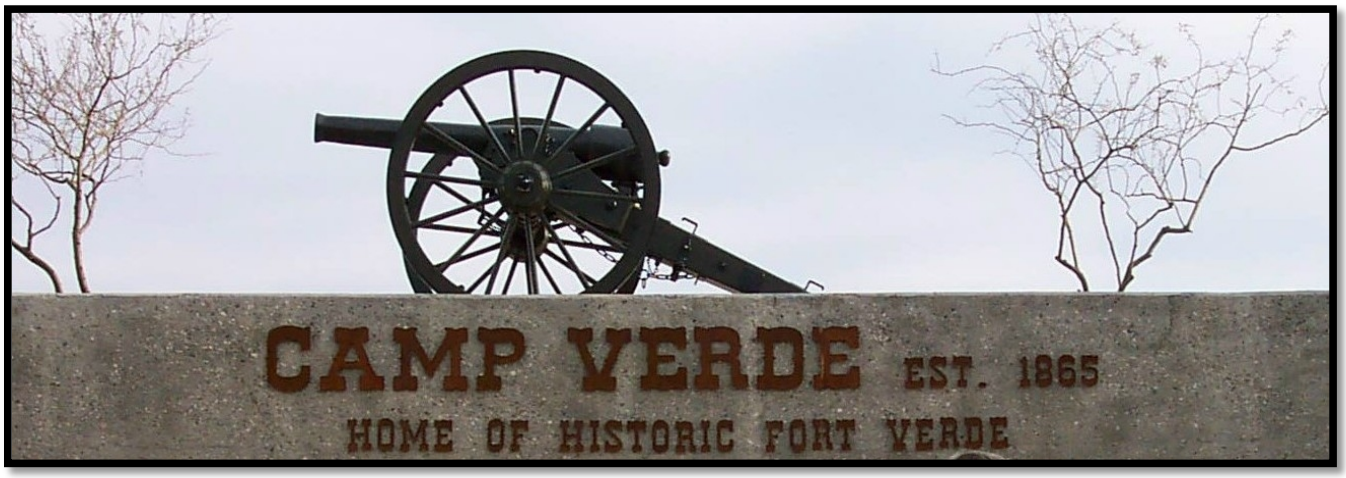

It's in Your Hands

Build a Stronger Community

Shop Locally

Tentative Budget

for Fiscal Year

2012-13

Town of Camp Verde, Arizona

473 S Main Street
Camp Verde, AZ 86322
(928) 567-6631
www.campverde.az.gov

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Camp Verde
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2013

FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES* 2012	ACTUAL EXPENDITURES/ EXPENSES ** 2012	FUND BALANCE/ NET ASSETS*** July 1, 2012**	PROPERTY TAX REVENUES 2013	ESTIMATED REVENUES OTHER THAN PROPERTY TAXES 2013	OTHER FINANCING 2013		INTERFUND TRANSFERS 2013		TOTAL FINANCIAL RESOURCES AVAILABLE 2013	BUDGETED EXPENDITURES/ EXPENSES 2013
						SOURCES	<USES>	IN	<OUT>		
1. General Fund	$ 5,466,078	$ 4,410,664	$ 2,024,412	Primary: $	$ 5,936,875	$	$	$ 29,390	$ 400,405	$ 7,590,272	$ 5,697,300
2. Special Revenue Funds	2,431,947	433,021	3,931,993	Secondary:	2,562,423			94,687	1,022,587	5,566,517	2,822,773
3. Debt Service Funds Available	396,525	229,068						392,565		392,565	392,565
4. Less: Amounts for Future Debt Retirement											
5. Total Debt Service Funds	396,525	229,068						392,565		392,565	392,565
6. Capital Projects Funds	2,064,506	631,753	272,231					1,146,440	52,090	1,366,581	1,686,245
7. Permanent Funds											
8. Enterprise Funds Available											
9. Less: Amounts for Future Debt Retirement											
10. Total Enterprise Funds											
11. Internal Service Funds											
12. TOTAL ALL FUNDS	$ 10,359,056	$ 5,704,506	$ 6,228,636	$	$ 8,499,298	$	$	$ 1,663,082	$ 1,475,082	$ 14,915,934	$ 10,598,882

☒ The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

EXPENDITURE LIMITATION COMPARISON	2012	2013
1. Budgeted expenditures/expenses	$ 10,359,056	$ 10,598,882
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	10,359,056	10,598,882
4. Less: estimated exclusions	3,728,433	844,146
5. Amount subject to the expenditure limitation	$ 6,630,623	$ 9,754,736
6. EEC or voter-approved alternative expenditure limitation	$ 11,561,169	$ 11,161,575

* Includes Expenditure/Expense Adjustments Approved in current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts in this column represent Fund Balance/Net Asset amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

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General Fund Summary

General Purpose Revenues

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Local Revenues							
Sales Taxes							
Town Sales Tax	1,536,345	1,500,000	1,500,000	1,519,417	2,187,500	2,187,500	2,187,500
Accomodation Tax	84,609	72,000	72,000	85,001	72,000	72,000	72,000
Construction Tax (2% CIP)	95,023	80,000	80,000	84,669	88,440	88,440	88,440
Construction Tax (1% Debt)	47,512	40,000	40,000	34,005	43,560	43,560	43,560
Total Sales Taxes	$ 1,763,489	$ 1,692,000	$ 1,692,000	$ 1,723,092	$ 2,391,500	$ 2,391,500	$ 2,391,500
Franchise Fees							
APS Franchise Fee	199,115	171,000	171,000	210,195	200,000	200,000	200,000
Camp Verde Water Franchise Fee	21,308	18,000	18,000	21,517	21,000	21,000	21,000
NPG Cable Franchise Fee	14,050	13,000	13,000	10,338	10,000	10,000	10,000
UNS Gas Franchise Fee	8,880	8,000	8,000	8,647	8,000	8,000	8,000
Total Franchise Fees	$ 243,353	$ 210,000	$ 210,000	$ 250,697	$ 239,000	$ 239,000	$ 239,000
Miscellaneous							
Refunds & Reimbursements	992	500	500	8,318	0	0	0
Unplanned Grant Awards	0	2,000,000	2,000,000	0	0	0	0
Yavapai County - Fort Verde IGA	22,500	30,000	30,000	30,000	30,000	30,000	30,000
Miscellaneous	9,686	10,000	10,000	15,920	0	0	0
Surplus Property Sales	17,161	4,000	4,000	5,707	0	0	0
Proceeds from Sale of Assets	15,245	0	0	0	0	0	0
Scrap Sales	0	0	0	1,448	0	0	0
Interest	8,976	40,000	40,000	7,004	20,000	20,000	20,000
Total Miscellaneous	$ 74,560	$ 2,084,500	$ 2,084,500	$ 68,397	$ 50,000	$ 50,000	$ 50,000
Total Local Revenues	$ 2,081,402	$ 3,986,500	$ 3,986,500	$ 2,042,186	$ 2,680,500	$ 2,680,500	$ 2,680,500
Intergovernmental Revenues							
Urban Revenue Sharing	1,044,381	917,727	917,727	917,689	1,110,000	1,110,000	1,110,000
State Sales Tax	821,815	822,612	822,612	848,146	909,000	909,000	909,000
Vehicle License Tax	575,293	577,351	577,351	554,875	565,000	565,000	565,000
Total Intergovernmental Revenues	$ 2,441,489	$ 2,317,690	$ 2,317,690	$ 2,320,709	$ 2,584,000	$ 2,584,000	$ 2,584,000
Total General Purpose Revenues	$ 4,522,891	$ 6,304,190	$ 6,304,190	$ 4,362,895	$ 5,264,500	$ 5,264,500	$ 5,264,500

Departmental Expense Summaries & Operating Transfers

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
General Fund Net Department Cost							
Mayor & Council	17,151	30,359	30,359	19,571	27,284	27,284	27,284
Town Manager	197,486	200,689	200,689	274,133	194,465	190,465	190,965
Town Clerk	204,072	188,803	188,803	142,397	208,365	208,365	208,665
Finance	229,062	240,943	240,943	191,907	203,783	187,783	187,783
Human Resources	49,094	49,480	49,480	61,298	49,121	49,121	49,121
Risk Management	474,009	297,092	297,092	195,279	333,011	310,010	310,010
Economic Development	168,750	165,300	165,300	153,796	234,418	194,418	204,418
Information Technology	82,238	143,478	143,478	86,691	178,578	135,028	135,028
Magistrate Court	80,362	73,011	73,011	1,333	55,651	55,651	55,651
Public Works Engineer	100,910	120,984	120,984	118,959	115,561	91,489	91,489
Storm Water	39,850	34,368	34,368	10,095	41,637	39,000	39,000
Maintenance	381,797	389,900	389,900	374,331	419,996	412,889	412,889
Community Development	39,762	43,486	43,486	84,064	46,835	43,404	43,404
Building Dept	21,134	48,530	48,530	3,606	53,126	40,097	40,097
Current Planning	51,213	57,688	57,688	15,764	56,301	47,844	47,844
Long Range Planning	113,924	19,408	19,408	10,487	56,527	42,417	42,417
Code Enforcement	10,017	27,588	27,588	100	101,678	87,748	87,748
Marshal	1,703,643	1,880,214	1,880,214	1,754,994	1,941,566	1,932,858	1,933,758
Animal Control	113,358	121,029	121,029	121,789	70,750	70,750	70,750
Library	135,635	116,174	116,174	118,692	182,422	169,722	169,722
Children's Library	67,726	99,107	99,107	65,710	104,696	97,696	97,696
Parks & Rec	131,169	98,703	98,703	116,585	126,531	126,531	126,531
Pool	19,290	7,604	7,604	0	67,609	67,609	67,609
Children's Rec	23,584	616	616	1,874	30,111	7,111	7,611
Adult Rec	485	(270)	(270)	(1,275)	0	0	0
Senior Rec	0	0	0	0	4,000	0	0
Community Programs	2,817	4,526	4,526	4,321	75	75	75
Non Departmental	141,808	380,028	380,028	138,269	367,970	367,970	367,970
Unplanned Grant Expenditures	0	2,000,000	2,000,000	0	0	0	0
Total Net Departmental Costs	$ 4,600,346	$ 6,838,838	$ 6,838,838	$ 4,064,769	$ 5,272,067	$ 5,003,335	$ 5,015,535
Less: Budgeted Contingent Expenses	0	(250,000)	(250,000)	0	(225,000)	(225,000)	(225,000)
Net Cost to General Fund from Operations	$ 77,455	$ 284,648	$ 284,648	$ (298,126)	$ (217,433)	$ (486,165)	$ (473,965)
Operating Transfers ***(Non-Departmental Only)***							
Transfer In from Y-A Gaming Fund	(27,279)	0	0	0	0	0	0
Trasnfer Out to CIP Fund	100,173	959,616	959,616	138,457	90,240	90,240	90,240
Transfer Out to Debt Service Fund	201,003	283,725	283,725	242,400	290,165	290,165	290,165
Transfer Out to Library Bldg Fund	100	0	0	27,279	0	0	0
Total Non-Departmental Operating Transfers	$ 273,997	$ 1,243,341	$ 1,243,341	$ 408,136	$ 380,405	$ 380,405	$ 380,405
Net Effect on General Fund Balance							
General Revenues	(4,522,891)	(6,304,190)	(6,304,190)	(4,362,895)	(5,264,500)	(5,264,500)	(5,264,500)
Net Departmental Costs & Transfers	4,874,343	8,082,179	8,082,179	4,472,905	5,652,472	5,383,740	5,395,940
*Est'd Decrease/(Increase) in General Fund Balance**	$ 351,452	$ 1,777,989	$ 1,777,989	$ 110,010	$ 387,972	$ 119,240	$ 131,440
* Includes contingency reserve		(250,000)	(250,000)	0	(225,000)	(225,000)	(225,000)
Net Available Cash *(with full budgeted contingency use)*							
Est'd Beginning Available Cash	$ 2,910,494	$ 2,559,042	$ 2,559,042	$ 2,559,042	$ 781,053	$ 781,053	$ 781,053
Est'd Ending Available Cash	$ 2,559,042 *	$ 781,053	$ 781,053	$ 2,449,032	$ 168,081	$ 436,813	$ 424,613

*Includes EE Benefit Funds Cash of Approx. $402K at June 2011)

General Fund Expenditures
by Category

EXPENSE CATEGORY	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Salary Related Expenditures							
Salaries	2,645,193	2,631,813	2,631,813	2,571,794	2,847,886	2,817,445	2,817,445
Pro Tem Judges	0	0	0	0	2,700	2,700	2,700
Overtime	34,236	36,400	36,400	44,722	41,000	41,000	41,000
Holiday Pay	15,367	13,000	13,000	27,908	31,000	31,000	31,000
Uniform Allowance	20,100	22,200	22,200	19,123	24,300	23,400	24,300
FICA	121,942	123,847	123,847	116,475	134,216	132,333	132,333
Medicare	38,224	39,630	39,630	37,484	41,295	40,855	40,855
Retirement	287,557	335,833	335,833	320,896	348,727	345,339	345,339
Unemployment Insurance	6,201	5,268	5,268	6,133	6,287	6,279	6,279
Workman's Compensation	43,648	63,328	63,328	67,346	65,309	64,875	64,875
Health, Dental, Life & STD Insurance	365,741	444,172	444,172	372,139	434,133	425,751	425,751
Total Salary Related Expenditures	$ 3,578,209	$ 3,715,491	$ 3,715,491	$ 3,584,020	$ 3,976,853	$ 3,930,977	$ 3,931,877
Operational Expenditures							
Training	19,438	26,200	26,200	15,528	33,300	30,850	30,850
Tuition Reimbursement	0	5,000	5,000	4,397	5,000	5,000	5,000
Travel	4,180	16,900	16,900	12,207	22,020	21,020	21,020
Uniforms	2,623	4,800	4,800	3,031	2,400	2,400	2,400
Office Supplies	23,376	31,250	31,250	22,253	32,600	31,400	31,700
Subscriptions/Memberships	12,009	16,715	16,715	14,832	17,580	17,580	17,580
Books/Tapes/Publications	15,154	21,600	21,600	19,049	42,770	25,270	25,270
Printing	4,567	6,450	6,450	1,897	8,125	7,725	7,725
Advertising	4,405	8,915	8,915	3,188	60,250	24,250	24,250
Postage	8,485	6,800	6,800	3,477	6,000	5,000	5,000
Computer Services/Software	29,913	85,650	85,650	48,713	154,261	124,711	124,711
Auto Repair/Maintenance	32,148	45,400	45,400	50,453	53,050	53,050	53,050
Fuel	58,363	69,700	69,700	64,808	75,280	75,040	75,040
Utilities	162,413	176,139	176,139	157,713	149,111	149,111	149,111
Waste Removal	5,540	7,317	7,317	5,779	7,601	7,601	7,601
Cell Phone	2,516	3,425	3,425	3,578	3,615	3,600	3,600
Pest Control	3,596	3,288	3,288	2,626	3,360	3,360	3,360
Consulting Services	179,409	107,500	107,500	100,551	122,000	81,000	81,000
Legal Services	239,353	93,700	93,700	13,578	72,100	69,100	69,100
Contract Labor/Services	110,532	114,000	114,000	104,321	122,500	117,900	117,900
Interpreters	0	0	0	0	500	500	500
Equipment & Maint	15,133	13,575	13,575	8,651	39,396	35,395	35,395
Service Charges	8,821	5,000	5,000	2,381	5,000	5,000	5,000
Credit Card Processing Fees	7,170	6,000	6,000	5,711	1,500	1,500	1,500
Liability Insurance	182,745	175,000	175,000	120,267	190,000	190,000	190,000
Legal Defense	0	0	0	0	40,000	25,000	25,000
Safety / Security Program	0	0	0	0	10,000	4,000	4,000
Department Specific Expenditures	436,449	429,618	429,618	388,635	463,235	403,335	413,835
Total Operational Expenditures	$ 1,568,338	$ 1,479,942	$ 1,479,942	$ 1,177,624	$ 1,742,554	$ 1,519,698	$ 1,530,498
Equipment/Capital Expenditures							
Office Equipment/Furniture	0	0	0	14,531	0	0	0
Equipment Lease	13,699	20,645	20,645	14,123	9,925	9,925	9,925
Total Equipment/Capital Expenditures	$ 13,699	$ 20,645	$ 20,645	$ 28,654	$ 9,925	$ 9,925	$ 9,925
Operating Transfers and Contingency							
Transfer Out to CIP Fund	100,173	959,616	959,616	138,457	90,240	90,240	90,240
Transfer Out to Debt Service Fund	201,003	283,725	283,725	242,400	290,165	290,165	290,165
Transfer Out to Library Building Fund	100	0	0	27,279	0	0	0
Employee Term Payouts	6,349	50,000	50,000	12,000	25,000	25,000	25,000
Contingency	0	200,000	200,000	0	200,000	200,000	200,000
Total Operating Transfers and Contingency	$ 307,625	$ 1,493,341	$ 1,493,341	$ 420,136	$ 605,405	$ 605,405	$ 605,405
Total General Fund Expenditures	$ 5,467,871	$ 6,709,419	$ 6,709,419	$ 5,210,434	$ 6,334,737	$ 6,066,005	$ 6,077,705

General Government

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) - Biennial appointment by the Council
Councilors (5)

Accomplishments for the Fiscal Year 2011/2012:

1. Maintained a balanced budget without eliminating services
2. Maintained strong commitment to citizen satisfaction
3. Kept active watch on legislation
4. Continued the partnership with State Parks to keep Ft. Verde State Historic Park open & continue promoting economic development.

Performance Objectives for Fiscal Year 2012/2013:

1. Continue our commitment to fiscal responsibility. We will maintain a balanced budget to the extent possible without eliminating services.
2. Continue our strong commitment to 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:

* Training & travel expenses were increased to provide for critical training opportunities for Council members

Mayor & Council

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	3,525	3,600	3,600	3,633	4,200	4,200	4,200
FICA	219	223	223	225	260	260	260
Medicare	51	52	52	53	61	61	61
Unemployment	47	29	29	54	53	53	53
Workman's Compensation	187	261	261	177	316	316	316
Total Wages & Releated	$ 4,029	$ 4,165	$ 4,165	$ 4,142	$ 4,890	$ 4,890	$ 4,890
Operating Expenditures							
Training	100	2,300	2,300	2,125	4,000	4,000	4,000
Travel	95	3,000	3,000	4,243	4,000	4,000	4,000
Office Supplies	0	500	500	129	0	0	0
Fuel	0	1,000	1,000	0	1,000	1,000	1,000
Electric	1,597	1,300	1,300	1,502	1,300	1,300	1,300
Gas/Propane	310	309	309	268	309	309	309
Water	126	150	150	139	150	150	150
Sewer	411	380	380	412	380	380	380
Waste Removal	112	120	120	112	120	120	120
Pest Control	38	35	35	38	35	35	35
Legal Services	9,901	16,000	16,000	5,846	10,000	10,000	10,000
Public Relations	103	500	500	220	500	500	500
Dinner/Reception Expense	329	600	600	394	600	600	600
Total Operating Expenditures	$ 13,122	$ 26,194	$ 26,194	$ 15,429	$ 22,394	$ 22,394	$ 22,394
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 17,151	$ 30,359	$ 30,359	$ 19,571	$ 27,284	$ 27,284	$ 27,284
Revenues							
N/A	0	0	0	0	0	0	0
Total Departmental Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net Effect on General Fund	$ 17,151	$ 30,359	$ 30,359	$ 19,571	$ 27,284	$ 27,284	$ 27,284

Town Manager

Our Mission

To serve the citizens of 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)
Administrative Assistant to the Town Manager 65%

Accomplishments for the Fiscal Year 2011/2012:

1. Continued to represent the Town in the water rights negotiation process
2. Continued to support implementation and complete training for state-of-the-art software to improve the efficiency of the workforce
3. Obtained Council approval to hire ED Dir. to pursue economic development initiatives with the development community
4. Hired Finance Director and Accountant stablizing the Finance Dept.
5. Submitted and obtained Council approval of the Land Use Code Re-write Initiative
6. Initiated organizational changes in HR
7. Developed an IGA between the Town and CVUSD for shared resources
8. Transitioned work load of former Special Project Administrator to CD, ED, Clerk, Admin and IT staff
9. Implemented changes relative to IGA/financing the Town's portion of Fort Verde
10. Partnered with the ED Dir. to implement Free Fourth Fridays at the Fort
11. In partnership with the ED Director, began the process of developing a CIP (including public outreach/survey)
12. Participated in Citizen Observation ride-alongs with deputies in order to familarize myself with CVMO's specific processes
13. Partnered with HR Specialist to complete selection process and interview of Town Marshal
14. Worked with partners to garner volunteers via a Volunteer Fair

Performance Objectives for Fiscal Year 2012/2013:

1. Continue to represent the Town in the water rights negotiation process
2. Continue to support the processing (through the two systems) of the IGA between the Town and CVUSD for shared resources
3. Implement further changes in the FY 12/13 IGA/financing the Town's portion of Fort Verde
4. Continue developing ED initiatives
5. Continue to process Capital Improvement Projects (CIP) - revision

Significant Expenditure Changes:

* Risk Manager continues to take on more Risk Mgmt. responsibility, thus, the adjustment in Adm. Assist. % of time above is 65%
* Increase in the training line item (7010) due to planned attendance at the International City/County Manager's Association (ICMA) in Phoenix, Arizona City/County Mgrs. Association (ACMA), & League of Arizona Cities and Towns (LACT) Conferences in order to improve management skills, develop partnerships and to seek grants
* Did not expend ICMA/ACMA (7035) membership funds in FY 11/12; however, will do so in FY 12/13
* Used in-stock supplies in order to reduce expenditures in the office supply line item
* $7500 is added for Capital Improvements Plan survey, publication, etc.

