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**AGENDA  
REGULAR SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS · 473 S. Main Street, Room #106  
WEDNESDAY, JUNE 20, 2012  
6:30 P.M.**

*Note: Council member(s) may attend the meeting telephonically.*

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
  - a) **Approval of the Minutes:**
    - 1) Regular Session – June 6, 2012
  - b) **Set Next Meeting, Date and Time:**
    - 1) June 27, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters
    - 2) July 4, 2012 at 6:30 p.m. – Regular Session – **CANCELLED**
    - 3) July 18, 2012 at 6:00 p.m. – Special Session – Budget
    - 4) July 18, 2012 at 6:30 p.m. – Regular Session
    - 5) July 25, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters
  - c) **Possible approval of an Intergovernmental Agreement between the Town of Camp Verde and the Yavapai-Apache Nation for law enforcement dispatching.** Staff Resources: Marshal Nancy Gardner/Finance Director Mike Showers
  - d) **Possible approval of Resolution 2012-859, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving and adopting the Intergovernmental Agreement (IGA) between the Town of Camp Verde and Camp Verde Unified School District #28 of Yavapai County for a Joint Facilities and Equipment (including vehicles/buses) Use Agreement.** Staff Resource: Russ Martin
  - e) **Possible approval of an application for a Wine Festival License/Wine Fair License to be held at 4020 N. Cherry Road on July 14, 2012 from 5:30 p.m. to 9:30 p.m., located at Out of Africa Wildlife Park.** Staff Resource: Debbie Barber
  - f) **Possible approval of contract for legal services with Edwards & Ginn, P.C. for the Marshal's Office for fiscal year 2012/13 in the amount of \$15,000. This is a budgeted item in FY 2012/2013.** Staff Resource: Nancy Gardner
5. **Special Announcements & Presentations**
  - **Welcome to the new businesses:**
    - ❖ The Protek Group – Camp Verde
    - ❖ FRB Refrigeration, Inc. – Prescott Valley
    - ❖ Red Rock Plastering, LLC – Camp Verde
    - ❖ Stix Men Towing & Recovery – Cottonwood
    - ❖ Copper Creations – Camp Verde (Special Event)
    - ❖ A.L.D., Inc. – Camp Verde
    - ❖ Heritage Interiors ISI, LLC – Phoenix
    - ❖ A.C Express Comfort Solutions – Cornville
    - ❖ Bradley Electric, Inc. – Phoenix
    - ❖ Novelty Wizard, - Phoenix (Special Event)
    - ❖ Nite Vision Security, LLC – Cornville
    - ❖ Seasoned – Peoria (Special Event)

- ❖ Wallingford Creations – Flagstaff (Special Event)
- ❖ Hugo Diaz – Tucson (Special Event)
- ❖ Wolf Insulation Co. – Cottonwood
- ❖ Arizona Offroad Tours, LLC – Camp Verde

- **Possible approval of a proclamation declaring July as “Artisan Food Awareness Month”.** Staff Resource: Mayor Burnside
  
- 6. **Council Informational Reports.** Council reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
  
- 7. **Call to the Public for items not on the agenda.**
  
- 8. **Discussion, consideration, and possible approval of the “Town of Camp Verde Tentative Budget for Fiscal Year 2012-13.”** Staff Resource: Mike Showers
  
- 9. **Power-point Presentation by Marshal Nancy Gardner, followed by discussion, consideration and direction to staff regarding changes necessary to the current lease as a result of procedural changes with the Animal Control Shelter. Operational changes for CVMO when responding to dog at large calls for service and nuisance calls for service.** Staff Resource: Nancy Gardner
  
- 10. **Discussion, consideration, and possible approval of Resolution 2012-866, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and approving the intergovernmental with the Arizona Department of Transportation for the purchase of regulatory, warning and street signs to upgrade existing traffic signage within Town limits.** Staff Resource: Ron Long
  
- 11. **Discussion, consideration, and possible authorization for the Mayor to execute a short-term extension (from July 1 through September 30, 2012) of the existing Arizona State Parks agreement concerning funding and operation of Fort Verde State Historical Park.** Staff Resource: Russ Martin
  
- 12. **Call to the Public for items not on the agenda.**
  
- 13. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
  
- 14. **Adjournment**

Posted by:

*D. Jones*

Date/Time:

*6-14-2012*

*11:00 a. m.*

*Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.*

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

4.a.1

**DRAFT**  
**MINUTES**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**COUNCIL CHAMBERS**  
**WEDNESDAY, JUNE 6, 2012**  
**6:30 P.M.**

**Minutes are a summary of the actions taken. They are not verbatim.**  
**Public input is placed after Council motions to facilitate future research.**  
**Public input, where appropriate, is heard prior to the motion**

**1. Call to Order**

The meeting was called to order at 6:30 p.m.

**2. Roll Call**

Mayor Burnside, Vice Mayor Kovacovich, Councilors Whatley, George (via telephone), Baker, Jones and German were present.

**Also Present:** Town Manager Russ Martin, Town Marshal Nancy Gardner, Community Development Director Mike Jenkins, Building Official Robert Foreman, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

**3. Pledge of Allegiance**

The Pledge was led by Jones.

**4. Consent Agenda – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.**

**a) Approval of the Minutes:**

1) Regular Session – May 16, 2012

**b) Set Next Meeting, Date and Time:**

1) June 13, 2012 at 5:00 p.m. – Work Session

2) June 20, 2012 at 6:30 p.m. – Regular Session

3) June 27, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters

**c) Possible approval of an Emergency Management IGA with Yavapai County Office of Emergency Management for emergency services and possible appointment of Marshal Gardner as the Town's Emergency Management Coordinator. Staff Resource: Marshal Nancy Gardner**

**d) Possible recommendation of approval for a Special Event Liquor License application as submitted by Golden Cobra Center of Fitness, Inc. for a Mud Bogging and Boxing fundraiser event to be held on Saturday, June 23, 2012 from 12:00 Noon to 11:00 p.m. at 5980/5990 E. Coury Drive. Staff Resource: Debbie Barber**

**e) Possible approval of Resolution 2012-863, a resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona declaring as a public record that certain document filed with the Town Clerk and entitled "The 2010-11 Amendments to the Tax Code of the Town of Camp Verde". Staff Resource: Mike Showers**

**f) Possible approval of Ordinance 2012-A383, an ordinance of the Town of Camp Verde, Arizona, relating to the Privilege License Tax; adopting "The 2010-11 Amendments to the Tax Code of the Town of Camp Verde" by reference; establishing an effective date; providing for severability and providing penalties for violations. Staff Resource: Mike Showers**

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as presented.

**5. Special Announcements & Presentations**

- **Presentation of Certificates of Appreciation to Carol Dvorak, George Dvorak, and Bill Stafford in recognition and appreciation of their outstanding volunteerism at Fort Verde State Park.**

Mayor Burnside presented the Certificates of Appreciation to Carol Dvorak, George Dvorak, and Bill Stafford, thanking each individual for their commitment, hard work and volunteering activities at Fort Verde

State Park. Each recipient, in turn, insisted on giving all credit to all the volunteers who worked with them, naming several individuals, including Sheila Stubler, Park Manager, and the Town of Camp Verde Council and staff.

There were no other announcements or presentations.

**6. Council Informational Reports.**

**Whatley** reported on her attendance at the Intergovernmental meeting at the Yavapai Apache Nation, and especially was interested in their attempt to put together a transportation plan that would include service to and from Clarkdale and Camp Verde.

**George** said he attended the Education and Outreach Committee meeting of the Verde River Basin Partnership; progress is being made on the goal of sharing information with the public on water resources, and they are now partnering with Yavapai County. George also attended the Verde Valley Transportation meeting on May 23<sup>rd</sup>, as well as the Intergovernmental meeting on May 24<sup>th</sup>.

**Kovacovich** noted that he also attended the Intergovernmental meeting, and commented on the hopes for the planned transit system.

**German** said she attended the meeting with ADOT and other community people from the Valley when they came to Camp Verde, involving an interesting and informative discussion on plans for Hwy 260.

**Burnside** reported on his conversation with members of a panelist from the Verde Valley Medical Center regarding some of the concerns for health issues in the Town of Camp Verde. The Medical Center is making every attempt to increase its service for the Valley. Burnside also attended the ADOT meeting on Hwy 260, and the Intergovernmental meeting at the Yavapai Apache Nation, and referred to their plan for a transportation system that will help the Town of Camp Verde.

**7. Call to the Public for Items not on the agenda.**

(Comments from the following individuals are summarized.)

**George Young** gave a report on the petition that he had pulled in connection with the sales tax issue; the recent article in the newspaper generated a lot of anger. Mr. Young said he was requesting the Council to reconsider recalling the 1% sales tax that was voted for and putting it on the ballot for the next election. He suggested that such a reconsideration might prevent the situation from becoming a recall issue. There are currently close to 400 signatures on the petition.

**Karen Keel**, a resident of Verde Lakes, said that the fact that the issue of the sales tax was once on the ballot and voted down by the public, and questioned whether the action of the Council was even legal, or just how far the Council would go in the future and make more raises. Ms. Keel described a recent culvert constructed on Verde Lakes Drive, which she felt is a waste of how the Town's tax money is used. She also reported on the majority of the people she had contacted who are against the raise in the tax rate.

There was no further public input.

Mayor Burnside then asked the five Council members who had voted for the sales tax increase if they wished to bring back the sales tax issue for an agenda item as a reconsideration; there was no response.

Burnside added that pursuant to a request from the Town Manager, Item 11 on the Town Fee Schedules will be addressed following Item 8, in order for the Town employees to leave earlier.

**8. Discussion, consideration, and possible appointment of two members to the Board of Adjustments and Appeals and possible waiver of the required waiting period prior to administering the oath of**

**office. One term expires in January 2013 and the other term expires in January 2015. The applicants are B.J. (Brad) Davis and Brad Gordon. Staff Resource: Debbie Barber**

On a motion by German, seconded by Baker, the Council unanimously appointed B. J. Davis to the 4-year term on the Board of Adjustments & Appeals, and Brad Gordon to the 2-year term on the Board of Adjustments & Appeals.

Town Clerk Barber announced that there are currently two vacancies on the Board; two letters of interest have been received in response to the related advertising. In January, 2008, the Council imposed a waiting period once an appointment was made, before the Oath of Office could be administered; such a waiting period would give an appointee the opportunity to become familiar with the Town Code and its processes. A hearing is now scheduled for June 12<sup>th</sup> for the Board of Appeals; all the information has been provided to each applicant, and it is requested that the waiting period of "up to two weeks" be waived. There was some discussion on whether the two applicants would be adequately prepared to be able to participate in the hearing on the 12<sup>th</sup>. It was noted that the applicants had already received the required packet of information, and it would appear that no formal waiver of the waiting period would be necessary. The applicants were invited to address the Council and confirm that they were comfortable with the information that has been provided to them.

**B. J. Davis** described his interest in contributing to the Town by serving on the Board; he said that he felt quite comfortable with the information he has received, and would have adequate time to become familiar with the issue involved in the upcoming hearing.

**Brad Gordon** also confirmed that he had received the packet and had reviewed the materials; he feels he is up to speed on the particular case that is scheduled to be heard in less than a week; there is plenty of time to do more research as well.

It was also confirmed that B. J. Davis was willing to serve for the 4-year term that expires in January 2015, with Brad Gordon agreeing to serve for the 2-year term that expires in January 2013.

9. **DISCUSSION, CONSIDERATION, AND POSSIBLE AGREEMENT TO CO-SPONSOR THE FOLLOWING PROPOSED RESOLUTIONS AS SUBMITTED BY THE CITY OF YUMA FOR CONSIDERATION BY THE LEAGUE OF ARIZONA CITIES AND TOWNS RESOLUTION COMMITTEE FOR THE LEAGUE'S 2013 LEGISLATIVE PROGRAM.** Staff Resource: Debbie Barber

- **AMEND ARIZONA REVISED STATUTES TITLE 13 (CRIMINAL CODE) TO INCLUDE CRIMINAL DAMAGE BY GRAFFITI AND ENSURE THAT RESTITUTION FOR GRAFFITI INCLUDES ALL COSTS OF A VICTIM ASSOCIATED WITH GRAFFITI ABATEMENT.**
- **URGES THE LEGISLATURE TO STOP FUTURE SWEEPS OF HIGHWAY USER REVENUE FUNDS ALLOCATED IN ARIZONA TO CITIES AND TOWNS, TO RESTORE HURF FUNDING TO FY 2008 LEVELS, AND REPAY CITIES THE AMOUNTS SWEEP SINCE 2008.**
- **URGES THE LEGISLATURE TO SUPPORT ECONOMIC DEVELOPMENT OF CITIES AND COUNTIES BY ENCOURAGING COOPERATION AND COLLABORATION BETWEEN THEM TO BRING ECONOMIC DEVELOPMENT INTO THE AREA, AND BY INCREASING ACCESS TO NEW TOOLS FOR CITIES AND COUNTIES.**
- **URGES THE LEGISLATURE TO AMEND ARS §39-121.01 REGULATING REQUESTS FOR PUBLIC RECORDS THAT ARE OVERBROAD OR ABUSIVE.**
- **URGES THE LEGISLATURE TO PARTNER WITH CITIES AND TOWNS FOR THE OPERATION AND MAINTENANCE OF ARIZONA STATE PARKS (ASP) UNDER LONG TERM LEASES, FOR A NOMINAL AMOUNT, AND TO PARTICIPATE FINANCIALLY BY PROVIDING FOR A DEDICATED FUNDING MECHANISM TO SHARE A PORTION OF THE COSTS.**

There was no action taken.

Barber explained that these items were proposed resolutions submitted by the City of Yuma, asking for co-sponsorship. Martin added that co-sponsoring did not necessarily indicate support for the resolutions; that opportunity to actually support each resolution would come up later. After further discussion, and noting that there has been no opportunity to study the resolutions, plus there are other resolutions coming in from other communities, Martin suggested, and it was agreed to by Council, that the agenda for the Work Session scheduled for next week be amended to include review and decision on sponsoring the resolutions anticipated in addition to the ones listed on this agenda.

10. **Discussion, consideration, and possible appointment of Council Members to serve on various local, regional, and state committees. Committees include, but may not be limited to Camp Verde Schools Education Foundation, Liaison to the Camp Verde Chamber of Commerce Board, Liaison to the Yavapai Apache Nation, Intergovernmental Associations, NACOG Regional Council, Liaison to the Camp Verde Sanitary District Board, CVUSD Superintendent’s Advisory Council, Verde Valley Regional Economic Development Council, Verde Valley Transportation Organization, Liaison to the Verde Valley Water Users Association, Yavapai County Local Drought Impact Group, and the Yavapai County Water Advisory Committee. Staff Resource: Mayor & Council**  
Appointments were made as listed below.

The Council addressed the list of Committees, including a discussion with Martin, including his recommendation that the Council pay the fee and become a member of the Chamber of Commerce instead of attending only in a liaison capacity. After discussion, the following appointments were made; each second name listed indicates a backup role. During the discussion, German pointed out that the CVUSD Superintendent’s Advisory Council has been discontinued, and that Committee was removed from the list.

