	18,024	14,220	17,689	17,689	
6012	Retirement	148,138	148,138	139,659	181,750	181,750	
6013	Unemployment Insurance	2,313	2,313	1,700	1,735	1,735	
6014	Workman's Compensation	32,066	32,066	32,066	38,350	38,350	
6020	Health, Dental, Life & STD Insurance	197,587	197,587	158,000	200,679	200,679	
	Total Salary Expenditures	**$ 1,673,377**	**$ 1,671,277**	**$ 1,530,773**	**$ 1,691,669**	**$ 1,691,669**	
Operational Expenditures							
7010	Training	8,000	8,000	8,000	8,000	8,000	
7015	Travel	6,000	6,000	6,000	6,000	6,000	
7020	Uniforms	2,400	2,400	2,400	2,400	2,400	
7030	Office Supplies	8,000	8,000	8,000	8,000	8,000	
7035	Subscriptions/Memberships	740	740	740	990	990	
7036	Books/Tapes/Publications	800	800	500	500	500	
7037	Printing	2,500	2,500	2,500	2,500	2,500	
7039	Postage	500	500	250	0	0	
7040	Computer Services/Software	16,500	16,500	16,500	17,200	17,200	
7050	Auto Repair/Maintenance	30,000	30,000	30,000	35,000	35,000	
7055	Fuel/Oil/Lube	50,000	50,000	50,000	55,000	55,000	
7060	Electric	22,000	22,000	22,000	22,000	22,000	
7061	Gas/Propane	3,500	3,500	3,500	3,500	3,500	
7062	Water	2,700	2,700	2,700	3,000	3,000	
7063	Sewer	2,400	2,400	2,400	2,400	2,400	
7064	Waste Removal	1,600	1,600	1,000	1,600	1,600	
7065	Telephone	9,000	9,000	9,000	9,000	9,000	
7066	Cell Phone	1,000	1,000	500	500	500	
7067	Pest Control	315	315	315	315	315	
7110	Legal Services	3,000	3,000	0	3,000	3,000	
7519	Equipment Maint-Comp Repair/Replace/Maint	3,000	3,000	0	3,000	3,000	
7540	Patrol/Investigation Equipment/Supplies	5,000	5,000	5,000	5,000	5,000	
7541	Patrol/Investigation Equipment Maintenance	3,000	3,000	3,000	3,000	3,000	
7542	Communication Equipment/Supplies	500	500	0	500	500	
7543	Communication Equipment Maintenance	2,000	2,000	2,000	2,000	2,000	
7544	Repeater/Generator Maintenance	1,400	1,400	1,400	1,400	1,400	
7547	Crime Prevention	500	500	0	500	500	
7548	Advocacy Center	2,700	2,700	2,646	2,700	2,700	
7549	Medical Supplies	1,000	1,000	1,000	1,000	1,000	
7552	K-9 Vet/Supplies	1,000	1,000	1,000	1,000	1,000	
	Total Operational Expenditures	**$ 191,055**	**$ 191,055**	**$ 182,351**	**$ 201,005**	**$ 201,005**	
Equipment/Capital Expenditures							
8020	Equipment Lease	3,950	3,950	3,950	4,300	4,300	
	Total Equipment/Capital Expenditures	**$ 3,950**	**$ 3,950**	**$ 3,950**	**$ 4,300**	**$ 4,300**	
Total Expenditures		**$ 1,868,382**	**$ 1,866,282**	**$ 1,717,074**	**$ 1,896,974**	**$ 1,896,974**	

Revenues

Marshal's Department Revenues							
40-60-4100	CVMO - Reports	1,500	1,500	2,000	2,000	2,000	
40-60-4150	Fingerprinting	1,000	1,000	1,000	1,000	1,000	
40-60-4400	Yavapai Apache Dispatch	71,750	71,750	70,875	72,675	72,675	
40-60-4800	CVMO Miscellaneous Revenues	1,000	1,000	2,200	2,400	2,400	
	Total Departmental Revenues	**$ 75,250**	**$ 75,250**	**$ 76,075**	**$ 78,075**	**$ 78,075**	
Net <Subsidy From>/Contribution To General Purpose Revenues		**$ (1,793,132)**	**$ (1,791,032)**	**$ (1,640,999)**	**$ (1,818,899)**	**$ (1,818,899)**	

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 2010/2011:

1. Impounded 307 animals.
2. Adopted out 73 animals and returned 117 to their owners.
3. Issued 1,400 dog licenses.

Performance Objectives for Fiscal Year 2011/2012:

1. Continue animal welfare programs.
2. Continue communication with animal rescue groups to assist with adoptions.
3. Continue relationship with WalMart who provides free dog and cat food.

Fiscal Notes

* Workman's Compensation calculations include two 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
Fund 01-20-61

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	65,366	65,366	65,366	65,366	65,366	
6001	Overtime	1,000	1,000	1,000	1,000	1,000	
6002	Holiday Pay	1,000	1,000	1,000	1,000	1,000	
6003	Uniform Allowances	1,800	1,800	1,800	1,800	1,800	
6010	FICA	4,288	4,288	4,288	4,288	4,288	
6011	Medicare	1,003	1,003	1,003	1,003	1,003	
6012	Retirement	6,636	6,636	6,636	6,804	6,804	
6013	Unemployment Insurance	151	151	151	113	113	
6014	Workman's Compensation	1,240	1,240	1,240	1,423	1,423	
6020	Health, Dental, Life & STD Insurance	12,803	12,803	12,803	13,907	13,907	
	Total Salary Expenditures	**$ 95,287**	**$ 95,287**	**$ 95,287**	**$ 96,704**	**$ 96,704**	
	Operational Expenditures						
7010	Training	500	500	0	500	500	
7015	Travel	500	500	0	500	500	
7030	Office Supplies	250	250	150	250	250	
7035	Subscriptions/Memberships	50	50	50	50	50	
7037	Printing	625	625	500	625	625	
7041	Internet Wireless Access	500	500	445	500	500	
7050	Auto Repair/Maintenance	500	500	350	500	500	
7055	Fuel/Oil/Lube	2,300	2,300	2,300	2,500	2,500	
7060	Electric	2,500	2,500	2,700	2,900	2,900	
7061	Gas/Propane	1,700	1,700	2,100	2,700	2,700	
7062	Water	0	0	0	0	0	
7065	Telephone	500	500	500	500	500	
7110	Legal Services	1,000	1,000	0	1,000	1,000	
7550	Animal Control Equipment/Supplies	2,650	2,650	2,500	2,500	2,500	
7551	Animal Cremations	1,500	1,500	1,500	1,500	1,500	
7553	Animal Shelter Lease Payments	18,728	18,728	18,930	19,200	19,200	
	Total Operational Expenditures	**$ 33,803**	**$ 33,803**	**$ 32,025**	**$ 35,725**	**$ 35,725**	
	Equipment/Capital Expenditures						
8000	Office Equipment/Furniture	0	0	0	0	0	
8010	Computer Equipment	0	0	0	0		
8020	Equipment Lease	0	0	0	0	0	
	Total Equipment/Capital Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
	Total Expenditures	**$ 129,090**	**$ 129,090**	**$ 127,312**	**$ 132,429**	**$ 132,429**	

Revenues

	Animal Control Revenues						
40-61-4160	Dog Licenses	5,300	5,300	5,700	5,700	5,700	
40-61-4161	Impound Fees	3,200	3,200	2,500	3,200	3,200	
40-61-4162	Adoption Fees	2,650	2,650	1,500	2,500	2,500	
40-61-4163	Vaccination Fees (combine with Adoption)	0	0	0	0	0	
	Total Departmental Revenues	**$ 11,150**	**$ 11,150**	**$ 9,700**	**$ 11,400**	**$ 11,400**	
	Net <Subsidy From>/Contribution To General Purpose Revenues	**$ (117,940)**	**$ (117,940)**	**$ (117,612)**	**$ (121,029)**	**$ (121,029)**	