Town Manager

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	153,820	149,486	149,486	210,071	138,465	138,465	138,465
FICA	8,975	9,268	9,268	12,304	8,585	8,585	8,585
Medicare	2,099	2,168	2,168	2,877	2,008	2,008	2,008
Retirement	14,417	15,098	15,098	22,605	15,439	15,439	15,439
Unemployment	271	113	113	248	147	147	147
Workman's Compensation	250	472	472	605	374	374	374
Health, Dental & Life Ins	12,814	13,559	13,559	19,957	11,847	11,847	11,847
Total Wages & Releated	$ 192,646	$ 190,164	$ 190,164	$ 268,667	$ 176,865	$ 176,865	$ 176,865
Operating Expenditures							
Training	315	1,000	1,000	1,170	1,950	1,950	1,950
Travel	24	1,200	1,200	463	1,100	1,100	1,100
Office Supplies	1,038	1,800	1,800	426	1,500	1,500	1,500
Subscriptions/Memberships	25	1,400	1,400	50	1,200	1,200	1,200
Books/Tapes/Publications	0	200	200	0	200	200	200
Printing	68	500	500	0	500	500	500
Electric	1,027	1,050	1,050	965	1,000	1,000	1,000
Gas/Propane	199	250	250	172	200	200	200
Water	361	400	400	287	250	250	250
Sewer	265	300	300	265	250	250	250
Waste Removal	72	100	100	72	150	150	150
Cell Phone	850	1,300	1,300	1,293	1,050	1,050	1,050
Pest Control	24	25	25	24	50	50	50
Legal Services	111	500	500	19	200	200	200
Contract Labor/Services	0	0	0	0	7,500	3,500	3,500
Public Relations	455	500	500	259	500	500	1,000
Total Operating Expenditures	$ 4,840	$ 10,525	$ 10,525	$ 5,466	$ 17,600	$ 13,600	$ 14,100
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 197,486	$ 200,689	$ 200,689	$ 274,133	$ 194,465	$ 190,465	$ 190,965
Revenues							
N/A	0	0	0	0	0	0	0
Total Departmental Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net Effect on General Fund	$ 197,486	$ 200,689	$ 200,689	$ 274,133	$ 194,465	$ 190,465	$ 190,965

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
* Provides receptionist services for the Admin Offices

Department Staffing:

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

Accomplishments for the FY 2011/2012:

1. Completed Commission training on OML & Policies
2. Met customer service objective through improved delivery services in the areas of licensing and permitting.
3. Continued accessibility improvements and information on Clerk's Web page.
4. Completed policies to include Agenda Guidelines, Records Mgmt, Special Events & update of Town Code.
5. Completed State Election Official Recertification
6. Completed audit of business licenses
7. Completed the business license conversion

Performance Objectives for Fiscal Year 2012/2013:

1. Provide staff/Council training on the new policies (Agenda Guidelines and Records Management).
2. Assist Other Depts in Preparing a Training/Operations/Standard Procedures Manual & Program with HR
3. Develop a plan/timeline and resources necessary for a CDBG/HOME program revitalization
4. Refresh skillset in taking minutes in preparation for coaching others
5. Set "final" career/personal/professional goals & timeline for accomplishment

Significant Expenditure Changes:

* Primary/General Elections are scheduled for FY 2012/13
* Costs for a Special election are included in the budget

Department Statistics for the Fiscal Year 2011/2012 (7/1/11 through 3/1/12):

689 Business Licenses on File
156 Information/Customer Service Requests
0 Formal Citizen Complaints
0 Zoning Complaints Processed
30 New Resolutions Processed
8 New Ordinances Processed
9 Special Events Permits Processed
15 Liquor License Permits Processed

* Council Meetings (July 1, 2011 - March 12, 2012)
26 Regular Sessions
7 Special Sessions
5 Work Sessions
7 Executive Sessions

Town Clerk

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	150,415	130,876	130,876	116,821	124,908	124,908	124,908
FICA	8,759	8,114	8,114	6,759	7,744	7,744	7,744
Medicare	2,077	1,898	1,898	1,581	1,811	1,811	1,811
Retirement	12,325	13,219	13,219	11,177	12,022	12,022	12,022
Unemployment	340	221	221	260	178	178	178
Workman's Compensation	266	472	472	281	337	337	337
Health, Dental & Life Ins	16,608	30,248	30,248	13,471	14,360	14,360	14,360
Total Wages & Releated	$ 190,790	$ 185,048	$ 185,048	$ 150,350	$ 161,360	$ 161,360	$ 161,360
Operating Expenditures							
Training	375	1,500	1,500	835	1,000	1,000	1,000
Travel	411	1,200	1,200	502	1,000	1,000	1,000
Office Supplies	940	2,000	2,000	1,958	1,500	1,500	1,800
Subscriptions/Memberships	300	550	550	565	500	500	500
Advertising	1,560	3,000	3,000	1,691	3,000	3,000	3,000
Computer Services/Software	545	0	0	430	0	0	0
Electric	1,826	1,800	1,800	1,824	1,800	1,800	1,800
Gas/Propane	381	500	500	326	500	500	500
Water	397	415	415	343	415	415	415
Sewer	500	500	500	501	500	500	500
Waste Removal	136	140	140	136	140	140	140
Pest Control	46	50	50	46	50	50	50
Legal Services	2,979	3,000	3,000	222	1,000	1,000	1,000
Elections	20,558	0	0	0	45,000	45,000	45,000
Recording Fees	6	50	50	4	50	50	50
Records Destruction	0	0	0	0	500	500	500
Total Operating Expenditures	$ 30,960	$ 14,705	$ 14,705	$ 9,383	$ 56,955	$ 56,955	$ 57,255
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 221,750	$ 199,753	$ 199,753	$ 159,733	$ 218,315	$ 218,315	$ 218,615
Revenues							
Copies	33	0	0	11	0	0	0
Bus. License Fees	12,630	10,000	10,000	14,500	9,000	9,000	9,000
Liquor License Fees	3,215	950	950	2,800	950	950	950
Special Event Permits	1,800	0	0	25	0	0	0
Total Departmental Revenues	$ 17,678	$ 10,950	$ 10,950	$ 17,336	$ 9,950	$ 9,950	$ 9,950
Net Effect on General Fund	$ 204,072	$ 188,803	$ 188,803	$ 142,397	$ 208,365	$ 208,365	$ 208,665

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.
* Monitoring monthly financial reports to compare various department's compliance with the budget.
* Maintaining the Town's bank accounts and investments.
* Accounts Payable
* Payroll
* Assisting the auditing firm with the Town's annual financial audit.

Department Staffing:

Finance Director (1)
Accountant (1)

Accomplishments for the Fiscal Year 2011/2012:

1. Received unqualified opinion on FY11 Audit report
2. Succesfully managed transition of multiple personnel through Finance Dept.
3. Cleaned up Incode installation issues to complete efficient & effective accounting system

Performance Objectives for Fiscal Year 2012/2013:

1. Oversee the compilation of the Town's 2012-2013 budget document.
2. Complete CAFR for FY12 audit
3. Continue the improvements to the budget process and budget document.
4. Update the Financial Operations Guide as to new procedures; both internal and auditor recommended.
5. Continue training and professional development.
6. Monitor Town's investment activities verifying they meet expected objectives.

Significant Expenditure Changes:

* Staffing was reduced by .5 FTE's

Fiscal Notes

* The Fiance Dept. is operating with 2 brand new employee's in FY12; the Finance Director hired in July and the Accountant hired in Sept.
* Contract Labor/Services is for the Town's Comprehensive Annual Financial Report (CAFR).
* Consulting Services the Sales Tax Auditing Program and support for FY12 CAFR.

Finance

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	97,703	129,942	129,942	92,672	100,860	100,860	100,860
FICA	6,035	8,056	8,056	5,864	6,253	6,253	6,253
Medicare	1,411	1,884	1,884	1,329	1,462	1,462	1,462
Retirement	9,321	13,124	13,124	9,838	11,246	11,246	11,246
Unemployment	260	142	142	443	178	178	178
Workman's Compensation	206	726	726	211	272	272	272
Health, Dental & Life Ins	12,947	15,784	15,784	12,009	14,360	14,360	14,360
Total Wages & Releated	$ 127,883	$ 169,658	$ 169,658	$ 122,366	$ 134,631	$ 134,631	$ 134,631
Operating Expenditures							
Training	415	2,000	2,000	1,821	2,000	2,000	2,000
Travel	94	1,000	1,000	981	2,500	1,500	1,500
Office Supplies	1,563	1,500	1,500	1,500	2,000	2,000	2,000
Subscriptions/Memberships	1,020	805	805	280	1,080	1,080	1,080
Books/Tapes/Publications	0	100	100	167	250	250	250
Printing	795	1,500	1,500	543	1,500	1,500	1,500
Advertising	1,258	3,000	3,000	300	2,500	2,500	2,500
Postage	50	0	0	0	0	0	0
Computer Services/Software	2,372	0	0	0	0	0	0
Electric	539	600	600	521	580	580	580
Gas/Propane	106	180	180	139	150	150	150
Water	224	200	200	123	180	180	180
Sewer	88	90	90	88	90	90	90
Waste Removal	48	50	50	48	60	60	60
Telephone	370	450	450	369	0	0	0
Pest Control	8	10	10	8	12	12	12
Consulting Services	67,728	28,000	28,000	33,055	25,000	10,000	10,000
Legal Services	2,461	0	0	148	800	800	800
Contract Labor/Services	20,147	30,000	30,000	25,000	30,000	30,000	30,000
Equipment Maint. Agreements	360	0	0	105	450	450	450
Total Operating Expenditures	$ 99,646	$ 69,485	$ 69,485	$ 65,196	$ 69,152	$ 53,152	$ 53,152
Equipment/Capital Expenditures							
Equipment Lease	1,533	1,800	1,800	1,361	0	0	0
Copier Purchase	0	0	0	2,984	0	0	0
Total Equipment/Capital Expenditures	$ 1,533	$ 1,800	$ 1,800	$ 4,345	$ -	$ -	$ -
Total Departmental Expenditures	$ 229,062	$ 240,943	$ 240,943	$ 191,907	$ 203,783	$ 187,783	$ 187,783
Revenues							
N/A	0	0	0	0	0	0	0
Total Departmental Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net Effect on General Fund	$ 229,062	$ 240,943	$ 240,943	$ 191,907	$ 203,783	$ 187,783	$ 187,783

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 2011/2012:

1. Updated personnel manual
2. Implemented complient DOT random drug and alcohol testing
3. Obtain the ability to validate new and current employee's driver license status through in-house means
4. Established Town of Camp Verde recruitment, selection and placement guidelines

Performance Objectives for Fiscal Year 2012/2013:

1. Continue to assist all departments with Human Resource issues
2. Coordinate training on various topics for all employees
3. Expand awarness on employee benefits and recognition
4. Revise Resolution 2006-710 relative to salary equivalent for computing workers' compensation insurance premiums and compensation for volunteers
5. Finalize employee exit process, to include exit interview and property retrieval

Significant Expenditure Changes:

* Wage allocation removed from Marshal's Office personnel
* Recruitment and Selection allocation was understated for 2011/2012

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 consultant inregards to personnel issues
* Recruitment Expenses (752300) covers expenditures associated with recruiting and processing new employees and volunteers to include: fingerprinting, drug screening, DOT drug testing, polygraphs, psychological testing, and medicals
* Personnel Expenditures (752100) cover expiditurres associated with current employee fit for duty testing, IME, and CDL and safety sensitive random drug testing and polygraphs

Human Resources

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	26,167	26,915	26,915	37,747	23,076	23,076	23,076
FICA	1,622	1,669	1,669	2,340	1,431	1,431	1,431
Medicare	379	390	390	547	335	335	335
Retirement	2,579	2,718	2,718	4,060	2,573	2,573	2,573
Unemployment	42	37	37	86	53	53	53
Workman's Compensation	54	84	84	91	62	62	62
Health, Dental & Life Ins	4,192	4,867	4,867	6,700	4,311	4,311	4,311
Total Wages & Releated	$ 35,035	$ 36,680	$ 36,680	$ 51,571	$ 31,841	$ 31,841	$ 31,841
Operating Expenditures							
Training	9,899	700	700	0	700	700	700
Tuition Reimbursement	0	5,000	5,000	4,397	5,000	5,000	5,000
Travel	0	300	300	0	300	300	300
Office Supplies	545	500	500	304	500	500	500
Subscriptions/Memberships	0	300	300	180	480	480	480
Advertising	922	1,000	1,000	939	1,000	1,000	1,000
Legal Services	111	2,500	2,500	296	2,500	2,500	2,500
Personnel Expenses	204	2,000	2,000	200	800	800	800
Recruitment Expenses	1,791	0	0	2,479	5,000	5,000	5,000
Employee Recognition	587	500	500	932	1,000	1,000	1,000
Total Operating Expenditures	$ 14,059	$ 12,800	$ 12,800	$ 9,727	$ 17,280	$ 17,280	$ 17,280
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 49,094	$ 49,480	$ 49,480	$ 61,298	$ 49,121	$ 49,121	$ 49,121
Revenues							
N/A	0	0	0	0	0	0	0
Total Departmental Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net Effect on General Fund	$ 49,094	$ 49,480	$ 49,480	$ 61,298	$ 49,121	$ 49,121	$ 49,121

Risk Management

Our Mission

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

Department Duties/Description

Risk Management is responsible for control of risk and focuses on the protection of the Town's valuable human, financial and physical assets. The Risk Management process offers a variety of tools and services to help safeguard our small, rural budget including: risk assessment/monitoring, risk transfer, loss control site reviews, safety training, and contract and policy review (relative to insurance)

Department Staffing:

Risk Manager (.35)

COMMENT

* The 'Legal Budget' was renamed 'Risk Management' in order to more accurately reflect the work that is being accomplished

Accomplishments for the Fiscal Year 2011/2012:

1. Began implementation of Council approved Risk Management Policies and Procedures/Safety Program
2. Continued to support the on-line safety training to help improve workforce's understanding and importance of safety
3. Worked with vendors and insurance companies relative to Council approved acceptance of a blanket policy for sponsored events
4. Worked with Safety Committee to achieve an award of excellence from AMRRP for reduced Workers' Compensation Claims
5. Facilitated: Bloodborne Pathogens Training (BBP)/Other Potential Infectious Materials (OPIM) for staff to achieve and maintain compliance for all employees (EE's) during a 12 month period
6. Partnered with the Town Clerk to revise/update contract templates (professional services, goods and services, contractor and attorney representing the indigent)
7. Continued Safety Committee Loss Control Audits in order to improve housekeeping and safety
8. Processed Certificates of Insurance for 3 Major events and another approximate 100 for transactions between Town and businesses
9. Updated Council relative to an overview as to the importance of Risk Management as an element of Town Government
10. Began reviewing contracts with respect to the insurance language
11. Initiated (with the Safety Committee's feedback) the task of office personnel checking their office/vehicle fire extinguishers
12. Initiated/facilitated a presentation to Council by AMRRP Prog. Adm. Ed Bantel to update Council on Town insurance processes
13. Continued to upgrade Knowledge, Skills and Abilities (KSA's) of Risk Manager via attendance at complimentary AZ PRIMA (Public Risk Manager's Association) and National PRIMA educational sessions

Performance Objectives for Fiscal Year 2012/2013:

1. Update BBP Policy with new mandated forms and current compliance requirements
2. Continue Identifying and assessing risks by participating in walk-abouts
3. Continue Implementation of Risk Management Policies and Procedures/Safety Program
4. Expand in-house workers' compensation/safety training ciriculum
5. Create a policy with respect to establishing an insurance defense/retention fund

Significant Expenditure Changes:

* Appropriated AMRRP dividends in a Revenue line-item - estimated amount of $30,000
* Appropriated an additional $30,000 for est. premium expenses excluding est. dividends to help clearly identify premium expenses
* Cost of insurance premiums was transferred from the Non-departmental Budget to the Risk Management Budget
* Defense Fund: $25,000 is included to cover a specific liability and $15,000 is for other potential expenses e.g. possible deductibles, etc.

Risk Management

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	375	1,000	1,000	0	17,230	17,230	17,230
FICA	23	62	62	0	1,068	1,068	1,068
Medicare	5	15	15	0	250	250	250
Retirement	0	0	0	0	1,921	1,921	1,921
Unemployment	4	12	12	0	31	31	31
Workman's Compensation	0	3	3	0	47	47	47
Health, Dental & Life Ins	0	0	0	0	2,513	2,513	2,513
Total Wages & Releated	$ 407	$ 1,092	$ 1,092	$ -	$ 23,060	$ 23,060	$ 23,060
Operating Expenditures							
Training	0	0	0	0	600	600	600
Travel	0	0	0	0	200	200	200
Office Supplies	0	0	0	0	300	300	300
Subscriptions/Memberships	0	0	0	0	250	250	250
Books/Tapes/Publications	0	0	0	0	200	200	200
Printing	0	0	0	0	100	100	100
Advertising	0	0	0	0	200	200	200
Consulting Services	0	0	0	0	2,500	500	500
Legal Services	209,938	50,000	50,000	4,012	25,000	25,000	25,000
Contract Labor/Services	80,919	71,000	71,000	71,000	70,000	70,000	70,000
Office Equipment	0	0	0	0	1	0	0
Pers. Protection Equipment	0	0	0	0	300	300	300
Liability Insurance	182,745	175,000	175,000	120,267	190,000	190,000	190,000
Legal Defense	0	0	0	0	40,000	25,000	25,000
Safety / Security Program	0	0	0	0	10,000	4,000	4,000
Medical Supplies	0	0	0	0	300	300	300
Total Operating Expenditures	$ 473,602	$ 296,000	$ 296,000	$ 195,279	$ 339,951	$ 316,950	$ 316,950
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 474,009	$ 297,092	$ 297,092	$ 195,279	$ 363,011	$ 340,010	$ 340,010
Revenues							
Liability Ins. Rebate	0	0	0	0	30,000	30,000	30,000
Total Departmental Revenues	$ -	$ -	$ -	$ -	$ 30,000	$ 30,000	$ 30,000
Net Effect on General Fund	$ 474,009	$ 297,092	$ 297,092	$ 195,279	$ 333,011	$ 310,010	$ 310,010

Economic Development

Our Mission

Create and build an environment that preserves, attracts, and promotes sustainable business growth and creates jobs.

Department Duties/Description

Through business attraction, business retention and expansion, as well as downtown redevelopment, the department partners with the business community and residents to maintain and enhance a sustainable economy.

Department Staffing:

Economic Development Director (1)

Accomplishments for the Fiscal Year 2011/2012:

1. Hired E.D. Director, November 2011
2. Completed first year Capital Improvement Plan
3. Conducted client site tours
4. Partnered with Verde Valley Regional Economic Organization to market Verde Valley regionally
5. Partnered with Cottonwood, Jerome, Clarkdale, and Camp Verde Chamber of Commerce at the League of AZ Cities and Towns, Showcase of Cities and Towns
6. Coordinated Free Fourth Friday downtown monthly event. Attracts Sedona and Phoenix visitors and engages local community
7. Liaised with Fort Verde staff and volunteers to partner on Free Fourth Friday. Provided staff hours as part of IGA with State Parks
8. Business retention efforts included site visits to Quintus, NaturMed, BlueSky Adventures, Embassy Business Services and restaurants
9. Met with Yavapai Community College, Coconino Community College and Northern AZ Center for Entrepeneurs and Technology to research business incubation and business assistance center project
10. Served on VVREO Board as well as serving as board alternate for the Sustainable Economic Development Initiative

Performance Objectives for Fiscal Year 2012/2013:

1. Solicit bids and award contract for business incubation feasibility study
2. Apply for AZ Commercie Authority grant for business incubation project
3. Work with outside consultant to create Web and social media campaign for business attraction and tourism
4. Create an E.D. strategy utilizing results from the feasibilty study in conjuction with public, staff and Council direction
5. Advise staff on Capital Improvement Planning process fall of 2012, whereby five years of projects will be prioritized

Significant Expenditure Changes:

* Economic Development is a new department for the budget cycle, starting this year. Staffing expenses were covered in fiscal year 2011/12 through attrition and reorganization of funding. $10,000 had already been identified for E.D. efforts under non-departmental. This amount, in addition to $80,000 which will no longer go toward the Chamber of Commerce contract for Visitor Center services, will be transferred to E.D. for the purpose of both business and tourism attraction.
* Fort Verde Historic State Park (FVHSP)-781000 provides for the monies pledged in the Intergovernmental Agreement (IGA) with Arizona State Parks Board to provide funding to maintain the operations of FVHSP through June 30, 2012. For the period of July 1, 2012 through June 30, 2013, a new IGA is necessary and will /include reduced supplemental funding to an amount of $35,000 (v. $75,000)

Economic Development

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	0	0	0	0	64,961	64,961	64,961
FICA	0	0	0	0	4,028	4,028	4,028
Medicare	0	0	0	0	942	942	942
Retirement	0	0	0	0	7,243	7,243	7,243
Unemployment	0	0	0	0	89	89	89
Workman's Compensation	0	0	0	0	175	175	175
Health, Dental & Life Ins	0	0	0	0	7,180	7,180	7,180
Total Wages & Releated	$ -	$ -	$ -	$ -	$ 84,618	$ 84,618	$ 84,618
Operating Expenditures							
Training	0	0	0	0	2,000	2,000	2,000
Office Supplies	0	0	0	0	500	500	500
Advertising	0	0	0	0	50,000	15,000	15,000
Web Campaign	0	0	0	0	20,000	15,000	15,000
Business Recruitment & PR	0	0	0	0	2,000	2,000	2,000
Incubator Feasibility Study	0	0	0	0	20,000	20,000	20,000
Visitor's Center Contract	55,000	55,000	55,000	60,000	0	0	0
Tourism Marketing	25,000	25,000	25,000	20,000	0	0	0
Visitor's Center Pest Control	0	300	300	0	300	300	300
Fort Verde Operations	88,750	75,000	75,000	68,750	35,000	35,000	45,000
General Exp's (Initial line FY12)	0	10,000	10,000	5,621	0	0	0
Total Operating Expenditures	$ 168,750	$ 165,300	$ 165,300	$ 154,371	$ 129,800	$ 89,800	$ 99,800
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 168,750	$ 165,300	$ 165,300	$ 154,371	$ 214,418	$ 174,418	$ 184,418
Revenues							
Advertising Sponsorships	0	0	0	575	0	0	0
Total Departmental Revenues	$ -	$ -	$ -	$ 575	$ -	$ -	$ -
Operating Transfers							
Transfer Out to Non-Fed Grants	0	0	0	0	20,000	20,000	20,000
Total Departmental Revenues	$ -	$ -	$ -	$ -	$ 20,000	$ 20,000	$ 20,000
Net Effect on General Fund	$ 168,750	$ 165,300	$ 165,300	$ 153,796	$ 234,418	$ 194,418	$ 204,418

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:

Human Resource Specialist (0.40)

Accomplishments for the Fiscal Year 2011/2012:

1. The computer hardware replacement plan has continued.
2. Marshal's Office and the Animal Shelter have been added to the town network.
3. IT infrastructure inventory and purchasing is now handled by in-lhouse staff
4. Council members have been equipted with laptops enabling electronic agendas and email
5. Animal shelter has been equipted with Tyler access for the purpose of reciepting
6. Began the upgrade to the "Voice over internet protical' Lync server phone system

Performance Objectives for Fiscal Year 2012/2013:

1. Continue with the hardware replacement plan.
2. Update information system security and use policy
3. Continue with the intergration of the Voice of Internet Protical phone system
4. Continue progress towards in-house staff's responsiblities of IT daily activites and troubleshooting

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.