<b>Committees</b>	<b>Appointments</b>
Camp Verde Schools Education Foundation	George/Baker
Chamber of Commerce Board	Jones/German
Council Liaison to Yavapai Apache Nation	Baker/George
Intergovernmental Associations	All Members
NACOG –Regional Council	Baker/Burnside
Sanitary District Liaison	Whatley/Burnside
Verde Valley Regional Economic Development Council	Baker/Whatley
Verde Valley Transportation Organization	George/German
League Resolutions Committee	Burnside/Baker
<b>Water Related Committees</b>	
Verde Valley Water Users Liaison	Kovacovich/Burnside
Yavapai County Local Drought Impact Group	Kovacovich/German
Yavapai County Water Advisory Committee	Jones/Burnside
<b>Addition</b>	
Verde River Basin Partnership	George/Jones

11. **Discussion, consideration, and possible approval of Resolution 2012-864, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services and superseding Resolution 2011-857. Staff Resource: Department Heads**  
On a motion by Baker, seconded by German, the Council unanimously approved Resolution 2012-864, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services and superseding Resolution 2011-857, with the changes made by Council.

Town Manager Martin said that what was presented to the Council is essentially about the same as last year; he did point out a reduction in the fee for use of the gym, and noted that there are some changes in

the Community Development Department fees that are intended to make it easier to understand.

#### **PUBLIC INPUT**

There was no public input.

The Council discussion commenced with a request from Whatley for a change in the Animal License fees, specifically the fees for altered and unaltered dogs. In response to a request from Whatley, Town Marshal Gardner recommended that the fees be established at \$10 for Altered, and \$20 for Unaltered, if licensed before March 1; and \$15 for Altered and \$25 for Unaltered, if licensed after March 1; the Council members agreed with that recommendation.

Burnside questioned the difference between Line Item 129, Electrical Use Fee, in relation to Line Item 169, Ramada/Vendor Electric Fee, which Martin clarified; during further discussion, Burnside suggested that the language could be better stated. After discussion of Item 280 with Jenkins, it was generally agreed that the Department Recommended fee should be .05 per linear ft. – minimum \$10. Burnside questioned the language in Building Permit Fees; Martin clarified that the verbiage in each of Lines 293 through 299 should have ended with “to and up to.” The typographical errors for “additional” were also noted. Burnside pointed out the confusing yellow highlighting for “New Commercial Project” at Line 319; after discussion and clarification, Jenkins agreed that the highlighting will be removed. Line Item 351 was also addressed and clarified, with the language completed to state: “Walls over 4’ require engineer plans.”

12. **Call to the Public for items not on the agenda.**

(Comments from the following individual are summarized.)

**Justin Wertz** presented an update on his ongoing project, thanking the Council members for their assistance, and noting that he will continue to attend and look forward to the next year.

13. **Manager/Staff Report**

Martin thanked the Council for allowing his time off, which he said was very enjoyable family time.

14. **Adjournment**

On a motion by Baker, seconded by German, the meeting was adjourned at 7:57 p.m.

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Bob Burnside, Mayor

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Margaret Harper, Recording Secretary

#### **CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 6<sup>th</sup> day of June 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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Debbie Barber, Town Clerk

4.c



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date:** June 20, 2012

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation       Special Session

**Requesting Department:** Finance

**Staff Resource/Contact Person:** Mike Showers, Nancy Gardner

**Agenda Title (be exact):** Possible approval of Intergovernmental Agreement between the Town of Camp Verde and the Yavapai-Apache Nation for Law Enforcement Dispatching.

**List Attached Documents:** Intergovernmental Agreement draft for FY's 2013 – 2015 (3 year agreement)

**Estimated Presentation Time:** N/A

**Estimated Discussion Time:** N/A

**Reviews Completed by:**

- Department Head:                       Town Attorney Comments: Approved

Finance Review:  Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund:

**Fiscal Impact:** The amount the Town would receive for the dispatching services is fair and equitable.

**Comments:** This is the same agreement from that expires on 6/30/12 with dates and amounts updated.

**Background Information:** The Town has had this agreement in place with the Nation going back at least to the 1990's for dispatching services. Both the Town and the Nation would like to continue this intergovernmental agreement for another three year period. The attached agreement upon Council approval would be submitted to the Nation for signature approval. A signed document with no changes from the Yavapai-Apache Nation would be presented to the Mayor for approval and signature.

**Recommended Action (Motion):** Approve the attached Intergovernmental Agreement with the Yavapai-Apache Nation and give the Mayor authorization to sign and present to Yavapai-Apache Nation for acceptance.

**Instructions to the Clerk:** N/A

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE YAVAPAI-APACHE  
NATION AND THE TOWN OF CAMP VERDE LAW ENFORCEMENT  
DISPATCHING AGENCY**

This Intergovernmental Agreement between the Yavapai-Apache Nation and the Town of Camp Verde Law Enforcement Dispatching Agency (“Agreement”) is made pursuant to State and Tribal law authorizing intergovernmental agreements between public agencies for the purpose of contracting services, exercise of common powers, and mutual aid, by and between the town of Camp Verde, Arizona, a municipal corporation, hereinafter called (“TOWN”), and the Yavapai-Apache Nation, Arizona, a federally recognized Tribe, hereinafter called (“NATION”) (collectively, “the parties”). The Yavapai-Apache Nation is authorized to negotiate with state, local, and federal governments pursuant to Article V(b) of the Yavapai-Apache Nation’s Constitution and to take action in all matters that concern the health and welfare of the Nation (Article V(a)). The Town of Camp Verde is empowered by ARS §11-952 and ARS §13-3872 to enter into cooperative and/or mutual aid agreements with entities such as the Yavapai-Apache Nation.

**WITNESSETH:**

**WHEREAS**, it would be in the best interests of the TOWN and the NATION to consolidate law enforcement dispatching systems in their adjoining jurisdictions for economical operations and better response times; and

**WHEREAS**, the TOWN has facilities and equipment for providing said law enforcement dispatching services; and

**WHEREAS**, pursuant to ARS 9-240.B (12) the TOWN has authority to enter in to this Agreement; and

**WHEREAS**, pursuant to the Nation's Constitution, Article V, Section (o),(v), and (w) the NATION has authority to enter into this Agreement.

**NOW THEREFORE**, the parties mutually agree as follows:

1. **Purpose** This Agreement is made to provide centralized and uniform dispatching of police on a twenty-four (24) hour basis within the jurisdictional areas of the TOWN and the NATION.

2. **Services** The TOWN agrees to relay messages received by the dispatch center of the Camp Verde Marshal's Office to personnel of the Yavapai-Apache Nation Police Department authorized to receive such messages. Messages shall be transmitted by radio and then by telephone or any other reasonable and appropriate method agreed to by the parties on a twenty-four (24) hour basis. TOWN shall not be under a duty to send employees or equipment to the NATION in response to any messages received (excluding mutual aid required by law or agreement). The NATION shall at all times maintain an accurate and updated list of the NATION's Personnel authorized to receive said messages, their telephone numbers, and any preference as to the order of call and shall provide a copy of the list to the TOWN dispatcher's office.

3. **Compensation.** The NATION will pay the TOWN for such dispatching message services, the annual sum of Seventy-Three Thousand Six Hundred Dollars (\$73,600.00), paid bi-annually in the amount of Thirty Six Thousand Eight Hundred Dollars (\$36,800.00) for the 2012-2013, 2013-2014 and 2014-2015 TOWN fiscal years. for a total Agreement amount of Two Hundred Twenty Thousand Eight Hundred Dollars (\$220,800.00). Each bi-annual payment shall be paid by the NATION upon receipt of the TOWN's bi-annual invoice at the beginning of each bi-annual period.

4. **Indemnification.** Each party hereby indemnifies and holds the other party as well as their respective agents, representatives, principals, employees, officers and directors herein after known as "Agents" harmless for, from, and against any loss, damage or expense, including reasonable attorney's fees and costs incurred or suffered by or threatened against the indemnified party, or any of their Agents, in connection with or as a result of any claim for personal injury or property damage or otherwise brought by or on behalf of any third party person, firm or corporation as a result of or in connection with the negligence or willful misconduct of the indemnifying party or its Agents, which claim does not result from the negligence or willful misconduct of the indemnified party or its Agents.

5. **Communications Concerning Dispatch Services.** It is understood and agreed to by the parties that the NATION'S representative or designee may bring concerns regarding the dispatched messages or services to the direct attention of the Dispatching Supervisor of the TOWN, the Town of Camp Verde Marshal, and/or TOWN Manager. The NATION's Chief of Police and the Town of Camp Verde Marshal shall meet periodically to review the delivery of the services provided under Section 2 above and to discuss any adjustments or improvements needed to improve the delivery of said services.

6. **Duration.** The term of this Agreement shall be for a period of three (3) years, commencing on July 1, 2012, or as soon thereafter as it has been approved and executed by both parties and expiring on June 30, 2015.

7. **Cancellation.** Either party may terminate this Agreement, upon thirty (30) days written notice to the other party pursuant to Section 10, subject to the

requirements of this section. Notice is hereby given that this Agreement is subject to cancellation by the TOWN pursuant to ARS 38-511, the pertinent provisions of which are incorporated by reference. Upon cancellation by the TOWN, the NATION shall have no further obligation except for payment due the TOWN for services rendered under Section 2 above prior to the effective date of said cancellation. The NATION may cancel this Agreement by sending written notice of the cancellation to the TOWN pursuant to Section 10. Written cancellation by either party shall become effective thirty (30) calendar days from the date the cancellation is sent.

8. Immunities            The TOWN enjoys immunities under state law, including but not limited to ARS 12-820 through 12-820.05. Nothing in this Agreement shall be construed to constitute a waiver of the TOWN's immunities. The Yavapai-Apache Nation is a federally recognized Tribe which enjoys sovereign immunity. Nothing in this Agreement shall be construed to constitute a waiver of the sovereign immunity of the Yavapai-Apache Nation, its agents, employees, or attorneys, for any purpose whatsoever.

9. Amendments.            This Agreement shall not be amended except through a written instrument formally executed by the governing bodies of both parties hereto.

10. Notice.            Any notice required or permitted to be given under this Agreement shall be deemed sufficient if given in writing and sent by registered or certified mail to:

Chairman  
Yavapai-Apache Nation  
2400 W. Datsi Street  
Camp Verde, AZ 86322

Mayor  
Town of Camp Verde  
473 S. Main Street, Ste. 102  
Camp Verde, AZ 86322

11. Entire Agreement. Once executed, this Agreement constitutes the entire Agreement between the parties. All written agreements previously entered into between the parties regarding dispatching services are mutually rescinded upon execution of this Agreement.

12. A copy of this Agreement shall be filed with the Yavapai County Recorder's Office and the Secretary of the Nation following the approval and execution by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement the date and year as set forth below:

Town of Camp Verde

BOB BURNSIDE, Mayor

\_\_\_\_\_  
DATE

ATTEST:

DEBBIE BARBER, Town Clerk

Yavapai-Apache Nation

\_\_\_\_\_  
David Kwail, Yavapai-Apache  
Tribal Chairman

\_\_\_\_\_  
DATE

ATTEST:

\_\_\_\_\_  
KARLA REIMER, Tribal Secretary

I certify that this Agreement is in proper form and is within the power and authority granted under the laws of this state and/or the laws of the Nation to such public agency, board, or commission.

**APPROVED AS TO CONTENT AND FORM:**

\_\_\_\_\_  
Town of Camp Verde Attorney

\_\_\_\_\_  
Yavapai-Apache Nation  
Attorney General

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

4d



Town of Camp Verde

Meeting Date: June 20, 2012

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact):

DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF RESOLUTION 2012 - 859, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING AND ADOPTING THE INTERGOVERNMENTAL AGREEMENT ("IGA") BETWEEN THE TOWN OF CAMP VERDE AND CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28 OF YAVAPAI COUNTY FOR A JOINT FACILITIES AND EQUIPMENT (INCLUDING VEHICLES/BUSSES) USE AGREEMENT

List Attached Documents:

1. IGA - final version (for ease of reading staff provided the attachment in a 'final format' (without the tracking feature). If you wish to ask specific questions about prior revisions, please contact Carol Brown.
2. Resolution 2012 - 859

Power Point Presentation: NO

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by:

Department Head: \_\_\_\_\_  Town Attorney Comments: Approved

Finance Department

**Fiscal Impact:** The only exchange of resources (cash) in this agreement seems to be the hourly charge for CVUSD employed bus drivers when using the schools busses and the corresponding gas expense. The rates from recent use (\$20/hr. driving and \$10/hr. non-driving) seem to be reasonable and appropriate and certainly do not cause a hardship for the Town. The "wear & tear" impact seems reasonable and equitable for both parties.

Budget Code: \_\_\_\_\_ N/A \_\_\_\_\_ Amount Remaining: \_\_\_\_\_ N/A \_\_\_\_\_

**Comments:** Each Party has determined that the 'consideration' it will receive from the other Party is adequate and the Parties will receive roughly equivalent value as a result of this exchange.

***Background Information:***

Historically, the Town and the Camp Verde Unified School District (CVUSD) have participated in the joint/shared-use of resources via multiple IGA's. CVUSD and the Town have forged (and want to continue forging) a strong, working relationship and this partnership can be enhanced by having said IGA.

The purpose of one master IGA is to:

1. Jointly and cooperatively utilize each other's facilities and equipment on an on-going basis; and
2. Summarize, integrate and enhance previous agreements to the fullest extent possible; and
3. Provide an opportunity for the efficient expenditure of public funds and maximization of services to the community.

***Prior review/ approval process:***

1. Town Council reviewed the draft IGA on February 1, 2012.
2. CVUSD's Board approved the IGA on May 8, 2012.

***Recommended Action (Motion): None***

**APPROVE RESOLUTION 2012 - 859, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING AND ADOPTING THE INTERGOVERNMENTAL AGREEMENT ("IGA") BETWEEN THE TOWN OF CAMP VERDE AND CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28 OF YAVAPAI COUNTY FOR A JOINT FACILITIES AND EQUIPMENT (INCLUDING VEHICLES/BUSSES) USE AGREEMENT**

***Instructions to the Clerk:*** Please mail two (2) original signed IGA's to the following address in order that the CVUSD's Board can execute the IGA's and return one (1) original to the Town:

Camp Verde Unified School District #28

410 Camp Lincoln Road

Camp Verde, Arizona 86322

**TOWN OF CAMP VERDE**



**Resolution #2012-859**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING AND ADOPTING THE INTERGOVERNMENTAL AGREEMENT ("IGA") BETWEEN THE TOWN OF CAMP VERDE AND CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28 OF YAVAPAI COUNTY FOR A JOINT FACILITIES AND EQUIPMENT (INCLUDING VEHICLES/BUSSES) USE AGREEMENT**

**WHEREAS**, the Mayor and Council have determined that the shared-use of facilities will result in a more efficient expenditure of public funds and maximization of services to the community; and

**WHEREAS**, both Parties have collectively developed a comprehensive, long-range IGA that provides an opportunity to jointly and cooperatively utilize each other's facilities and equipment; and

**WHEREAS**, each Party has determined that the consideration it will receive from the other Party is adequate and the Parties will receive roughly equivalent value as a result of this exchange; and

**WHEREAS**, the Camp Verde Unified School District approved the IGA on May 8, 2012.

**NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PASSED AND APPROVED THE IGA BY A MAJORITY VOTE AT THE REGULAR MEETING OF JUNE 20, 2012:**

\_\_\_\_\_  
Bob Burnside, Mayor

\_\_\_\_\_  
Date

Attest: Approved as to form:

\_\_\_\_\_  
Deborah Barber, Town Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
William Sims, Town Attorney

\_\_\_\_\_  
Date

**Resolution #2012-859**

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE TOWN OF CAMP VERDE AND  
CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28  
FOR A JOINT FACILITIES AND EQUIPMENT (INCLUDING VEHICLES/BUSSES)  
USE AGREEMENT**

This Intergovernmental Agreement (“Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2012 by and between TOWN OF CAMP VERDE, an Arizona municipal corporation (“Town”) with offices at 473 S. Main Street, Ste. 102, Camp Verde, AZ 86322 and CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28 OF YAVAPAI COUNTY, ARIZONA, (“CVUSD”), a political subdivision of the State of Arizona with offices at 410 Camp Lincoln Road, Camp Verde, AZ 86322 collectively referred to in this Agreement as the (“Parties”).