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 2010/2011:

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

Performance Objectives for Fiscal Year 2011/2012:

1. To enhance 9-1-1 operations

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 2011-2012 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	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
20-60-9999	9-1-1 Expenditures	2,684	2,684	2,684	1,784	1,784	
	Total 9-1-1 Expenditures	**$ 2,684**	**$ 2,684**	**$ 2,684**	**$ 1,784**	**$ 1,784**	

Revenues

9-1-1 Fund Revenues

40-20-4016	9-1-1 Distributions	500	0	0	0	0	
	Total 9-1-1 Revenues	**$ 500**	**$ -**	**$ -**	**$ -**	**$ -**	

Net <Subsidy From>/Contribution To 9-1-1 Fund Balance	**$ (2,184)**	**$ (2,684)**	**$ (2,684)**	**$ (1,784)**	**$ (1,784)**	
Prior Year Ending 9-1-1 Fund Balance	$ 2,684	$ 2,684	$ 1,784	$ (900)	$ (2,684)	
Estimated Ending 9-1-1 Fund Balance (deficit)	**$ 500**	**$ -**	**$ (900)**	**$ (2,684)**	**$ (4,468)**	

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's goal is 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 Department is responsible for 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 (1)
Parks & Recreation Administrative Assistant (0.60)
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. Re-structured Parks & Rec Department, which is now under Public Works
4. Worked with Clerk's Office to develop a Special Event Handbook
5. Developed Parks & Recreation Facebook 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, Butler Park, the Skate Park, the old Teen Center, and Hallet Plaza.

Parks & Recreation
Fund 01-20-80

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	76,119	76,119	76,119	28,815	28,815	
6001	Overtime	0	0	0	0	0	
6010	FICA	4,719	4,719	4,719	1,787	3,624	
6011	Medicare	1,104	1,104	1,104	418	847	
6012	Retirement	7,498	7,498	7,498	2,910	5,903	
6013	Unemployment Insurance	1,214	1,214	1,214	880	880	
6014	Workman's Compensation	1,669	1,669	1,669	771	1,563	
6020	Health, Dental, Life & STD Insurance	10,178	10,178	10,178	4,172	4,172	
	Total Salary Expenditures	**$ 102,501**	**$ 102,501**	**$ 102,501**	**$ 28,815**	**$ 28,815**	
Operational Expenditures							
7010	Training	0	0	0	350	350	
7015	Travel	0	0	0	250	250	
7020	Uniforms	0	0	0	0	0	
7030	Office Supplies	600	600	600	600	600	
7035	Subscriptions/Memberships	200	200	200	100	100	
7038	Advertising	0	0	0	0	0	
7039	Postage	216	216	216	0	0	
7050	Auto Repair/Maintenance	0	0	0	0	0	
7055	Fuel/Oil/Lube	0	0	0	0	0	
7060	Electric	33,666	33,666	33,666	33,666	33,666	
7061	Gas/Propane	7,869	7,869	7,869	6,500	6,500	
7062	Water	4,225	4,225	4,225	3,000	3,000	
7063	Sewer	2,242	2,242	2,242	2,200	2,200	
7064	Waste Removal	2,500	2,500	2,500	3,150	3,150	
7065	Telephone	300	300	300	300	300	
7066	Cell Phone	0	0	0	0	0	
7067	Pest Control	588	588	588	588	588	
7110	Legal Services	300	300	300	300	300	
7120	Contract Labor/Services	0	0	0	0	0	
7210	Credit Card Processing Fees	650	650	650	0	0	
7300	Commission Expense	0	0	0	0	0	
7301	Youth Commission	0	0	0	0	0	
7610	Recreational Programs	0	0	0	0		
7612	Recreation Program Sponsorships	0	0	0	0	0	
7620	Summer Program	0	0	0	0	0	
	Total Operational Expenditures	**$ 53,356**	**$ 53,356**	**$ 53,356**	**$ 51,004**	**$ 51,004**	
Equipment/Capital Expenditures							
8010	Computer Equipment	200	200	200	0	0	
8020	Equipment Lease	0	0	0	1,895	1,895	
8050	Parks & Recreation Equipment	0	0	0	0	0	
8055	Light Recreational Equipment	0	0	0	0	0	
	Total Equipment/Capital Expenditures	**$ 200**	**$ 200**	**$ 200**	**$ 2,015**	**$ 2,015**	
Total Expenditures		**$ 156,057**	**$ 156,057**	**$ 156,057**	**$ 81,834**	**$ 81,834**	

Revenues

Parks & Recreation Revenues							
40-80-4210	Recreational Programs	0	0	0	0	0	
40-80-4215	Summer Program	0	0	0	0	0	
40-80-4230	Sponsorships-Rec Programs	0	0	0	0	0	
	Total Departmental Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
Net <Subsidy From>/Contribution To General Purpose Revenues		**$ (156,057)**	**$ (156,057)**	**$ (156,057)**	**$ (81,834)**	**$ (81,834)**	

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 deck, slide, 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:

Recreation Supervisor (.17)
Head Guard (4)
Lifeguard (15)
Cashier (5)
Maintenance Worker (.08) + 3 Workers at 40 hours for initial pool opening preparation (.02 each)

Accomplishments for the Fiscal Year 2010/2011:

1. Provided a safe, accident swim season

Performance Objectives for Fiscal Year 2011/2012:

1. Provide a safe, fun accident free swim season
2. Reduce number of employees at the pool for a cost savings.
3. Reduce hours on Fridays to noon to 8pm to save on operation costs.

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 2011 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 2011 and 2012 seasons with the regular operating hours of:

Monday - Thursday

7:00 - 8:00am	Water aerobics
7:00 - 8:00am	Lap Swim
8:00 - 11:45am	Swim Lessons
Noon - 7:00pm	Open Swim

Friday

Noon - 7:00pm	Open Swim

Saturday

Noon - 7:00pm	Open Swim

Sunday

1:00 - 5:00pm	Open Swim

In August, after school starts the pool will only be open on Sat. and Sun.

The Yavapai-Apache Nation typically provides funding to the Town in the Winter months. Monies are then held over for the next fiscal year for pool operations. For example, the Town received $60,000 in January 2011. In addition to the remaining balance of $33,368 from FY 11, combined funds will almost completely fund the pool operations for FY 12.

Camp Verde Heritage Pool
Fund 01-20-82

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	51,472	51,472	51,472	46,243	46,243	
6010	FICA	3,191	3,191	3,191	2,867	2,867	
6011	Medicare	746	746	746	671	671	
6012	Retirement	6,243	6,243	7,000	4,671	4,671	
6013	Unemployment	556	556	556	375	375	
6014	Workman's Comp	2,347	2,347	2,347	2,572	2,572	
6020	Health, Dental, Life & STD Ins	896	896	896	1,460	1,460	
	Total Salary Expenditures	**$ 59,686**	**$ 59,686**	**$ 59,686**	**$ 58,858**	**$ 58,858**	
Operational Expenditures							
7010	Training	500	500	500	500	500	
7060	Electric	5,000	5,000	3,800	3,800	3,800	
7061	Gas/Propane	13,500	13,500	6,000	10,000	10,000	
7062	Water	0	0	0	0	0	
7063	Sewer	0	0	0	0	0	
7064	Waste Removal	225	225	225	225	225	
7065	Telephone	650	650	390	400	400	
7067	Pest Control	315	315	220	220	220	
7600	Pool Chemicals	4,500	4,500	2,200	4,500	4,500	
7601	Pool Supplies	500	500	500	500	500	
7602	Pool Equipment Maintenance/Repair	6,265	6,265		5,000	5,000	
7603	Pool Concession Supplies	0	0	200	200	200	
7604	Permits	400	400	400	400	400	
7605	Swim Team	0	0	0	0	0	
	Total Operational Expenditures	**$ 31,855**	**$ 31,855**	**$ 14,435**	**$ 25,745**	**$ 25,745**	
Total Expenditures		**$ 91,541**	**$ 91,541**	**$ 74,121**	**$ 84,603**	**$ 84,603**	