IT Services

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	12,293	14,742	14,742	131	15,384	15,384	15,384
FICA	762	914	914	8	954	954	954
Medicare	178	214	214	2	223	223	223
Retirement	1,211	1,489	1,489	8	1,715	1,715	1,715
Unemployment	19	11	11	0	36	36	36
Workman's Compensation	20	29	29	0	42	42	42
Health, Dental & Life Ins	1,720	3,129	3,129	20	2,874	2,874	2,874
Total Wages & Releated	$ 16,203	$ 20,528	$ 20,528	$ 169	$ 21,228	$ 21,228	$ 21,228
Operating Expenditures							
Computer Services/Software	0	56,200	56,200	33,539	44,550	15,000	15,000
Internet / Wireless / Telephone	8,276	9,000	9,000	9,644	26,500	26,500	26,500
Software Recurring Fees	827	2,750	2,750	0	32,300	32,300	32,300
Consulting Services	56,932	55,000	55,000	43,339	54,000	40,000	40,000
Total Operating Expenditures	$ 66,035	$ 122,950	$ 122,950	$ 86,522	$ 157,350	$ 113,800	$ 113,800
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 82,238	$ 143,478	$ 143,478	$ 86,691	$ 178,578	$ 135,028	$ 135,028
Revenues							
N/A	0	0	0	0	0	0	0
Total Departmental Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net Effect on General Fund	$ 82,238	$ 143,478	$ 143,478	$ 86,691	$ 178,578	$ 135,028	$ 135,028

Non-Department Expenditures

Departmental Duties/Description

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

Significant Expenditure Changes:

* Incode accounting software maintenance fees (704200) are included at $15,000. This item may move to the IT budget.
* Consultant services of $10,000 were added relative to property sales and include 1) Real Estate Agent; and 2) Appraisers
* The Steve Coury tax rebate payments were moved from Miscellaneous expense and are netted with their $10,000 payment back.
* Employee Termination Payouts was reduced from $50,000 to $25,000.
* $20,000 from the Yavapai-Apache Nation gaming funds need direction from Coucil as to where they should be allocated for FY13.

Fiscal Notes

* Subscriptions/Memberships consists of $1700 for NACOG's portion of the Rural Transportation Liaison and Economic Development Adminstration for the regional planning grant $8,970, annual dues to the League of Arizona Cities and Towns and other membership dues, and $330 for misc.
* Telephone costs of $13,500 were transferred to the IT budget.
* Legal Services line item was allocated to the Risk Management Budget
* Liability Insurance Premiums were allocated to the Risk Management Budget
* 11/2/11 Council voted to approve notice of intent to not renew agreement for contracted services/lease agreement with the CV Chamber of Commerce, thus:
  a. Visitor Center funds were allocated to ED Budget
  b. Tourism Marketing funds were allocated to ED Budget
* Emergency Services Agreement (785000) is an Intergovernmental Agreement with Yavapai County for coordination of emergency services in the event of a large emergency
* CV Sanitary District IGA Ground Lease (786000) provides for the annual lease payment of the 15 acres leased by the Town from the CV Sanitary District in accordance with the Intergovernmental Agreement (IGA).
* Stewards of Public Lands (791000) are funds allocated to assist the Stewards of Public Lands volunteer group with needed supplies, landfill fees, etc. for public land clean-up projects
* Verde Valley Senior Center (793000) are funds that help the Verde Valley Senior Center regional operations including the Meals-On-Wheels program that serve Verde Valley residents including Camp Verde
* Water Adjudication (794000) is an appropriation for water rights acquisition. Expenses would include legal and hydrologist fees and engineering studies.
* Yavapai County Water Advisory Committee (796000) is committed to preserving sustainable water resources within Yavapai County by developing and enacting a total water management strategy. Monies provided to this committee are utilized to fund studies used in developing the mgmt. strategy
* Fort Verde Historic State Park(FVHSP)-781000 funds were allocated to ED Budget
* Copier lease (802000) was removed as the copier was purchased. The Maintenance expense is listed in account 713100.

Non-Departmental

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Operating Expenditures							
Copier Paper	2,830	3,500	3,500	2,713	3,000	3,000	3,000
Subscriptions/Memberships	8,644	11,000	11,000	10,681	11,500	11,500	11,500
Postage	5,103	2,000	2,000	179	2,000	2,000	2,000
Software Recurring Fees	0	0	0	0	15,000	15,000	15,000
Auto Repair/Maintenance	1,640	3,600	3,600	1,162	3,600	3,600	3,600
Fuel	150	400	400	444	400	400	400
Electric	5,774	7,500	7,500	5,503	7,000	7,000	7,000
Gas/Propane	3,888	5,000	5,000	3,981	5,000	5,000	5,000
Water	1,054	1,500	1,500	1,251	1,500	1,500	1,500
Sewer	382	500	500	382	500	500	500
Waste Removal	184	400	400	184	400	400	400
Telephone	12,152	13,500	13,500	11,976	0	0	0
Pest Control	925	950	950	905	950	950	950
Consulting Services	41	0	0	0	10,000	10,000	10,000
Equipment Rental	1,020	1,150	1,150		1,500	1,500	1,500
Equipment Maint. Agreements	6,827	0	0	518	2,000	2,000	2,000
Service Charges	8,817	5,000	5,000	2,381	5,000	5,000	5,000
Office Equipment Maintenance	202	1,000	1,000	0	1,000	1,000	1,000
Conference Room Supplies	46	300	300	83	200	200	200
LTAF II Grant Matching	3,720	0	0	0	0	0	0
Recycling	5,144	800	800	980	0	0	0
Emergency Services Agreement	3,969	4,675	4,675	4,675	4,675	4,675	4,675
Sanitary District IGA	0	100	100	0	100	100	100
Bus. Incentive - Coury	31,856	0	0	19,000	22,000	22,000	22,000
Stewards of Public Lands	444	1,500	1,500	0	1,500	1,500	1,500
Verde Valley Senior Center	12,500	12,500	12,500	12,500	12,500	12,500	12,500
DWR - State Imposed Fee	0	15,153	15,153	13,546	0	0	0
Water Adjudication	3,053	20,000	20,000	11,000	20,000	20,000	20,000
Yavapai County Water Advisor	10,000	10,000	10,000	8,000	11,645	11,645	11,645
Miscellaneous	(479)	0	0	1	0	0	0
Employee Termination Payouts	6,349	50,000	50,000	12,000	25,000	25,000	25,000
Contingency	0	200,000	200,000	0	200,000	200,000	200,000
Total Operating Expenditures	$ 136,235	$ 372,028	$ 372,028	$ 124,045	$ 367,970	$ 367,970	$ 367,970
Equipment/Capital Expenditures							
Copier Purchase	0	0	0	8,563	0	0	0
Equipment Lease	5,573	8,000	8,000	5,661	0	0	0
Total Equipment/Capital Expenditures	$ 5,573	$ 8,000	$ 8,000	$ 14,224	$ -	$ -	$ -
Total Departmental Expenditures	$ 141,808	$ 380,028	$ 380,028	$ 138,269	$ 367,970	$ 367,970	$ 367,970
Revenues							
	0	0	0	0	0	0	0
Total Departmental Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net Effect on General Fund	$ 141,808	$ 380,028	$ 380,028	$ 138,269	$ 367,970	$ 367,970	$ 367,970

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Municipal Court

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 Precinct. The Court also issues protective orders and search warrants. 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:

1 COMPLY WITH SECTION 5-2-2 POWERS AND DUTIES OF TOWN MAGISTRATE (2001-A183) (2008-A355)
2 COMPLY WITH ALL RULES OF COURT
3 COMPLY WITH ALL , STATE, FEDERAL AND LOCAL LAWS
4 COMPLY WITH STATE AND SUPREME COURT ADMINISTRATIVE CODES AND ORDERS

Department Staffing:

Magistrate (1)
Assistant Magistrates (2-PT)
Court Supervisor (1)
Court Clerks (3.5)

Accomplishments for the Fiscal Year 2011/2012:

1. Implemented new credit card company that requires no fees from the court, defendant pays convenience fees. Also saves on phone calls and faxing time.
2. Updated over 300 warrants to include suspension of driving privileges which increased collections.
3. Did more with less, court expects to timely process an of 800+ more in case filings.
4. Acquired pertinent training to fulfill mandated and job-related needs.
5. Implemented a one time program to take care of outstanding warrants during 3 month period to increase collections and reduce the amount of warrants.
6. Implemented new automated defensive driving program module to improve processing efficiency.
7. Improved court security and improved the public's access to the court by re-designing the lobby and front counter issues.
8. Implemented Department of Public Safety E-Citation processes to improve efficiencies in data integrity.
9. Improved safety issues installing new carpet.

Performance Objectives for Fiscal Year 2012/2013:

1. Get into compliance with state law, administrative orders and rules of court regarding record retention
2. Monitoring court orders to increase collections efforts.
3. Working with local law enforcement to implement electronic citations
4. Implement new case management system to resolve case processing and financial issues, i.e. general ledger etc.
5. Implement new document scanner to reduce file storage issues

Significant Expenditure Changes:

1. Moved about $13,581 from Special Funds to General Budget.
2. Reduced pro-tem budget about $5,000.00
3. Increased Office Supplies to adjust to increased caseload.
4. Reduced credit card fees by over $4500.00
5. Increased Court appointed attorney fees by $2000.00 to adapt to caseload increase.
6. Estimates as of March 31, 2012 in revenue came to $321,000, court only submitted $300,000 in revenues to be conservative.

Fiscal Notes

* Court increased projected revenues significantly. Estimated $185,000, as of 3/31/12 already at $214,000

Department Statistics FY 2011-2012

Fiscal Year to date 2012 from7-1-11 thru 3-31-12, the court processed the following:

*	Misdemeanor/FTA	313	*	Civil Traffic -	1582
*	DUI	67	*	Harassment Injunction -	29
*	Serious Traffic -	15	*	Order of Protection -	25
*	Criminal Traffic -	385			

CASE FILINGS: YTD March 31, 2012 2416 cases
CASE FILINGS: YTD March 31, 2011 1962 cases
CASE FILINGS: YTD March 31, 2010 1541 cases

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

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	208,779	215,643	215,643	206,398	238,600	238,600	238,600
Pro Tem Judge Salaries	0	0	0	0	2,700	2,700	2,700
FICA	12,265	13,370	13,370	12,190	14,793	14,793	14,793
Medicare	2,868	3,127	3,127	2,893	3,460	3,460	3,460
Retirement	19,723	21,564	21,564	22,139	26,603	26,603	26,603
Unemployment	413	478	478	445	534	534	534
Workman's Compensation	288	498	498	495	501	501	501
Health, Dental & Life Ins	25,523	25,606	25,606	27,223	35,900	35,900	35,900
Total Wages & Releated	$ 269,859	$ 280,286	$ 280,286	$ 271,783	$ 323,091	$ 323,091	$ 323,091
Operating Expenditures							
Training	600	0	0	0	1,500	1,500	1,500
Travel	437	0	0	0	2,500	2,500	2,500
Office Supplies	3,056	3,500	3,500	1,767	4,600	4,600	4,600
Subscriptions/Memberships	150	150	150	125	300	300	300
Books/Tapes/Publications	125	200	200	169	300	300	300
Printing	182	300	300	616	700	700	700
Postage	0	1,300	1,300	0	0	0	0
Electric	3,080	2,600	2,600	2,897	2,800	2,800	2,800
Gas/Propane	598	511	511	517	520	520	520
Water	804	765	765	889	765	765	765
Sewer	794	720	720	795	750	750	750
Waste Removal	216	216	216	216	240	240	240
Telephone	0	183	183	0	905	905	905
Pest Control	73	80	80	73	80	80	80
Legal Services	0	0	0	0	500	500	500
Contract Labor/Services	98	0	0	761	1,400	1,400	1,400
Interpreters	0	0	0	0	500	500	500
Equipment Rental	0	0	0	0	9,000	9,000	9,000
Office Equipment	514	500	500	178	500	500	500
Credit Card Processing Fees	4,274	4,500	4,500	4,562	0	0	0
Court Appointed Attorneys	14,543	12,000	12,000	14,798	14,000	14,000	14,000
Jury Fees	99	200	200	13	200	200	200
Recording System	0	0	0	0	550	550	550
Security System	0	0	0	0	350	350	350
Public Relations	0	0	0	0	200	200	200
Total Operating Expenditures	$ 29,643	$ 27,725	$ 27,725	$ 28,377	$ 43,160	$ 43,160	$ 43,160
Equipment/Capital Expenditures							
Capital Lease	0	0	0	0	3,400	3,400	3,400
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ 3,400	$ 3,400	$ 3,400
Total Departmental Expenditures	$ 299,502	$ 308,011	$ 308,011	$ 300,160	$ 369,651	$ 369,651	$ 369,651
Revenues							
Fees, Fines & Forfeitures	208,762	225,000	225,000	286,090	300,000	300,000	300,000
Court Appointed Attorney Reimb's	10,378	10,000	10,000	12,737	14,000	14,000	14,000
Total Departmental Revenues	$ 219,140	$ 235,000	$ 235,000	$ 298,827	$ 314,000	$ 314,000	$ 314,000
Net Effect on General Fund	$ 80,362	$ 73,011	$ 73,011	$ 1,333	$ 55,651	$ 55,651	$ 55,651

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Public Works

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 Project Manager (0.15)
Administrative Assistant (0.35)

Accomplishments for the Fiscal Year 20111/2012:

1. Completed the Finnie Flat/Cliffs Drainage Channel Improvement design
2. Requested and received additional funding from ADOT in order to facilitate the purchase of ROW for the Finnie Flat Sidewalk
3. Completed the EECBG HVAC retrofit at the Library
4. Worded with Verde Café owner to facilitate land swap for the Hollamon St. sidewalk
5. Worked with NAU engineering students to design the Verde River low water crossing on Verde Lakes Drive
6. Submitted Forest Service 299 Permit to begin the necessary environmental studies required for the Community Park and Sewer District entrance road

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. Obtain ROW from Forest Service to widen and construct the entry to the community park
3. Continue to provide engineering support to Community Development
4. Complete Engineering Standards
5. All Staff to attend training and/or seminars that will introduce new technologies and sources of information

Public Works Engineer

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	69,147	65,078	65,078	89,593	65,024	61,645	61,645
FICA	4,283	4,035	4,035	5,553	4,032	3,822	3,822
Medicare	1,002	944	944	1,299	943	894	894
Retirement	7,143	6,508	6,508	9,433	7,250	6,873	6,873
Unemployment	139	60	60	98	86	86	86
Workman's Compensation	643	1,115	1,115	1,118	1,086	1,029	1,029
Health, Dental & Life Ins	8,366	7,649	7,649	8,257	6,965	6,965	6,965
Total Wages & Releated	$ 90,723	$ 85,389	$ 85,389	$ 115,351	$ 85,386	$ 81,314	$ 81,314
Operating Expenditures							
Training	331	500	500	245	250	250	250
Travel	177	200	200	526	200	200	200
Office Supplies	862	700	700	521	300	300	300
Subscriptions/Memberships	278	400	400	360	400	400	400
Books/Tapes/Publications	101	250	250	0	100	100	100
Printing	129	200	200	85	100	100	100
Advertising	0	235	235	0	100	100	100
Auto Repair/Maintenance	0	300	300	0	50	50	50
Fuel	0	200	200	0	100	100	100
Electric	899	900	900	871	900	900	900
Gas/Propane	227	310	310	297	325	325	325
Water	369	350	350	199	200	200	200
Sewer	147	140	140	147	140	140	140
Waste Removal	80	90	90	81	90	90	90
Telephone	21	50	50	0	0	0	0
Pest Control	14	20	20	12	20	20	20
Consulting Services	3,418	9,500	9,500	5,148	7,500	2,500	2,500
Legal Services	3,093	6,000	6,000	870	4,000	4,000	4,000
Office Equipment	206	250	250	0	400	400	400
Streets Surveys	0	15,000	15,000	0	15,000	0	0
Total Operating Expenditures	$ 10,352	$ 35,595	$ 35,595	$ 9,361	$ 30,175	$ 10,175	$ 10,175
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 101,075	$ 120,984	$ 120,984	$ 124,712	$ 115,561	$ 91,489	$ 91,489
Revenues							
Plan Review Fees	165	0	0	5,753	0	0	0
Total Departmental Revenues	$ 165	$ -	$ -	$ 5,753	$ -	$ -	$ -
Net Effect on General Fund	$ 100,910	$ 120,984	$ 120,984	$ 118,959	$ 115,561	$ 91,489	$ 91,489

Stormwater Management

Our Mission

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

Division Duties/Description

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

Department Staffing:

Public Works Director/Engineer (0.05)
Public Works Project Manager (0.20)
Streets Foreman (0.04)
Senior Equipment Operator (0.04)
Medium Equipment Operator (0.04)
Streets Laborer (0.04)
Administrative Assistant (0.08)

Accomplishments for the Fiscal Year 2011/2012:

1. Awarded the construction contract to complete the Finnie Flat Channel Improvements Project.
2. Submitted the annual MS4 report to ADEQ and completed required street sweeping.
3. Continued support of the Stewards of Public Lands in clean-up events.
4. Completed drainage improvements on Garner Lane.
5. Completed Stormwater training for CFM certification.

Performance Objectives for Fiscal Year 2012/2013:

1. Complete the Finnie Flat Channel Improvements construction.
2. Identify, prioritize & plan stormwater improvement projects to be funded by Yavapai County Flood
3. Work with Yavapai County Flood Control and FEMA to develop and establish flood plain records for new and existing structures.
4. Develop a master list and maintenance schedule for all Town owned storm water structures.

Significant Expenditure Changes

- The only significant change within the stormwater budget from last year will be the addition of funding for seasonal help.

Fiscal Notes

- Staff expects to carryover a portion of the $750,000 Yavapai County Flood Control IGA and the $280,000 CIP funding for the construction of the Finnie Flat Channel Improvements.

Stormwater

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	18,984	21,359	21,359	3,751	27,771	25,822	25,822
FICA	1,177	1,324	1,324	233	1,722	1,605	1,605
Medicare	275	310	310	54	403	375	375
Retirement	1,807	2,157	2,157	390	3,097	2,886	2,886
Unemployment	15	28	28	6	46	46	46
Workman's Compensation	569	870	870	514	464	432	432
Health, Dental & Life Ins	2,183	2,920	2,920	561	3,734	3,734	3,734
Total Wages & Releated	$ 25,010	$ 28,968	$ 28,968	$ 5,509	$ 37,237	$ 34,900	$ 34,900
Operating Expenditures							
Training	0	1,200	1,200	500	800	500	500
Travel	14	300	300	943	200	200	200
Office Supplies	85	50	50	41	50	50	50
Subscriptions/Memberships	0	100	100	0	100	100	100
Books/Tapes/Publications	0	100	100	102	100	100	100
Printing	235	150	150	0	50	50	50
Consulting Services	0	3,000	3,000	3,000	3,000	3,000	3,000
Legal Services	56	500	500	0	100	100	100
Yav County Flood Control	17,389	0	0	0	0	0	0
Total Operating Expenditures	$ 17,779	$ 5,400	$ 5,400	$ 4,586	$ 4,400	$ 4,100	$ 4,100
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 42,789	$ 34,368	$ 34,368	$ 10,095	$ 41,637	$ 39,000	$ 39,000
Revenues							
Yav County Flood Control	2,939	0	0	0	0	0	0
Total Departmental Revenues	$ 2,939	$ -	$ -	$ -	$ -	$ -	$ -
Net Effect on General Fund	$ 39,850	$ 34,368	$ 34,368	$ 10,095	$ 41,637	$ 39,000	$ 39,000

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. Our goal is to do this within a framework of safety, quality service, environmental sensitivity and operational efficiency.

Division Duties/Description

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

Department Staffing:

Public Works Director/Engineer (0.15)
Maintenance Foureman (1.0)
Parks Lead Worker (1.0)
Administrative Assistant (.17)
Janitor (2.0)
Public Works Analyst (0.10)
Maintenance Worker (1.85)

Accomplishments for the Fiscal Year 2011/2012:

1. Re-lamp of the lights at Butler Baseball fields and extend service contract
2. Prep all buildings for paint & Manage painting Contract to re-paint all Campus Buildings
3. Complete sprinkler system on Town grounds and plant grass and landscape.
4. Pool heater changed out. Add new fixtures on lavatories and showers that are automatic.
5. Rolling shutters installed on windows facing Hollamon St.
6. New plants and repairs of the sprinkler system at the Marshal Office and Main St.
7. Establish ADA Compliant parking at the Library
8. Re-Roof of Administration and 200 building-
9. Project manager for the EECBG - HVAC retrofit on Library buildings
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. Repaint Library Annex and install new HVAC unit on Library
13. Repaint Town owned building on Squaw Peak
14. Establish new lock out, tag out station
15. Attended Parks & Rec. and Landscape Grounds Maintenance Training
16. Re-fixture restroom and add new hot water heater at Visitor Center
17. Install ADA Compliant sidewalks at Butler Park and install ADA ramp on the 200 Bldg.
18. Managed removal of existing floor covering and install of new carpet in the Administration building

Performance Objectives for Fiscal Year 2012/2013:

1. Re-Construct Town field, Ramadas and add slabs
2. Install ramp and railing from Ramada to soccer field and add new fence.
3. Remodel and carpet Public Works office.
4. Install new rain gutters on Town Hall
5. Add dog waste disposal systems to Butler Park and do some fence replacement
6. Add climate control system to irrigation at Butler Park.