**RECITALS:**

1. Pursuant to A.R.S. §11-952 et seq., the Town and CVUSD are legally authorized to enter into intergovernmental agreements for services or for the exercise of joint common powers.
2. The Town and CVUSD desire to jointly and cooperatively utilize certain facilities and equipment (including vehicles/busses) owned by the parties (collectively, “Facilities and Equipment). The parties intend that the Facilities and Equipment will be shared for a more efficient expenditure of public funds and to maximize service to the community.
3. As more specifically set forth in the Exhibits to this Agreement, each Party has determined that the consideration it will receive from the other Party is adequate and the Parties will receive roughly equivalent value as a result of this exchange.

NOW, THEREFORE, in consideration of the above recitals and the mutual promises contained herein and other good and valuable consideration, the Parties agree as follows:

**AGREEMENT:**

1. **PURPOSE:**  
The purpose of this Agreement is to set forth the terms and conditions for the joint/ shared-use (on an available basis) of the following real property, Facilities including buildings, recreational fields, restrooms, work areas, parking lots and any other potential Facilities) within the Town’s jurisdiction and the CVUSD boundaries and ancillary Equipment including vehicles/busses and other equipment:

**District Facilities and Equipment:**

The Multi Use Center (theater or cafeteria) located at 280 Camp Lincoln Road, Camp Verde, Arizona 86322.

The gymnasiums, football fields, and baseball fields located at:

- a. 200 Camp Lincoln Road, Camp Verde, Arizona 86322; and
- b. 370 Camp Lincoln Road, Camp Verde, Arizona 86322; and
- c. 1326 Montezuma Castle Highway, Camp Verde, Arizona 86322; and
- d. 462 South Main Street, Camp Verde, Arizona 86322; and
- e. Vehicles/Busses and other equipment as needed.

**Town Facilities and Equipment**

- a. Skateboard Park, a public skateboard park, located at 290 Apache Trail, Camp Verde, Arizona, 86322; and
- b. Butler Park, a public park, located adjacent to the Camp Verde Middle School Camp Verde, Arizona, 86322 (all facilities, including parking and trail from park to school); and
- c. Heritage Pool, a public swimming pool, located at 290 Apache Trail, Camp Verde, Arizona, 86322; and
- d. A gymnasium and fields located at 395 South Main Street in Camp Verde Arizona, 86322 utilized by both CVUSD and satellite school South Verde; and
- e. Scoreboard; and
- f. Large Animal Pens.

Terms and conditions applicable to specific Facilities and Equipment are set forth in Exhibits A through J to this Agreement. Terms and conditions for the shared use of additional Facilities or Equipment not listed above or addressed in the Exhibits may be agreed to in writing by the Parties and added as additional exhibits to this Agreement.

**2. SCHEDULING AND PRIORITY USE:**

- a. The Facilities and Equipment will be utilized by CVUSD and the Town in accordance with the terms and conditions stated in this Agreement and in the Exhibits attached to this Agreement (on a space available basis) for maximum services to the community. The Host Party shall retain the right of first priority in the scheduling and use of its Facilities and Equipment as if this Agreement did not exist, and grant the Visiting Party the next following priority.
- b. Neither Party shall use or allow any portion of the Facilities and Equipment to be used for any unlawful purpose and the use shall not conflict with the respective facility's site activities or mission of either Party.
- c. Host Party (meaning the Party who owns the respective Facility and Equipment) shall not charge the Visiting Party (meaning the Party using the Facility and Equipment under the terms of this Agreement) for the use of Host Party Facilities and Equipment.
- d. The Parties will schedule the use of the Facility and Equipment as needed through either Party's respective offices. Town: The Parks and Recreation Department at 928.567.6631 or such other office as the Town may designate. CVUSD: 928.567.8008. Either Party shall have priority use of their own facilities and equipment.

**3. TERM:**

The term of this Agreement shall commence as of the effective date noted above until cancelled by notice under section seven (7).

**4. OPERATION AND MAINTENANCE OF RESPECTIVE FACILITIES:**

- a. Each Party shall be responsible for operation and use of their facilities.
- b. When utilizing each other's Facilities and Equipment either Party shall abide by all state and federal laws and regulations and either Party's policies, regulations and rules, necessary for safe use.

- c. Each Party shall share their rules and regulations with the other Party.
- d. Each Party shall include in its annual budget an amount necessary to meet the Party's obligations and repairs of respective Facilities and Equipment as set forth in this Agreement. For any portion of Facilities and Equipment that requires repair or replacement that is due to the negligence, willful misconduct or by accident of the other Party, the Party that caused the damages shall provide repair or replacement.
- e. At the end of each session of use, the Party using the Facility and Equipment shall perform routine cleanup of garbage, floor sweeping and place equipment and furniture back in its original location if moved during the use of the facilities.
- f. During a Visiting Party's use of a Host Party's Facilities and Equipment hereunder, the Visiting Party shall provide all major equipment inherent to operation of the intended use. This includes, but is not limited to, any kitchen facilities, food, sports equipment, safety equipment, theatrical lighting equipment, theatrical sound equipment or cleaning supplies. Nothing in this paragraph shall prevent the Parties from amending this Agreement or entering into a separate agreement for the use of the Host Party's equipment herein. Each Party shall provide supervision during their use of the other Party's Facilities and Equipment to ensure the said assets are properly utilized and that users follow established rules and regulations. To the extent that the Visiting Party requires the presence of personnel of the Host Party who would not otherwise be present, then the Visiting Party shall pay the Host Party the actual cost of providing such personnel within (30) days of delivery by the Host Party of an invoice therefor.
- g. Each Party shall maintain any and all records properly required for and associated with the conduct of activities under this Agreement.
- h. The Visiting Party shall inspect the Host Party's Facilities and Equipment being used and all fixtures and equipment used therein, for safety conditions and for damage, at the beginning and end of each period of use.
- i. The Town will pay for and hire the off-duty CVUSD bus drivers as contract labor for the utilization of school busses.
- j. The Parties acknowledge that any fee paid in accordance with this Section 4 constitutes a nominal fee to offset the cost of providing recreational or educational services in accordance with A.R.S. § 33-1551.

**5. INSURANCE:**

Either Party shall, individually procure and maintain (at its sole expense and it may be self-insurance) during the term of this Agreement the following insurance:

- a. A property insurance policy and a policy of general liability insurance against claims for bodily injury, death and property damage occurring in connection with the use of each other's Facilities and Equipment as part of its general policy as provided herein with the following limits:  

Each Occurrence .....	\$1,000,000
General Aggregate .....	\$2,000,000
- b. Statutory Workers' Compensation.
- c. Commercial automobile liability insurance for any owned, hired or non-owned autos, with a limit of not less than \$1,000,000 each accident.
- d. Should coverage be provided on a claims-made basis, the reporting period for claims shall be written so that it can be extended for not less than two (2) years.
- e. Both Parties shall provide, to the other party, Certificates of Insurance (COI) and corresponding endorsement evidencing coverage provisions relative to the joint use of each Party's assets and shall name the other Party as an additionally insured on all applicable insurance policies.

- f. All carriers shall be approved to write insurance in the State of Arizona and possess an A or better A.M. Best rating, provided, however, that coverage through a risk retention pool or trust authorized by Arizona law for municipal corporations and/or school districts may be used to satisfy either Party's insurance obligation.
- g. Either party's coverage shall provide at least thirty (30) days' notice of cancellation or material change in coverage.
- h. The parties agree to review, annually, the limits and types of insurance required herein and may, by mutual agreement, amend the requirements as they deem necessary.
- i. Each Party's responsibility, whether by insurance or self-insurance, shall be primary or designated as primary in respect to the acts and omissions of its employees and its operation of the Facilities and Equipment provided hereunder.
- j. Each Party accepts full responsibility for the actions of their own employees while acting under authority of this Agreement. Nothing in this Agreement will be construed to mean that an employee of one agency is an employee or agent of the other agency or that any contractors or subcontractors are agents for either the TOWN or CVUSD.
- k. Each Party hereby mutually waives their respective rights of recovery against each other for any loss insured by property insurance coverage existing for the benefit of the respective parties.

**6. HOLD HARMLESS AND INDEMNIFICATION:**

- a. Each Party, to the fullest extent possible, shall defend, indemnify and hold harmless the other Party its officers, employees and agents, from and against any and all claims, demands, suits, actions or proceedings of any kind or nature, for damages to property or injuries to or death of any person or persons, including employees or agents of the other Party, and including, but not by way of limitation, Workers' Compensation claims, resulting from or arising out of the negligent or wrongful acts, errors or omissions of the Party, its officers, employees, agents, consultants, contractors or subcontractors. This Paragraph 6.a shall survive the termination of this Agreement.
- b. In the event of any third Party legal action against both CVUSD and Town, the parties agree to discuss and analyze the benefits of a mutual defense.

**7. ASSIGNMENT TERMINATION:**

- a. This Agreement may be terminated by a majority vote by the governing body of either Party for cause, or for any or no reason.
- b. The Party terminating the Agreement shall notify the other Party in writing not less than twelve (12) months prior to the effective date of termination.
- c. This Agreement is subject to cancellation pursuant to A.R.S. § 38-511.

**8. RELATIONSHIP:**

- a. Agents, employees and contractors hired by each party to provide supervisory security or other services at the Host Party's Facilities shall be and remain the agent or employee of the Party employing the agent, employee or contractor.
- b. The Parties shall not be responsible in any manner for the supervision, daily direction and control of the other Party and any of its employees or other personnel or the payment of salary (including withholding income taxes and social security) Workers' Compensation and disability benefits for Town and any of its employees or other personnel.
- c. If no Host Party personnel are required for the Visiting Party's use of the Facilities, a Host Party may agree to provide keys to a Facility to the Visiting Party for access.

9. **MEETINGS:**

- a. During the term of this Agreement, the Parties shall meet not less than three times per year to discuss and determine the following relative Facilities and Equipment:
  - 1. The schedules for the use of and any projected closure dates; and
  - 2. Any required maintenance or repair(s); and
  - 3. Any proposed capital improvements to be made in the foreseeable future; and
  - 4. Any other matter concerning said assets that may arise.
  
- b. Meetings of the Parties shall be held prior to the beginning of each semester of the District calendar. Prior to June 15 each year, the District shall notify the Town of the dates for the meetings to be held in the upcoming year. Meeting dates may be rescheduled by mutual agreement of the Parties, and the time of day the meeting is to be held shall be as agreed upon by the Parties. Other meetings may be held as necessary, and such extraordinary meetings may be called by either Party following notice to the other Party.
  
- c. Each Party shall present to the other Party a list of the times during which the Party requests use of the other Party's Facilities. Such list shall project a minimum of three months of time, but should project as far into the coming fiscal year as is practicable. Subject to Section 2(a) herein, the Parties shall honor the other Party's request to the fullest extent possible. The objective of the Parties is to share Facilities and Equipment such that the cost to each Party is comparable. Exhibit I sets forth the costs of such Facilities and Equipment. The Town Manager and the District Superintendent are empowered under their authority to update Exhibit I and attached such updated Exhibit I to this Agreement.

10. **OWNERSHIP OF EQUIPMENT FIXTURES AND IMPROVEMENTS**

All tangible personal property (such as equipment, supplies and materials) brought to or used upon a Facility shall be and remain the property of the Party providing the property. Neither Party shall install any fixtures or make any modifications to the other Party's property without the prior written consent of the other Party. All fixtures and improvements installed or affixed in or upon a Facility and Equipment shall become the property of the Host Party at the time installed or affixed.

11. **SEVERABILITY**

In the event that a court of competent jurisdiction shall hold any part or provision of this Agreement void or of no effect, the remaining provisions of this Agreement shall remain in full force and effect, to the extent that the continued enforcement of such remaining terms shall continue to reflect substantially the intent of the Parties hereto.

12. **WAIVER:**

The failure of either Party to insist upon strict performance of any of the provisions of this Agreement or to exercise any rights or remedies provided by this Agreement, or either Party's delay in the exercise of any such right or remedies shall not release the other Party from any of its responsibilities or obligations imposed by this Agreement and shall not be deemed a waiver of any right of the Party to insist upon strict performance of this Agreement.

13. **ENTIRE AGREEMENT:**

- a. This Agreement and amendments hereto is the entire Agreement between the Town and CVUSD concerning this matter. The Parties shall not be bound by or be liable for any statement or representation of any nature not set forth in this Agreement.
- b. Conflict remedy: The parties have a duty to consider and agree to attempt in good faith to promptly resolve conflicts with respect to the Agreement. In the event that a conflict

**13. ENTIRE AGREEMENT:**

- a. This Agreement and amendments hereto is the entire Agreement between the Town and CVUSD concerning this matter. The Parties shall not be bound by or be liable for any statement or representation of any nature not set forth in this Agreement.
- b. Conflict remedy: The parties have a duty to consider and agree to attempt in good faith to promptly resolve conflicts with respect to the Agreement. In the event that a conflict cannot be resolved, the Parties shall consider whether arbitration would be beneficial, the most appropriate type of process, the selection of the arbitrator, and schedule for the arbitrator process within a 60 day period or sooner if practicable.
- e. The following Intergovernmental Agreements regarding the use of Facilities and Equipment by the Parties are expressly terminated, revoked and superseded as of the effective date of this Agreement :
  - Skateboard Park IGA dated October 9, 2007;
  - Parking Lot and Trail IGA dated June 29, 2010;
  - Camp Verde Heritage Pool IGA dated October 9, 2007;
  - Town of Camp Verde Facilities Use IGA signed in May, 2010.