Revenues

Pool Revenues							
40-82-4170	Pool-User Fees	17,000	17,000	17,000	17,000	17,000	
40-82-4820	Pool Concession Sales	0	0	0	0	0	
40-82-7707	Operating Transfer In - Yavapai-Apache Gaming	33,268	33,268	33,268	60,000	60,000	
	Total Departmental Revenues	**$ 50,268**	**$ 50,268**	**$ 50,268**	**$ 77,000**	**$ 77,000**	
Net <Subsidy From>/Contribution To General Purpose Revenues		**$ (41,273)**	**$ (41,273)**	**$ 23,853**	**$ 7,603**	**$ 7,603**	

Children's Recreational Programs

Our Mission

The Town of Camp Verde Parks & Recreation Department provides 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
* Trick or Treat Main Street

Department Staffing:

Recreation Supervisor (0.11)

Medium Equipment Operator 1 (0.02)
Medium Equipment Operator 2 (0.02)
Scorekeepers (2)
Receptionist - Vacant

Accomplishments for the Fiscal Year 2010/2011:

1. Provided a successful youth basketball program for kids in the 1st through 8th grades.
2. Provided a safe place for the community children to trick or treat.

erformance Objectives for Fiscal Year 2011/2012:

1. Increase the number of teams in the 5th - 8th grade division of Grasshopper Basketball
2. Increase the quanity of candy purchased for Trick or Treat Main Street to meet the large need for this program.

Significant Expenditure Changes:

* Increase in Rec Programs (7610) to purchase additional candy for Trick or Treat Main Street.

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 2010/2011

	# Participants
* Grasshopper Basketball Teams	34
* Approxiimate number of participants	350

Children's Recreational Programs

Fund 01-20-83

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	13,060	13,060	13,060	5,965	5,965	
6010	FICA	810	810	810	370	370	
6011	Medicare	189	189	189	86	86	
6012	Retirement	1,086	1,086	1,086	602	602	
6013	Unemployment	39	39	39	29	29	
6014	Workman's Comp	576	576	576	321	321	
6020	Health, Dental, Life & STD Insurance	1,472	1,472	1,472	1,043	1,043	
	Total Salary Expenditures	$ 17,233	$ 17,233	$ 17,233	$ 8,417	$ 8,417	
	Operational Expenditures						
7120	Contract Labor/Services	4,000	4,000	4,000	3,500	3,500	
7610	Recreational Programs	1,800	1,800	1,800	3,500	3,500	
7612	Recreational Program Sponsorships	8,850	8,850	8,850	3,600	3,600	
7620	Summer Program	2,000	2,000	2,000	0	0	
	Total Operational Expenditures	$ 16,650	$ 16,650	$ 16,650	$ 10,600	$ 10,600	
	Equipment/Capital Expenditures						
8050	Parks & Rec Equipment	0	0	0	0	0	
8055	Light Recreational Equipment	0	0	0	800	800	
	Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ 800	$ 800	
	Total Expenditures	$ 33,883	$ 33,883	$ 33,883	$ 19,817	$ 19,817	

Revenues

	Children's Recreational Program Revenues						
40-83-4210	Children's Recreational Programs	4,000	4,000	4,000	3,600	3,600	
40-83-4215	Summer Program	0	0	0	0	0	
40-83-4230	Sponsorships	8,850	8,850	8,850	3,600	3,600	
40-83-7707	Operating Transfers In - Yavapai-Apache Gaming	16,899	16,899	16,899	12,000	12,000	
	Total Departmental Revenues	$ 29,749	$ 29,749	$ 29,749	$ 19,200	$ 19,200	
	Net <Subsidy From>/Contribution To General Purpose Revenues	$ (4,134)	$ (4,134)	$ (4,134)	$ (617)	$ (617)	

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:

* Men's Basketball League
* Co-Rec Softball

Department Staffing:

Recreation Supervisor (0.01)
Maintenance Worker 1 (0.02)

Accomplishments for the Fiscal Year 2010/2011:

1. Hosted an Adult Softball League with 8 teams participating

Performance Objectives for Fiscal Year 2011/2012:

1. Continue providing Adult Softball
2. Bring back Men's Basketball League. 3 on 3 failed last year due to lack of teams. Community would rather have a Men's League
3. Increase fees so that registration will cover the cost of the program. (Softball $300 per team, Basketball $450 per team)

Significant Expenditure Changes:

Department Statistics FY 2010/2011

	# Teams	# Games
* Co-Rec Softball	8	48

Adult Recreational Programs

Fund 01-20-84

Expenditures		2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
ACCOUNT NUMBERS	ACCOUNT TITLE						
6000	Salaries	2,166	2,166	2,166	1,114	1,114	
6010	FICA	134	134	134	69	69	
6011	Medicare	31	31	31	16	16	
6012	Retirement	213	213	213	112	112	
6013	Unemployment	2	2	2	2	2	
6014	Workman's Comp	99	99	99	58	58	
6020	Health, Dental, Life & STD Insurance	192	192	192	209	209	
	Total Salary Expenditures	$ 2,838	$ 2,838	$ 2,838	$ 1,580	$ 1,580	
Operational Expenditures							
7120	Contract Labor/Services	4,520	4,520	1,350	4,500	4,500	
7610	Recreational Programs	110	110	50	100	100	
	Total Operational Expenditures	$ 4,630	$ 4,630	$ 1,400	$ 4,600	$ 4,600	
Equipment/Capital Expenditures							
8050	Parks & Rec Equipment	0	0	0	0	0	
8055	Light Recreational Equipment	0	0	0	450	450	
	Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ 450	$ 450	
Total Expenditures		$ 7,468	$ 7,468	$ 4,238	$ 6,630	$ 6,630	
Revenues							
Adult Recreational Program Revenues							
40-84-4210	Adult Recreational Programs	7,600	7,600	7,600	6,900	6,900	
40-84-4230	Sponsorships	0	0	0	0	0	
	Total Departmental Revenues	$ 7,600	$ 7,600	$ 7,600	$ 6,900	$ 6,900	
	<Subsidy From>/Contribution To General Purpose Revenues	$ 132	$ 132	$ 3,362	$ 270	$ 270	

Senior Recreational Programs

Our Mission

The Town of Camp Verde Parks and Recreation Department provides 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 future fiscal years, we hope to offer Senior programs that may include:

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

While the Senior Center does provide services, they are not Town-sponsored at this time.

Department Staffing:

Recreation Supervisor (0)

Accomplishments for the Fiscal Year 2010/2011:

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

Performance Objectives for Fiscal Year 2011/2012:

1. Due to budgetary constraints, the Senior Recreational Programs division will have no activity in the FY 2011-2012.

Significant Expenditure Changes:

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

Department Staffing:

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

Accomplishments for the Fiscal Year 2010/2011:

1. Hosted a successful Craft Bazaar and Parade of Lights
2. Unable to provide transportion due to loss of use of school bus.