Significant Expenditure Changes

- The only significant change within the stormwater budget from last year will be the addition of funding for seasonal help.

Fiscal Notes

- Staff expects to carryover a portion of the $750,000 Yavapai County Flood Control IGA and the $280,000 CIP funding for the construction of the Finnie Flat Channel Improvements.

Maintenance

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	202,236	195,768	195,768	194,248	217,684	216,533	216,533
Overtime	261	400	400	231	0	0	0
FICA	12,436	12,162	12,162	11,935	13,496	13,425	13,425
Medicare	2,908	2,844	2,844	2,791	3,156	3,140	3,140
Retirement	19,859	19,617	19,617	20,542	23,526	23,398	23,398
Unemployment	551	400	400	533	605	605	605
Workman's Compensation	5,567	10,421	10,421	8,346	7,880	7,839	7,839
Health, Dental & Life Ins	39,943	34,768	34,768	40,653	48,824	48,824	48,824
Total Wages & Releated	$ 283,761	$ 276,380	$ 276,380	$ 279,279	$ 315,171	$ 313,764	$ 313,764
Operating Expenditures							
Training	1,180	3,800	3,800	3,835	3,800	2,400	2,400
Travel	164	500	500	914	500	500	500
Uniforms	2,111	2,400	2,400	1,831	2,400	2,400	2,400
Office Supplies	243	250	250	259	300	300	300
Advertising	0	230	230	59	100	100	100
Software Recurring Fees	0	0	0	0	1,200	1,200	1,200
Auto Repair/Maintenance	3,264	4,000	4,000	5,462	6,000	6,000	6,000
Fuel	5,679	7,600	7,600	4,449	6,600	6,600	6,600
Electric	2,272	2,800	2,800	2,197	2,800	2,800	2,800
Gas/Propane	540	750	750	693	750	750	750
Water	559	750	750	753	750	750	750
Sewer	382	350	350	383	350	350	350
Waste Removal	218	250	250	201	250	250	250
Cell Phone	895	1,050	1,050	1,608	1,475	1,475	1,475
Pest Control	935	600	600	35	100	100	100
Legal Services	0	400	400	0	200	200	200
Equipment Rental	0	500	500	0	250	250	250
Office Equipment	0	0	0	0	100	100	100
Maintenance Equipment	2,421	3,500	3,500	3,354	3,500	3,500	3,500
Building Maintenance	43,060	42,300	42,300	35,011	42,300	38,000	38,000
Safety Equipment	295	500	500	643	500	500	500
OSHA Medical Supplies	968	800	800	526	800	800	800
Graffiti Clean-Up	0	200	200	431	200	200	200
Fire Extinguishers	1,501	3,000	3,000	1,780	4,300	4,300	4,300
Park Facilities Maintenance	9,547	13,890	13,890	9,941	13,890	13,890	13,890
Grounds Maintenance	8,506	8,500	8,500	6,606	8,500	8,500	8,500
Flags & Banners	0	0	0	0	1,400	1,400	1,400
Fertilizer / Herbicides	4,576	6,200	6,200	4,570	6,200	6,200	6,200
Visitor's Center Maintenance	616	500	500	1,841	500	500	500
Janitorial Supplies	5,595	5,200	5,200	5,675	6,000	6,000	6,000
Mats & Rugs	2,509	2,700	2,700	1,996	2,700	2,700	2,700
Total Operating Expenditures	$ 98,036	$ 113,520	$ 113,520	$ 95,052	$ 118,715	$ 113,015	$ 113,015
Total Departmental Expenditures	$ 381,797	$ 389,900	$ 389,900	$ 374,331	$ 433,886	$ 426,779	$ 426,779
Revenues							
(Moved to P&R-Fac Rental Fees)	0	0	0	0	0	0	0
Total Departmental Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Operating Transfers							
Transfer In from Parks Fund (Maint)	0	0	0	0	(13,890)	(13,890)	(13,890)
Total Departmental Revenues	$ -	$ -	$ -	$ -	$ (13,890)	$ (13,890)	$ (13,890)
Net Effect on General Fund	$ 381,797	$ 389,900	$ 389,900	$ 374,331	$ 419,996	$ 412,889	$ 412,889

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Community Development

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 (0.20)
Assistant Planner/Admin. Assistant (0.06)
Chief Building Official (.03)
Permit Tech/Admin. Asst. (.03)

Accomplishments for the Fiscal Year 2011/2012:

1. Per Council direction, processed the abandonment of the Silverado Subdivision at Simonton Ranch and directed consultants to prepare an Abandonment Plat which was recorded by this Department. Also, processed a voiding of the Preliminary Plat approvals which had expired within the Simonton Ranch Development.
2. Researched the positive and negative effects to the Town for required changes to Development Impact Fees processes by the Arizona State Legislature under Senate Bill 1525. The Council adopted a moratorium for Development Impact Fees which became effective on January 7, 2012.
3. Provided in-house training for the Planning & Zoning Commission and the Board of Adjustment & Appeals on significant changes to the re-write of the Town's Planning & Zoning Ordinance.

Performance Objectives for Fiscal Year 2012/2013:

1. Continue to review incomplete or expired approvals for subdivisions and bring recommendations of voiding to the Town Council.
2. Continue to learn all aspects for the Incode Software modules to include permitting revenue tracking, billing and receipting.
3. Begin working on the General Plan Elements. The General Plan update or amendment is due by 2014 per State Statue.
4. With the enforcement of Nuisance Violations being transferred to the Town Code, the enforcement processes have changed as compared to what they were in the Planning & Zoning Ordinance. New forms and notices are being completed to meet these requirements.
   Also, off-premise solicitation signage was implemented into the Town Code this last year. Forms and notices will also be prepared and refined for this process.

Significant Expenditure Changes:

* Through the months of February and March 2012, Development Standards Reviews (Commercial Development) and Permitting have increased. Also, fuel costs have been increasing on a weekly basis.
* With the assumption that this trend will continue, operating expenses will increase with the corresponding work loads and are addressed in this budget.

Fiscal Notes

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

Community Development	Long Range Planning
Current Planning	Code Enforcement

Community Development

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	26,515	24,933	24,933	57,270	26,203	23,541	23,541
FICA	1,462	1,546	1,546	3,378	1,625	1,460	1,460
Medicare	342	362	362	790	380	341	341
Retirement	2,618	2,518	2,518	5,948	2,922	2,625	2,625
Unemployment	38	28	28	97	40	37	37
Workman's Compensation	275	357	357	499	1,084	1,034	1,034
Health, Dental & Life Ins	3,448	3,477	3,477	9,473	3,231	3,016	3,016
Total Wages & Releated	$ 34,698	$ 33,221	$ 33,221	$ 77,455	$ 35,485	$ 32,054	$ 32,054
Operating Expenditures							
Training	80	2,000	2,000	717	2,000	2,000	2,000
Travel	22	870	870	526	870	870	870
Office Supplies	50	300	300	120	400	400	400
Subscriptions/Memberships	362	570	570	544	570	570	570
Books/Tapes/Publications	0	0	0	0	120	120	120
Printing	0	50	50	0	50	50	50
Advertising	28	100	100	0	100	100	100
Auto Repair/Maintenance	9	400	400	335	800	800	800
Fuel	250	600	600	352	840	840	840
Electric	1,825	1,835	1,835	1,717	1,835	1,835	1,835
Gas/Propane	354	400	400	307	400	400	400
Water	425	460	460	336	460	460	460
Sewer	470	530	530	471	530	530	530
Waste Removal	128	150	150	128	150	150	150
Cell Phone	87	0	0	0	0	0	0
Pest Control	43	50	50	44	50	50	50
Legal Services	648	1,000	1,000	74	1,000	1,000	1,000
Equipment Maint. Agreements	312	0	0	498	500	500	500
Safety Equipment	38	75	75	0	150	150	150
Maps / Cartography	0	50	50	2	50	50	50
Recording Fees	13	0	0	0	0	0	0
Total Operating Expenditures	$ 5,144	$ 9,440	$ 9,440	$ 6,170	$ 10,875	$ 10,875	$ 10,875
Equipment/Capital Expenditures							
Equipment Lease		850	850	455	500	500	500
Total Equipment/Capital Expenditures	$ -	$ 850	$ 850	$ 455	$ 500	$ 500	$ 500
Total Departmental Expenditures	$ 39,842	$ 43,511	$ 43,511	$ 84,080	$ 46,860	$ 43,429	$ 43,429
Revenues							
Copies	80	25	25	16	25	25	25
Total Departmental Revenues	$ 80	$ 25	$ 25	$ 16	$ 25	$ 25	$ 25
Net Effect on General Fund	$ 39,762	$ 43,486	$ 43,486	$ 84,064	$ 46,835	$ 43,404	$ 43,404

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 to excellence. We are committed to providing our customers the most successful permitting experience possible before, during and after construction with expedient permit processing and inspection services.

Department Duties/Description

The Building Department is responsible for effectively enforcing all building codes and other applicable codes adopted by the Town of Camp Verde and to establish the minimum requirements to safeguard the public health, safety and general welfare through means of egress facilities, strength, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency operations. Duties include:

* 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, ingress/egress 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 0.15)
Assistant Planner/Admin. Asst. (0.10)
Chief Building Official (0.79)
Building Inspector (vacant)
Permit Technician/Administrative Assistant (0.75)

Accomplishments for the Fiscal Year 2011/2012:

1 Preparation of the 2012/2013 Building Department Budget
2 Renewed ICC Certification for Building Plans Examiner - Robert Foreman
3 Attended Council/Staff meetings as necessary
4 Attended regional and state AZBO meetings regarding 2012 Building Codes
5 Performed audit with Office of Manufactured Housing in conformance with the adopted IGA
6 Performed audit with Insurance Services Office (ISO) for Building Code Effectiveness Grading Evaluation
7 Attended training seminars with Yavapai County Flood Control
8 Attended Fall training with ICC & AZBO
9 Attended Spring training with ICC & AZBO
10 Preparation of the 2012/2013 Building Department Fee Schedule
11 Attended pre-development meetings for commercial development projects (Alliance Beverage, Copper Star Shooting Range, Caduceus Cellars, Northern Arizona Healthcare, Alliance Street Works, etc.)
12 Meetings with Jack Judd, Chief Building Official for Yavapai County regarding 2012 Building Codes, standard operating procedures, IGA relations with the County, etc.
13 Training meetings with Mike Witt, Senior Plans Examiner for Yavapai County on policies and procedures on major project plan reviews - Becky Oium and Robert Foreman
14 Continued efforts to update, improve and clarify the IGA with the Camp Verde Fire District for their input on opinions of interpretations of the Town's adopted Fire Code in regard to fire suppression systems
15 Robert Foreman continued to perform duties as the Town Safety Officer
16 Robert Foreman continued to perform duties as Acting Code Enforcement Official
17 Continued efforts regarding collection/disbursment of Camp Verde Fire District Review/Inspection Fees
18 Continued efforts to update and improve Building Department information and procedures
19 Provided public education brochures during Building Safety Month in May and throughout the year

Performance Objectives for Fiscal Year 2012/2013:

1 Robert Foreman: Obtain Fire Inspector I and II Certifications
2 Becky Oium: Obtain Residential Plans Examiner Certification
3 Robert Foreman: Renew certifications for Certified Building Code Official, Commercial Plumbing Inspector, Commercial Mechanical Inspector and Residential Building Inspector
4 Assit with drafting an Intergovernmental Agreement (IGA) with Yavapai County for Flood Control services
5 Provide public education information during Building Safety Month in May FY 2012/2013 and throughout the year

Significant Expenditure Changes:

* Several budget line items have increased due the pending adoption of the 2012 International Code Council Codes, related codes and amendments

Fiscal Notes

* The Building Department revenue projections for fiscal year 2012/2013 has not been increased although current projected revenues are expected to be met or exceeded

Department Statistics 2012/2013:

* Permits - 290
* Inspections - 639
* Plan Reviews - 74
* Phone Calls -3563
* Customers - 1737

Building Department

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	69,269	65,177	65,177	72,941	85,406	75,489	75,489
FICA	4,253	4,041	4,041	4,167	5,295	4,680	4,680
Medicare	994	945	945	975	1,238	1,095	1,095
Retirement	6,830	6,583	6,583	7,870	9,523	8,417	8,417
Unemployment	161	100	100	170	164	159	159
Workman's Compensation	516	596	596	800	1,153	1,019	1,019
Health, Dental & Life Ins	12,231	12,308	12,308	13,417	13,211	12,852	12,852
Total Wages & Releated	$ 94,254	$ 89,750	$ 89,750	$ 100,340	$ 115,990	$ 103,711	$ 103,711
Operating Expenditures							
Training	200	1,300	1,300	1,530	2,500	1,750	1,750
Travel	95	1,280	1,280	730	1,500	1,500	1,500
Office Supplies	719	1,500	1,500	238	1,500	1,500	1,500
Subscriptions/Memberships	250	300	300	275	300	300	300
Books/Tapes/Publications	0	250	250	772	1,500	1,500	1,500
Printing	451	525	525	2	525	525	525
Advertising	0	50	50	0	250	250	250
Postage	65	0	0	0	0	0	0
Auto Repair/Maintenance	773	1,000	1,000	0	1,000	1,000	1,000
Fuel	980	1,800	1,800	920	2,500	2,500	2,500
Electric	1,483	1,800	1,800	1,395	1,800	1,800	1,800
Gas/Propane	284	325	325	249	325	325	325
Water	304	350	350	339	350	350	350
Sewer	382	470	470	383	470	470	470
Waste Removal	104	126	126	104	126	126	126
Cell Phone	141	300	300	192	300	300	300
Pest Control	35	40	40	35	40	40	40
Consulting Services	1,427	10,000	10,000	14,509	10,000	10,000	10,000
Legal Services	241	1,000	1,000	388	2,500	2,500	2,500
Equipment Maint. Agreements	308	0	0	385	500	500	500
Office Equipment	0	100	100	0	0	0	0
Credit Card Processing Fees	2,115	1,500	1,500	949	1,500	1,500	1,500
Safety Equipment	37	100	100	0	150	150	150
Fire Inspection Fees	0	0	0	4,416	0	0	0
Total Operating Expenditures	$ 10,394	$ 24,116	$ 24,116	$ 27,811	$ 29,636	$ 28,886	$ 28,886
Equipment/Capital Expenditures							
Equipment Lease	738	1,000	1,000	455	500	500	500
Total Equipment/Capital Expenditures	$ 738	$ 1,000	$ 1,000	$ 455	$ 500	$ 500	$ 500
Total Departmental Expenditures	$ 105,386	$ 114,866	$ 114,866	$ 128,606	$ 146,126	$ 133,097	$ 133,097
Revenues							
Plan Review Fees	24,312	21,084	21,084	47,000	33,000	33,000	33,000
Building Permits	59,940	45,252	45,252	78,000	60,000	60,000	60,000
Total Departmental Revenues	$ 84,252	$ 66,336	$ 66,336	$ 125,000	$ 93,000	$ 93,000	$ 93,000
Net Effect on General Fund	$ 21,134	$ 48,530	$ 48,530	$ 3,606	$ 53,126	$ 40,097	$ 40,097

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 (0.20)
Assistant Planner/Admin. Assistant (0.57)
Permit Tech/Admin. Assistant (.05)

Accomplishments for the Fiscal Year 2010/2011:

1. Under the newly adopted Planning & Zoning Ordinance, Current Planning processed 8 Development Standards Reviews for Commercial Developments in Camp Verde. Several of these reviews included the following:
   * Copper Star Indoor Shooting Range
   * Alliance Beverage Distribution Warehouse
   * Alliance Paving Office and Warehouse
   * Carl's Custom Meats
   * Caduceus Cellars - Co-op Wine Production Facility
2. Monitored and mandated final completion of the Ringo Rio mass grading project off of Old State Highway 279. This included removal of 800,000 cubic yards of soil for a proposed RV park.
3. Reviewed the current status of Out of Africa for inclusion of a "Zip Line" attraction under the current Planned Unit Development Approval

Performance Objectives for Fiscal Year 2011/2012:

1. Continue to learn all aspects for the Incode Software modules to include permitting revenue tracking, billing and receipting. Continue to refine the Development Standards Review Processes for time saving features.

Significant Expenditure Changes:

* Through the months of February and March, 2012, Development Standards Reviews (Commercial Development) and Permitting have increased. Also, fuel costs have been increasing on a weekly basis.

Fiscal Notes

As can bee seen from the Accomplishment for the Fiscal Year 2011/2012 above, the current trend is indicating an increase in these types of projects. If this trend continues, additional operational costs are exprected for Fiscal Year 2012/2013.

Current Planning

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	42,456	39,151	39,151	13,208	39,427	34,024	34,024
FICA	2,525	2,427	2,427	775	2,444	2,109	2,109
Medicare	591	568	568	181	572	493	493
Retirement	4,185	3,954	3,954	1,551	4,396	3,794	3,794
Unemployment	102	60	60	31	73	73	73
Workman's Compensation	307	302	302	228	276	238	238
Health, Dental & Life Ins	7,068	7,301	7,301	2,022	5,888	5,888	5,888
Total Wages & Releated	$ 57,234	$ 53,763	$ 53,763	$ 17,996	$ 53,076	$ 46,619	$ 46,619
Operating Expenditures							
Office Supplies	262	1,000	1,000	404	1,000	1,000	1,000
Printing	0	100	100	0	100	100	100
Advertising	284	1,000	1,000	199	1,000	1,000	1,000
Legal Services	3,431	5,000	5,000	444	5,000	3,000	3,000
Equipment Maint. Agreements	383	0	0	272	500	500	500
Maps / Cartography	0	25	25	0	25	25	25
Recording Fees	72	0	0	0	100	100	100
Total Operating Expenditures	$ 4,432	$ 7,125	$ 7,125	$ 1,319	$ 7,725	$ 5,725	$ 5,725
Equipment/Capital Expenditures							
Equipment Lease	1,367	1,800	1,800	455	500	500	500
Total Equipment/Capital Expenditures	$ 1,367	$ 1,800	$ 1,800	$ 455	$ 500	$ 500	$ 500
Total Departmental Expenditures	$ 63,033	$ 62,688	$ 62,688	$ 19,770	$ 61,301	$ 52,844	$ 52,844
Revenues							
Permit Fees	11,624	5,000	5,000	4,006	5,000	5,000	5,000
Recording Fees	196	0	0	0	0	0	0
Total Departmental Revenues	$ 11,820	$ 5,000	$ 5,000	$ 4,006	$ 5,000	$ 5,000	$ 5,000
Net Effect on General Fund	$ 51,213	$ 57,688	$ 57,688	$ 15,764	$ 56,301	$ 47,844	$ 47,844

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 (0.20)
Assistant Planner/Admin. Assistant (0.20)
Permit Tech/Admin. Assistant (.10)

Accomplishments for the Fiscal Year 2010/2011:

1. With the adoption of the new Planning & Zoning Ordinance and the effective date being June 25, 2011, the Long Range Planning
2. Division completed several small projects through the rest of the fiscal year as follows:
   * Analysis of possible annexation areas to the Town that could provide Economic Development opportunities.
   * Initiated a text amendment to the new Planning & Zoning Ordinance that provided the Community Wide (Event & Show) Temporary Sign areas as specified by the Town Council. Also, to allow for up to a 16 square foot Temporary Sign area in these specified areas.

Performance Objectives for Fiscal Year 2011/2012:

1. Continue to learn all aspects for the Incode Software modules to include permitting revenue tracking, billing and receipting.
2. Begin compiling data for the required General Plan update or amendment with Public Community meetings to begin garnering public input.

Significant Expenditure Changes:

* Outside services will be required to generate certain maps and graphics for the General Plan update or amendment. These services will be included in this Fiscal Budget. Also, advertisement and publishing costs will increase, which will be included in this budge.

Fiscal Notes

* With the General Plan update process starting and continuing through this fiscal year, operational expenses will be increasing such as follows: Office Supply increase =$2000.00, Printing increase = $500.00, Advertising increase = $1,700.00, Consulting Services increase = $8,000.00, Maps/Catography increase = $2,800.00

Long Range Planning

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	43,062	11,466	11,466	7,891	26,294	23,203	23,203
FICA	2,626	711	711	445	1,630	1,439	1,439
Medicare	614	166	166	104	381	336	336
Retirement	4,245	1,158	1,158	867	2,932	2,587	2,587
Unemployment	87	77	77	23	44	44	44
Workman's Compensation	234	65	65	188	316	278	278
Health, Dental & Life Ins	5,666	1,565	1,565	969	3,590	3,590	3,590
Total Wages & Releated	$ 56,534	$ 15,208	$ 15,208	$ 10,487	$ 35,187	$ 31,477	$ 31,477
Operating Expenditures							
Office Supplies	33	200	200	0	2,000	1,000	1,000
Subscriptions/Memberships	352	0	0	0	0	0	0
Printing	0	0	0	0	500	100	100
Advertising	353	300	300	0	2,000	1,000	1,000
Postage	111	0	0	0	0	0	0
Computer Services/Software	706	0	0	0	0	0	0
Consulting Services	49,863	2,000	2,000	0	10,000	5,000	5,000
Legal Services	5,790	1,000	1,000	0	2,000	1,000	1,000
Equipment Maint. Agreements	0	0	0	0	840	840	840
Maps / Cartography	0	200	200	0	3,000	1,500	1,500
General Plan	182	500	500	0	1,000	500	500
Total Operating Expenditures	$ 57,390	$ 4,200	$ 4,200	$ -	$ 21,340	$ 10,940	$ 10,940
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 113,924	$ 19,408	$ 19,408	$ 10,487	$ 56,527	$ 42,417	$ 42,417
Revenues							
N/A	0	0	0	0	0	0	0
Total Departmental Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net Effect on General Fund	$ 113,924	$ 19,408	$ 19,408	$ 10,487	$ 56,527	$ 42,417	$ 42,417

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 (\ (0.15)
Assistant Planner/Admin. Asst. (.07)
Chief Building Official (0.18)
Permit Tech/ Admin. Assistant (0.07)
Animal Control/Code Enforcement Officer (1.0)

Accomplishments for the Fiscal Year 2010/2011:

1. With the Nuisance Violation Section being transferred to the Town Code, the processes for enforcement are different than under a Zoning Violation. The Community Development Department revised the enforcement violation documents to now address Nuisance & Zoning Violation individually.
2. A new item was also added to the Town Code for Off-Premise Solicitation (Signage). Documents and processes for enforcement have now been created to address this new item.
3. In the months of February and March of 2012, a significant increase in building permits and Development Standards Reviews has occurred. With this in mind, the Department has reorganized Code Enforcement to bring the entire staff into the process. This collaboration spreads the workloads for enforcement to achieve a better productivity while allowing staff members to complete their daily duties.