**14. IMMIGRATION LAWS:**

- a. Under the provisions of A.R.S. § 41-4401, each party hereby warrants to the other that each party and all of its subcontractors (if any) will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulation that relate to their employees and A.R.S. § 23-214 (A) (hereinafter “Contractor Immigration Warranty”)
- b. A Breach of the Contractor Immigration Warranty shall constitute a material breach of this Agreement and shall subject the breaching party to penalties up to and including termination of this Agreement at the sole discretion of the non-breaching party.
- c. Each party retains the legal right to inspect the papers of any contractor or subcontractor employee of the other party who works on this Agreement to ensure that the contractor or subcontractor is complying with the Contractor Immigration Warranty. Each party agrees to assist the other party in regard to any such inspections.
- d. Each party may, at its sole discretion, conduct random verification of the employment records of the other party and any of its subcontractors to ensure compliance with Contractor’s Immigration Warranty. Each party agrees to assist the other party in regard to any random verification(s) performed.
- e. A party will not be considered in material breach of this Agreement or the Contractor Immigration Warranty if the party establishes that it has complied with the employment verification provision prescribed by sections 274A ad 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214, Subsection A.
- f. The foregoing provisions of subparagraphs A-E of this article must be included in any contract that a party enters into with any and all its subcontractors who provide service under this Agreement or any subcontract.
- g. Pursuant to A.R.S. §§ 35-391.06 and 35-393.06, each party certifies that it does not have a scrutinized business operation as defined in A.R.S. §§ 35-391 and 35-393 in either Sudan or Iran.

**15. MISCELLANEOUS:**

- a. Failure to comply with the terms of this Agreement shall not provide the basis of any third Party action against either of the parties, and there are no third Party beneficiaries of the terms of this Agreement.
- b. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original.

- b. Unless otherwise specified herein, any notice or other communication required or permitted to be given under this Agreement shall be in writing and mailed to the address given below for the Party to be notified, or to such other address, notice of which is given in compliance with this Section:

**If to Town:**

Town of Camp Verde Clerk's Office  
473 S. Main Street, Ste. 102  
Camp Verde, Arizona 86322  
Fax No.: (928) 567-9061

**If to School District:**

Camp Verde Unified School District #28  
410 Camp Lincoln Road  
Camp Verde, AZ 86322  
Fax No.: (928) 567-8004

IN WITNESS WHEREOF, the Parties have executed this Agreement by signing their names on the day and date first written above.

TOWN OF CAMP VERDE

CAMP VERDE UNIFIED SCHOOL  
DISTRICT NO. 28

By: \_\_\_\_\_  
Bob Burnside, Mayor

By: \_\_\_\_\_  
Board Chairman

**APPROVAL OF SCHOOL DISTRICT AND TOWN ATTORNEYS**

I hereby state that I have reviewed the proposed Intergovernmental Agreement between the Town of CAMP VERDE and the Camp Verde Unified School District No. 28, and declare the Agreement to be in proper form and within the powers and authority granted to their respective governing bodies under the law of the State of Arizona.

By:

By:

\_\_\_\_\_  
Bill Sims, Camp Verde Town Attorney

\_\_\_\_\_  
Franklin Hoover, Camp Verde Unified School District  
No. 28 Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT A  
SKATEBOARD PARK**

**1. USE**

The Parties each represent that the Facility will be used only for the purpose of a Skateboard Park. The Parties agree to comply with all applicable state, federal or city laws and regulations, and with the policies and regulations of the CVUSD pertaining to the use and occupancy of the Facility. Neither Party shall use or allow any portion of the Facility to be used for any unlawful purpose. Neither Party shall commit or allow to be committed any waste or nuisance in or about the Facility, or subject the Facility to any use that would damage any portion of the Facility or raise or violate any insurance coverage maintained by the CVUSD. The Parties shall not allow a number of persons in any portion of the Facility at any time in excess of the legal or normal capacity of such portion of the Facility. The Parties shall not permit smoking or alcohol in any portion of the Facility.

**2. SCHEDULING**

- a. The Town will schedule the use of the Facility, primarily through the Town's Parks and Recreation Department.
- b. The Town will hire and schedule all staff and employees for operation of the Facility.
- c. The Town assumes all responsibility and liability for its employees hired pursuant to this Agreement.

**3. CONTRIBUTIONS**

In the event that ARS Section 15-1105 (A) is found to apply to this agreement, the Parties agree that the reasonable use fee for lease of CVUSD property shall be services rendered by the Town as follows:

- a. Town will schedule use of the Facility as proved in section 2 above.
- b. Town will operate and maintain the Facility.
- c. Town will set fees for use of the Facility and collect the same.
- d. Town will use fees collected to pay all expenses of operation and maintenance (including but not limited to utilities, supplies, and personnel) of the Facility.
- e. Town will pay for the electricity used by the Facility.

In the event the Facility is abandoned for a period of one year or is permanently closed, then the Town shall be responsible for the cost of restoring the site to its condition prior to construction of the Facility.

**EXHIBIT B  
PARKING LOT AND TRAIL**

**1. RECITALS**

District owns real property, on which is located a parking lot and landscaping (the "Facility") adjacent to Butler Park.

The Town owns real property located at North Garner Lane in Camp Verde, Arizona, commonly known as Butler Park (the "Park"), on which is located, a seven acre recreational park which contains playground equipment, a Ramada, a picnic area, restrooms, concession stand, announcer stand, and consists of soccer, football, baseball fields, basketball court and tennis court adjacent to Camp Verde Middle School, a school in the District.

The Town desires to provide (a) a vehicle parking area for the general citizenry on, and (b) pedestrian trail access for the general public to the Park over and across, the Facility.

The District desires that Town use the Facility to provide a) a vehicle parking area for the general citizenry on, and (b) pedestrian trail access for the general public to the Park over and across, the Facility.

**2. USE**

Town is hereby granted the nonexclusive right to use the Facility for the purpose of a vehicle parking lot and for pedestrian trail access to the Park. Neither Party shall use or allow any portion of the Facility to be used for any unlawful purpose. Neither Party shall commit or allow to be committed any waste or nuisance on the Facility, or subject the Facility to any use that would damage any portion of the Facility.

**3. TOWN OBLIGATIONS**

In the event that ARS Section 15-1105(A) is found to apply to this agreement, the Parties agree that the "reasonable use fee" for use of the Facility shall be services rendered by the Town as follows:

- a. Town shall provide trash receptacles at, and trash removal from the Facility.
- b. Town will mow grass and maintain the landscaping on the Facility Town.
- c. Town will provide snow removal, if necessary, from the Facility.

**4. CVUSD OBLIGATIONS**

The District shall maintain in good repair the paved surface of the Facility. In the event the District must repair the Facility to such an extent that use of the Facility is limited or suspended, the District shall notify the Town as soon as District knows access to the Facility will be limited or suspended, and shall cooperate with the Town to determine the best dates when limiting access to the Facility, will have the least impact on Town and its use of the Facility.

## **EXHIBIT C**

### **CAMP VERDE HERITAGE POOL**

**1. RECITALS**

The Town, as applicant, and CVUSD filed a grant application with the Arizona State Parks Board on June 29, 1993, for the construction of a community swimming pool complex as a public outdoor recreational facility ("Facility") under the Federal Land and Water Conservation Fund (LWCF), established by Public Law 88-567, and Arizona Revised Statutes Section 41-503 and section 15-364.

The grant application and Town Resolution 93-239 required execution of an intergovernmental agreement containing the contributions of the Parties toward the grant, equal sharing of operational costs, and the responsibilities of the Parties for operations of the Facility.

The Parties have constructed the Facility as a public facility on CVUSD property.

**2. USE**

The Parties each represent that the Facility will be used only for the purpose of a public outdoor recreational facility. The Parties agree to comply with all applicable state, federal or city laws and regulations, and with the policies and regulations of CVUSD pertaining to the use and occupancy of the Facility. Neither Party shall use or commit or allow to be committed any waste or nuisance in or about the Facility, or subject the Facility to any use that would damage any portion of the Facility or raise or violate any insurance coverage maintained by CVUSD. The Parties shall not allow a number of persons in any portion of the Facility at any time in excess of the legal or normal capacity of such Facility. The Parties shall not permit smoking or alcohol in any portion of the Facility.

**3. SCHEDULING**

- a. The Town will schedule the use of the Facility, primarily through its Parks and Recreation Department. During the time the schools are in session, priority in scheduling will be given to CVUSD students. During times that the school has use of the pool, it will be closed to the public and adequate adult supervision/lifeguards will be the responsibility of CVUSD. The safety and well-being of the children will be the sole responsibility of CVUSD.
- b. The Town will hire and schedule all staff and employees for operation of the Facility during open public hours. The Town assumes all responsibility and liability for its employees hired pursuant to this Agreement.

**4. CONTRIBUTIONS**

- a. In the event that ARS Section 15-1105 (A) is found to apply to this agreement, the Parties agree that the reasonable use fee for lease of CVUSD property shall be services rendered by the Town as follows:

1. Town will schedule use of the Facility as provided in Section 3 above.
  2. Town will operate and maintain Facility.
  3. Town will set fees for use of the Facility and collect fees and revenues and pay all expenses of operation and maintenance (including but not limited to utilities, supplies, and personnel) of the Facility except as expressly provided elsewhere in this agreement.
  4. Town shall pay for electricity use by the Facility.
- b. CVUSD shall provide non-potable and potable water used by the Facility. This provision shall survive termination of the Agreement as long as the Town is operating the Facility; provided, however that if such termination occurs and Town continues to operate the Facility, CVUSD and Town may negotiate for Town to reimburse CVUSD for the expenses of water provided by CVUSD to the Facility.
  - c. Each party shall include in its budget each year an amount necessary to meet the Party's financial responsibilities.
  - d. In the event the Facility is abandoned for a period of one year or is permanently closed, then the cost of restoring the site in its condition prior to construction of the Facility shall be borne fifty percent (50%) by CVUSD and fifty percent (50%) by Town. Notwithstanding the preceding sentence, nothing in this paragraph shall prohibit CVUSD from retaining ownership of and maintaining the Facility upon the events listed in this paragraph.

**5. RIGHT OF FIRST REFUSAL**

If CVUSD at any time determines to sell the real property upon which the Facility is located, CVUSD shall first offer to the Town the option to purchase the Facility, including real property of a size to effectuate the purpose for which the Facility was constructed, at a price which is fair market value less an amount which is the total of the funds contributed by Town for original construction of the Facility plus all subsequent capital contributions to the Facility by Town. Town shall have thirty (30) days in which to decide if Town will exercise its option to purchase the Facility, CVUSD will be notified of the decision. If Town does not exercise its option to purchase the Facility, CVUSD may sell the property to any purchaser. Such sale shall be contingent upon completion of the twenty-five (25) year lease or repayment of grant fund per CVUSD Resolution 99-201 dated February 9, 1999.

**6. ASSIGNMENTS AND SUBLETTING**

Town shall not have the right to assign this Agreement or allow any other person or entity to use or occupy any or all of the Facility without the prior written consent of CVUSD, which consent may be granted or withheld at CVUSD's sole discretion.

## **EXHIBIT D**

### **TOWN OF CAMP VERDE GYMNASIUM AND FIELDS**

**1. RECITALS**

The Town owns a gymnasium and fields located at 395 South Main Street in Camp Verde, Arizona (the "Facility").

CVUSD desires to use the Facility when instructing physical education courses taught through South Verde Middle/High School and South Verde Technology Magnet and for "Home" athletic games against other schools.

**2. USE**

- a. CVUSD shall have non-exclusive use of the Facility for the purpose of instructing physical education courses to students of South Verde Middle/High School and South Verde Technology Magnet and for "Home" athletic games against other schools.
- b. CVUSD agrees to comply with all applicable state and federal laws and regulations, and with the policies and regulations of Town, pertaining to the use and occupancy of the Facility. Town shall ensure that CVUSD has copies of Town policies and regulations pertinent to this agreement. During the hours CVUSD is using the Facility, CVUSD shall not (i) use or allow any portion of the Facility to be used for any unlawful purpose, (ii) commit or allow to be committed any waste or nuisance in or about the Facility, (iii) violate any insurance coverage maintained by CVUSD or the Town, (iv) allow a number of persons in any portion of the Facility in excess of the legal or normal capacity of the Facility, and (v) permit smoking or alcohol in any portion of the Facility.
- c. At the end of each session of the use of the Facility by CVUSD, CVUSD shall perform routine cleanup of garbage, floor sweeping, and organization of equipment and furniture. CVUSD shall provide equipment required for its physical education courses. CVUSD shall repair or replace any of Town's equipment which is damaged during CVUSD use of the equipment.

**3. SCHEDULING**

The CVUSD will schedule the use of the Facility through the Town, primarily through the Parks & Recreation Department. Town events shall have priority use of the Facility. When CVUSD is in session, CVUSD may, except when other scheduled events preclude its use, use the Facility for one hour each morning and one hour each afternoon, and such hourly use shall be scheduled between the hours of 8:00 a.m. and 4:00 p.m. All athletic games will also be scheduled through the Parks & Recreation Department.

**4. MAINTENANCE**

Town shall be responsible for all maintenance, repairs, improvements and additions to the Facility, except for repairs resulting from use of the Facility by CVUSD, which repairs shall be the obligation of CVUSD. Town shall be responsible for the provision of utilities and payment of utility services to the Facility, including but not limited to water, sewer, electricity, heating, cooling, telecommunications, garbage disposal and snow removal.

**EXHIBIT E**  
**SCOREBOARD**

1. **USE**

CVUSD will have use of the Town's Scoreboard for South Verde Technology Magnet home basketball games held at the Town Gym.

2. **SCHEDULING**

CVUSD will schedule use of the scoreboard primarily through the Parks & Recreation Department.

3. **OBLIGATIONS**

CVUSD will be responsible for set-up and take down of the scoreboard. CVUSD will be responsible for any damages to the scoreboard and agree to repair or replace equipment at the expense of CVUSD

**EXHIBIT F  
BALL FIELDS**

**1. RECITALS**

The Town owns fields (the "Facility") located at Butler Park on Garner Lane that sits adjacent to the Camp Verde Middle School. CVUSD desires to use the Facility for Physical Education and Athletic Programs.

**2. USE**

CVUSD shall have non-exclusive use of the Facility for the purpose of Physical Education and Athletic Programs.

- a. CVUSD agrees to comply with all applicable state and federal laws and regulations, and with the policies and regulations of Town, pertaining to the use and occupancy of the Facility. Town shall ensure that CVUSD has copies of Town policies and regulations pertinent to this agreement. During the hours CVUSD is using the Facility, CVUSD shall not (i) use or allow any portion of the Facility to be used for any unlawful purpose, (ii) commit or allow to be committed any waste or nuisance in or about the Facility, (iii) violate any insurance coverage maintained by CVUSD or the Town, (iv) allow a number of persons in any portion of the Facility in excess of the legal or normal capacity of the Facility, and (v) permit smoking or alcohol in any portion of the Facility.
- b. At the end of each session of the use of the Facility by CVUSD, CVUSD shall perform routine cleanup of garbage, and organization of equipment. CVUSD shall provide equipment required for its athletic programs and will do any field preparations needed. CVUSD shall repair or replace any of Town's equipment which is damaged during CVUSD use of the equipment.