Performance Objectives for Fiscal Year 2011/2012:

1. Work with School District to be able to utilize a school bus for three (3) bus trips to D-Back Games
2. Establish better hours for the Parade and Bazaar

Significant Expenditure Changes:

* All expenditures have been reduced as a result of fewer programs being offered.
* Reduction in staff from

Department Statistics FY 2010/2011

	# Participants
* Christmas Craft Bazaar (vendors)	30
* Parade of Lights (entries)	15

Community Programs
Fund 01-20-86

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	3,571	3,571	2,605	3,456	3,456	
6010	FICA	221	221	221	214	214	
6011	Medicare	52	52	52	50	50	
6012	Retirement	352	352	352	349	349	
6013	Unemployment	8	8	8	6	6	
6014	Workman's Comp	163	163	163	181	181	
6020	Health, Dental, Life & STD Insurance	640	640	640	695	695	
	Total Salary Expenditures	$ 5,006	$ 5,006	$ 4,040	$ 4,952	$ 4,951	
	Operational Expenditures						
7130	Equipment Rental	325	325	0	325	325	
7610	Recreational Programs	0	0	0	0	0	
7612	Recreational Program Sponsorships	7,308	7,308	0	3,600	3,600	
	Total Operational Expenditures	$ 7,633	$ 7,633	$ -	$ 3,925	$ 3,925	
	Equipment/Capital Expenditures						
8050	Parks & Rec Equipment	0	0		0	0	
8055	Light Recreational Equipment	0	0		0	0	
	Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	
	Total Expenditures	$ 12,639	$ 12,639	$ 4,040	$ 8,877	$ 8,876	

Revenues

	Community Programs Revenue						
40-86-4210	Community Programs	875	875	750	750	750	
40-86-4230	Sponsorships	7,308	7,308	0	3,600	3,600	
	Total Departmental Revenues	$ 8,183	$ 8,183	$ 750	$ 4,350	$ 4,350	
	t <Subsidy From>/Contribution To General Purpose Revenues	$ (4,456)	$ (4,456)	$ (3,290)	$ (4,527)	$ (4,526)	

Public Works Department

Our Mission

Public Works provides continuous development of well planned, cost effective, environmentally sensitive infrastructure of streets, storm water utilities, Town facilities, grounds & parks to promote public health, personal safety, transportation, economic growth and civic vitality. We work with Town Staff, Tribal, County, & State Governments and the public to improve the quality of life in Camp Verde.

Department Duties/Description

The Department of Public Works has five divisions: Engineering, Streets, Storm Water, Facilities Maintenances/Janitorial, and Parks/Recreation. The Public Works Director is the Town Engineer and provides support to Community Development for Plan & Engineering Design Review, The Department also assists with or manages a wide variety of Town related Streets, Stormwater and infrastructure/construction projects. Director and staff work to maintain Town Standards, Codes and Ordinances both as a guide for current projects and future development. The Director is assisted by the Public Works Project Manager with a crew and administrative staff of five for Streets, Stormwater and Engineering maintenance, repair and construction needs. A Maintenance Foreman works with a crew of five to provide facilities & grounds maintenance and janitorial needs for all Town facilities, landscaping and grounds. The Parks/Recreation Supervisor facilitates community recreation and Town sponsored events.

Department Staffing:

Public Works Director/Engineer (0.50)
Public Works Administrative Assistant (0.35)
Special Projects Coordinator (0.10)

Accomplishments for the Fiscal Year 2010/2011:

1. Completed the design for the Cliffs/Finnie Flat Channel
2. Design work for Finnie Flat Sidewalk complete for the necessary Right Of Way in Front of Bashas' - Started the process to acquire needed ROW
3. Completed the EECBG HVAC retrofit at Public Works and the Library - 12 new high efficient units were installed with funds from the ARRA
4. Completed the purchase of the Public Works Yard
5. Green design for Rio Verde Plaza was completed
6. Vacant Street Inspector position was filled with a more technical position of Public Works Project Manager
7. Provided plan for the remodel to the exterior of the Old Marshal Office/Library annex

Performance Objectives for Fiscal Year 2011/2012:

1. Work to obtain Town ROW for Peterson Rd. for additional access to the Public Works Yard
2. Begin to secure and clean up the Public Works Yard at Industrial Dr. so that Street vehicles, and equipment may be relocated
3. Obtain ROW from Forest Service to widen and construct the entry to the community park.
4. Continue to provide engineering support to Community Development
5. Complete Engineering Standards
6. All Staff to attend training and/or seminars that will introduce new technologies and sources of information

Significant Expenditure Changes:

* Training, Travel & Computer Software: although these were not fully utilized in FY 10/11, we have targeted specific needs for training and new software for Public Works Administration and expect to expend the amount requested in FY 11/12. Consulting Services: the amount requested is supported given the infrastructure needs of the Town and roll-over effects of planned projects. Legal Services: the increase is based on the projects and anticipated requests for service in FY 11/12. Main Street Surveys: Staff has determined that the $23,000 budgeted in FY 10/11 will not be adequate to complete this project, so additional funds will be requested in FY 12/13.

Fiscal Notes

* Consulting Services: funds for a specialty engineering license/expertise, surveying services or environmental discipline as required for a project. Staff requests the addition and funding of the following account titles for the budget: Fuel, Oil and Lube (7055/ $200) and Vehicle Maintenance (7050/ $300). The Department has a vehicle that is used by the Director, and Administrative Staff for inspections, attend meetings and do Town business. The addition of these titles will better track the use of this vehicle and related expenses. Also, Advertising (7038/ $235) is needed to track the required advertising for the procurement of goods or services.

Public Works/Engineer
Fund 01-20-40
Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJ BUDGET	2010/2011 EST ACTUALS	2011/2012 DEPT REQ'D	2011/2012 MANAGER RECMN'D	2011/2012 COUNCIL ADOPTION
6000	Salaries	63,379	63,379	63,379	65,078	65,078	
6010	FICA	3,929	3,929	3,929	4,035	4,035	
6011	Medicare	919	919	919	944	944	
6012	Retirement	6,243	6,243	6,243	6,508	6,508	
6013	Unemployment Insurance	79	79	79	60	60	
6014	Workman's Compensation	914	914	914	1,115	1,115	
6020	Health, Dental, Life & STD Ins	6,722	6,722	6,722	7,649	7,649	
Total Salary Expenditures		**82,184**	**82,184**	**82,184**	**85,387**	**85,387**	
Operational Expenditures							
7010	Training	500	500	500	500	500	
7015	Travel	500	500	500	200	200	
7030	Office Supplies	700	700	700	700	700	
7035	Subscriptions/Memberships	400	400	400	400	400	
7036	Books/Tapes/Publications	250	250	250	250	250	
7037	Printing	200	200	200	200	200	
7038	Advertising	0	0	0	235	235	
7040	Computer Services/Software	1,000	1,000	1,000	0	0	
7050	Vehicle Maintenance	0	0	0	300	300	
7055	Fuel, Oil/Lube	0	0	0	200	200	
7060	Electric	1,000	1,000	1,000	900	900	
7061	Gas/Propane	300	300	300	310	310	
7062	Water	350	350	350	350	350	
7063	Sewer	140	140	140	140	140	
7064	Waste Removal	90	90	90	90	90	
7065	Telephone	80	80	80	50	50	
7067	Pest Control	20	20	20	20	20	
7100	Consulting Services	9,500	9,500	4,150	9,500	9,500	
7110	Legal Services	2,000	2,000	4,100	6,000	6,000	
7590	County Flood Control Items	0	0	0	0	0	
Total Operational Expenditures		**17,030**	**17,030**	**13,780**	**20,345**	**20,345**	
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	250	250	200	250	250	
8010	Computer Equipment	1,000	1,000	100	100	0	
8712	Main St Surveys/Encroach & Eas	23,000	23,000	23,000	15,000	15,000	
Total Equipment/Capital Expenditures		**24,250**	**24,250**	**23,300**	**15,350**	**15,250**	
Total Expenditures		**123,464**	**123,464**	**119,264**	**121,082**	**120,982**	
Revenues							
Public Works/Engineer Revenues							
40-40-4140	Engineer Plan Review Fees	0	0	0	0	0	
40-40-4320	County Flood Control Items Reim	0	0	0	0	0	
Total Departmental Revenues		-	-	-	-	-	
Net <Subsidy From>/Contribution To Gen Purpose Revenues		$ (123,464)	$ (123,464)	$ (119,264)	$ (121,082)	$ (120,982)	

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 ooding from storm events and promote public health and safety through education and the implementation of storm water regulations, policies and engineering.

Department Duties/Description

Storm Water Management is a division of the Public Works Department. It is the responsibility of Storm Water Management to ensure that 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 ensure the uniform construction of all drainage infrastructure within the Town of Camp Verde.