Performance Objectives for Fiscal Year 2011/2012:

1. Continue to learn all aspect for the Incode Software nodules to include permitting revenue tracking, billing and receipting.
2. Through a collaboration with the Marshal's Office and approaching Code Enforcement from a fiscally responsible position, the Community Development Director and the Town Marshal have realized the benefit of sharing staff resources. This collaboration would add the responsibility of Zoning Code Enforcement to the Animal Control Officers of the Town. Ultimately, this would provide a full Code Enforcement Officer by sharing one of the two Animal Control Officers at any one time.

Significant Expenditure Changes:

* By utilizing the Animal Control Officers, for Code Enforcement, a Town vehicle is already available thus reducing cost.
* With sharing of the Animal Control Officers, there will always be two (2) officers available for assistance and backup to Animal Control issues when needed.

Fiscal Notes

* By sharing staff resources, dupicate expenses can be reduced by one full time person and a vehicle.

Code Enforcement

Fund / Dept: 01-540

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures								
Wages & Releated								
600000	Salaries	11,057	18,247	18,247	6,112	54,582	51,693	51,693
601000	FICA	656	1,131	1,131	348	3,384	3,205	3,205
601100	Medicare	153	265	265	81	791	750	750
601200	Retirement	1,090	1,843	1,843	652	6,086	5,764	5,764
601300	Unemployment	22	24	24	12	131	131	131
601400	Workman's Compensation	189	304	304	200	819	775	775
602000	Health, Dental & Life Ins	1,778	3,199	3,199	919	10,555	10,555	10,555
Total Wages & Releated		$ 14,945	$ 25,013	$ 25,013	$ 8,324	$ 76,348	$ 72,873	$ 72,873
Operating Expenditures								
701000	Training	0	0	0	0	400	400	400
701500	Travel	0	0	0	0	200	200	200
703000	Office Supplies	186	100	100	15	300	100	100
705000	Auto Repair/Maintenance	0	600	600	0	600	600	600
705500	Fuel	289	600	600	600	840	600	600
706600	Cell Phone	139	275	275	120	290	275	275
711000	Legal Services	0	2,000	2,000	537	2,000	2,000	2,000
713100	Equipment Maint. Agreements	235	0	0	0	500	500	500
756210	Nuisance Abatement	0	0	0	0	10,000	5,000	5,000
756220	Dangerous Bldg. Abatement	0	0	0	0	10,000	5,000	5,000
758100	Recording Fees	0	0	0	0	200	200	200
Total Operating Expenditures		$ 849	$ 3,575	$ 3,575	$ 1,272	$ 25,330	$ 14,875	$ 14,875
Equipment/Capital Expenditures								
802000	Equipment Lease	0	1,000	1,000	818	500	500	500
Total Equipment/Capital Expenditures		$ -	$ 1,000	$ 1,000	$ 818	$ 500	$ 500	$ 500
Total Departmental Expenditures		$ 15,794	$ 29,588	$ 29,588	$ 10,414	$ 102,178	$ 88,248	$ 88,248
Revenues								
414100	Permit Fees	5,572	0	0	9,510	0	0	0
414200	Zoning Fines	205	2,000	2,000	804	500	500	500
Total Departmental Revenues		$ 5,777	$ 2,000	$ 2,000	$ 10,314	$ 500	$ 500	$ 500
Net Effect on General Fund		$ 10,017	$ 27,588	$ 27,588	$ 100	$ 101,678	$ 87,748	$ 87,748

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Marshal's Office

Marshal's Department

Our Mission

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

Department 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 providing a 911 communications center, establishing community education on crime prevention, investigating crimes and traffic accidents, protecting life and property, enforcing federal, state, and local laws, upholding the constitutional rights of all persons, providing emergency management and animal control services. The department exists to serve the public improve the quality of life for all citizens.

Department Staffing:

Town Marshal 1)
Commander (1)
Sergeant (4)
Deputy (11) *4 vacant positions
Detective (1)
Dispatch Supervisor (1)
Dispatcher (6) *1 vacant position
Admin Assistant (1)
Records Specialist (1)
Records Clerk (1)

Accomplishments for the Fiscal Year 2011/2012:

1. Marshal's Office volunteers (VIPS) contributed over 2,341.5hours.
2. CVMO employees received 975 hours of training
3. Conducted 23 narcotic related search warrants that resulted in 38 arrests
4. Conducted annual Safety Fair at Bashas
5. Conducted annual National Night Out.

Performance Objectives for Fiscal Year 2012/2013:

1. Increase business checks and neighborhood police presence, targeting crime areas to reduce criminal acts
2. Actively seek and apply for public safety grants.
3. Empower and guide employees to create and carry out required training to maintain certifications and levels of proficiency.
4. Implement uniforms for the volunteers.
5. Create a motor officer position
6. Replace the current K9 dog due to need for current K9 to retire
7. Work with CVFD to create an updated emergency plan for CVMO
8. Train employees on the new mobile data terminals for patrol vehicles.

Significant Expenditure Changes:

* Mobile data terminals for patrol
* Spillman server upgrade
* Salary adjustment for 4 deputies regarding wage compaction issue

Fiscal Notes

* Workman's Compensation calculations include 22 volunteers per month calculated at a $400 value per volunteer per month. This value is then multiplied by the rates set by the worker's compensation provider to find the actual premium paid. The volunteers include the Volunteers in Police Services (VIPS) members.
* Federal Grant funding for the PANT Officer will no longer be available and CVMO will be absorbing the cost of the PANT Officer.
* Funding for the mobile data computers for the patrol vehicles will be supplemented using RICO money.
* Computer server upgrade costs associated with Spillman will be spilt between four agencies

Department Statistics FY 2011-2012

* Homicides - 0
* Sexual Assaults - 17
* Residential Burglary - 32
* Commercial Burglary - 21
* Thefts - 152
* Motor Vehicle Theft - 8
* Domestic Violence - 109
* DUI Arrests - 53
* Juvenile Arrests - 37
* Adult Arrests - 305
* Traffic Accidents - 184
* Citations Issued - 739

Marshal's Department

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	1,156,293	1,196,633	1,196,633	1,146,424	1,226,699	1,226,699	1,226,699
Overtime	33,658	35,000	35,000	43,763	40,000	40,000	40,000
Holiday Pay	15,085	12,000	12,000	26,639	30,000	30,000	30,000
Uniform Allowance	18,300	20,400	20,400	17,323	22,500	21,600	22,500
FICA	31,878	32,770	32,770	30,421	33,734	33,734	33,734
Medicare	17,134	18,328	18,328	17,360	17,787	17,787	17,787
Retirement	150,457	188,709	188,709	175,987	177,084	177,084	177,084
Unemployment	2,414	1,693	1,693	2,325	2,400	2,400	2,400
Workman's Compensation	29,497	39,819	39,819	47,252	43,143	43,143	43,143
Health, Dental & Life Ins	163,235	207,632	207,632	170,071	192,663	184,855	184,855
Total Wages & Releated	$ 1,617,951	$ 1,752,984	$ 1,752,984	$ 1,677,565	$ 1,786,010	$ 1,777,302	$ 1,778,202
Operating Expenditures							
Training	5,684	8,000	8,000	2,663	8,000	8,000	8,000
Travel	2,262	6,000	6,000	2,324	6,000	6,000	6,000
Uniforms	512	2,400	2,400	1,200	0	0	0
Office Supplies	4,695	8,000	8,000	6,988	6,000	6,000	6,000
Subscriptions/Memberships	270	990	990	1,177	750	750	750
Books/Tapes/Publications	177	500	500	183	0	0	0
Printing	2,262	2,500	2,500	62	2,500	2,500	2,500
Postage	169	0	0	10	0	0	0
Computer Services/Software	15,545	17,200	17,200	437	34,211	34,211	34,211
Auto Repair/Maintenance	26,322	35,000	35,000	43,000	40,000	40,000	40,000
Fuel	48,746	55,000	55,000	55,630	60,000	60,000	60,000
Electric	18,788	22,000	22,000	17,849	22,000	22,000	22,000
Gas/Propane	2,509	3,500	3,500	2,987	3,500	3,500	3,500
Water	2,866	3,000	3,000	2,852	3,000	3,000	3,000
Sewer	2,118	2,400	2,400	2,520	2,400	2,400	2,400
Waste Removal	600	1,600	1,600	600	1,800	1,800	1,800
Telephone	6,946	9,000	9,000	7,756	0	0	0
Cell Phone	404	500	500	365	500	500	500
Pest Control	350	315	315	329	315	315	315
Consulting Services	0	0	0	1,500	0	0	0
Legal Services	167	3,000	3,000	37	15,000	15,000	15,000
Equipment Maint. Agreements	1,397	3,000	3,000	412	4,150	4,150	4,150
Patrol/Investigation Equip.	4,234	5,000	5,000	5,231	5,800	5,800	5,800
Patrol/Investigation Equip. Maint	2,187	3,000	3,000	3,369	3,000	3,000	3,000
Communication Equipment	0	500	500	710	800	800	800
Communication Equip. Maint	2,907	2,000	2,000	0	2,000	2,000	2,000
Repeater/Generator Maint	1,559	1,400	1,400	5,944	1,800	1,800	1,800
Crime Prevention	0	500	500	0	500	500	500
Advocacy Center	2,646	2,700	2,700	2,656	2,700	2,700	2,700
Medical Supplies	720	1,000	1,000	397	1,000	1,000	1,000
K-9 Expenditures	542	1,000	1,000	1,832	1,000	1,000	1,000
Total Operating Expenditures	$ 157,584	$ 201,005	$ 201,005	$ 171,021	$ 228,726	$ 228,726	$ 228,726
Equipment/Capital Expenditures							
Equipment Lease	2,955	4,300	4,300	3,557	2,630	2,630	2,630
Total Equipment/Capital Expenditures	$ 2,955	$ 4,300	$ 4,300	$ 3,557	$ 2,630	$ 2,630	$ 2,630
Total Departmental Expenditures	$ 1,778,490	$ 1,958,289	$ 1,958,289	$ 1,852,143	$ 2,017,366	$ 2,008,658	$ 2,009,558
Revenues							
Copies	1,514	2,000	2,000	1,275	1,400	1,400	1,400
Fingerprint Fees	965	1,000	1,000	880	800	800	800
Miscellaneous	618	2,400	2,400	2,269	0	0	0
Yav-Apache Dispatch	71,750	72,675	72,675	92,725	73,600	73,600	73,600
Total Departmental Revenues	$ 74,847	$ 78,075	$ 78,075	$ 97,149	$ 75,800	$ 75,800	$ 75,800
Net Effect on General Fund	$ 1,703,643	$ 1,880,214	$ 1,880,214	$ 1,754,994	$ 1,941,566	$ 1,932,858	$ 1,933,758

Animal Control / Code Enforcement

Our Mission

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

Department Duties/Description

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

Department Staffing:

Animal Control/ Code Enforcement Officer (2)

Accomplishments for the Fiscal Year 2011/2012:

1. Impounded 361 animals.
2. Adopted out 15 animals
3. Relocated 68 animals to rescue shelters
4. Returned 70 dogs to their owners
5. Euthanized 63 dogs and 145 cats
6. Responded to 901 dog at large calls
7. Answered 110 barking dog calls
8. Handled 32 dog bite cases
9. Issued 1,400 dog licenses.
10. Participated in the Petapaloosa event
11. Hosted 6 spay / neuter clinics

Performance Objectives for Fiscal Year 2012/2013:

1. Continue animal welfare programs by working with other organizations to offer clinics and community education
2. Train new animal control officer.
3. Review current facility and procedure of the animal control program for more efficient and economical process
4. Maintain relationship with WalMart who provides free dog and cat food.
5. Review animal control shelter program and present results to Council
6. Review and modify Animal Control policy and procedure
7. Implement new program of combining the animal control unit and code enforcement division
8. Provide triaining to combine the two divisions of enforcing town code, zoning ordinance, and state and local laws
9. Coordinate efforts with Community Development to outline Code Officers responsibilities

Fiscal Notes

* Workman's Compensation calculations include one volunteer per month calculated at a $400 value per volunteer per month. This value is then multiplied by the rates set by the worker's compensation provider to find the actual premium paid.

Animal Control

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	66,051	65,366	65,366	64,563	29,213	29,213	29,213
Overtime	317	1,000	1,000	728	1,000	1,000	1,000
Holiday Pay	282	1,000	1,000	1,269	1,000	1,000	1,000
Uniform Allowance	1,800	1,800	1,800	1,800	1,800	1,800	1,800
FICA	4,244	4,288	4,288	4,220	1,811	1,811	1,811
Medicare	993	1,003	1,003	987	424	424	424
Retirement	6,571	6,804	6,804	6,506	3,257	3,257	3,257
Unemployment	175	113	113	214	89	89	89
Workman's Compensation	1,149	1,423	1,423	1,627	1,376	1,376	1,376
Health, Dental & Life Ins	13,088	13,907	13,907	13,400	7,180	7,180	7,180
Total Wages & Releated	$ 94,670	$ 96,704	$ 96,704	$ 95,314	$ 47,150	$ 47,150	$ 47,150
Operating Expenditures							
Training	34	500	500	0	500	500	500
Travel	385	500	500	0	500	500	500
Office Supplies	90	250	250	0	250	250	250
Subscriptions/Memberships	95	50	50	0	50	50	50
Printing	445	625	625	589	1,500	1,500	1,500
Internet Wireless Access	439	500	500	4,224	0	0	0
Auto Repair/Maintenance	140	500	500	494	1,000	1,000	1,000
Fuel	2,269	2,500	2,500	2,413	3,000	3,000	3,000
Electric	2,782	2,900	2,900	2,482	0	0	0
Gas/Propane	1,830	2,700	2,700	2,364	0	0	0
Telephone	344	500	500	359	0	0	0
Legal Services	0	1,000	1,000	0	0	0	0
Animal Control Equipment	1,426	2,500	2,500	1,645	2,500	2,500	2,500
Animal Cremations	1,352	1,500	1,500	1,709	1,900	1,900	1,900
Facility Lease Payments	18,930	19,200	19,200	19,200	21,000	21,000	21,000
Total Operating Expenditures	$ 30,561	$ 35,725	$ 35,725	$ 35,479	$ 32,200	$ 32,200	$ 32,200
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 125,231	$ 132,429	$ 132,429	$ 130,793	$ 79,350	$ 79,350	$ 79,350
Revenues							
Dog Licenses	7,748	5,700	5,700	6,494	5,400	5,400	5,400
Impound Fees	3,016	3,200	3,200	1,745	2,200	2,200	2,200
Adoption Fees	1,109	2,500	2,500	765	1,000	1,000	1,000
Total Departmental Revenues	$ 11,873	$ 11,400	$ 11,400	$ 9,004	$ 8,600	$ 8,600	$ 8,600
Net Effect on General Fund	$ 113,358	$ 121,029	$ 121,029	$ 121,789	$ 70,750	$ 70,750	$ 70,750

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Library

Camp Verde Community Library

Our Mission

The Town of Camp Verde Community Library is the information center for the Camp Verde, and the surrounding 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, 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:

Library Director (0.75)
Library Specialist (1) vacant
Senior Clerk (2)
Library Clerk (.40)

Accomplishments for the Fiscal Year 2011/2012:

1. Presented revised population projections to determine future library needs.
2. Created and presented a new library program to educate our patrons in the use of ereaders and ebook.
3. Facilitated the formation of the Camp Verde Home Educators group with a series of library programs
4. Created and presented a new library program to educate our senior patrons in the use of computers.
5. Brought in the OneBookAZ author to speak to our patrons.
6. Added an outside bulletin board for community announcements.
7. Added a display case for our music CDs to allow for expansion of that collection.
8. Recruited 5 new volunteers to help with library operations
9. Brought in a program from the Verde Valley Archaeology Center for the newly formed Camp Verde Home Educators
10. With the help of the Library Endowment, we started a book rental program
11. Spent $20,000 on books and other library materials to satisfy 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 2012/2013:

1. Explore Internet social medias a publicity tool and an avenue for patron service and communication.
2. Improve and enhance the library's web site.
3. Start building up staffing levels in anticipation of a new library building.
4. Continue Children's programs and expand adult programs under the concept of cost neutrality.
5. Plan for a new library building.
6. Open the library 5 days a week.

Significant Expenditure Changes:

1. Books / Tapes / Publications line (01-700-20-703600) increased to satisfy the County requirement that we match their contribution to our book budget
2. $500 has been added to Library Programs (01-700-20-764000) for the adult scrapbooking program

Fiscal Notes

* Contract Labor/Services (line 01-700-20-712000) is used for courier services for inter-library loans and for the collection agency.
* Library Programs (01-700-20-764000) current consists of scrapbooking programs and minor expenses for new adult ptograms.
* Amazon.com Book Sales (01-700-40-481000) revenue line item is used to track book sales online.

Library

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	129,657	111,892	111,892	123,415	153,535	153,535	153,535
FICA	8,039	6,937	6,937	7,652	9,519	9,519	9,519
Medicare	1,880	1,622	1,622	1,789	2,226	2,226	2,226
Retirement	11,767	11,180	11,180	11,243	16,142	16,142	16,142
Unemployment	383	237	237	360	333	333	333
Workman's Compensation	815	631	631	723	1,091	1,091	1,091
Health, Dental & Life Ins	19,366	33,029	33,029	18,104	25,130	25,130	25,130
Total Wages & Releated	$ 171,907	$ 165,528	$ 165,528	$ 163,286	$ 207,976	$ 207,976	$ 207,976
Operating Expenditures							
Training	0	500	500	87	700	700	700
Travel	0	200	200	55	300	300	300
Office Supplies	5,589	5,000	5,000	4,555	6,000	6,000	6,000
Subscriptions/Memberships	263	0	0	107	0	0	0
Books/Tapes/Publications	13,591	13,500	13,500	14,991	26,000	15,000	15,000
Postage	2,981	3,500	3,500	3,288	4,000	3,000	3,000
Computer Services/Software	1,203	0	0	439	500	500	500
Electric	5,997	5,500	5,500	5,433	5,666	5,666	5,666
Gas/Propane	4,993	3,500	3,500	3,963	4,000	4,000	4,000
Water	464	750	750	358	750	750	750
Waste Removal	456	500	500	456	500	500	500
Telephone	1,631	1,500	1,500	1,723	0	0	0
Pest Control	205	200	200	205	200	200	200
Legal Services	148	500	500	685	0	0	0
Contract Labor/Services	4,863	5,000	5,000	4,360	5,600	5,000	5,000
Equipment Rental	670	3,000	3,000	1,000	2,000	2,000	2,000
Equipment Maint. Agreements	0	0	0	0	0	0	0
Office Equipment	0	0	0	334	500	500	500
Service Charges	4	0	0	0	0	0	0
Equipment Maintenance	258	500	500	0	500	500	500
Volunteer Expense	953	1,000	1,000	800	1,100	1,100	1,100
Library Programs	891	1,500	1,500	900	1,600	1,500	1,500
Amigo/Aznet Database	1,095	2,500	2,500	999	2,000	2,000	2,000
Dynix Automation	7,210	13,000	13,000	5,575	8,000	8,000	8,000
Total Operating Expenditures	$ 53,465	$ 61,650	$ 61,650	$ 50,313	$ 69,916	$ 57,216	$ 57,216
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 225,372	$ 227,178	$ 227,178	$ 213,599	$ 277,892	$ 265,192	$ 265,192
Revenues							
Copies	731	627	627	1,175	1,100	1,100	1,100
Fee, Fines & Forfeitures	3,526	3,435	3,435	4,067	3,800	3,800	3,800
Book Rentals	0	0	0	0	0	0	0
Surplus Property Sales	726	1,000	1,000	673	770	770	770
Yav County Library District	84,754	105,942	105,942	88,992	89,800	89,800	89,800
Total Departmental Revenues	$ 89,737	$ 111,004	$ 111,004	$ 94,907	$ 95,470	$ 95,470	$ 95,470
Net Effect on General Fund	$ 135,635	$ 116,174	$ 116,174	$ 118,692	$ 182,422	$ 169,722	$ 169,722

Camp Verde Children's Library

Our Mission

The Town of Camp Verde Community Library is the information center for the Camp Verde and the surrounding 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 and the surrounding area. 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 areas it serves bringing in programs and speakers and providing a collection of materials for many ages and reading levels. The Children's Library reflects the rich cultural diversity of our service area.

Department Staffing:

Library Director (0.25)
Children's Librarian (1)

Accomplishments for the Fiscal Year 2011/2012:

1. Added 2 Children's Book Club programs
2. Added American Heritage Academy to our list of school visitors
3. Added 6 new volunteers to help with programing and shelving
4. Continued existing programs and added new programs with the help of volunteers (and no assistant).
5. Learned operation of eReaders.
6. Managed a successful Adult Scrapbooking Program with only the funds that were donated.

Performance Objectives for Fiscal Year 2012/2013:

1. Provide quality Children's Programs
2. Make plans for a new Children's Library within a new library building

Significant Expenditure Changes:

1. Books / Tapes / Publications line (01-710-20-703600) increased to satisfy the County requirement that we match their contribution to our book budget

Fiscal Notes

* Library Programs (01-710-20-7640) currently consists of story time, crafts, performers, and school visits as well as 2 Book Clubs, and social time for our patrons.