**3. SCHEDULING**

The CVUSD will schedule the use of the Facility through the Town's Parks & Recreation Department. Town events shall have priority use of the Facility.

**4. MAINTENANCE**

Town shall be responsible for all maintenance, repairs, improvements and additions to the Facility, except for repairs resulting from use of the Facility by CVUSD, which repairs shall be the obligation of CVUSD. Town shall be responsible for the provision of utilities and payment of utility services to the Facility, including but not limited to water, sewer, electricity, garbage disposal and snow removal.

**EXHIBIT G  
SCHOOL BUS USE**

**1. RECITALS**

The Town has a need to provide bus transportation for people participating in Town recreational activities. The District is willing to facilitate the Town's use of the District's Bus in connection with Town recreation activities.

The bus to be made available under this Agreement for Town use is \_\_\_\_\_ [Make, Model, Year VIN, etc].

**2. USE**

The Parties each represent that the Bus will be used only for public recreational activities provided by the Town. The Parties agree to comply with all applicable state, federal or city laws and regulations, and with the policies and regulations of CVUSD pertaining to the use and occupancy of the Facility. The Town shall not subject the Bus to any use that would damage any portion of the Bus or raise or violate any insurance coverage maintained by CVUSD. The Parties shall not allow a number of persons in the Bus at any time in excess of the legal or normal capacity of such Equipment. The Parties shall not permit smoking or alcohol in any portion of the Bus. The Town shall maintain automobile insurance in the following minimum amounts: \$2 million primary limit and 5 million excess limit; each accident.

**3. SCHEDULING**

The Town will schedule the use of the Bus through the CVUSD Transportation Department. CVUSD events shall have priority use of the Bus.

**4. CONTRIBUTIONS**

In the event that ARS Section 15-1105 (A) is found to apply to this Agreement, the Parties agree that the reasonable use fee for lease of CVUSD property shall be services rendered by the Town as follows:

- a. Town will schedule use of the Facility as provided in Section 2 above.
- b. Town will hire a CVUSD bus driver as contract labor to operate the bus and pay driver for drive and stand-by time.
- c. Town will refuel bus after each trip.
- d. Town shall have at least one Town staff member on board of the bus for each trip.
- e. Town staff shall inspect and clean all trash from the bus at the end of each trip

## **EXHIBIT H**

### **LARGE ANIMAL PENS**

1. **RECITALS**

The Town owns large animal pens located at Arena Del Loma in Camp Verde, Arizona (the "Facility").

CVUSD desires to use the Facility for fund raising for District Agricultural programs.

2. **USE**

a. CVUSD shall have non-exclusive use of the Facility for the purpose of renting the pens at all events located at Arena Del Loma for the purpose of raising funds for District Agricultural programs.

b. CVUSD agrees to comply with all applicable state and federal laws and regulations, and with the policies and regulations of Town, pertaining to the use and occupancy of the Facility. Town shall ensure that CVUSD has copies of Town policies and regulations pertinent to this agreement. During the hours CVUSD is using the Facility, CVUSD shall not (i) use or allow any portion of the Facility to be used for any unlawful purpose, (ii) commit or allow to be committed any waste or nuisance in or about the Facility, (iii) violate any insurance coverage maintained by CVUSD or the Town, (iv) allow a number of persons in any portion of the Facility in excess of the legal or normal capacity of the Facility, and (v) permit smoking or alcohol in any portion of the Facility.

c. At the beginning and end of each session of the use of the Facility by CVUSD, CVUSD shall perform routine cleanup of the pen area which may include weed control, garbage, cleaning of each pen and properly disposing of manure. CVUSD shall provide tools/equipment required to perform these duties. CVUSD shall repair or replace any of Town's equipment which is damaged during CVUSD use of the equipment.

d. If at any time CVUSD decides to no longer use the Facility for fund raising efforts, then the Camp Verde FFA will be responsible for taking the pens down and returning to designated Town Property.

3. **SCHEDULING**

The CVUSD will schedule the use of the Facility through the Town, primarily through the Parks & Recreation Department. Parks & Recreation staff will work with Verde Fair and Rec. to obtain a yearly calendar of Arena Del Loma events.

4. **MAINTENANCE**

Town shall be responsible for all maintenance, repairs, improvements and additions to the Facility, except for repairs resulting from use of the Facility by CVUSD, which repairs shall be the obligation of CVUSD.

**EXHIBIT I**

**USER FEES**

**Camp Verde Unified School District #28**

410 Camp Lincoln Rd., Camp Verde, AZ 86322

Phone: (928) 567-8055 FAX: (928) 567-3899

**SCHOOL FACILITIES USER FEES** Class II - Non-school sponsored nonprofit service organization activities.

Class III - Activities sponsored by commercial or profit making groups, including charter and private schools.

**Prices Are Per Hour**

<b><u>Facility</u></b>	<b><u>Class II</u></b>	<b><u>Class III</u></b>
Classroom	\$20.00	\$35.00
Computer Lab	\$50.00**	\$65.00**
Elementary School Gym	\$30.00	\$75.00
Library	\$30.00	\$50.00
Band / Art Room	\$25.00	\$40.00
Middle School Gym	\$45.00	\$100.00
High School Gym	\$45.00	\$100.00
Stadium and Field (Daytime)	\$25.00	\$50.00
Stadium and Field (Nights w/lights)	\$100.00	\$200.00
Kitchen	\$50.00**	\$100.00**
Dining Area	\$30.00	\$75.00
Theater	\$60.00**	\$115.00**

Flatbed Trailer  
Tractor (Back Hoe)  
Weed Eater  
Chain Saw  
Water Pump  
Lawn Mowers  
Forklift  
Commercial Size Carpet/Vac Sweeper  
Floor Polisher  
Pick Up Truck  
School Bus \$20.00 Driver per hour + \$2.35 per mile

\*\* Includes district custodial/supervisory personnel presence, if appropriate.

\*\*\*Minimum three (3) hour fee.

**EXHIBIT I - CONTINUED**

**Town of Camp Verde  
Facility/Equipment User Fees**

<b>FACILITY/EQUIPMENT</b>	<b>(Prices are per hour)</b>
Classroom	\$20.00
Kitchen	\$30.00
Gym	\$30.00
Gym Floor Prep	\$65.00
Ball Field (Daytime)	\$25.00
Ball Field (Nights w/Lights)	\$100.00

	<b>(Prices are per day)</b>
Scoreboard	\$50.00
Flatbed Trailer	\$82.00
Tractor **	\$262.00
Mower **	\$120.00
Weed Eater	\$30.00
Bucket Truck/Boom Lift **	\$311.00
Chain Saw	\$45.00

\*\* Requires Operator

**POOL ADMISSION**

Child	\$1.50
Adult	\$2.00
Lifeguards on Duty	\$10 per hr. per guard

**DEPOSITS**

Security/Cleaning/Damage (all classes)	\$500
Key Deposit (all classes) (per Key)	\$110

4.8



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date: June 20, 2012**

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation

**Requesting Department: Clerk's Office**

**Staff Resource/Contact Person: Deborah Barber**

**Agenda Title: Possible approval of an application for Wine Festival License/Wine Fair License to be held at 4020 N Cherry Road on July 14, 2012 at Out of Africa Wildlife Park from 5:30 p.m. to 9:30 p.m..**

**List Attached Documents: – Application for Wine Festival License/Wine Fair License**

**Estimated Presentation Time: 0**

**Estimated Discussion Time: 0**

**Reviews Completed by:**

Department Head: Deborah Barber       Town Attorney Comments: N/A

Finance Department N/A

**Fiscal Impact: None**

**Budget Code: N/A      Amount Remaining: \_\_\_\_\_**

**Comments:**

**Background Information: Out of Africa and Alcantara LLC will be hosting a Sunset Safari on July 14, 2012 from 5:30 p.m. to 9:30 p.m.**

**Recommended Action (Motion): Approve an application for Wine Festival License/Wine Fair License to be held at 4020 N Cherry Road on July 14, 2012 at Out of Africa Wildlife Park from 5:30 p.m. to 9:30 p.m**

**Instructions to the Clerk: Section II not required. Process application.**

State of Arizona Department of Liquor Licenses and Control
800 W. Washington, 5th Floor
Phoenix, AZ 85007
www.azliquor.gov
(602)542-5141

APPLICATION FOR WINE FESTIVAL LICENSE/WINE FAIR LICENSE

FEE = \$15.00 per event

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. 44-6852)

A separate license is needed when days are not consecutive. Only twenty-five (25) licenses per calendar year for up to seventy-five calendar days may be issued, excluding sanctioned county or state fair licenses.

1. Applicant's Name: Predmore Barbara A
Last First Middle

2. Business Name: Alcantara LLC D.F.W. Lic#: 13133010
(Domestic Farm Winery License #)

3. Location of Festival: 4020 N Cherry Road Camp Verde Yavapai 86322
(Physical location - Do not use PO Box) City County Zip

4. Mailing Address: P.O. Box 64 Cottonwood AZ 86326
City State Zip

5. Date and hours of festival:

Table with 4 columns: DATE, DAY OF WEEK, HOURS FROM, HOURS TO. Row 1: 7/14/2012, Saturday, 530 PM a.m./p.m., 930PM a.m./p.m.

6. Name and address of site owner: Harrison Dean
Last First Middle

4020 N Cherry Road Camp Verde AZ 86322
Address City State Zip

7. Phone Numbers: (928) 567-2842 (928) 649-8463 (928) 830-0766
Site Owner Applicant's Business Applicant's Residence

\* Disabled individuals requiring special accommodation, please call (602) 542-9027.

8. Has the festival site owner given permission for use of the site and for the sale of spirituous liquors? YES  NO

9. Are the spirituous liquors to be sold or served Arizona Domestic Farm Winery Products ONLY? YES  NO

10. How many wine festival licenses have you applied for this calendar year, including this one? 3

Give the total number of days you have held licensed wine festivals this year 4

11. What security and control measures will you take to prevent violations of state liquor laws at this event?  
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

4 # Police                       Fencing  
4 # Security personnel         Barriers

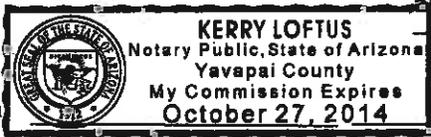
Area is completely enclosed, with only one entrance and exit that will be supervised by Security personnel, and the area will be patrolled by security.

12. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your wine festival/fair licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

I, Barbara Predmore, hereby declare that I am the APPLICANT filing this application. I  
(Print full name)  
have read the application and the contents and all statements are true, correct and complete.

[Signature] State of Arizona County of Yavapai  
(Signature of APPLICANT) The foregoing instrument was acknowledged before me this

5th day of June, 2012  
Day Month Year  
My commission expires on October 27, 2014  
[Signature]  
(Signature of NOTARY PUBLIC)



\*\*\* FOR USE BY LOCAL GOVERNING AUTHORITY ONLY \*\*\*

I, \_\_\_\_\_, hereby  APPROVE  DISAPPROVE this application on behalf of  
(Government Official)

\_\_\_\_\_  
(City, Town, or County) (Title) X (Signature of OFFICIAL)

\*\*\* FOR USE BY DLLC ONLY \*\*\*

APPROVED       DISAPPROVED

By: \_\_\_\_\_ Date: \_\_\_\_\_

**WINE FESTIVAL/FAIR LICENSED PREMISES DIAGRAM**  
**(This diagram must be completed with this application)**

**NOTE:** Show nearest cross streets, highway, or road if location doesn't have an address.  
(Show dimensions, serving areas, and label type of enclosure and security positions)



H.S.



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date: June 20, 2012**

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation       Special Session

**Requesting Department:** Marshal's Office

**Staff Resource/Contact Person:** Marshal Nancy Gardner

**Agenda Title (be exact):** Possible approval of contract for legal services with Edwards & Ginn, P.C. for the Marshal's Office for fiscal year 2012/13 in the amount of \$15,000. This is a budgeted item in FY 2012/2013

**List Attached Documents:** Contract

**Estimated Presentation Time:** 10minutes

**Estimated Discussion Time:** 10 minutes

**Reviews Completed by:**

**Department Head:** There is a need at this time for legal advice and training pertaining to police actions in time sensitive situations. These services will help provide the staff with a foundation to carry out the expectation of professionalism and ensure the rights of citizens are protected.

**Town Attorney Comments:** Mr. Simms has reviewed and concurs/agrees with the contract/language.

Finance Review:  Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund:

**Fiscal Impact: \$15,000.00 annually**

**Budget Code: 01-600-20-711000 Amount Remaining: \_\_\_\_\_**

**Comments:** This was a preliminary approval by council during budget presentations

**Background Information:** The firm will provide legal consultation to the Marshal, command personnel and shift supervisors or subjects relating to the administration and operation of the Agency. An attorney shall be available on normal business days for consultation and available for telephonic consultations for emergency situations which occur outside of regular business hours

**Recommended Action (Motion):** Approve contract for legal services with Edwards & Ginn, P.C. for the Marshal's Office for fiscal year 2012/13 in the amount of \$15,000..

**Instructions to the Clerk:** Process Contract

## **Contract for Legal Services**

This Contract is made and entered into this \_\_\_\_ day of June, 2012, by and between Town of Camp Verde, a municipal corporation, acting by and through its Town Marshal and the Edwards & Ginn, P.C., law firm (the "Firm").

The Town of Camp Verde has determined that it is in its best interests to employ Firm to assist the Town by providing: 1) legal advice regarding the operation of the Camp Verde Marshal's Office (the "Agency"); 2) periodic legal training to sworn personnel employed by the Camp Verde Marshal's Office and 3) legal review of operational policies and procedures.

NOW, THEREFORE, in consideration of the foregoing recital and the mutual promises, terms, covenants and conditions set forth herein, the parties hereby agree as follows:

### **1. Scope**

- A. Firm shall provide legal consultation and advice to the Town Marshal, command personnel, and shift supervisors on subjects relating to the administration and operation of the Agency. An attorney shall be available on normal business days for consultation on any issue related to the business of the Agency, during the hours of 0700 to 1800.
- B. Firm shall make an attorney available for telephonic consultation for emergency situations which occur outside of regular business hours.
- C. Firm shall provide legal review of those Agency operational policies and procedures with legal significance, such as use of force, search and seizure, interrogation, and others as agreed.
- D. Firm shall provide the Agency with a timely explanation of significant new court decisions from state or federal courts which appear to impact law enforcement operations.
- E. Firm shall provide legal training to the officers and employees of the Agency, as follows:
  - 1. A maximum of sixteen (16) hours of training will be provided at the Agency's facilities during the calendar year. The training shall consist of an eight hour session offered twice in order to permit maximum participation by agency officers.

2. Agency officers may attend, at no charge, open training scheduled at other law enforcement agencies which is presented by the Firm.

3. The Firm may also offer fee registration training only, that is in addition to and separate from the multi-agency training. Agency's employees may register for and attend such training at one-half the normal registration fee.