Department Staffing:

Public Works Director/Engineer (0.10)
Public Works Project Manager (0.20)
Streets Foreman (0.04)
Medium Equipment Operator 1 (0.04)
Medium Equipment Operator 2 (0.04)
Heavy Equipment Operator (vacant)
Special Projects Coordinator (0.10)

Accomplishments for the Fiscal Year 2009/2010:

1. Researched options to cut construction costs & completed re-design work for the Cliffs Parkway/Finnie Flats Road Drainage Project
2. Addition of Public Works Project Manager position who will devote a portion of his time to begin development of the Strom Water division of Pubic Works
3. Worked with Yavapai Co. Flood Control to detail the Cliffs/Finnie Flat Drainage project in order to request a roll-over of IGA funds and request additional funding the completion of this important drainage channel. Also, obtained Small Projects Funds from Yavapai County Flood Control for drainage related projects
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.
6. Completed minor drainage projects in Reddell Ranch, Fort River Caves & Pioneer Acres neighborhoods & smaller culvert projects at various locations in Town

Performance Objectives for Fiscal Year 2010/2011:

1. Complete the Cliffs/Finnie Flat Drainage Channel; both design and construction
2. Identify, prioritize & plan projects that can be completed using the Small Projects funding from Yavapai County Flood
3. Work with Yavapai County Flood Control and FEMA to develop and establish flood plain records for new and existing structures.
4. Develop a master list of all Town owned storm water structures.
5. Develop a maintenance schedule for all Town owned storm water structures.

Significant Expenditure Changes:

* Training: It is important that staff attend workshops, classes and seminars to inform staff of important changes and requirements. Stormwater training provides an important opportunity to network with State, County and Federal agencies to learn of grant or possible funding opportunities.

Fiscal Notes

* Staff is requesting a rollover of $296,530 from the Yavapai County Flood Control IGA for the construction of the Cliffs Parkway/Finnie Flat Road Drainage work. The Yavapai County Flood Control IGA rollover amount and requested new funding will total $718,000
* 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. The Public Works Project Manger will begin to outline basic responsibilities of the Stormwater Division As the division is not sufficiently staffed, time and resources are utilized for planning a complete, functioning Storm Water Management division and minor projects.
* General Funds are critical to provide the necessary staffing and implementation of the Stormwater requirements.
  Consulting Services (7100) in the amount of $1,400 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 (7590 and 4320) are comprised of monies provided by Yavapai County for 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. additional CIP funding is being requested.

Storm Water Management
Fund 01-20-41

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	21,359	21,359	21,359	21,359	21,359	
6010	FICA	1,324	1,324	1,324	1,324	1,324	
6011	Medicare	310	310	310	310	310	
6012	Retirement	2,104	2,104	2,104	2,157	2,157	
6013	Unemployment Insurance	32	32	32	28	28	
6014	Workman's Compensation	713	713	713	870	870	
6020	Health, Dental, Life & STD Insurance	2,689	2,689	2,689	2,920	2,920	
	Total Salary Expenditures	**28,530**	**28,530**	**28,530**	**28,969**	**28,968**	
	Operational Expenditures						
7010	Training	200	200	200	1,200	1,200	
7015	Travel	0	0	0	300	300	
7030	Office Supplies	50	50	50	50	50	
7035	Subscriptions/Memberships	100	100	100	100	100	
7036	Books/Tapes/Publications	100	100	100	100	100	
7037	Printing	150	150	150	150	150	
7100	Consulting Services	1,400	1,400	0	3,000	3,000	
7110	Legal Services	500	500	0	500	500	
7590	Yavapai County Flood Control Items	314,530	314,530	314,530	718,000	718,000	
	Yavapai County Flood -Small Projects	0	0	0	25,000	25,000	
	Total Operational Expenditures	**317,030**	**317,030**	**315,130**	**748,400**	**748,400**	
	Equipment/Capital Expenditures						
8000	Office Equipment/Furniture	0	0	0	0	0	
8010	Computer Equipment	0	0	0	0	0	
	Total Equipment/Capital Expenditures	-	-	-	-	-	
	Total Expenditures	**345,560**	**345,560**	**343,660**	**777,369**	**777,368**	
	venues						
	Storm Water Management Revenues						
43-41-4320	Yavapai County Flood Control - IGA	314,530	314,530	314,530	718,000	718,000	
	Yavapai County Flood- Small Projects				25,000	25,000	
	Total Departmental Revenues	**314,530**	**314,530**	**314,530**	**743,000**	**743,000**	
	Net <Subsidy From>/Contribution To General Purpose Revenues	**(31,030)**	**(31,030)**	**(29,130)**	**(34,369)**	**(34,368)**	

Highway User's Revenue Fund (HURF/Streets)

Our Mission

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

ities/Description

Streets is a division of Public Works, it is funded through the Highway Users Revenue Fund (HURF); the division receives no funding from the General Fund. With a crew of three, and support of the Public Works Project Manager, the division maintains over 110 miles of paved roads, and several miles of dirt roads. Each year the Crew performs crack-seal, chip-seal, patch and pavement projects, road inspections, signage and monitors the traffic signals. Annually, over 7,000 cubic yards of tree/brush trimmings are cleared and added to the never-ending roadside trash removed from the Right of Way. We process an average of 25 Road Cut Permits and 75 Culvert Permits each year that require at least one inspection each by a crew member. We are responsible for street sweeping, dead animal pick-up/removal and the Adopt-A-Road program. The crew does the majority of maintenance on the
vehicles and equipment used by Streets Division.

Department Staffing:

Public Works Director/Engineer (0.20)
Streets Foreman (0.96)
Public Works Project Manager (0.80)
Heavy Equipment Operator (vacant)
Medium Equipment Operator (1.92)
Streets Laborer (vacant)
Public Works Administrative Assistant (0.45)

Accomplishments for the Fiscal Year 2010/2011:

1. Completed over 60,000 lineal feet of Crack Seal preventative maintenance
2. Began updating signage to meet MUTCD retroreflectivity requirements
3. Hired the Public Works Project Manager

Performance Objectives for Fiscal Year 2011/2012:

1. Complete clearing/cleaning the site and perimeter fencing at the Public Works/Streets Yard on Industrial Drive.
2. Plan and schedule for the Crack Seal, Chip Seal programs and Street Striping
3. Identify and participate in training in order to learn new techniques and keep current certifications
4. Plan and complete a chip seal overlay
5. Work with NACOG for the successful completion of the Hollamon street Sidewalk project
6. Maintain the Rights of Way and provide pick up from ADOPT A ROAD clean-ups

Significant Expenditure Changes:

* Training: this will allow the Street Crew to upate certifications and attend trainng for new products/applications and safety
* Sewer: reflects the levy payable to CVSD for Industrial Drive
* Waste removal is increased to reflect anticipated clean-up at Industrial Dr
* With the purchase of Industrial Dr. the Town will replace lease payments with a 20-year loan for this appreciating asset
* Consulting Service is needed for any unexpected projects that require survey or engineering
* Planned maintenance to 4- 5 miles of roadway that has been delayed for years and now is critical
* Street Construction: sufficient to do one small project that will upgarde or provide a new section of road

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 blading 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. 2011/2012 revenue reflects the anticipated reduced funding. We have planned reserves in the HURF Fund Balance to account for this reduction, and are requesting $434,950 for the 11/12 operational budget
* 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 but will require a financial commitment
  * from the General Fund

Highway User's Revenue Fund (HURF/Streets)