Children's Library

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	47,702	58,946	58,946	43,732	61,085	61,085	61,085
FICA	2,954	3,655	3,655	2,708	3,787	3,787	3,787
Medicare	691	855	855	633	886	886	886
Retirement	4,550	5,953	5,953	4,704	6,811	6,811	6,811
Unemployment	89	113	113	86	111	111	111
Workman's Compensation	70	185	185	106	391	391	391
Health, Dental & Life Ins	6,544	15,645	15,645	6,700	8,975	8,975	8,975
Total Wages & Releated	$ 62,600	$ 85,352	$ 85,352	$ 58,669	$ 82,046	$ 82,046	$ 82,046
Operating Expenditures							
Training	0	50	50	0	100	100	100
Travel	0	100	100	0	150	150	150
Books/Tapes/Publications	1,160	6,500	6,500	2,665	14,000	7,500	7,500
Electric	1,894	2,000	2,000	1,661	2,900	2,900	2,900
Gas/Propane	0	2,000	2,000	0	2,000	2,000	2,000
Water	136	150	150	112	150	150	150
Waste Removal	144	200	200	144	200	200	200
Telephone	515	650	650	544	0	0	0
Pest Control	65	105	105	64	650	650	650
Library Programs	1,212	2,000	2,000	1,849	2,500	2,000	2,000
Total Operating Expenditures	$ 5,126	$ 13,755	$ 13,755	$ 7,041	$ 22,650	$ 15,650	$ 15,650
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 67,726	$ 99,107	$ 99,107	$ 65,710	$ 104,696	$ 97,696	$ 97,696
Revenues							
N/A	0	0	0	0	0	0	0
Total Departmental Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net Effect on General Fund	$ 67,726	$ 99,107	$ 99,107	$ 65,710	$ 104,696	$ 97,696	$ 97,696

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Parks & Rec

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.

* Supervise part-time employees that include: referees, scorekeepers, umpires, seasonal teen employees at the pool and parks, and summer
* program staff.
*

Department Staffing:

Public Works Director/Engineer (0.10)
Recreation Supervisor (0.90)
Parks & Recreation Administrative Assistant (0)-vacant
Receptionist (0) - vacant

Accomplishments for the Fiscal Year 2011/2012:

1. Worked with local non-profits to assist with special events
2. Worked with the public to rent parks and facilities.
3. Worked with AYSO, Little League and Youth Football to schedule field usage and lights.
4. Worked with the AYSO, Little League and Youth Football to devise a way to cut light usage at Butler Park.
5. Schedule use of Town banner poles
6. Work with the School District to schedule use of buses and fields
7. Receipt all money for facility rental and programs
8. Provide good customer service and assist the public who come into our office.
9. Works with the Court and tracks community service hours and keeps log book current.
10. Takes requests from staff and generates work orders for Maintenance
11. Keeps the fleet maintenance log in Iworqs
12. Processes payables for Parks and Maintenance
13. Schedules all facility rentals and keeps rental calendars current.
14. Works with South Verde High School to schedule use of gym and ball fields for their PE class and games.
15. Trained on Fort closure

Performance Objectives for Fiscal Year 2012/2013:

1. Provide additional programs for the community.
2. Provide new mats and wall mats for the gym. Wall mats are a safety item.
3. Continue with all of the tasks listed above.

Significant Expenditure Changes:

* New line item for OSHA Medical supplies in the amount of $500. This if for the first aid cabinet in the Parks office. In the past it has been charged to Maintenance
* Re-activate line item 01-800-20-805000, Parks & Rec. Equipment and fund with $5,880 for the purchase of new gym floor covers and wall mats for the gym.

Parks & Rec

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	61,793	28,815	28,815	46,719	47,538	47,538	47,538
FICA	3,788	3,624	3,624	2,822	2,947	2,947	2,947
Medicare	886	847	847	660	689	689	689
Retirement	5,916	5,903	5,903	4,836	5,300	5,300	5,300
Unemployment	97	880	880	97	112	112	112
Workman's Compensation	1,195	1,563	1,563	1,420	1,669	1,669	1,669
Health, Dental & Life Ins	7,591	4,172	4,172	7,238	9,047	9,047	9,047
Total Wages & Releated	$ 81,266	$ 45,804	$ 45,804	$ 63,792	$ 67,302	$ 67,302	$ 67,302
Operating Expenditures							
Training	0	350	350	0	0	0	0
Travel	0	250	250	0	0	0	0
Office Supplies	590	600	600	315	600	600	600
Subscriptions/Memberships	0	100	100	488	100	100	100
Electric	36,664	33,666	33,666	36,253	33,666	33,666	33,666
Gas/Propane	4,596	6,500	6,500	5,727	6,500	6,500	6,500
Water	2,590	3,000	3,000	2,851	3,000	3,000	3,000
Sewer	1,911	2,200	2,200	1,913	2,200	2,200	2,200
Waste Removal	3,042	3,150	3,150	2,935	3,150	3,150	3,150
Telephone	0	300	300	0	0	0	0
Pest Control	505	588	588	505	588	588	588
Legal Services	278	300	300	0	300	300	300
Equipment Maint. Agreements	360	0	0	105	450	450	450
Office Equipment	120	0	0	0	0	0	0
Rec. Equipment	0	0	0	0	5,880	5,880	5,880
Credit Card Processing Fees	781	0	0	200	0	0	0
OSHA Medical Supplies	0	0	0	0	500	500	500
Permits	0	0	0	0	400	400	400
Total Operating Expenditures	$ 51,437	$ 51,004	$ 51,004	$ 51,292	$ 57,334	$ 57,334	$ 57,334
Equipment/Capital Expenditures							
Copier Purchase	0	0	0	2,984	0	0	0
Equipment Lease	1,533	1,895	1,895	1,361	1,895	1,895	1,895
Total Equipment/Capital Expenditures	$ 1,533	$ 1,895	$ 1,895	$ 4,345	$ 1,895	$ 1,895	$ 1,895
Total Departmental Expenditures	$ 134,236	$ 98,703	$ 98,703	$ 119,429	$ 126,531	$ 126,531	$ 126,531
Revenues							
Facility Rental Fees	3,067	0	0	2,844	0	0	0
Total Departmental Revenues	$ 3,067	$ -	$ -	$ 2,844	$ -	$ -	$ -
Net Effect on General Fund	$ 131,169	$ 98,703	$ 98,703	$ 116,585	$ 126,531	$ 126,531	$ 126,531

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 (.10)
Shift Managers (3)
Maintenance Worker (.15)
Lifeguard (14)
Cashier (3)

Accomplishments for the Fiscal Year 2011/2012:

1. Provided a safe, accident swim season

Performance Objectives for Fiscal Year 2012/2013:

1. Provide a safe, fun accident free swim season
2. Replace Aerobics with Zumba Classes for all ages.
3. Hire a Pool Manager and Assistant Manager
4. Host two free family fun and BBQ nights
5. Develop a Pool Procedure Manuel

Significant Expenditure Changes:

* Increase line item 01-820-20-760100, Pool Supplies by $3,200 for the purchase of vacuum heads, net attachments, brushes, 50 ft. handle, guard stools, 3 umbrellas and two free family fun nights.
* Increase line item 01-820-20-706100, Gas/Propane by $3,000 for the increase in propane costs.

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 2012 and 2013 seasons with the regular operating hours of:

Monday - Thursday		Friday	
7:00 - 9:45am	Water exercise	Noon - 7:00pm	Open Swim
7:00 - 9:00am	Lap Swim		
9:45 - 12:00am	Swim Lessons		
12:30 - 7:00pm	Open Swim		

Saturday		Sunday	
Noon - 7:00pm	Open Swim	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 FY11 combined funds will almost completely fund the pool operations for FY 12.

Heritage Pool

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	40,148	46,243	46,243	30,404	52,941	52,941	52,941
FICA	2,486	2,867	2,867	1,882	3,282	3,282	3,282
Medicare	581	671	671	440	768	768	768
Retirement	305	4,671	4,671	285	1,048	1,048	1,048
Unemployment	515	375	375	509	672	672	672
Workman's Compensation	1,074	2,572	2,572	2,172	1,858	1,858	1,858
Health, Dental & Life Ins	578	1,460	1,460	533	1,795	1,795	1,795
Total Wages & Releated	$ 45,687	$ 58,859	$ 58,859	$ 36,225	$ 62,364	$ 62,364	$ 62,364
Operating Expenditures							
Training	225	500	500	0	500	500	500
Electric	4,441	3,800	3,800	6,533	3,800	3,800	3,800
Gas/Propane	9,890	10,000	10,000	4,000	13,000	13,000	13,000
Waste Removal	0	225	225	363	225	225	225
Telephone	312	400	400	300	400	400	400
Pest Control	330	220	220	302	220	220	220
Pool Chemicals	3,295	4,500	4,500	2,922	4,500	4,500	4,500
Pool Supplies	170	500	500	1,500	3,700	3,700	3,700
Equipment Maintenance	5,230	5,000	5,000	3,175	5,000	5,000	5,000
Concession Supplies	0	200	200	25	200	200	200
Permits	397	400	400	0	900	900	900
Total Operating Expenditures	$ 24,290	$ 25,745	$ 25,745	$ 19,120	$ 32,445	$ 32,445	$ 32,445
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 69,977	$ 84,604	$ 84,604	$ 55,345	$ 94,809	$ 94,809	$ 94,809
Revenues							
User Fees	17,231	17,000	17,000	14,843	17,000	17,000	17,000
Concession Sales	188	0	0	390	200	200	200
Total Departmental Revenues	$ 17,419	$ 17,000	$ 17,000	$ 15,233	$ 17,200	$ 17,200	$ 17,200
Operating Transfers							
Transfer In from YAN Fund	(33,268)	(60,000)	(60,000)	(40,112)	(10,000)	(10,000)	(10,000)
Total Departmental Revenues	$ (33,268)	$ (60,000)	$ (60,000)	$ (40,112)	$ (10,000)	$ (10,000)	$ (10,000)
Net Effect on General Fund	$ 19,290	$ 7,604	$ 7,604	$ -	$ 67,609	$ 67,609	$ 67,609

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:

Scorekeepers (3)

Accomplishments for the Fiscal Year 2011/2012:

1. Provided a successful youth basketball program for kids in the 1st through 5th grades
2. Provided a safe place for the community children to trick or treat
3. Work with Coaches to schedule practice time for basketball practice
4. Schedules all referees and scorekeepers, as well as inputting time cards to accounts payable
5. Inplemented a successful youth referee program to train high students to become referees and by doing so, also saved the Town money

Performance Objectives for Fiscal Year 2012/2013:

1. Replace the 7th & 8th Grade B-Ball League with a Summer Teen League
2. Bring back the Youth Summer Program
3. Provide additional youth programs thoughout the year.

Significant Expenditure Changes:

* Increase line item 01-830-20-762000 by $20,000 to fund a Youth Summer Program
  Increase line item 01-830-20-761000 by $5,000 to fund new programs for the youth.

Children's Recreation

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	5,141	5,965	5,965	3,647	5,300	5,300	5,300
FICA	315	370	370	222	329	329	329
Medicare	74	86	86	52	77	77	77
Retirement	381	602	602	214	591	591	591
Unemployment	17	29	29	36	67	67	67
Workman's Compensation	179	321	321	213	547	547	547
Health, Dental & Life Ins	505	1,043	1,043	374	0	0	0
Total Wages & Releated	$ 6,612	$ 8,416	$ 8,416	$ 4,758	$ 6,911	$ 6,911	$ 6,911
Operating Expenditures							
Contract Labor/Services	4,155	3,500	3,500	3,200	3,500	3,500	3,500
Rec. Equipment	0	800	800	1,163	800	800	800
Recreational Programs	2,487	3,500	3,500	2,765	8,500	3,000	3,000
Recreational Programs Sponsors	3,554	3,600	3,600	3,393	3,600	3,600	3,600
Summer Program	0	0	0	0	20,000	2,500	2,500
Total Operating Expenditures	$ 10,196	$ 11,400	$ 11,400	$ 10,521	$ 36,400	$ 13,400	$ 13,400
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 16,808	$ 19,816	$ 19,816	$ 15,279	$ 43,311	$ 20,311	$ 20,311
Revenues							
Children's Rec Program	2,550	3,600	3,600	2,340	3,600	3,600	3,600
Children's Rec Program Sponsor	4,111	3,600	3,600	2,065	3,600	3,600	3,600
Total Departmental Revenues	$ 6,661	$ 7,200	$ 7,200	$ 4,405	$ 7,200	$ 7,200	$ 7,200
Operating Transfers							
Transfer In from YAN Fund	0	(12,000)	(12,000)	(9,000)	(6,000)	(6,000)	(5,500)
Transfer Out to YAN Fund	13,437	0	0	0	0	0	0
Total Operating Transfers	$ 13,437	$ (12,000)	$ (12,000)	$ (9,000)	$ (6,000)	$ (6,000)	$ (5,500)
Net Effect on General Fund	$ 23,584	$ 616	$ 616	$ 1,874	$ 30,111	$ 7,111	$ 7,611

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:

Scorekeepers (3)

Accomplishments for the Fiscal Year 2011/2012:

1. Provide an adult Co-Rec Softball League (9 teams)
2. Work with Little League to schedule field time for adult league

Performance Objectives for Fiscal Year 2012/2013:

1. Continue providing Adult Softball
2. Bring back Men's Basketball League.

Adult Recreation

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	0	1,114	1,114	0	1,500	1,500	1,500
FICA	0	69	69	0	63	63	63
Medicare	0	16	16	0	22	22	22
Retirement	0	112	112	0	0	0	0
Unemployment	0	2	2	0	15	15	15
Workman's Compensation	0	58	58	0	30	30	30
Health, Dental & Life Ins	0	209	209	0	0	0	0
Total Wages & Releated	$ -	$ 1,580	$ 1,580	$ -	$ 1,630	$ 1,630	$ 1,630
Operating Expenditures							
Contract Labor/Services	350	4,500	4,500	0	4,500	4,500	4,500
Rec. Equipment	0	450	450	0	450	450	450
Recreational Programs	410	100	100	0	300	300	300
Total Operating Expenditures	$ 760	$ 5,050	$ 5,050	$ -	$ 5,250	$ 5,250	$ 5,250
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 760	$ 6,630	$ 6,630	$ -	$ 6,880	$ 6,880	$ 6,880
Revenues							
Adult Rec Program	275	6,900	6,900	1,275	6,880	6,880	6,880
Total Departmental Revenues	$ 275	$ 6,900	$ 6,900	$ 1,275	$ 6,880	$ 6,880	$ 6,880
Net Effect on General Fund	$ 485	$ (270)	$ (270)	$ (1,275)	$ 0	$ 0	$ 0

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 be able to offer activities directed towards our mature adult population. While the Senior Center does provide services, they are not Town-sponsored at this time.

Department Staffing:

None

Accomplishments for the Fiscal Year 2011/2012:

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

Performance Objectives for Fiscal Year 2012/2013:

1. Would like to add money to the budget so that we can provide some programming for the senior population of the community.

Significant Expenditure Changes:

* Re-activate this account and add $4,000 so that Parks & Rec. can add programs for the senior population of the community.

Senior Recreation Programs

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Operating Expenditures							
Rec. Equipment	0	0	0	0	4,000	0	0
Total Operating Expenditures	$ -	$ -	$ -	$ -	$ 4,000	$ -	$ -
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ -	$ -	$ -	$ -	$ 4,000	$ -	$ -
Revenues							
N/A	0	0	0	0	0	0	0
Total Departmental Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net Effect on General Fund	$ -	$ -	$ -	$ -	$ 4,000	$ -	$ -

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:

None

Accomplishments for the Fiscal Year 2011/2012:

1. Hosted a successful Craft Bazaar and Parade of Lights
2. Hosted three trips to the Arizona Diamondback games.
3. Worked with the School District for bus usage for the Diamondback trips

Performance Objectives for Fiscal Year 2012/2013:

1. Provide additional bus trips for the community, not all would be D-Back Games
2. Improve Christmas programs by possibly bringing back Breakfast with Santa and Kids Ornament making
3. Bring back some events and programs for the community.

Community Recreation

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Wages & Releated							
Salaries	2,605	3,456	3,456	403	0	0	0
FICA	160	214	214	24	0	0	0
Medicare	38	50	50	6	0	0	0
Retirement	257	349	349	41	0	0	0
Unemployment	0	6	6	0	0	0	0
Workman's Compensation	98	181	181	80	0	0	0
Health, Dental & Life Ins	347	695	695	68	0	0	0
Total Wages & Releated	$ 3,505	$ 4,951	$ 4,951	$ 622	$ -	$ -	$ -
Operating Expenditures							
Equipment Rental	0	325	325	327	325	325	325
Equipment Maint. Agreements	0	0	0	0	0	0	0
Recreational Programs	0	0	0	1,250	500	500	500
Recreational Programs Sponsors	0	3,600	3,600	3,895	8,000	8,000	8,000
Total Operating Expenditures	$ -	$ 3,925	$ 3,925	$ 5,472	$ 8,825	$ 8,825	$ 8,825
Equipment/Capital Expenditures							
N/A	0	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 3,505	$ 8,876	$ 8,876	$ 6,094	$ 8,825	$ 8,825	$ 8,825
Revenues							
Community Programs	688	750	750	1,353	750	750	750
Community Programs Sponsor	0	3,600	3,600	420	8,000	8,000	8,000
Total Departmental Revenues	$ 688	$ 4,350	$ 4,350	$ 1,773	$ 8,750	$ 8,750	$ 8,750
Net Effect on General Fund	$ 2,817	$ 4,526	$ 4,526	$ 4,321	$ 75	$ 75	$ 75

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Capital Projects Funds

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 2011-12:

1. We have begun the process of developing the new Community Park
2. The Center of Arizona Marker was placed at Rezzonico Park

Performance Objectives for Fiscal Year 2012-13:

1. Complete planned upgrade items to Butler and Rezzonico Parks
2. Continue progress on new Community Park

Significant Expenditure Changes:

* Maintenance Expenses have been moved to the Public Works Maintenance Budget and are covered through Operating Transfers
* Operating Transfers will be used to move Park funds to the functional areas where the budgeted expenses are taking place

Fiscal Notes

* Butler Park improvements ($21,000) includes sidewalk, drinking fountain and cosmetic improvements
* Rezzonico Park improvments ($25,000) includes perimiter fencing and a break-away gate
* Community Park improvements ($86,200) includes both the water and easement studies
* Pool Improvements ($94,000) include resurfacing the pool and other general improvments

Parks Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Project Expenditures							
Community Park Development	140	0	0		0	0	0
Local Park Improvements	5,566	10,000	10,000	7,000	0	0	0
Rezzonico Park	1,832	1,890	1,890	1,700	0	0	0
Interfund Loan Repayment (General Fund)		0	0		0	0	0
Total Project Expenditures	$ 7,538	$ 11,890	$ 11,890	$ 8,700	$ -	$ -	$ -
Revenues							
Public Works Projects	0	0	0	2,000	0	0	0
Total Revenues	$ -	$ -	$ -	$ 2,000	$ -	$ -	$ -
Operating Transfers							
Transfer to Gen Fund for Park Maint					13,890	13,890	13,890
Transfer to CIP for Rezzonico & Butler Imprvs					46,000	46,000	46,000
Transfer to CIP for Community Park Imprvs					86,200	86,200	86,200
Transfer to CIP for Pool Imprvs					94,000	94,000	94,000
Transfer to Debt Service Fund		5,400	5,400	5,400	0	0	0
Total Operating Transfers	$ -	$ 5,400	$ 5,400	$ 5,400	$ 240,090	$ 240,090	$ 240,090
Net Effect on Parks Fund	$ 7,538	$ 17,290	$ 17,290	$ 12,100	$ 240,090	$ 240,090	$ 240,090
Prior Year Ending Parks Fund Balance	$ 291,909	$ 284,371	$ 284,371	$ 284,371	$ 272,271	$ 272,271	$ 272,271
Estimated Ending Parks Fund Balance	$ 284,371	$ 267,081	$ 267,081	$ 272,271	$ 32,181	$ 32,181	$ 32,181