4. General provisions regarding training:

a. Training sessions will be scheduled in the Camp Verde, Phoenix and Tucson metropolitan areas, and may be scheduled in other parts of the State as well.

b. Firm will determine the size of the training sessions.

c. Multiple training sessions may be offered in the same day.

d. Agency shall provide the facilities for the training days scheduled at the Agency. Provision of the facilities includes provision of copies of the materials for attendees, any necessary audio-visual equipment and any desired refreshments.

e. Agency will be required to schedule officers among available training sessions, and to register officers for training at least two weeks prior to the scheduled training date.

f. Agency acknowledges that training classes with fewer than ten officers scheduled to attend may be cancelled by the Firm.

g. Training may be recorded only with the written permission of Firm. All such recordings become the property of Firm and may be subsequently used only with written permission.

h. Firm reserves the right to offer, for a fee, unused seats at the contracted training sessions to law enforcement personnel from other law enforcement agencies.

i. The Agency shall assist the Firm in developing the training calendar, by providing preferred subjects for training and identifying available dates and facilities. Failure to reasonably assist in establishing the training calendar may result in a reduced number of training dates being scheduled at the Agency's facilities.

- j. The final annual training calendar shall be determined by the Firm.
- F. The Firm will not represent the agency in any litigation as a part of this contract or under the terms of this contract.
- G. The Agency shall provide, at no cost to the Firm and within fifteen days of the effective date of this contract, copies of the following: all agency policies and procedures; all Town ordinances and policies that govern the employment of the Camp Verde Marshal's personnel, and; all Town ordinances that are enforced by the Agency. Whenever possible, this information shall be provided in electronic format. This information shall be kept current throughout the term of the contract.

## **2. Term**

This initial term of this contract shall be from the July 1, 2012 through June 30, 2013. This Contract shall automatically renew on an annual basis thereafter unless either party notifies the other party of non-renewal on or before June 1<sup>st</sup> of the then current contract period.

## **3. Compensation**

- A. This contract is a flat fee contract and is not based upon an hourly rate for services performed.
- B. The Agency agrees to pay Firm \$3750 per quarter for services rendered under the Contract, for a total annual fee of \$15000. Services shall be billed quarterly and each quarterly payment shall be paid within 30 days after the Agency's receipt of Firm's billing statement. The initial quarterly fees and the total annual fee stated in this paragraph will be prorated on a per day basis to reflect the actual start date of the contract.
- C. Firm's quarterly billing statement will reflect a description of work performed under this Contract during the billing period. It is understood and agreed that the statements will not reflect hourly rates or allocations of time spent performing the work.
- D. In the event of termination as set forth in Section 6 below, Firm shall be paid for the undisputed portion of the services under this Contract, determined on a per day rate calculated by dividing the quarterly contract price by the number of days in the quarter in which such termination or cancellation occurs. Any dispute regarding final payment shall be resolved by binding arbitration performed by a mutually agreed upon

arbitrator, or if no agreement is reached within thirty days, under the rules of the American Arbitration Association.

#### **4. Insurance Requirements**

- A. Firm shall maintain, during the entire term of this Contract, professional errors and omissions insurance in an amount not less than \$1 Million per occurrence/\$2 Million aggregate. Firm shall provide the Agency with a certificate of insurance within thirty days of execution of the Contract.
- B. The Firm shall keep all insurance policies in force for the duration of the Contract and for any possible extension thereof. All policies shall not be suspended, voided, canceled or reduced in coverage for the duration of the Contract and for any possible extension thereof without at least thirty (30) days' notice of cancellation of material change in coverage. Such notice shall be sent directly to Town of Camp Verde, 473 S. Main Street, Ste. 102, Camp Verde, AZ 86322, Attn: Risk Manager.
- C. All carriers shall be approved to write insurance in the State of Arizona and possess an A- or better A.M. Best rating.
- D. The receipt of any Certificate of Insurance does not constitute an agreement by the Town of Camp Verde that insurance requirements have been met.
- E. The Firm's liability under this Contract is not in any way limited by the insurance required by this Contract. Failure to comply with insurance requirements may be regarded as a breach of the Contract terms.

#### **5. Conflict of Interest**

- A. Firm is retained by the Agency only for the purposes and to the extent set forth in this Contract. Firm shall bring all situations involving conflicts of interest to the attention of the Town Marshal as soon as practicable.
- B. In the event of a conflict of interest, Firm shall take no further action on the conflicted matter or issue in the absence of a written waiver of said conflict from the Agency. Such waiver shall not be unreasonably withheld by the Agency.
- C. Pursuant to A.R.S. § 38-511, the Town may cancel this Contract without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the Town is, or becomes at any time while the contract or any extension of the Contract is in effect, an employee of or a consultant to any other party to

this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time. If the Contractor is a political subdivision of the state, it may also cancel this Contract as provided in A.R.S. § 38-511.

## **6. Termination**

Either party may terminate this Contract without penalty, with or without cause, upon giving thirty days prior written notice.

## **7. Notice**

Notice shall be deemed to have been duly given if (i) hand-delivered to the party at the address set forth below or (ii) deposited in the U.S. mail, registered or certified, return receipt requested, to the address set forth below.

When notice is required to be sent to Firm, it shall be sent to:

Beverly A. Ginn  
Edwards & Ginn, P.C.  
P.O. Box 68097  
Tucson, AZ 85737

When notice is required to be sent to the Agency, it shall be sent to:

Town Marshal  
646 S. 1st Street  
Camp Verde, AZ 86322

## **8. Waiver**

The failure of either party at any time to require performance of any provision of this Contract shall in no way affect the right of the party to enforce such provision.

## **9. Entire Agreement**

It is expressly agreed that this written Contract embodies the entire Contract of the parties in relation to the subject matter, and that no understanding or agreements, verbal or otherwise, in relation thereto, exist between the parties, except as herein expressly set forth.

## **10. Governing Laws**

It is the express intention of the parties that this Contract and all terms thereof shall be in conformity with and governed by (i) the laws of the State of Arizona and (ii) the Arizona Rules of Professional Conduct, both to the interpretation and performance of the Contract.

## **11. Non-Exclusivity**

Firm retains the right to perform work for others during the term of this Contract. Firm shall be free to dispose of such portion of Firm's entire time, energy and skill as are not required to be devoted to the Agency in such a manner as Firm sees fit and to such police departments, persons, firms or corporations as Firm deems advisable.

## **12. Independent Contractor.**

It is mutually agreed that Firm shall be an independent contractor in the performance of this contract and shall not be considered an employee or agent of the Agency.

## **13. Compliance with federal immigration laws**

The Town is prohibited by A.R.S. § 41-4401 from awarding an agreement to any contractor who fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(A). Therefore, the Firm agrees that:

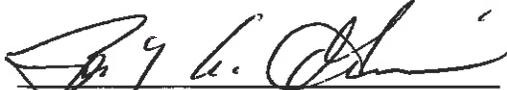
1. The Firm and each subcontractor it uses warrant their compliance with all federal immigration laws and regulations that relate to their employees and their compliance with A.R.S. § 23-214, subsection A.
2. A breach of warranty under paragraph 1 shall be deemed a material breach of the Contract and is subject to penalties up to and including termination of the Contract.
3. The Town retains the legal right to inspect the papers of any of the Firm or subcontractor employees who work on this Contract to ensure that the Firm or subcontractor is complying with the warranty under paragraph 1.

## **14. Compliance with A.R.S. §35-391.06 and 35-393.06**

The Firm certifies that it does not have, nor will it for the duration of this contract have, scrutinized business operations in Sudan or Iran as defined in A.R.S. § 35-391.06 and 35-393.06.

IN WITNESS WHEREOF, the parties have made and execute this contract the day and year first written above.

For the Firm

  
\_\_\_\_\_  
Edwards & Ginn, P.C.

For the Town

\_\_\_\_\_  
Title:

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRESS
2350	RET	THE PROTEK GROUP, INC	AL RODDAN 1487 W HORSESHOE BEND CAMP VERDE, AZ 86322	
	COMMENTS:	BL060 - [REDACTED]		
	CONT	FRB REFRIGERATION INC	FRANCISCO BUGARIN 8252 E LONG MESA PRESCOTT VALLEY, AZ 86314	
	COMMENTS:	BL060 - [REDACTED]		
2352	CONT	RED ROCK PLASTERING LLC	LESTER MARY 1752 N RUSTLER TRAIL CAMP VERDE, AZ 86322	1752 N RUSTLER TRL
	COMMENTS:	BL060 - [REDACTED]		
2353	SERV	STIX MEN TOWING & RECOVERY	SUSAN PEARSON 1180 S ZALESKY RD COTTONWOOD, AZ 86326	
	COMMENTS:	BL060 - [REDACTED]		
2354	SPEC-V	COPPER CREATIONS	CARL CAMPIO 771 CALLE FIGUEROA CAMP VERDE, AZ 86322	395 S MAIN
2355	ALDINC	A.L.D. INC	AL DUPUY 340 WEST ANGUS DRIVE CAMP VERDE, AZ 86322	340 WEST ANGUS DRIVE
	COMMENTS:	BL060 - [REDACTED]		
2356	RET	HERITAGE INTERIORS ISI LLC	JAMES WHITNEY 2501 WEST PHELPS ROAD PHOENIX, AZ 85023	2501 W PHELPS RD
	COMMENTS:	BL060 - [REDACTED]		
2357	ALDINC	A/C EXPRESS CONFORT SOLUTIONS	PATRICK HANDRAHAN PO BOX 466 CORNVILLE, AZ 86325	11700 E DIAMOND VIEW
	COMMENTS:	BL060 - [REDACTED]		
2358	ALDINC	BRADLEY ELECTRIC, INC	JOHN FLOYD 2605 E ADAMS ST PHOENIX,, AZ 85034	
	COMMENTS:	BL060 - [REDACTED]		
2359	SPEC-V	NOVELTY WIZARD	JENNIFER JORDAN 12819 N 15TH DRIVE PHOENIX, AZ 85029	395 S MAIN
2361	RET	NITE VISION SECURITY LLC	JIM PAGE 11900 E. CORNVILLE ROAD CORNVILLE, AZ 86325	
	COMMENTS:	BL060 - [REDACTED]		
2362	SPEC-V	SEASONED	VALERIE CUNNINGHAM 8725 W MARIPOSA GRANDE PEORIA, AZ 85382	395 MAIN STREET
	COMMENTS:	BL060 - [REDACTED]		
2363	SPEC-V	WALLINGFORD CREATIONS	GLENN WALLINGFORD 7324 PATRIOT DR FLAGSTAFF, AZ 86004	395 MAIN STREET
	COMMENTS:	BL060 - [REDACTED]		

06/04/2012 4:28 PM  
LICENSES: 0002 THRU ZZZZZZZZZZ  
PAID STATUS: ALL  
LIC CODES: ALL

B U S I N E S S L I C E N S E L I S T  
SORTED BY: LICENSE NUMBER

PAGE:  
ORIGINATION DATES: 5/01/2012 TO 5/31/  
EFFECTIVE DATES: 0/00/0000 TO 99/99/  
EXPIRATION DATES: 0/00/0000 TO 99/99/

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRESS
2364	SPEC-V	HUGO DIAZ	HUGO DIAZ 2829 N TYNDALL AVE TUCSON, AZ 85719	395 MAIN STREET
2365	COMMENTS: CONT	BL060 - [REDACTED] WOLF* INSULATION CO.	HENRY K. WOLF JR. P.O. BOX 1935 COTTONWOOD, AZ 86326	
2366	SERV	BL060 - [REDACTED] ARIZONA OFFROAD TOURS LLC	MARY MCDOWALL P.O. BOX 3773 CAMP VERDE, AZ 86322	469 LONE PEAK
COMMENTS:		BL060 - [REDACTED]		
TOTAL LICENSES:		16		

TOWN OF CAMP VERDE  
CAMP VERDE, ARIZONA

*Proclamation*  
Declaring July  
As

ARTISAN FOOD AWARENESS MONTH

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

**WHEREAS** it is also the Vision of the Town of Camp Verde to maintain its western, rural, friendly, and historic atmosphere with scenic beauty while meeting the needs of its citizens by providing shopping and employment opportunities along with reasonably priced housing. Natural resources such as water and open space will be a priority for concern. Commercial and residential areas will be near and appealing in appearance so as not to detract from the natural beauty and mountain vistas of the Town.

**WHEREAS** individuals and families practicing sustainable agricultural methods and local food processing add to the preservation of existing lifestyles, strengthen the local economy and enhance the natural beauty of our open spaces, and

**WHEREAS** we recognize the public demand and need for local, homemade, artisan foods, and

**WHEREAS** the leaders of the Town of Camp Verde recognize and respect the ability and the desire of its stakeholders to make informed decisions about their food choices, and

**WHEREAS**, Verde Food Council, Verde Valley Agricultural Coalition, Verde Valley Farmers' Market, Sandysproduce.com and Sustainable Arizona are dedicated to preserving the ability of individuals to produce, process, sell, purchase and consume the foods of their choice,

**NOW, THEREFORE**, the Mayor and Council of the Town of Camp Verde, do hereby adopt this Local Food Proclamation acknowledging those legitimate efforts of citizens to produce, process, sell, purchase, and consume the foods of their choice through farmers' markets and direct farm sales and do hereby proclaim July 2012 as "Artisan Food Awareness Month."

Issued this 20<sup>th</sup> day of June, 2012.

---

Bob Burnside, Mayor

ATTEST:

---

Deborah Barber, MMC, Town Clerk



**Agenda Item Submission Form – Section I**

**Meeting Date:** June 20, 2012

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation       Special Session

**Requesting Department:** Finance

**Staff Resource/Contact Person:** Mike Showers

**Agenda Title (be exact):** Possible approval of the "The Town of Camp Verde Tentative Budget for Fiscal Year 2012-13".

**List Attached Documents:** The Town of Camp Verde Tentative Budget for Fiscal Year 2012-13

**Estimated Presentation Time:** 5 minutes

**Estimated Discussion Time:** 15 minutes

**Reviews Completed by:**

- Department Head:                       Town Attorney Comments: N/A

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

**Finance Director Comments/Fund:**

**Fiscal Impact:** N/A

**Comments:** None.

**Background Information:** This is the tentative budget for fiscal year 2012-13. The Final budget is expected to be adopted on July 18, 2012 during the regular Council session. This Tentative Budget was review by Council previously in the Council work session on Monday, June 13<sup>th</sup> and is presented based on recommendations from that work session.