Fund 20-20-00

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	195,576	195,576	195,576	193,877	193,877	
6001	Overtime	2,000	2,000	2,000	2,000	2,000	
6010	FICA	12,250	12,250	12,250	12,144	12,144	
6011	Medicare	2,865	2,865	2,865	2,840	2,840	
6012	Retirement	19,461	19,461	19,461	19,582	19,582	
6013	Unemployment Insurance	331	331	331	248	248	
6014	Workman's Compensation	9,831	9,831	9,831	8,848	8,848	
6020	Health, Dental, Life & STD Insurance	28,039	28,039	28,039	28,039	28,039	
	Total Salary Expenditures	**$ 270,353**	**$ 270,353**	**$ 270,353**	**$ 269,053**	**$ 269,053**	
Operational Expenditures							
7010	Training	500	500	200	1,500	1,500	
7015	Travel	200	200	35	200	200	
7020	Uniforms	4,000	4,000	2,900	3,000	3,000	
7030	Office Supplies	800	800	600	800	800	
7035	Subscriptions/Memberships	100	100	50	100	100	
7036	Books/Tapes/Publications	100	100	75	100	100	
7037	Printing	200	200	100	200	200	
7038	Advertising	1,000	1,000	265	1,000	1,000	
7039	Postage	50	50	0	0	0	
7040	Computer Services/Software	3,000	3,000	1,800	0	0	
7050	Auto Repair/Maintenance	35,000	35,000	7,500	35,000	35,000	
7055	Fuel/Oil/Lube	40,000	40,000	7,050	40,000	40,000	
7060	Electric	2,750	2,750	1,600	2,100	2,100	
7061	Gas/Propane	1,500	1,500	975	1,100	1,100	
7062	Water	1,800	1,800	1,000	1,200	1,200	
7063	Sewer	250	250	135	3,200	3,200	
7064	Waste Removal	175	175	85	300	300	
7065	Telephone	500	500	424	500	500	
7066	Cell Phone	1,700	1,700	1,195	1,300	1,300	
7067	Pest Control	400	400	252	300	300	
7100	Consulting Services	15,000	15,000	3,000	15,000	15,000	
7110	Legal Services	2,000	2,000	250	2,000	2,000	
7120	Contract Labor/Services	3,000	3,000	0	3,000	3,000	
7130	Equipment Rental	1,200	1,200	200	1,200	1,200	
7220	Liability Insurance	12,387	12,387	12,378	12,378	12,378	
7513	OSHA Medical Supplies	1,200	1,200	10	1,200	1,200	
7553	Street Yard Lease Payments	36,720	36,720	36,720	0	0	
7560	Mapping	200	200	0	200	200	
7581	Recording Fees	300	300	50	300	300	
7700	Street Maintenance	40,000	40,000	25,000	60,000	60,000	
7710	Street & Safety Signing	10,000	10,000	2,000	10,000	10,000	
7730	Traffic Signal Maintenance	12,500	12,500	2,300	9,000	9,000	
7735	Traffic Signal Electricity	7,000	7,000	5,950	8,300	8,300	
7736	Main Street Lights/Irrigation Electricity	12,500	12,500	9,800	10,000	10,000	
7740	Small Tools	1,800	1,800	1,800	1,800	1,800	
7750	Litter Abatement	300	300	0	30	30	
	Total Operational Expenditures	**$ 250,132**	**$ 250,132**	**$ 125,699**	**$ 226,308**	**$ 226,308**	
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	300	300	200	200	200	
8010	Computer Equipment	200	200	100	0	0	
8020	Equipment Lease	5,000	5,000	1,700	5,000	5,000	
8710	Street Construction	50,000	50,000	32,000	50,000	50,000	
8711	Street Stripping	25,000	25,000	25,000	25,000	25,000	
8712	Right-of-Way Acquisition	200	200	0	3,000	3,000	
8713	Chip Seal/Maintenance	59,000	59,000	0	59,000	59,000	
8714	Street Paving	50,000	50,000	0	20,000	20,000	
8715	Finnie Flat Sidewalk	27,000	27,000	750	25,000	25,000	
8716	Town Site Improvements	0	0	0	0	0	
	Streets Yard Debt Service	0	0	0	106,601	106,601	
	Total Equipment/Capital Expenditures	**$ 216,700**	**$ 216,700**	**$ 59,750**	**$ 293,801**	**$ 293,801**	
Total Expenditures		**$ 737,185**	**$ 737,185**	**$ 455,802**	**$ 789,162**	**$ 789,162**	

Revenues

Streets/HURF Revenues

40-00-4330	Refunds/Reimbursements	250	250	250	250	250
40-00-4335	TEA Grant Reimbursements	0	0	0	0	0
40-00-4900	Interest	12	12	12	12	12
41-00-4030	HURF Revenue	772,368	772,368	681,814	648,254	648,254
41-00-4035	LTAF Revenue	0	0	0	0	0
40-00-7703	Operating Transfers In - CIP Fund	0	0	(225,000)	(350,000)	(350,000)
	Total Departmental Revenues	**$ 772,630**	**$ 772,630**	**$ 457,076**	**$ 298,516**	**$ 298,516**
Net <Subsidy From>/Contribution To Streets/HURF Fund Balance		**$ 35,445**	**$ 35,445**	**$ 1,274**	**$ (490,646)**	**$ (490,646)**
Prior Year Ending Streets/HURF Fund Balance		924,322	924,322	924,322	925,596	925,596
Estimated Ending Streets/HURF Fund Balance (deficit)		**$ 959,767**	**$ 959,767**	**$ 925,596**	**$ 434,950**	**$ 434,950**

Maintenance

Our Mission

The mission of the Maintenance Division is to keep all facilities, parks, landscape, and outdoor recreational amenities in good and safe working order at the maximum efficiency for the longest cost effective life for staff, current residents, visitors and future generations. This is met by making knowledge-based decisions, responding to and assessing work orders, performing preventive maintentence and planning for life cycle replacements. We are customer service oriented and take pride in our ability to work as a team within our division as well as with Town leaders, volunteers and all Town employees. Our goal is to do this within a framework of safety, quality service, environmental sensitivity and operational efficiency.

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 St landscape, pool and skate park. The Maintenance Department is responsible for the following:

* Maintain all Town owned facilities, including buildings, structures and grounds at the Town Campus, Visitor Center, Rio Verde Plaza, Marshal Office, Library, all structures at public parks and recreational sites, public restrooms, Main Street landscaping and vegetation
* Maintain parks and landscape areas on Town Campus, Main street & Marshal Office using hand or power tools to mow,
* Flags and poles at Town Hall and Hallett Plaza, hang and remove special event/holiday banners & decorations
* Supervise community service workers and adult probation.
* Ensure that fire extinguishers are inspected, charged, in good working order, located in
* Assist with special events and programs: provide keys, grounds mapping to locate infrastructure sensitive
* Regular Inspections of department vehicles and all equipment , schedule and obtain necessary
* Continue to educate and compare methods, procedures and programs that enhance facility
* Maintain the Heritage Pool,: including the facility, slide, picnic area, pool chemicals, automatic cleaning and heating system.
* Regular inspection & maintenance of all outdoor recreational facilities and
* Meet the needs and requests for service from staff and public in a professional and courteous manner.
* Maintain the recycle center and the Town's recycle bins.
* Work to establish upgraded, or develop new parks and recreation facilities

Department Staffing:

Public Works Director/Engineer (0.10)
Maintenance Foreman (0.97)
Parks Lead Worker (0.99)
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 2010/2011:

1. Re-lamp of the lights at Butler Baseball fields and extend service contract
2. Rain gutters on Gymnasium, Historical Society and Visitor Center
3. Removal of old Marshal Office Trailer
4. Installed bar-b-ques at Butler Park, Arturo Park and the Ramada
5. Termite treatment and resulting repairs to interior/exterior at Visitor Center
6. New plants and repairs of the sprinkler system at the Marshal Office
7. New plants on Main Street and completion of the sprinkler system on Town Campus
8. Re-Roof of Administration and 200 buildings
9. Project manager for the EECBG - HVAC retrofit at Library and Gymnasium
10. HVAC Maintenance Contract to provide preventative maintenance inspections for all Town HVAC units
11. Two crew members received level one OSHA asbestos training
12. Obtained bids and awarded contract to paint Town buildings

Performance Objectives for Fiscal Year 2011/2012:

1. Construct ADA sidewalks, benches and drinking fountains at Butler Park
2. Construct fence above retaining wall at Ramada
3. Replace HAVC units at Town Hall
4. Re-roof Gymnasium, Maintenance project room and adult reading room
5. Replace front gymnasium doors, hardware and add Proximity Card system

Significant Expenditure Changes:

* Training: increase reflects all Maintenance Staff attendance at the AZ Parks/Rec Association annual 2-day conference
* Fuel/Oil/Lube & Gas/Propane: items are required for efficient daily ops and div's portion of monthly expenses
* Office Supplies: Increase represents the amount needed for Divisions pro-rated portion of office supplies
* Pest Control: the requested amount reflects the potential for possible infestation treatment to other Town Bldgs: As was required in 10/11 budget year for the Visitor Center

Maintenance Department
Fund 01-20-20

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	195,768	195,768	195,768	195,768	195,768	
6001	Overtime	400	400	400	400	400	
6010	FICA	12,162	12,162	12,162	12,162	12,162	
6011	Medicare	2,844	2,844	2,844	2,844	2,844	
6012	Retirement	19,323	19,323	19,323	19,617	19,617	
6013	Unemployment Insurance	452	452	452	400	400	
6014	Workman's Compensation	8,542	8,542	8,542	10,421	10,421	
6020	Health, Dental, Life & STD Insurance	38,281	38,281	38,281	34,768	34,768	
	Total Salary Expenditures	**$ 277,772**	**$ 277,772**	**$ 277,772**	**$ 276,380**	**$ 276,380**	
Operational Expenditures							
7010	Training	1,800	1,800	1,500	3800	3800	
7015	Travel	500	500	100	500	500	
7020	Uniforms	2,500	2,500	2,197	2,400	2,400	
7030	Office Supplies	50	50	239	250	250	
7038	Advertising				230	230	
7050	Auto Repair/Maintenance	4,000	4,000	2,700	4,000	4,000	
7055	Fuel/Oil/Lube	4,000	4,000	7,000	7,600	7,600	
7060	Electric	2,800	2,800	2,800	2,800	2,800	
7061	Gas/Propane	650	650	730	750	750	
7062	Water	750	750	650	750	750	
7063	Sewer	350	350	350	350	350	
7064	Waste Removal	200	200	250	250	250	
7066	Cell Phone	1,000	1,000	1,050	1,050	1,050	
7067	Pest Control	65	65	1,025	600	600	
7110	Legal Services				400	400	
7510	Building Maintenance	36,000	36,000	29,575	37,300	37,300	
7511	Rio Verde Plaza-Maint Exps	0	0	0	0	0	
7512	Safety Equipment	500	500	500	500	500	
7513	OSHA Medical Supplies	1,800	1,800	495	800	800	
7514	Graffiti Clean-Up	500	500	200	200	200	
7515	Fire Extinguishers	2,000	2,000	2,000	3,000	3,000	
7516	Park Equipment Maintenance	2,500	2,500	1,450	2,000	2,000	
7517	Grounds Maintenance	8,000	8,000	7,550	8,500	8,500	
7518	Fertilizer/Herbicides	6,000	6,000	6,000	6,200	6,200	
7519	Visitor's Center Building-Maint Exps	2,000	2,000	2,000	500	500	
7530	Janitorial Supplies	8,000	8,000	4,800	5,200	5,200	
7531	Town Mats & Rugs	2,250	2,250	2,650	2,700	2,700	
	Total Operational Expenditures	**$ 88,215**	**$ 88,215**	**$ 77,811**	**$ 92,630**	**$ 92,630**	
Equipment/Capital Expenditures							
8020	Equipment Lease	500	500	500	500	500	
8030	Maintenance Equipment	3,500	3,500	129	3,500	3,500	
8040	Structural	5,000	5,000	3,000	5,000	5,000	
	Total Equipment/Capital Expenditures	**$ 8,500**	**$ 8,500**	**$ 3,129**	**$ 9,000**	**$ 9,000**	
Total Expenditures		**$ 374,487**	**$ 374,487**	**$ 358,712**	**$ 378,010**	**$ 378,010**	

Revenues

Maintenance Department Revenues							
40-20-4700	Facilities Rentals	0	0	0	0	0	0
	Total Departmental Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Net <Subsidy From>/Contribution To General Purpose Revenues		**$ (374,487)**	**$ (374,487)**	**$ (358,712)**	**$ (378,010)**	**$ (378,010)**	**$ -**

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 2010/2011:

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 2011/2012:

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 2011-2012 fiscal year.
* Local Park Improvements (5130) provides for port-a-jons at the parks and for 11/12 budget year improvements to the restrooms to include: lighting, hot water, and heater.
* 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 2011-2012. 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
Fund 04

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
50-00-5120	Community Park Development	20,000	20,000	140	0	0	
50-00-5130	Local Park Improvements	5,000	5,000	3,800	10,000	10,000	
50-00-5160	Rezzonico Park	1,500	1,500	1,719	1,890	1,890	
50-00-8801	Interfund Loan Repayment (General Fund)	0	0	0	0	0	
	Total Assumption Projects	$ 26,500	$ 26,500	$ 5,659	$ 11,890	$ 11,890	
Operating Transfers							
50-00-8806	Operating Transfer Out-State Grants	0	0	0	0	0	
50-00-8813	Operating Transfer Out-Debt Service Fund	5,400	5,400	5,400	5,400	5,400	
	Total Operating Transfers	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	
Total Expenditures		$ 31,900	$ 31,900	$ 11,059	$ 17,290	$ 17,290	

Revenues

Parks Fund Revenues							
40-00-7701	Operating Transfers In - General Fund	0	0	0	0	0	
	Other Revenues	0	0	0	0	0	
	Total Departmental Revenues	$0	$0	$0	$0	$0	
Net <Subsidy From>/Contribution To Parks Fund Balance		$ (31,900)	$ (31,900)	$ (11,059)	$ (17,290)	$ (17,290)	
Prior Year Ending Parks Fund Balance		$ (744,077)	$ (775,977)	$ (744,077)	$ (755,136)	$ (755,136)	
Estimated Ending Parks Fund Balance (deficit)		$ (775,977)	$ (807,877)	$ (755,136)	$ (772,426)	$ (772,426)	

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	3.25
Court Supervisor	.75
Court Clerks	3

Accomplishments for the Fiscal Year 2010/2011:

1. Completed FARE data clean up of disqualified reports
2. Completed successfully a Triennial External Audit
3. Increased Attorney fee reimbursement in the amount of 99% over last 9 months.
4. Removed deceased defendants from collections, and skip traced for defendants' current addresses, expediting collections.

Performance Objectives for Fiscal Year 2011/2012:

1. TO DO MORE WITH LESS, due to economic decline. Including timely processing of increased caseload with current staffing
2. To acquire more pertinent training to fulfill not only mandated but job-related classes.
3. Update current pre-adjudicated warrant suspensions
4. Look into other ways to utilize credit card payments, where the payor will have to pay the fee, NOT the court. Including payments via the internet and IVR.

Significant Expenditure Changes:

* Contract Labor: does not include audit expenditures. Reduced from $2,500 to $500
  Credit card fees: more money is being collected and more of it by credit cards, fees increased from $2500 to $4500
  Court appointed attorney fees, the last 12 months trends indicate the amount will be reduced from $22,000 to $12,000
  DUI's filings have remained about the same. (DUI's usually require a court appointed attorney)
  NOTE: The court has been able to collect 99% of the Atty Fees Expenditures back in Revenue over the last 9 months.

Fiscal Notes

* Contract Labor/Services (7120) does NOT include any audit fees, only $500 for interpreters.