CIP Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Operating Expenditures							
Building Maint HVAC Units	0	0	0	0	75,000	75,000	75,000
Park Facilities Maint - Pool Resurface	0	0	0	0	80,000	80,000	80,000
Park Facilities Maint - Pool Upgrades	0	0	0	0	14,000	14,000	14,000
Park Facilities Maint - Butler Park Improvements	0	0	0	0	21,000	21,000	21,000
Total Operating Expenditures	$ -	$ -	$ -	$ -	$ 190,000	$ 190,000	$ 190,000
Capital Expenditures							
Rio Verde Plaza Improvements	29,537	0	0	0	0	0	0
Rain Gutters: Marshal's Off & Hist Society	6,970	0	0	0	0	0	0
Replace Carpet in Town Hall	22,661	0	0	0	0	0	0
Exterior Painting of Town Buildings	0	17,500	17,500	38,900	0	0	0
Re-Roof of Town Buildings	37,407	37,000	37,000	0	0	0	0
Removal of Old CVMO Trailer	31,580	0	0	0	0	0	0
P&R and IT Rooms Security Roll Shutters	0	10,000	10,000	10,000	0	0	0
Library Annex Rplace Heat Pump	0	8,000	8,000	6,478	0	0	0
Repair and Cool Coat Existing Foam Roof	0	5,000	5,000	3,205	0	0	0
Pool Rmdl Showers & Replace Water Heater	0	6,000	6,000	15,500	0	0	0
300 Bldg Attic Insulation	0	0	0	0	12,000	12,000	12,000
Administration Vehicles	2,700	0	0	0	0	0	0
HURF Fleet Upgrades	0	0	0	0	60,000	60,000	60,000
Incode Software	172,985	184,405	184,405	191,000	0	0	0
Computer/networking infrastructure upgrades	113,543	103,611	103,611	42,620	0	0	0
Maint Vehicle - 1/2 Ton 2-Wheel Drive Truck	19,114	0	0	0	0	0	0
Warranty and Re-Lamp at Butler Park	18,576	0	0	0	0	0	0
Pool Cover	6,805	0	0	0	0	0	0
Vermeer Chipper	0	25,000	25,000	28,810	0	0	0
New Phone System	0	0	0	37,619	0	0	0
Maint Equipment /Fleet Update	0	0	0	0	27,129	27,129	27,129
Purchase 15 Acres Public Works Yard	1,459,178	0	0	0	0	0	0
Taxes on 15 Acre Purchase	25,000	0	0	0	0	0	0
Taxes on 15 Acre Purchase	0	5,800	5,800	0	0	0	0
Tres Rios Rd. Replace Ditch Crossing	0	25,000	25,000	21,470	0	0	0
411: Cliffs/Finnie Flat Drainage Project	0	1,023,000	1,023,000	146,103	903,897	903,897	903,897
411: Basha's Drain Channel Project	0	25,000	25,000	5,100	20,000	20,000	20,000
PW Yard Facility Improvements	0	180,000	180,000	83,551	96,500	96,500	96,500
PW Yard Utility Development	0	25,000	25,000	25,000	0	0	0
Murdock Rd Water Extension Project	0	43,300	43,300	0	130,000	130,000	130,000
Rezzonico Park - Fencing, Signage, Etc.	0	0	0	0	25,000	25,000	25,000
Sprinkler System for Town Grounds	0	13,000	13,000	12,231	0	0	0
Library Enhancement	2,512	0	0	0	0	0	0
Verde Lakes Drive Culverts	0	80,000	80,000	17,619	62,500	62,500	62,500
Finnie Flat Sidewalk Enhancement	400	136,000	136,000	0	136,000	136,000	136,000
Hollamon & VC Parking Lots	0	50,000	50,000	0	50,000	50,000	50,000
Uniterrupted Power Source for Traffic Signals	0	15,000	15,000	11,990	0	0	0
CommPark: Pre Development Costs	0	35,000	35,000	3,800	86,200	86,200	86,200
Capital Leases	47,938	0	0	0	0	0	0
Total Capital Expenditures	$ 1,996,906	$ 2,052,616	$ 2,052,616	$ 700,996	$ 1,609,226	$ 1,609,226	$ 1,609,226
Revenues							
Misc - APS Rebate	12,086	0	0	0	0	0	0
Donation Rev - Donated Property	58,300	0	0	0	0	0	0
Other Financing Sources - Bond Proceeds	1,005,000	0	0	0	0	0	0
Total Revenues	$ 1,075,386	$ -	$ -	$ -	$ -	$ -	$ -
Operating Transfers							
Transfer In from General Fund	(100,173)	(959,616)	(959,616)	(959,616)	(90,240)	(90,240)	(90,240)
Transfer In from General Fund (Adjmnt for FY11)	0	0	0	(62,175)	0	0	0
Transfer In from Parks Fund	0	0	0	0	(226,200)	(226,200)	(226,200)
Transfer In from Non-Fed Grants Fund (Channel)	0	(743,000)	(743,000)	(146,103)	(603,897)	(603,897)	(603,897)
Other Financing Sources - Div'd Cap Lease	(200,324)	0	0	0	0	0	0
Transfer In from HURF Fund	0	(350,000)	(350,000)	(350,800)	(80,000)	(80,000)	(80,000)
Total Operating Transfers	$ (300,497)	$ (2,052,616)	$ (2,052,616)	$ (1,518,694)	$ (1,000,337)	$ (1,000,337)	$ (1,000,337)
Net Effect on CIP Fund	$ 621,023	$ -	$ -	$ (817,698)	$ 798,889	$ 798,889	$ 798,889
Prior Year Ending CIP Fund Balance	$ 602,214	$ (18,809)	$ (18,809)	$ (18,809)	$ 798,889	$ 798,889	$ 798,889
Estimated Ending CIP Fund Balance	$ (18,809)	$ (18,809)	$ (18,809)	$ 798,889	$ -	$ -	$ -

Special Revenue Funds

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. 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.

Department Duties/Description

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

Department Staffing:

Public Works Director/Engineer (0.20)
Streets Foreman (0.96)
Public Works Project Manager (0.65)
Senior Equipment Operator (.96)
Medium Equipment Operator (.96)
Streets Laborer (.96)
Administrative Assistant (0.40)

Accomplishments for the Fiscal Year 2011/2012:

1. Applied for and received Planning Assistance for Rural Areas (PARA) Grant in the amount of $250,000
2. Applied for and received Highway Safety Improvement Program Grant in the amount of $75,000
3. Completed purchase of Property for Public Works Yard, cleared site, perimeter fencing, secured buildings and built out for office space and equipment storage at yard
4. Installed battery back-up for two traffic signals
5. Completed: Salt Mine Rd Stabilization, Phase I of Verde Lakes Dr. Culverts and Tres Rios widening

Performance Objectives for Fiscal Year 2012/2013:

1. Plan and complete the Slurry Seal, Chip Seal programs and Street Striping
2. Identify and participate in training in order to learn new techniques and keep current certifications
3. Work with NACOG for the successful completion of the Hollamon Sidewalk project
4. Work with ADOT for the successful completion of the Finnie Flat Sidewalk Project

Fiscal Notes:

HURF 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. 2012/2013 revenue reflects the anticipated reduced funding. We have planned reserves in the HURF Fund Balance to account for this reduction, and are requesting $276,833 for the 12/13 operational budget.

Pavement 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. Any Pavement Maintenance Program will address each of the following:

- Routine maintenance such as street sweeping, clearing roadside ditches/structures, signage maintenance, crack fill and pothole patching.
- Preventative maintenance is the most cost effective. 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.

Money spent to develop and pave our infrastructure assets is wasted when the preventative maintenance portion of the Pavement Management Plan is un-funded. 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 (based on 2012 costs). This program would allow for the proper preventative maintenance of the Town's current paved roadways, but will require a financial commitment from the General Fund.

HURF Fund (pg. 1)

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Project Expenditures							
Salaries	165,415	193,877	193,877	204,686	228,310	221,223	221,223
Overtime		2,000	2,000	176	0	0	0
FICA	10,254	12,144	12,144	12,701	14,155	13,716	13,716
Medicare	2,398	2,840	2,840	2,971	3,310	3,208	3,208
Retirement	15,512	19,582	19,582	19,177	23,227	22,436	22,436
Unemployment Insurance	456	248	248	631	453	453	453
Workman's Compensation	8,002	8,848	8,848	13,090	20,548	19,910	19,910
Health Insurance	24,853	28,039	28,039	30,075	35,948	35,948	35,948
Total Salary Expenditures	$ 226,890	$ 267,578	$ 267,578	$ 283,507	$ 325,951	$ 316,894	$ 316,894
Operational Expenditures							
Training	175	1,500	1,500	590	1,900	1,900	1,900
Travel	65	200	200	524	1,430	1,430	1,430
Uniforms	3,427	3,000	3,000	3,415	3,500	3,500	3,500
Office Supplies	927	800	800	462	500	500	500
Subscriptions/Memberships	0	100	100	0	300	300	300
Books/Tapes/Publications	0	100	100	0	100	100	100
Printing	52	200	200	19	200	200	200
Advertising	193	1,000	1,000	118	800	800	800
Postage	43	0	0	0			0
Computer Services/Software	1,800	0	0	0	1,200	1,200	1,200
Auto Repair/Maintenance	11,342	35,000	35,000	24,000	30,000	30,000	30,000
Fuel	12,197	40,000	40,000	17,000	25,000	15,000	15,000
Electric	1,972	2,100	2,100	2,347	2,650	2,650	2,650
Gas/Propane	955	1,100	1,100	1,000	2,000	2,000	2,000
Water	1,111	1,200	1,200	1,179	1,300	1,300	1,300
Sewer	147	3,200	3,200	147	3,200	3,200	3,200
Waste Removal	742	300	300	81	300	300	300
Telephone	491	500	500	520	600	600	600
Cell Phone	1,224	1,300	1,300	1,693	1,640	1,640	1,640
Pest Control	455	300	300	284	300	300	300
Consulting Services	0	15,000	15,000	11,556	15,000	0	0
Legal Services	352	2,000	2,000	0	2,000	2,000	2,000
Contract Labor/Services	0	3,000	3,000	1,630	5,000	5,000	5,000
Equipment Rental	0	1,200	1,200	1,361	1,200	1,200	1,200
Equipment Maint. Agreements	356	500	500	105	450	450	450
Office Equipment	0	200	200	3,061	600	600	600
Maintenance Equipment	64	0	0	4,375	2,500	2,500	2,500
Liability Insurance	0	12,378	12,378	12,378	10,000	10,000	10,000
OSHA Medical Supplies	532	1,200	1,200	844	1,650	1,650	1,650
Street Yard Lease Payments	33,660	0	0	0	0	0	0
Mapping	0	200	200	39	200	200	200
Recording Fees	32	300	300	18	300	300	300
Street Maintenance	45,504	60,000	60,000	42,753	60,000	60,000	60,000
Street Striping		25,000	25,000	116	25,000	25,000	25,000
Chip Seal / Maintenance		59,000	59,000	24,812	65,000	65,000	65,000
Right-of-Way Aquisition		3,000	3,000	0	3,000	3,000	3,000
Street & Safety Signing	3,015	10,000	10,000	10,107	10,000	10,000	10,000
Traffic Signal Maintenance	2,359	9,000	9,000	2,515	8,000	8,000	8,000
Traffic Signal Electricity	8,069	8,300	8,300	7,006	8,300	8,300	8,300
Main Street Lights/Irrigation Electricity	10,936	10,000	10,000	10,384	10,000	10,000	10,000
Small Tools	1,227	1,800	1,800	2,794	2,500	2,500	2,500
Litter Abatement	0	30	30	0	500	500	500
Total Operational Expenditures	$ 143,424	$ 314,008	$ 314,008	$ 189,233	$ 308,120	$ 283,120	$ 283,120

HURF Fund (pg. 2)

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Equipment/Capital Expenditures							
Office Equipment/Furniture	0	0	0	2,983	0	0	0
Equipment Lease	1,538	4,500	4,500	1,361	0	0	0
Vehicles	0	0	0	8,500	15,000	15,000	15,000
Street Construction	27	50,000	50,000	3,935	50,000	50,000	50,000
Street Paving	0	20,000	20,000	0	25,000	25,000	25,000
Finnie Flat Sidewalk	420	25,000	25,000	13,487	12,000	12,000	12,000
Finnie Flat Sidewalk RoWay	0	0	0	3,200	3,200	3,200	3,200
Total Equipment/Capital Expenditures	$ 1,985	$ 99,500	$ 99,500	$ 33,466	$ 105,200	$ 105,200	$ 105,200
Total Expenditures	$ 372,299	$ 681,086	$ 681,086	$ 506,206	$ 739,271	$ 705,214	$ 705,214
Revenues							
HURF Revenue	796,016	648,254	648,254	677,563	725,000	725,000	725,000
Refunds/Reimbursements	325	250	250	245	800	800	800
Surplus Property Sales	0	0	0	0	600	600	600
Interest	17	12	12	1,500	5,000	5,000	5,000
Total Departmental Revenues	$ 796,358	$ 648,516	$ 648,516	$ 679,308	$ 731,400	$ 731,400	$ 731,400
Operating Transfers							
Transfer In from Fed Grants Fund	(8,783)	0	0	0	0	0	0
Transfer Out to CIP Fund (*A)	0	350,000	350,000	350,000	80,000	80,000	80,000
Transfer Out to CDBG Fund (*B)	0	0	0	0	66,934	66,934	66,934
Transfer Out to Fed Grants Fund (*C)	0	0	0	0	7,253	7,253	7,253
Transfer Out to Debt Service Fund (*D)	0	23,468	23,468	25,268	102,400	102,400	102,400
Total Operating Transfers	$ (8,783)	$ 373,468	$ 373,468	$ 375,268	$ 256,587	$ 256,587	$ 256,587
Net Effect on HURF Fund	$ (432,842)	$ 406,038	$ 406,038	$ 202,166	$ 264,458	$ 230,401	$ 230,401
Beginning Available HURF Fund Balance (Est'd)	$ 924,322	$ 1,357,164	$ 1,357,164	$ 1,357,164	$ 589,998	$ 589,998	$ 589,998
10-year Repayment Plan Set-aside	$ -	$ -	$ -	$ 565,000	$ 565,000	$ 565,000	$ 565,000
Ending Available HURF Fund Balance (Est'd)	$ 1,357,164	$ 951,126	$ 951,126	$ 589,998	$ 325,540	$ 359,597	$ 359,597

*A - Transfer out of $80,000 to CIP Fund includes: $60,000 for Fleet Upgrades and $20,000 as pledge for use in Cliffs Drainage Project.

*B - Support for Hollamon St. Improvements.

*C - $7,253 for Black Bridge scour prevention ADOT grant match.

*D - $102,400 to cover Public Works / Streets Yard bond payments.

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Magistrate Special Revenue Fund

Department Duties/Description

* The purpose of the Magistrate Special Revenue Fund is to help the Court finance and achieve some needs that might not be possible without them. They are placed in individual numbered account for tracking the funds. Each fund is authorized by State or local law.
* Local (Municipal) Court Enhancement Funds are collected by the Court as per Ordinance No. 2001-A182 (3). It states that the funds shall be used exclusively to enhance the technological, operational and security capabilities of the Court.
* Local Judicial Collections Enhancement Fund (JCEF) is collected by the Court as per ARS 12.113 for the purpose of improving, maintaining and enhancing the ability to collect and manage monies assessed or received by the Courts including restitution, child support, fines and civil penalties; and to improve court automation projects likely to improve case processing or the administration of justice.
* Fill the Gap Fund is collected by the Court as per ARS 12-102.I02 to allocate funds to counties for the purpose of planning and implementing collaborative projects that are designed to improve the processing of criminal cases.
* Fill the Gap and JCEF funds must be requested through a "grant process" to the Supreme Court for approval of how the Court wishes to spend the funds. There are no match funds. Spending must meet the criteria of the legislative intent.

Department Staffing:

-Clerk (0.5)

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 can not tolorate more than two years.
* The Court Enhancement Fund is being utilized to pay for legal reseach extras for court security or case flow. It includes a .5 FTE clerk position. training, travel and interpreters.
* Local JCEF is currently being used to provide a field trainer for each court in Yavapai County

Magistrate Special Revenue Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Local JCEF (310)							
Operating Expenditures							
Local JCEF	1,480	1,800	1,800	1,550	0	0	0
Training					2,000	2,000	2,000
Total Operating Expenditures	$ 1,480	$ 1,800	$ 1,800	$ 1,550	$ 2,000	$ 2,000	$ 2,000
Total Departmental Expenditures	$ 1,480	$ 1,800	$ 1,800	$ 1,550	$ 2,000	$ 2,000	$ 2,000
Revenues							
Local JCEF	3,909	2,400	2,400	3,415	4,720	4,720	4,720
Net JCEF Program	$ (2,429)	$ (600)	$ (600)	$ (1,865)	$ (2,720)	$ (2,720)	$ (2,720)
Local JCEF Year End Balance Estimate							
Prior Year Ending Local JCEF Balance	28,771	31,200	31,200	31,200	33,065	33,065	33,065
Estimated Ending Local JCEF Balance	$31,200	$31,800	$31,800	$33,065	$35,785	$35,785	$35,785
Fill the GAP (320)							
Operating Expenditures							
Fill the GAP	1,119	13,260	13,260	13,790	0	0	0
Total Operating Expenditures	$ 1,119	$ 13,260	$ 13,260	$ 13,790	$ -	$ -	$ -
Total Departmental Expenditures	$ 1,119	$ 13,260	$ 13,260	$ 13,790	$ -	$ -	$ -
Revenues							
Fill the GAP	2,734	2,800	2,800	2,345	3,150	3,150	3,150
Net Fill the GAP Program	$ (1,615)	$ 10,460	$ 10,460	$ 11,445	$ (3,150)	$ (3,150)	$ (3,150)
Fill the GAP Year End Balance Estimate							
Prior Year Ending Fill the GAP Balance	17,956	19,571	19,571	19,571	8,126	8,126	8,126
Estimated Ending Fill the GAP Balance	$19,571	$9,111	$9,111	$8,126	$11,276	$11,276	$11,276
Court Enhancement (330)							
Operating Expenditures							
Court Enhancement	10,758	7,761	7,761	5,525	0	0	0
Legal					1,700	1,700	1,700
Equipment	7,913				0	0	0
Miscellaneous					1,950	1,950	1,950
Total Operating Expenditures	$ 18,671	$ 7,761	$ 7,761	$ 5,525	$ 3,650	$ 3,650	$ 3,650
Equipment/Capital Expenditures							
Capital Lease	1,924	0	0	0	0	0	0
Total Equipment/Capital Expenditures	$ 1,924	$ -	$ -	$ -	$ -	$ -	$ -
Total Departmental Expenditures	$ 20,595	$ 7,761	$ 7,761	$ 5,525	$ 3,650	$ 3,650	$ 3,650
Revenues							
Court Enhancement	35,826	20,800	20,800	34,477	48,602	48,602	48,602
Other Financing Sources	7,913				0	0	
Total Department Revenues	$ 43,739	$ 20,800	$ 20,800	$ 34,477	$ 48,602	$ 48,602	$ 48,602
Net Court Enhancement Program	$ (23,144)	$ (13,039)	$ (13,039)	$ (28,952)	$ (44,952)	$ (44,952)	$ (44,952)
Court Enhancement Year End Balance Estimate							
Prior Year Ending Court Enhancement Balance	22,828	45,972	45,972	45,972	74,924	74,924	74,924
Estimated Ending Court Enhancement Balance	$45,972	$59,011	$59,011	$74,924	$119,876	$119,876	$119,876
Net Effect on Magistrate SR Fund	$ (27,188)	$ (3,179)	$ (3,179)	$ (19,372)	$ (50,822)	$ (50,822)	$ (50,822)

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 2011/2012:

1. Received Council direction to proceed with land exchange to improve Hollamon St. project

Performance Objectives for Fiscal Year 2012/2013:

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.

CDBG Grants Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Project Expenditures							
Salaries	0	12,500	12,500	0	0	0	0
FICA	0	775	775	0	0	0	0
Medicare	0	181	181	0	0	0	0
Retirement	0	1,263	1,263	0	0	0	0
Unemployment	0	12	12	0	0	0	0
Worker's Compensation	0	70	70	0	0	0	0
Health Insurance	0	1,319	1,319	0	0	0	0
Allocated Wage & ERE	1,695	0	0	0	0	0	0
Hollamon St. Improvements	5,239	319,448	319,448	0	386,382	386,382	386,382
Hollamon Grant Administration	0	24,725	24,725	6,044	34,195	34,195	34,195
Total Project Expenditures	$ 6,934	$ 360,293	$ 360,293	$ 6,044	$ 420,577	$ 420,577	$ 420,577
Revenues							
Hollamon St. Improv's Revenue	0	319,448	319,448	0	319,448	319,448	319,448
Hollamon Grant Admin Revenue	6,934	52,025	52,025	6,044	34,195	34,195	34,195
Total Revenues	$ 6,934	$ 371,473	$ 371,473	$ 6,044	$ 353,643	$ 353,643	$ 353,643
Operating Transfers							
Transfers In from HURF Fund	0	0	0	0	(66,934)	(66,934)	(66,934)
Total Revenues	$ -	$ -	$ -	$ -	$ (66,934)	$ (66,934)	$ (66,934)
Net Effect on CDBG Fund	$ -	$ (11,180)	$ (11,180)	$ -	$ -	$ -	$ -

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 2011/2012:

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

Performance Objectives for Fiscal Year 2012/2013:

1. To enhance 9-1-1 operations

Significant Expenditure Changes:

* 9-1-1 Expenditures are allocated to allow for 9-1-1 training or other related expenditures.

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 2012-2013 fiscal year. The amounts budgeted are in anticipation of the Town receiving the funds as experienced in prior fiscal years.

911 Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Project Expenditures							
911 Expenditures	0	0	0	0	0	0	0
Total Project Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Revenues							
911 Distributions	0	0	0	0	0	0	0
Total Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net Effect on 911 Fund							
Net Increase / (Decrease) in 911 Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Prior Year Ending 911 Fund Balance	$ 3,410	$ 3,410	$ 3,410	$ 3,410	$ 3,410	$ 3,410	$ 3,410
Estimated Ending 911 Fund Balance	$ 3,410	$ 3,410	$ 3,410	$ 3,410	$ 3,410	$ 3,410	$ 3,410

Housing Grant / Revolving Loan Fund

Our Mission

The Town of Camp Verde's Housing Grant / Revolvng Loan 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 2011/2012:

1. Maintained four (4) open loans payable to the Revolving Loan Fund (RLF).
2. Completed on-going grant obligations (e.g. furthering fair housing, RLF reporting, etc.)

Performance Objectives for Fiscal Year 2012/2013:

1. Maintain four (4) 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. ($100,000 OOHR)

Home Grant/Revolving Loan Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Revolving Loan (158)							
New Project Expenditures	1,343	95,000	95,000	568	104,000	104,000	104,000
Loan Payments	(94,119)	(18,201)	(18,201)	(15,427)	(15,432)	(15,432)	(15,432)
Home Sale	0	0	0	0	(50,000)	(50,000)	(50,000)
Interest on Cash	(2,959)	(900)	(900)	(800)	(2,064)	(2,064)	(2,064)
Net Revolving Loan Grant	$ (95,735)	$ 75,899	$ 75,899	$ (15,659)	$ 36,504	$ 36,504	$ 36,504
Revolving Loan Year End Balance Estimate							
Prior Year Ending Revolving Loan Balance	(5,178)	90,557	90,557	90,557	106,216	106,216	106,216
Estimated Ending Revolving Loan Balance	$90,557	$14,658	$14,658	$106,216	$69,712	$69,712	$69,712
Home Grant (159)							
Wages & ERE	2,999	0	0	8,645	0	0	0
Home Grant Admin Exp's	0	10,000	10,000	2,392	0	0	0
Home Grant Rehab Exp's	0	100,000	100,000	775	25,000	25,000	25,000
Home Grant Rehab Rev's	0	(100,000)	(100,000)		(25,000)	(25,000)	(25,000)
Home Grant Admin Rev's	(2,999)	(10,000)	(10,000)	(11,812)	0	0	0
Net Home Grant	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net Effect on Fund	$ (95,735)	$ 75,899	$ 75,899	$ (15,659)	$ 36,504	$ 36,504	$ 36,504

Donations & Restricted Monies Fund

Department Duties/Description

The Donations & Restricted Monies Fund was established to accurately track donations given to the Town of Camp Verde that are designated for a specific purpose. It also tracks other various restricted monies received by the Town such as funds directed for safety equipment purchases at the Marshal's Office.