**Recommended Action (Motion):** Adopt "The Town of Camp Verde Tentative Budget for Fiscal Year 2012-13".

**Instructions to the Clerk:** N/A



**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](http://www.campverde.az.gov)



# Chapter One

## Introduction

	<u>Page #</u>
<b>Introduction</b>	
Budget Message - Mayor	1-1
Budget Message - Town Manager	1-2
Key Officials and Staff	1-3
Town Organization Chart	1-4
Town Information	1-5
Community Profile	1-6



# Town of Camp Verde, Arizona

## Key Officials and Staff

### Governmental Organization and Services Provided

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

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

### Mayor and Council Members

Bob Burnside, Mayor  
Robert Kovacovich, Vice-Mayor  
Jackie Baker, Councilor  
Jessie Jones, Councilor  
Carol German, Councilor  
Bruce George, Councilor  
Robin Whatley, Councilor

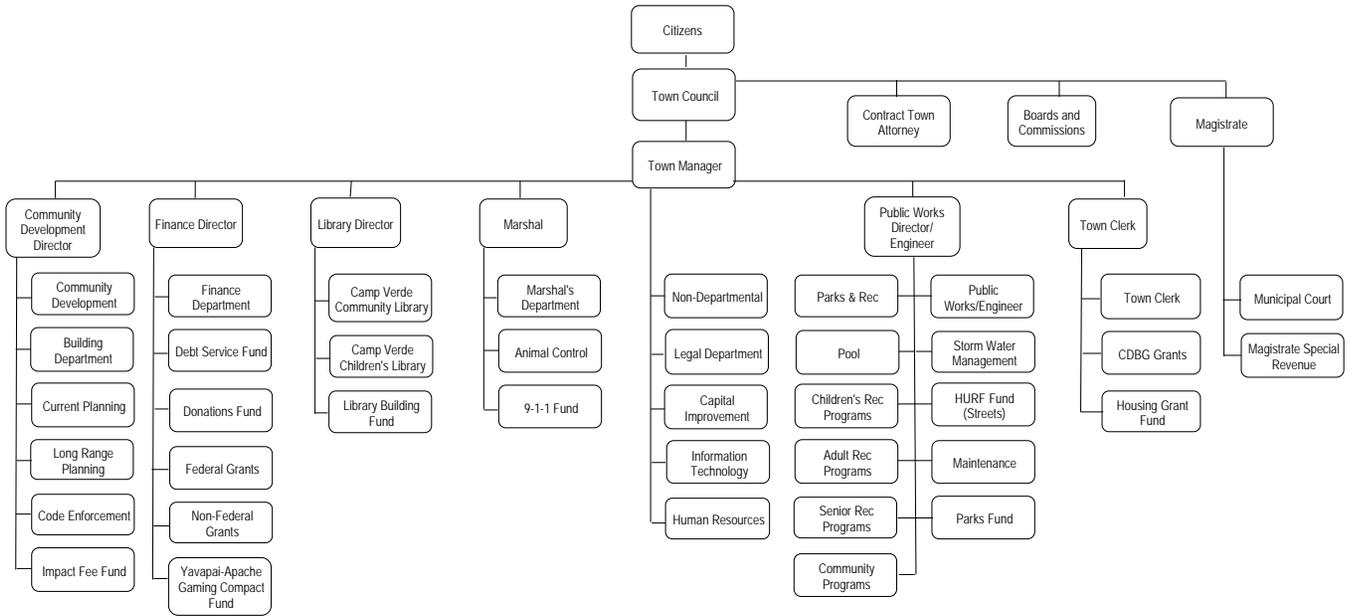
### Department Heads

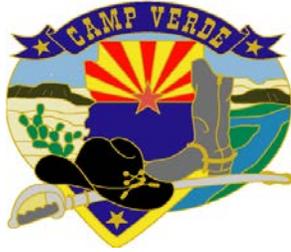
Russ Martin, Town Manager  
Deborah Barber, Town Clerk  
Mike Showers, Finance Director  
Melissa Preston, Economic Development Director  
Michael Jenkins, Community Development Director  
Nancy Gardner, Marshal  
Kathy Hellman, Library Director  
Ronald Long, Engineer/Public Works Director  
Harry Cipriano, Presiding Magistrate



# Town of Camp Verde, Arizona

## Town Organization Chart





# Town of Camp Verde, Arizona

## General Information

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

### Location

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

### Historic Preservation

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

### Topography and Current Lifestyle

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

### General Plan Vision Statement

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

### Mission Statement

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



# Chapter Two

## Budget Process

	<u>Page #</u>
<b>Guide to the Budget Process</b>	
Budget Users Guide	2-1
Budget Format Tutorial	2-3
<b>Fund Structure</b>	
Legal Compliance and Financial Management	2-4
Fund Types	2-4
Account Structure	2-4
<b>Budget Process</b>	
Operating Budget Policies	2-6
Use of Contingency Funds	2-6
Fund Balance	2-6
Budget Process	2-6
Budget Amendments	2-7
Budget Monitoring	2-7
<b>Budget Calendar</b>	
Budget Calendar	2-8
<b>Budget Resolution</b>	
Budget Resolution	2-9
Budget Schedules	2-10

# Budget Users Guide

## What is the Budget?

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

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

## Organization of the Budget Document

The budget document includes ten major sections:

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

## Section Descriptions

### Introduction

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

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

### Budget Process

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

### Town Policies

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

### Financial Overview

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

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

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

The personnel summary provides a historic view of staffing levels.

Page 2-1

### Revenue Detail

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

### Fund Tabs

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

### Capital Improvement Projects

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

### Appendix

The appendix includes the following components:

#### Salary Plans

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

#### Personnel Schedule

Provides a detailed list of all positions by department.

#### Glossary

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

# Budget Format Tutorial

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

Department / Fund Fund XX-XXX		2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 ESTIMATED ACTUALS	2012-13 DEPARTMENT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION	% CHANGE FROM FY11-12 ADJ'D BUDGET
<b>Wages &amp; Related</b>									
600000	Salaries								
600100	Overtime								
601000	FICA								
601100	Medicare								
601200	Retirement								
601300	Unemployment Insurance								
601400	Workman's Compensation								
602000	Health, Dental, Life & STD Insurance								
<b>Total Wages &amp; Related</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Operating Expenditures</b>									
701000	Training								
701500	Travel								
703000	Office Supplies								
703500	Subscriptions/Memberships								
703600	Books/Tapes/Publications								
703700	Printing								
703800	Advertising								
703900	Postage								
704000	Computer Services/Software								
705500	Fuel								
706000	Electric								
706100	Gas/Propane								
706200	Water								
706300	Sewer								
706400	Waste Removal								
706700	Pest Control								
711000	Legal Services								
<b>Total Operating Expenditures</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Equipment/Capital Expenditures</b>									
800000	Office Equipment/Furniture								
821800	Computer / Network Infrastructure								
<b>Total Equipment/Capital Expenditures</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total Expenditures</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Revenues</b>									
Departmental Revenues									
410000	Copies								
<b>Total Departmental Revenues</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Operating Transfers</b>									
500700	Op. Trans. In - YAN F07	33,268		60,000	60,000	24,674		0	0
<b>Total Operating Transfers</b>		\$ 33,268		\$ 60,000	\$ 60,000	\$ 24,674		\$ -	\$ -
<b>Net Effect on General Fund</b>		\$ (33,268)		\$ (60,000)	\$ (60,000)	\$ (24,674)		\$ -	\$ -

Department or Fund Name.

Data from the last completed audit.

Estimate of final expenditures/revenues at fiscal year end.

The Fund (XX) and Department (XXX) for the budget information of each page.

Adjustments made during the fiscal year.

Amount requested by Department Head to fund fiscal year expenditures.

Percentage change from last years to the current years budget.

Amount approved by Council to fund fiscal year expenditures.

Amount recommended by the Town Manager to fund fiscal year expenditures.

Expenditures are broken down into three (3) categories: Wages & Related, Operating Expenditures, and Equipment/Capital Expenditures.

Budgetary unit's total expenditures.

Revenues generated by the budgetary unit used to offset the unit's expenditures.

Amount of financial resources (required from) or contributed to the General Fund

Movement of monies between different Funds.

# Fund Structure

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

## Governmental Funds

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

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

## Fiduciary Funds

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

## Account Structure

A number of accounts are found within each fund. The account structure for expenditures is used to determine the department/division for which the transaction is related, as well as the detailed type of transaction. It provides distinguishing characteristics for each transaction. The expenditure account structure begins with the fund number such as 01 for the General Fund. The account is then segregated into either expenditure or revenue codes. Revenue codes begin with the number four (4), expenditure accounts typically begin with the number two (2). Next, the account is separated into departments and divisions such as Community Development - Current Planning. Finally, the account is divided into element/object, which is used to identify the particular expenditure type. For example, the General Fund, Current Planning, Office Supplies expenditure account number would be: 01-20-52-7030.

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

# Budget Process

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

## Operating Budget Policies

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

## Use of Contingency Funds

The Town budgets for Contingency Funds for the following purposes:

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

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

## Fund Balance

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

## Budget Process

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

Page 2-6

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

## Budget Amendments

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

## Budget Monitoring

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

**Town of Camp Verde**  
**Proposed Budget Calendar for FY 2012-13**  
**as approved by Council on February 15, 2012**

<b>Date</b>	<b>Task to be completed</b>
<b>Feb. 14th</b> (Tues)	Finance Department distributes budget worksheets and instructions to department heads.
<b>Feb. 15th</b> (Wed)	Brief Council and obtain approval of the budget calendar
<b>Mar. 14th</b> (Wed)	Department Heads submit worksheets to Finance
<b>Mar. 26th - 29th</b> (Mon-Thur)	Finance Dept. meets with Department Heads to review/discuss budget proposals.
<b>Apr. 23rd</b> (Mon)	Distribute draft budget with supplementary documentation to Council in advance of work session to be scheduled with Council
<b>Apr 30th &amp; May 7th</b> (Mon)	Council budget work sessions in Council Chambers. -Meet with Dept. Heads (4:00 p.m. - 8:00 p.m.)
<b>May 9th</b> (Wed)	Council budget review w/Town Mngr & Finance Director (4:00 p.m. - 5:30 p.m.) -Council Chambers
<b>June 6th</b> (Wed)	Council Meeting: Final revisions and Possible Adoption of Tentative Budget
<b>June 13th &amp; 20th</b> (Wed)	Budget advertisement in local newspapers (& Website)
<b>July 18th</b> (Wed)	Council Meeting: Public Hearing on Tentative Budget & Adoption of Final Budget w/any proposed adjustments.

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

# **General Fund Summary**

## General Purpose Revenues

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Local Revenues</b>							
<b>Sales Taxes</b>							
Town Sales Tax	1,536,345	1,500,000	1,500,000	1,020,762	2,187,500	2,187,500	2,187,500
Accommodation Tax	84,609	72,000	72,000	56,433	72,000	72,000	72,000
Construction Tax (2% CIP)	95,023	80,000	80,000	65,659	88,440	88,440	88,440
Construction Tax (1% Debt)	47,512	40,000	40,000	32,340	43,560	43,560	43,560
<b>Total Sales Taxes</b>	<b>\$ 1,763,489</b>	<b>\$ 1,692,000</b>	<b>\$ 1,692,000</b>	<b>\$ 1,175,194</b>	<b>\$ 2,391,500</b>	<b>\$ 2,391,500</b>	<b>\$ 2,391,500</b>
<b>Franchise Fees</b>							
APS Franchise Fee	199,115	171,000	171,000	109,287	200,000	200,000	200,000
Camp Verde Water Franchise Fee	21,308	18,000	18,000	14,168	21,000	21,000	21,000
NPG Cable Franchise Fee	14,050	13,000	13,000	6,762	10,000	10,000	10,000
UNS Gas Franchise Fee	8,880	8,000	8,000	2,862	8,000	8,000	8,000
<b>Total Franchise Fees</b>	<b>\$ 243,353</b>	<b>\$ 210,000</b>	<b>\$ 210,000</b>	<b>\$ 133,079</b>	<b>\$ 239,000</b>	<b>\$ 239,000</b>	<b>\$ 239,000</b>
<b>Miscellaneous</b>							
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	13,692	0	0	0
Surplus Property Sales	17,161	4,000	4,000	2,238	0	0	0
Proceeds from Sale of Assets	15,245	0	0	0	0	0	0
Scrap Sales	0	0	0	920	0	0	0
Interest	8,976	40,000	40,000	6,735	20,000	20,000	20,000
<b>Total Miscellaneous</b>	<b>\$ 74,560</b>	<b>\$ 2,084,500</b>	<b>\$ 2,084,500</b>	<b>\$ 61,903</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>Total Local Revenues</b>	<b>\$ 2,081,402</b>	<b>\$ 3,986,500</b>	<b>\$ 3,986,500</b>	<b>\$ 1,370,176</b>	<b>\$ 2,680,500</b>	<b>\$ 2,680,500</b>	<b>\$ 2,680,500</b>
<b>Intergovernmental Revenues</b>							
Urban Revenue Sharing	1,044,381	917,727	917,727	688,257	1,110,000	1,110,000	1,110,000
State Sales Tax	821,815	822,612	822,612	554,846	909,000	909,000	909,000
Vehicle License Tax	575,293	577,351	577,351	389,873	565,000	565,000	565,000
<b>Total Intergovernmental Revenues</b>	<b>\$ 2,441,489</b>	<b>\$ 2,317,690</b>	<b>\$ 2,317,690</b>	<b>\$ 1,632,976</b>	<b>\$ 2,584,000</b>	<b>\$ 2,584,000</b>	<b>\$ 2,584,000</b>
<b>Total General Purpose Revenues</b>	<b>\$ 4,522,891</b>	<b>\$ 6,304,190</b>	<b>\$ 6,304,190</b>	<b>\$ 3,003,152</b>	<b>\$ 5,264,500</b>	<b>\$ 5,264,500</b>	<b>\$ 5,264,500</b>

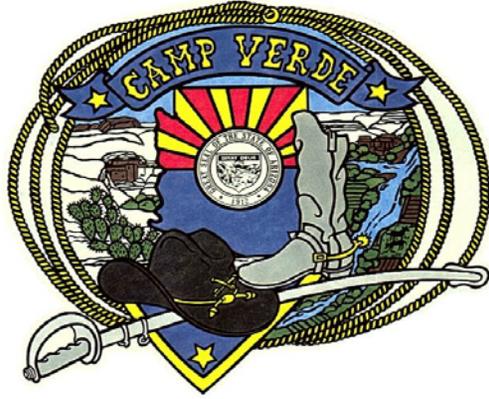
## Departmental Expense Summaries & Operating Transfers