Department Statistics FY 2010-2011

During the Fiscal Year 2010-2011 from July 1, 2010 through March 31, 2011, the Municipal Court processed the following:

* Misdemeanor/FTA -	393	* Civil Traffic -	11191
* DUI	65	* Harassment Injunction -	16
* Serious Traffic	8	* Order of Protection -	22
* Criminal Traffic	286		

TOTAL YEAR TO DATE 1962 FILINGS
TOTAL YEAR TO DATE SAME TIME LAST YEAR 1541 FILINGS
NOTE: In July 2010 the monthly case filings totaled 137 cases. On March 31, 2011 the monthly case filings totaled 270 cases, nearly doubling the case filings.

Municipal Court
Fund 01-20-30

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	203,565	203,565	203,565	205,643	205,643	
6000	Salaries (Pro-Tem Judges)	10,000	10,000	10,000	10,000	10,000	
6010	FICA	13,241	13,241	13,241	13,370	13,370	
6011	Medicare	3,097	3,097	2,952	2,982	2,982	
6012	Retirement	20,051	20,051	20,051	20,564	20,564	
6013	Unemployment Insurance	637	637	637	478	478	
6014	Workman's Compensation	408	408	408	498	498	
6020	Health, Dental, Life & STD Insurance	25,606	25,606	25,606	25,606	25,606	
	Total Salary Expenditures	**$ 276,605**	**$ 276,605**	**$ 276,460**	**$ 279,141**	**$ 279,141**	
Operational Expenditures							
7010	Training	800	800	800	0	0	
7015	Travel	1,750	1,750	1,200	0	0	
7030	Office Supplies	4,100	4,100	3,500	3,500	3,500	
7035	Subscriptions/Memberships	125	125	150	150	150	
7036	Books/Tapes/Publications	1,075	1,075	200	200	200	
7037	Printing	300	300	300	300	300	
7039	Postage	1,282	1,282	1,300	1,300	1,300	
7060	Electric	3,000	3,000	2,600	2,600	2,600	
7061	Gas/Propane	482	482	515	511	511	
7062	Water	765	765	765	765	765	
7063	Sewer	695	695	720	720	720	
7064	Waste Removal	216	216	216	216	216	
7065	Telephone	183	183	183	183	183	
7067	Pest Control	80	80	80	80	80	
7120	Contract Labor/Services INTERPRETORS	4,000	4,000	500	0	0	
7210	Credit Card Processing Fees	2,500	2,500	4,500	4,500	4,500	
7555	Court Appointed Attorneys	22,000	22,000	12,000	12,000	12,000	
7558	Jury Fees	200	200	200	200	200	
7559	Recording System	0	0	0	0	0	
7570	Security System	0	0	0	0	0	
	Total Operational Expenditures	**$ 43,553**	**$ 43,553**	**$ 29,729**	**$ 27,225**	**$ 27,225**	
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	500	500	500	500	500	
8020	Equipment Lease	0	0	0	0	0	
	Total Equipment/Capital Expenditures	**$ 500**	**$ 500**	**$ 500**	**$ 500**	**$ 500**	
Total Expenditures		**$ 320,658**	**$ 320,658**	**$ 306,689**	**$ 306,866**	**$ 306,866**	

Revenues

Municipal Court Revenues							
40-30-4130	Fines/Fees & Forfeitures	201,868	201,868	225,000	225,000	225,000	
40-30-4310	Court Appt Attorney Reimb	12,315	12,315	12,315	10,000	10,000	
40-30-4110	Credit Card Fees Collected	0	0	0	0	0	
	Total Departmental Revenues	**$ 214,183**	**$ 214,183**	**$ 237,315**	**$ 235,000**	**$ 235,000**	
Net <Subsidy From>/Contribution To General Purpose Revenues		**$ (106,475)**	**$ (106,475)**	**$ (69,374)**	**$ (71,866)**	**$ (71,866)**	

Magistrate Special Revenue Fund

Department Duties/Description

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

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

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

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

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

Fiscal Notes:

Fill the Gap funds will be utilized to pay for annual audio/visual maintenance fees, monthly DSL fees, copier lease and computer equipment lease. Paying our copier lease and computer equipment lease from this fund is only temporary. This fund has an accural balance but can not tolorate more than two years.

The Court Enhancement Fund is being utilized to pay for legal reseach, digital recordig maintenance, security maintenance, training, travel and interpreters.

Magistrate Special Revenue Fund
Fund 05

Expenditures		2010/2011	2010/2011	2010/2011	2011/2012	2011/2012	2011/2012
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
60-51-6000	Fill the Gap Salaries	0	0	0	0	0	
60-51-6010	FICA	0	0	0	0	0	
60-51-6011	Medicare	0	0	0	0	0	
60-51-6012	Retirement	0	0	0	0	0	
60-51-6013	Unemployment	0	0	0	0	0	
60-51-6014	Workman's Compensation	0	0	0	0	0	
60-51-6020	Health, Dental, Life & STD Insurance	0	0	0	0	0	
60-68-6000	Court Enhancement Salaries	0	0	0	0	0	
60-68-6010	FICA	0	0	0	0	0	
60-68-6011	Medicare	0	0	0	0	0	
60-68-6012	Retirement	0	0	0	0	0	
60-68-6013	Unemployment	0	0	0	0	0	
60-68-6014	Workman's Compensation	0	0	0	0	0	
60-68-6020	Health, Dental, Life & STD Insurance	0	0	0	0	0	
60-68-7651	Fill the Gap	1,500	1,500	13,260	13,260	13,260	
60-68-7652	Local JCEF	2,775	2,775	1,800	1,800	1,800	
60-68-7653	Court Enhancement	16,461	16,461	7,761	7,761	7,761	
	Total Special Fund Expenditures	**$ 20,736**	**$ 20,736**	**$ 22,821**	**$ 22,821**	**$ 22,821**	
Revenues							
Special Fund Revenues							
40-00-4131	Local JCEF	3,084	3,084	3,084	2,400	2,400	
40-00-4132	Fill the Gap	3,516	3,516	3,516	2,800	2,800	
40-00-4133	Court Enhancement	23,812	23,812	23,812	20,800	20,800	
	Total Special Fund Revenues	**$ 30,412**	**$ 30,412**	**$ 30,412**	**$ 26,000**	**$ 26,000**	**$ -**
t <Subsidy From>/Contribution		**$ 9,676**	**$ 9,676**	**$ 7,591**	**$ 3,179**	**$ 3,179**	**$ -**
o Magistrate Special Revenues Fund Balance							
Prior Year Ending Magistrate Special Revenues Fund Balance		$ 66,004	$ 66,004	$ 66,004	$ 75,680	$ 78,859	
Estimated Ending Magistrate Special Revenues Fund Balance (deficit)		**$ 75,680**	**$ 75,680**	**$ 73,595**	**$ 78,859**	**$ 82,038**	
Designated Funds - Fill the Gap							
Prior Year Ending Fill the Gap Designation		31,478	33,494	33,494	33,494	36,294	
Est. <Subsidy From>/Contribution To Fill the Gap Designation		2,016	2,016	(9,744)	2,800	2,800	
Estimated Ending Fill the Gap Designated Fund Balance		**$ 33,494**	**$ 35,510**	**$ 23,750**	**$ 36,294**	**$ 39,094**	
Designated Funds - Local JCEF							
Prior Year Ending Local JCEF Designation		25,817	26,126	26,126	26,126	28,526	
Est. <Subsidy From>/Contribution To Local JCEF Designation		309	309	1,284	2,400	2,400	
Estimated Ending Local JCEF Designated Fund Balance		**$ 26,126**	**$ 26,435**	**$ 27,410**	**$ 28,526**	**$ 30,926**	
Designated Funds - Court Enhancement							
Prior Year Ending Court Enhancement Fund Designation		44,567	51,918	51,918	51,918	72,718	
Est. <Subsidy From>/Contribution To Court Enhancement Fund Designation		7,351	7,351	16,051	20,800	20,800	
Estimated Ending Court Enhancement Designated Fund Balance		**$ 51,918**	**$ 59,269**	**$ 67,969**	**$ 72,718**	**$ 93,518**	