Fiscal Notes

* In the 2012-13 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 2012-13 fiscal year.

Donations & Restricted Monies Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Safety Equipment Program (601)							
Expenses	0	0	0	0	2,515	2,515	2,515
Revenues	0	0	0	(1,115)	(1,400)	(1,400)	(1,400)
Net Volunteers	$ -	$ -	$ -	$ (1,115)	$ 1,115	$ 1,115	$ 1,115
VIP Year End Balance Estimate							
Prior Year Ending VIP Balance	0	0	0	0	1,115	1,115	1,115
Estimated Ending VIP Balance	$0	$0	$0	$1,115	$0	$0	$0
Volunteers in Police Services (607)							
Expenses	0	200	200	0	250	250	250
Donations	(150)	(200)	(200)	(100)	0	0	0
Net Volunteers	$ (150)	$ -	$ -	$ (100)	$ 250	$ 250	$ 250
VIP Year End Balance Estimate							
Prior Year Ending VIP Balance	100	250	250	250	350	350	350
Estimated Ending VIP Balance	$250	$250	$250	$350	$100	$100	$100
General CVMO (608)							
Expenses	0	1,000	1,000	0	1,000	1,000	1,000
Donations	0	(1,000)	(1,000)	0	0	0	0
Net CVMO	$ -	$ -	$ -	$ -	$ 1,000	$ 1,000	$ 1,000
CVMO Year End Balance Estimate							
Prior Year Ending CVMO Balance	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Estimated Ending CVMO Balance	$1,000	$1,000	$1,000	$1,000	$0	$0	$0
K-9 (609)							
Expenses	0	1,500	1,500	1,779	1,800	1,800	1,800
Donations	(1,380)	(1,000)	(1,000)	(929)	0	0	0
Net K-9	$ (1,380)	$ 500	$ 500	$ 850	$ 1,800	$ 1,800	$ 1,800
K-9 Year End Balance Estimate							
Prior Year Ending K-9 Balance	1,270	2,650	2,650	2,650	1,800	1,800	1,800
Estimated Ending K-9 Balance	$2,650	$2,150	$2,150	$1,800	$0	$0	$0
Animal Shelter (619)							
Expenses	864	5,000	5,000	5,328	7,862	7,862	7,862
Donations	(4,813)	(2,000)	(2,000)	(2,591)	0	0	0
Net Animal Shelter	$ (3,949)	$ 3,000	$ 3,000	$ 2,737	$ 7,862	$ 7,862	$ 7,862
Animal Shelter Year End Balance Estimate							
Prior Year Ending Animal Shelter Balance	6,913	10,862	10,862	10,862	8,125	8,125	8,125
Estimated Ending Animal Shelter Balance	$10,862	$7,862	$7,862	$8,125	$263	$263	$263
Book Purchases (701)							
Book Purchases	363	0	0	0	637	637	637
Donations	(1,000)	0	0	0	0	0	0
Net Book Purch's	$ (637)	$ -	$ -	$ -	$ 637	$ 637	$ 637
Book Purch's Year End Balance Estimate							
Prior Year Ending Book Purch's Balance	0	637	637	637	637	637	637
Estimated Ending Book Purch's Balance	$637	$637	$637	$637	$0	$0	$0
General Library (709)							
Computer Purchases	26,629	0	0	0	0	0	0
Expenditures	1,728	1,500	1,500	1,719	1,393	1,393	1,393
Donations	(27,449)	0	0	(4,301)	0	0	0
Net General Library	$ 908	$ 1,500	$ 1,500	$ (2,582)	$ 1,393	$ 1,393	$ 1,393
Library Year End Balance Estimate							
Prior Year Ending Library Balance	3,801	2,893	2,893	2,893	5,475	5,475	5,475
Estimated Ending Library Balance	$2,893	$1,393	$1,393	$5,475	$4,082	$4,082	$4,082
Parks & Rec (809)							
Expenditures	0	0	0	0	2,952	2,952	2,952
Donations	(100)	0	0	(1,000)	0	0	0
Net Parks & Rec	$ (100)	$ -	$ -	$ (1,000)	$ 2,952	$ 2,952	$ 2,952
Parks & Rec Year End Balance Estimate							
Prior Year Ending Parks & Rec Balance	2,852	2,952	2,952	2,952	3,952	3,952	3,952
Estimated Ending Parks & Rec Balance	$2,952	$2,952	$2,952	$3,952	$1,000	$1,000	$1,000
Net Effect on Fund	$ (5,308)	$ 5,000	$ 5,000	$ (1,210)	$ 17,009	$ 17,009	$ 17,009

Yavapai-Apache Nation Gaming Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Project Expenditures							
CVHS Tutor	33,000	0	0	0	16,639	16,639	16,639
MUHS Tutor	56,058	55,658	55,658	39,615	45,000	45,000	45,000
Senior Center	0	0	0	0	7,000	7,000	7,000
Clarkdale-Jerome School	0	0	0	0	10,000	10,000	10,000
Total Project Expenditures	$ 89,058	$ 55,658	$ 55,658	$ 39,615	$ 78,639	$ 78,639	$ 78,639
Operating Transfers							
Transfer Out to Gen Fund: Heritage Pool	33,268	60,000	60,000	45,000	10,000	10,000	10,000
Transfer Out to Gen Fund: Children's Rec	(13,437)	12,000	12,000	9,000	6,000	6,000	5,500
Transfer Out to Library Bldg Fund	27,279	13,021	13,021	0	0	0	500
Total Operating Transfers	$ 47,110	$ 85,021	$ 85,021	$ 54,000	$ 16,000	$ 16,000	$ 16,000
Revenues							
Yav-Apache Gaming Compact Revenues	140,679	140,679	140,679	79,297	0	0	0
Total Departmental Revenues	$ 140,679	$ 140,679	$ 140,679	$ 79,297	$ -	$ -	$ -
Net Effect on YAN Gaming Funds	$ (4,511)	$ -	$ -	$ 14,318	$ 94,639	$ 94,639	$ 94,639
Prior Year Ending YAN Gaming Fund Balance	$ 179,309	$ 183,820	$ 183,820	$ 183,820	$ 169,502	$ 169,502	$ 169,502
Estimated Ending YAN Gaming Fund Balance	$ 183,820	$ 183,820	$ 183,820	$ 169,502	$ 74,863	$ 74,863	$ 74,863

Project Balances	2010-11 Balance	2011-12 Est'd Used	2011-12 New	2011-12 Est'd Balance	2012-13 Budget	2012-13 Est'd Balance
CVHS Tutor	0	0	16,639	16,639	16,639	0
MUHS Tutor	111,820	39,615	32,658	104,863	45,000	59,863
Heritage Pool	60,000	45,000	10,000	25,000	10,000	15,000
Children's Rec	12,000	9,000	2,500	5,500	5,500	0
Library	0	0	500	500	500	0
Senior Center	0	0	7,000	7,000	7,000	0
Clarkdale-Jerome School	0	0	10,000	10,000	10,000	0
Total Funds	183,820	93,615	79,297	169,502	94,639	74,863

Non-Federal Grants Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
ACA Development Grant (171)							
Expenditures	0	0	0	0	220,000	220,000	220,000
ACA Grant Rev's	0	0	0	0	(200,000)	(200,000)	(200,000)
Operating Transfers In from Gen Fund	0	0	0	0	(20,000)	(20,000)	(20,000)
Net ACA Development Program	$ -	$ -	$ -	$ -	$ -	$ -	$ -
LTAF II Grant (400)							
LTAF II Grant Expenditures	14,880	18,600	18,600	13,950	12,118	12,118	12,118
LTAF II Grant Revenues	(14,880)	(9,316)	(9,316)	(13,034)			0
Net LTAF II Program	$ -	$ 9,284	$ 9,284	$ 916	$ 12,118	$ 12,118	$ 12,118
LTAF II Year End Balance Estimate							
Prior Year Ending LTAF II Balance	13,034	13,034	13,034	13,034	12,118	12,118	12,118
Estimated Ending LTAF II Balance	$13,034	$3,750	$3,750	$12,118	$0	$0	$0
Yavapai County Flood Control Grant (411)							
Drainage Channel Project (CIP Fund)	0	0	0	0	0	0	0
Yavapai County Flood Control Grant	0	(743,000)	(743,000)	(146,103)	(750,000)	(750,000)	(750,000)
Transfer Out to CIP Fund	0	743,000	743,000	146,103	750,000	750,000	750,000
Net ACA Development Program	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Animal Control Grant (61X)							
Spay Neuter costs	0				3,000	3,000	3,000
Grant Revenues	0				(3,000)	(3,000)	(3,000)
Net Animal Control Program	$ -	$ -	$ -	$ -	$ -	$ -	$ -
School Resource Officer (620)							
Wages & ERE	59,608				0	0	0
SRO Grant	(59,608)				0	0	0
Net SRO Program	$ -	$ -	$ -	$ -	$ -	$ -	$ -
100 Club Grant (621)							
K9 Replacement	0				5,000	5,000	5,000
Grant Revenues	0				(5,000)	(5,000)	(5,000)
Net Animal Control Program	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Volunteer in Policing Grant (622)							
Equipment	0				25,000	25,000	25,000
Grant Revenues	0				(25,000)	(25,000)	(25,000)
Net Animal Control Program	$ -	$ -	$ -	$ -	$ -	$ -	$ -
RICO Grant (640)							
Expenditures							
Ballistic Vests	52,088	58,000	58,000	21,448	3,000	3,000	3,000
Mobile Computers (CVMO Autos)					150,000	150,000	150,000
Yav. County Anti-Racketeering Rev's	(52,088)	(20,000)	(20,000)	(94,859)	(80,000)	(80,000)	(80,000)
Net RICO Program	$ -	$ 38,000	$ 38,000	$ (73,411)	$ 73,000	$ 73,000	$ 73,000
RICO Year End Balance Estimate							
Prior Year Ending RICO Balance	53,359	53,359	53,359	53,359	126,770	126,770	126,770
Estimated Ending RICO Balance	$53,359	$15,359	$15,359	$126,770	$53,770	$53,770	$53,770
Net Effect on Non-Fed Grants Fund	$ -	$ 47,284	$ 47,284	$ (72,495)	$ 85,118	$ 85,118	$ 85,118

Federal Grants Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
HSIP Grant (001)							
Street & Safety Signing	0	0	0	0	75,000	75,000	75,000
HSIP Grant Reveneus	0	0	0	0	(75,000)	(75,000)	(75,000)
Net HSIP Grant	$ -	$ -	$ -	$ -	$ -	$ -	$ -
ADOC Energy Grant (420)							
ADOC Grant Expenditures	78,834	91,151	91,151	0	0	0	0
ADOC Grant Revenues	(78,834)	(91,151)	(91,151)	0	0	0	0
Net ADOC Grant	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Finnie Flat Sidewalk Grant (461)							
Operating Transfers Out to HURF	8,783	0	0	0	0	0	0
Finnie Flat Sidewalk Grant Revenues	(8,783)	0	0	0	0	0	0
Net Finnie Flat Sidewalk Grant	$ -	$ -	$ -	$ -	$ -	$ -	$ -
ADOT Black Bridge Grant (492)							
ADOT Black Bridge Grant Expenditures		843,504	843,504	0	127,253	127,253	127,253
ADOT Black Bridge Grant Revenues		(795,000)	(795,000)	0	(120,000)	(120,000)	(120,000)
Op. Transfer In from HURF		0	0	0	(7,253)	(7,253)	(7,253)
Net ADOT Black bridge Grant	$ -	$ 48,504	$ 48,504	$ -	$ -	$ -	$ -
PANT Grant (630)							
Wages & ERE	61,443	62,659	62,659	62,659	0	0	0
PANT Grant Revenues	(61,443)	(62,657)	(62,657)	(62,659)	0	0	0
Net PANT Grant	$ -	$ 2	$ 2	$ -	$ -	$ -	$ -
Gov's Office of Highway Safety Grant (650)							
GOHS Grant Expenditures	11,742	8,400	8,400	0	0	0	0
Motorcycle Purchase	0	0	0	0	35,347	35,347	35,347
Overtime for DUI Enforcement	0	0	0	0	12,000	12,000	12,000
GOHS Grant Revenues	(11,742)	(8,400)	(8,400)	0	(47,347)	(47,347)	(47,347)
Net GOHS Grant	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Gov's Office of Econ Recovery Grant (670)							
GOER Grant Expenditures	46,800	0	0	0	0	0	0
GOER Grant Revenues	(46,800)	0	0	0	0	0	0
Net Program Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Library Services & Technology Grant (700)							
LSTA Grant Expenditures	15,487	15,575	15,575	0	0	0	0
LSTA Grant Revenues	(15,487)	(15,575)	(15,575)	0	0	0	0
Net Program Revenues	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Net Effect on Fed Grants Fund	$ -	$ 48,506	$ 48,506	$ -	$ -	$ -	$ -

Library Building Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Expenditures							
Project Expenditures							
Library Master Plan Design					0	0	0
Library Construction & Design Costs					650,526	650,526	651,026
Total Project Expenditures	$ -	$ -	$ -	$ -	$ 650,526	$ 650,526	$ 651,026
Revenues							
Donations	9,660	12,000	12,000	357,105	10,000	10,000	10,000
Interest	482	700	700	257	5,000	5,000	5,000
Total Departmental Revenues	$ 10,142	$ 12,700	$ 12,700	$ 357,362	$ 15,000	$ 15,000	$ 15,000
Operating Transfers							
Transfers In from YAN Fund	(100)	(13,021)	(13,021)	(27,279)	0	0	(500)
Total Operating Transfers	$ (100)	$ (13,021)	$ (13,021)	$ (27,279)	$ -	$ -	$ (500)
Net Effect on Fund	$ (10,242)	$ (25,721)	$ (25,721)	$ (384,641)	$ 635,526	$ 635,526	$ 635,526
Prior Year Ending Library Fund Balance	$ 240,643	$ 250,885	$ 250,885	$ 250,885	$ 635,526	$ 635,526	$ 635,526
Estimated Ending Library Fund Balance	$ 250,885	$ 276,606	$ 276,606	$ 635,526	$ -	$ -	$ -

Impact Fees Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Gerneral Gov't (199)							
General Gov't Expenditures	0	0	0	0	0	0	0
Impact Fee Revenue - Gen. Gov't	(4,872)	(4,927)	(4,927)	(930)	0	0	0
Interest	(129)	(175)	(175)	(200)	(145)	(145)	(145)
Net General Gov't	$ (5,001)	$ (5,102)	$ (5,102)	$ (1,130)	$ (145)	$ (145)	$ (145)
Gen. Gov't Year End Balance Estimate							
Prior Year Ending Gen. Gov't Balance	62,471	67,472	67,472	67,472	68,602	68,602	68,602
Estimated Ending Gen. Gov't Balance	$67,472	$72,574	$72,574	$68,602	$68,747	$68,747	$68,747
Police Services (699)							
CVMO Vehicles	0	0	0	0	74,048	74,048	74,048
Impact Fee Revenue - CVMO	(2,319)	(2,345)	(2,345)	(550)	0	0	0
Interest	(144)	(185)	(185)	(250)	(151)	(151)	(151)
Net Police Services	$ (2,463)	$ (2,530)	$ (2,530)	$ (800)	$ 73,897	$ 73,897	$ 73,897
Police Services Year End Balance Estimate							
Prior Year Ending Police Services Balance	70,634	73,097	73,097	73,097	73,897	73,897	73,897
Estimated Ending Police Services Balance	$73,097	$75,627	$75,627	$73,897	$0	$0	$0
Library (799)							
Library Construction Costs	0	0	0	0	46,465	46,465	46,465
Impact Fee Revenue - Library	(4,629)	(4,681)	(4,681)	(549)	0	0	0
Interest	(86)	(105)	(105)	(250)	(101)	(101)	(101)
Net Library	$ (4,715)	$ (4,786)	$ (4,786)	$ (799)	$ 46,364	$ 46,364	$ 46,364
Library Year End Balance Estimate							
Prior Year Ending Library Balance	40,850	45,565	45,565	45,565	46,364	46,364	46,364
Estimated Ending Library Balance	$45,565	$50,351	$50,351	$46,364	$0	$0	$0
Parks & Rec (899)							
Parks & Rec Expenditures	0	0	0	0	0	0	0
Impact Fee Revenue - Gen. Gov't	(10,074)	(10,445)	(10,445)	(1,225)	0	0	0
Interest	(192)	(240)	(240)	(103)	(224)	(224)	(224)
Net Parks & Rec	$ (10,266)	$ (10,685)	$ (10,685)	$ (1,328)	$ (224)	$ (224)	$ (224)
Parks & Rec Year End Balance Estimate							
Prior Year Ending P&R Balance	91,288	101,554	101,554	101,554	102,882	102,882	102,882
Estimated Ending P&R Balance	$101,554	$112,239	$112,239	$102,882	$103,106	$103,106	$103,106
Net Effect on Fund	$ (22,445)	$ (23,103)	$ (23,103)	$ (4,057)	$ 119,891	$ 119,891	$ 119,891

Debt Service Funds

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 (4) long-term debt obligations; the GADA loan for the Camp Verde Marshal's Office Facility, WIFA for the Sanitary District Funding Agreement, Pledged Revenue Bonds for the public works yard 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
07/01/2012	$ 128,600.00	$ 38,600.00	$ 90,000.00
01/01/2013	$ 36,350.00	$ 36,350.00	$ -
07/01/2013	$ 131,350.00	$ 36,350.00	$ 95,000.00
01/01/2014	$ 33,975.00	$ 33,975.00	$ -
07/01/2014	$ 133,975.00	$ 33,975.00	$ 100,000.00
01/01/2015	$ 31,475.00	$ 31,475.00	$ -
07/01/2015	$ 136,475.00	$ 31,475.00	$ 105,000.00
01/01/2016	$ 28,850.00	$ 28,850.00	$ -

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
07/01/2012	$ 89,936.45	$ 29,834.33	$ 60,102.12
01/01/2013	$ 28,831.22	$ 28,831.22	$ -
07/01/2013	$ 90,939.56	$ 28,831.22	$ 62,108.34
01/01/2014	$ 27,794.64	$ 27,794.64	$ -
07/01/2014	$ 91,976.14	$ 27,794.64	$ 64,181.50
01/01/2015	$ 26,723.45	$ 26,723.45	$ -
07/01/2015	$ 93,047.33	$ 26,723.45	$ 66,323.88
01/01/2016	$ 25,616.50	$ 25,616.50	$ -

Industrial Ground Lease Purchase

The Town of Camp Verde obtained $1,005,000 from Pinnacle Public Finance on May 26, 2011 for the purpose of purchasing land for use with the Streets & Public Works departments. The funds received were part of a Pledged Revenue Obligation Bond series in which the Town agreed to use a portion of Town Sales Taxes and State shared revenues to make the required payments.

The first payment was made to US Bank on January 1, 2012. 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 8-7. The Schedule of Payments for the next four years is as follows:

Date	Amount	Interest	Principal
07/01/2012	$ 83,448.05	$ 19,647.75	$ 63,800.30
01/01/2013	$ 18,400.45	$ 18,400.45	$ -
07/01/2013	$ 88,515.75	$ 18,400.45	$ 70,115.30
01/01/2014	$ 17,029.70	$ 17,029.70	$ -
07/01/2014	$ 89,886.50	$ 17,029.70	$ 72,856.80
01/01/2015	$ 15,605.35	$ 15,605.35	$ -
07/01/2015	$ 91,310.85	$ 15,605.35	$ 75,705.50
01/01/2016	$ 14,125.31	$ 14,125.31	$ -

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. The entire balance for this loan will be paid off in July of 2013. The expected payoff will be $5,276 for principal and $77 for interest and miscellaneous charges.

Debt Service Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 EST'D ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
Sanitary District (490)							
Principal	56,282	58,161	58,161	58,161	60,102	60,102	60,102
Interest	62,549	60,639	60,639	60,639	57,662	57,662	57,662
	$ 118,831	$ 118,800	$ 118,800	$ 118,800	$ 117,764	$ 117,764	$ 117,764
2011 Rev Bond - Public Works Yard (491)							
Principal	0	63,800	63,800	0	63,800	63,800	63,800
Interest	0	43,200	43,200	23,468	38,048	38,048	38,048
Misc. Charges	0	0	0	1,800	1,800	1,800	1,800
	$ -	$ 107,000	$ 107,000	$ 25,268	$ 103,648	$ 103,648	$ 103,648
GADA Loan - Marshal's Office (690)							
Principal	85,000	85,000	85,000	85,000	90,000	90,000	90,000
Interest	88,450	79,375	79,375	38,600	75,000	75,000	75,000
Misc. Charges	711	950	950	286	800	800	800
	$ 174,161	$ 165,325	$ 165,325	$ 123,886	$ 165,800	$ 165,800	$ 165,800
Butler Park (890)							
Principal	3,949	4,631	4,631	4,631	5,276	5,276	5,276
Interest	1,219	769	769	769	44	44	44
Misc. Charges	243	0	0	273	33	33	33
	$ 5,411	$ 5,400	$ 5,400	$ 5,673	$ 5,353	$ 5,353	$ 5,353
	$ 298,403	$ 396,525	$ 396,525	$ 273,627	$ 392,565	$ 392,565	$ 392,565
Revenues							
Interest - GADA Loan	0	400	400	0	0	0	0
	$ -	$ 400	$ 400	$ -	$ -	$ -	$ -
Operating Transfers							
Transfers In from Gen Fund	(113,491)	(124,925)	(124,925)	(90,934)	(246,605)	(246,605)	(246,605)
Transfers In from Gen Fund (Const Tax)	(87,512)	(40,000)	(40,000)	(40,000)	(43,560)	(43,560)	(43,560)
Transfers In from Gen Fund (Sanitary Dist)		(118,800)	(118,800)	(118,800)	0	0	0
Transfers In from Park Fund	(5,400)	(5,400)	(5,400)	(5,400)	0	0	0
Transfers In from HURF Fund		(23,468)	(23,468)	(25,268)	(102,400)	(102,400)	(102,400)
	$ (206,403)	$ (312,593)	$ (312,593)	$ (280,402)	$ (392,565)	$ (392,565)	$ (392,565)
Net Effect on Debt Service Fund	$ 92,000	$ 83,532	$ 83,532	$ (6,775)	$ -	$ -	$ -