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>General Fund Net Department Cost</b>							
Mayor & Council	17,151	30,359	30,359	16,451	27,284	27,284	27,284
Town Manager	197,486	200,689	200,689	198,349	194,465	190,465	190,965
Town Clerk	204,072	188,803	188,803	104,229	208,365	208,365	208,665
Finance	229,062	240,943	240,943	147,931	203,783	187,783	187,783
Human Resources	49,094	49,480	49,480	44,951	49,121	49,121	49,121
Risk Management	474,009	297,092	297,092	182,878	333,011	310,010	310,010
Economic Development	168,750	165,300	165,300	141,029	234,418	194,418	204,418
Information Technology	82,238	143,478	143,478	44,076	178,578	135,028	135,028
Magistrate Court	80,362	73,011	73,011	36,095	55,651	55,651	55,651
Public Works Engineer	100,910	120,984	120,984	90,056	115,561	91,489	91,489
Storm Water	39,850	34,368	34,368	6,520	41,637	39,000	39,000
Maintenance	381,797	389,900	389,900	272,686	419,996	412,889	412,889
Community Development	39,762	43,486	43,486	65,024	46,835	43,404	43,404
Building Dept	21,134	48,530	48,530	(1,658)	53,126	40,097	40,097
Current Planning	51,213	57,688	57,688	10,810	56,301	47,844	47,844
Long Range Planning	113,924	19,408	19,408	6,614	56,527	42,417	42,417
Code Enforcement	10,017	27,588	27,588	(1,418)	101,678	87,748	87,748
Marshal	1,703,643	1,880,214	1,880,214	1,274,340	1,941,566	1,932,858	1,933,758
Animal Control	113,358	121,029	121,029	86,966	70,750	70,750	70,750
Library	135,635	116,174	116,174	122,581	182,422	169,722	169,722
Children's Library	67,726	99,107	99,107	48,171	104,696	97,696	97,696
Parks & Rec	131,169	98,703	98,703	86,783	126,531	126,531	126,531
Pool	19,290	7,604	7,604	(42)	67,609	67,609	67,609
Children's Rec	23,584	616	616	356	30,111	7,111	7,611
Adult Rec	485	(270)	(270)	0	0	0	0
Senior Rec	0	0	0	0	4,000	0	0
Community Programs	2,817	4,526	4,526	4,355	75	75	75
Non Departmental	141,808	380,028	380,028	97,525	366,325	366,325	366,325
Unplanned Grant Expenditures	0	2,000,000	2,000,000	0	0	0	0
<b>Total Net Departmental Costs</b>	<b>\$ 4,600,346</b>	<b>\$ 6,838,838</b>	<b>\$ 6,838,838</b>	<b>\$ 3,085,658</b>	<b>\$ 5,270,422</b>	<b>\$ 5,001,690</b>	<b>\$ 5,013,890</b>
Less: Budgeted Contingent Expenses	0	(250,000)	(250,000)	0	(225,000)	(225,000)	(225,000)
<b>Net Cost to General Fund from Operations</b>	<b>\$ 77,455</b>	<b>\$ 284,648</b>	<b>\$ 284,648</b>	<b>\$ 82,506</b>	<b>\$ (219,078)</b>	<b>\$ (487,810)</b>	<b>\$ (475,610)</b>
<b>Operating Transfers (Non-Departmental Only)</b>							
Transfer In from Y-A Gaming Fund	(27,279)	0	0	0	0	0	0
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	286,667	286,666	286,666
Transfer Out to Library Bldg Fund	100	0	0	27,279	0	0	0
<b>Total Non-Departmental Operating Transfers</b>	<b>\$ 273,997</b>	<b>\$ 1,243,341</b>	<b>\$ 1,243,341</b>	<b>\$ 408,136</b>	<b>\$ 376,907</b>	<b>\$ 376,906</b>	<b>\$ 376,906</b>
<b>Net Effect on General Fund Balance</b>							
General Revenues	(4,522,891)	(6,304,190)	(6,304,190)	(3,003,152)	(5,264,500)	(5,264,500)	(5,264,500)
Net Departmental Costs & Transfers	4,874,343	8,082,179	8,082,179	3,493,794	5,647,329	5,378,596	5,390,796
<b>Est'd Decrease/(Increase) in General Fund Balance*</b>	<b>\$ 351,452</b>	<b>\$ 1,777,989</b>	<b>\$ 1,777,989</b>	<b>\$ 490,642</b>	<b>\$ 382,829</b>	<b>\$ 114,096</b>	<b>\$ 126,296</b>
* Includes contingency reserve							
		(250,000)	(250,000)	0	(225,000)	(225,000)	(225,000)
<b>Net Available Cash (with full budgeted contingency use)</b>							
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	\$ 2,068,400	\$ 173,224	\$ 441,957	\$ 429,757

\*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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Salary Related Expenditures</b>							
Salaries	2,645,193	2,631,813	2,631,813	1,862,337	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	29,393	41,000	41,000	41,000
Holiday Pay	15,367	13,000	13,000	26,554	31,000	31,000	31,000
Uniform Allowance	20,100	22,200	22,200	14,773	24,300	23,400	24,300
FICA	121,942	123,847	123,847	84,609	134,216	132,333	132,333
Medicare	38,224	39,630	39,630	27,170	41,295	40,855	40,855
Retirement	287,557	335,833	335,833	228,713	348,727	345,339	345,339
Unemployment Insurance	6,201	5,268	5,268	5,715	6,287	6,279	6,279
Workman's Compensation	43,648	63,328	63,328	48,152	65,309	64,875	64,875
Health, Dental, Life & STD Insurance	365,741	444,172	444,172	278,460	434,133	425,751	425,751
<b>Total Salary Related Expenditures</b>	<b>\$ 3,578,209</b>	<b>\$ 3,715,491</b>	<b>\$ 3,715,491</b>	<b>\$ 2,605,876</b>	<b>\$ 3,976,853</b>	<b>\$ 3,930,977</b>	<b>\$ 3,931,877</b>
<b>Operational Expenditures</b>							
Training	19,438	26,200	26,200	13,476	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	8,776	22,020	21,020	21,020
Uniforms	2,623	4,800	4,800	2,354	2,400	2,400	2,400
Office Supplies	23,376	31,250	31,250	16,700	32,600	31,400	31,700
Subscriptions/Memberships	12,009	16,715	16,715	13,967	17,580	17,580	17,580
Books/Tapes/Publications	15,154	21,600	21,600	15,978	42,770	25,270	25,270
Printing	4,567	6,450	6,450	1,805	8,125	7,725	7,725
Advertising	4,405	8,915	8,915	2,051	60,250	24,250	24,250
Postage	8,485	6,800	6,800	3,151	6,000	5,000	5,000
Computer Services/Software	29,913	85,650	85,650	13,192	154,261	124,711	124,711
Auto Repair/Maintenance	32,148	45,400	45,400	38,005	53,050	53,050	53,050
Fuel	58,363	69,700	69,700	46,894	75,280	75,040	75,040
Utilities	162,413	176,139	176,139	116,500	149,111	149,111	149,111
Waste Removal	5,540	7,317	7,317	4,394	7,601	7,601	7,601
Cell Phone	2,516	3,425	3,425	2,691	3,615	3,600	3,600
Pest Control	3,596	3,288	3,288	2,213	3,360	3,360	3,360
Consulting Services	179,409	107,500	107,500	85,508	122,000	81,000	81,000
Legal Services	239,353	93,700	93,700	10,974	72,100	69,100	69,100
Contract Labor/Services	110,532	114,000	114,000	83,591	122,500	117,900	117,900
Interpreters	0	0	0	0	500	500	500
Equipment & Maint	15,133	13,575	13,575	10,290	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	5,428	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	10,200	4,200	4,200
Department Specific Expenditures	436,449	429,618	429,618	318,209	461,090	401,190	411,690
<b>Total Operational Expenditures</b>	<b>\$ 1,568,338</b>	<b>\$ 1,479,942</b>	<b>\$ 1,479,942</b>	<b>\$ 943,192</b>	<b>\$ 1,740,609</b>	<b>\$ 1,517,753</b>	<b>\$ 1,528,553</b>
<b>Equipment/Capital Expenditures</b>							
Office Equipment/Furniture	0	0	0	11,547	0	0	0
Equipment Lease	13,699	20,645	20,645	10,160	9,925	9,925	9,925
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 13,699</b>	<b>\$ 20,645</b>	<b>\$ 20,645</b>	<b>\$ 21,707</b>	<b>\$ 9,925</b>	<b>\$ 9,925</b>	<b>\$ 9,925</b>
<b>Operating Transfers and Contingency</b>							
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	286,667	286,666	286,666
Transfer Out to Library Building Fund	100	0	0	27,279	0	0	0
Employee Term Payouts	6,349	50,000	50,000	0	25,000	25,000	25,000
Contingency	0	200,000	200,000	0	200,000	200,000	200,000
<b>Total Operating Transfers and Contingency</b>	<b>\$ 307,625</b>	<b>\$ 1,493,341</b>	<b>\$ 1,493,341</b>	<b>\$ 408,136</b>	<b>\$ 601,907</b>	<b>\$ 601,906</b>	<b>\$ 601,906</b>
<b>Total General Fund Expenditures</b>	<b>\$ 5,467,871</b>	<b>\$ 6,709,419</b>	<b>\$ 6,709,419</b>	<b>\$ 3,978,911</b>	<b>\$ 6,329,294</b>	<b>\$ 6,060,561</b>	<b>\$ 6,072,261</b>



# General Government

## General Government Summary

	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
Wages & Related	\$ 566,993	\$ 607,335	\$ 607,335	\$ 431,359	\$ 638,493	\$ 638,493	\$ 638,493
Operating Expenditures	\$ 1,007,249	\$ 1,089,987	\$ 1,089,987	\$ 551,710	\$ 1,176,807	\$ 1,050,256	\$ 1,061,056
Equipment/Capital Expenditures	\$ 7,106	\$ 9,800	\$ 9,800	\$ 7,177	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 1,581,348</b>	<b>\$ 1,707,122</b>	<b>\$ 1,707,122</b>	<b>\$ 990,246</b>	<b>\$ 1,815,300</b>	<b>\$ 1,688,749</b>	<b>\$ 1,699,549</b>
<b>Revenues</b>							
Total Revenues	\$ 17,678	\$ 10,950	\$ 10,950	\$ 12,827	\$ 39,950	\$ 39,950	\$ 39,950
<b>Operating Transfers</b>							
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
<b>Net Effect on General Fund</b>	<b>\$ 1,563,670</b>	<b>\$ 1,696,172</b>	<b>\$ 1,696,172</b>	<b>\$ 977,419</b>	<b>\$ 1,795,350</b>	<b>\$ 1,668,799</b>	<b>\$ 1,679,599</b>

# 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	3,525	3,600	3,600	2,783	4,200	4,200	4,200
FICA	219	223	223	173	260	260	260
Medicare	51	52	52	41	61	61	61
Unemployment	47	29	29	45	53	53	53
Workman's Compensation	187	261	261	161	316	316	316
<b>Total Wages &amp; Related</b>	<b>\$ 4,029</b>	<b>\$ 4,165</b>	<b>\$ 4,165</b>	<b>\$ 3,203</b>	<b>\$ 4,890</b>	<b>\$ 4,890</b>	<b>\$ 4,890</b>
<b>Operating Expenditures</b>							
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		1,000	1,000	0	1,000	1,000	1,000
Electric	1,597	1,300	1,300	1,120	1,300	1,300	1,300
Gas/Propane	310	309	309	213	309	309	309
Water	126	150	150	96	150	150	150
Sewer	411	380	380	309	380	380	380
Waste Removal	112	120	120	84	120	120	120
Pest Control	38	35	35	32	35	35	35
Legal Services	9,901	16,000	16,000	4,588	10,000	10,000	10,000
Public Relations	103	500	500	184	500	500	500
Dinner/Reception Expense	329	600	600	125	600	600	600
<b>Total Operating Expenditures</b>	<b>\$ 13,122</b>	<b>\$ 26,194</b>	<b>\$ 26,194</b>	<b>\$ 13,248</b>	<b>\$ 22,394</b>	<b>\$ 22,394</b>	<b>\$ 22,394</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 17,151</b>	<b>\$ 30,359</b>	<b>\$ 30,359</b>	<b>\$ 16,451</b>	<b>\$ 27,284</b>	<b>\$ 27,284</b>	<b>\$ 27,284</b>
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 17,151</b>	<b>\$ 30,359</b>	<b>\$ 30,359</b>	<b>\$ 16,451</b>	<b>\$ 27,284</b>	<b>\$ 27,284</b>	<b>\$ 27,284</b>

# 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 stabilizing 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 familiarize 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	153,820	149,486	149,486	152,164	138,465	138,465	138,465
FICA	8,975	9,268	9,268	8,900	8,585	8,585	8,585
Medicare	2,099	2,168	2,168	2,081	2,008	2,008	2,008
Retirement	14,417	15,098	15,098	15,369	15,439	15,439	15,439
Unemployment	271	113	113	248	147	147	147
Workman's Compensation	250	472	472	449	374	374	374
Health, Dental & Life Ins	12,814	13,559	13,559	14,826	11,847	11,847	11,847
<b>Total Wages &amp; Related</b>	<b>\$ 192,646</b>	<b>\$ 190,164</b>	<b>\$ 190,164</b>	<b>\$ 194,037</b>	<b>\$ 176,865</b>	<b>\$ 176,865</b>	<b>\$ 176,865</b>
<b>Operating Expenditures</b>							
Training	315	1,000	1,000	1,170	1,950	1,950	1,950
Travel	24	1,200	1,200	140	1,100	1,100	1,100
Office Supplies	1,038	1,800	1,800	300	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	720	1,000	1,000	1,000
Gas/Propane	199	250	250	137	200	200	200
Water	361	400	400	225	250	250	250
Sewer	265	300	300	199	250	250	250
Waste Removal	72	100	100	54	150	150	150
Cell Phone	850	1,300	1,300	1,028	1,050	1,050	1,050
Pest Control	24	25	25	20	50	50	50
Legal Services	111	500	500	19	200	200	200
Contract Labor/Services					7,500	3,500	3,500
Public Relations	455	500	500	250	500	500	1,000
<b>Total Operating Expenditures</b>	<b>\$ 4,840</b>	<b>\$ 10,525</b>	<b>\$ 10,525</b>	<b>\$ 4,312</b>	<b>\$ 17,600</b>	<b>\$ 13,600</b>	<b>\$ 14,100</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 197,486</b>	<b>\$ 200,689</b>	<b>\$ 200,689</b>	<b>\$ 198,349</b>	<b>\$ 194,465</b>	<b>\$ 190,465</b>	<b>\$ 190,965</b>
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 197,486</b>	<b>\$ 200,689</b>	<b>\$ 200,689</b>	<b>\$ 198,349</b>	<b>\$ 194,465</b>	<b>\$ 190,465</b>	<b>\$ 190,965</b>

# Town Clerk

## Our Mission

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

## Department Duties/Description

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

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

### Department Staffing:

Town Clerk (1)	Administrative Assistant (1/2)
Deputy Town Clerk (1)	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	* Council Meetings (July 1, 2011 - March 12, 2012)
156 Information/Customer Service Requests	26 Regular Sessions
0 Formal Citizen Complaints	7 Special Sessions
0 Zoning Complaints Processed	5 Work Sessions
30 New Resolutions Processed	7 Executive Sessions
8 New Ordinances Processed	
9 Special Events Permits Processed	
15 Liquor License Permits Processed	

# Town Clerk

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	150,415	130,876	130,876	85,273	124,908	124,908	124,908
FICA	8,759	8,114	8,114	4,926	7,744	7,744	7,744
Medicare	2,077	1,898	1,898	1,152	1,811	1,811	1,811
Retirement	12,325	13,219	13,219	7,636	12,022	12,022	12,022
Unemployment	340	221	221	226	178	178	178
Workman's Compensation	266	472	472	196	337	337	337
Health, Dental & Life Ins	16,608	30,248	30,248	10,045	14,360	14,360	14,360
<b>Total Wages &amp; Related</b>	<b>\$ 190,790</b>	<b>\$ 185,048</b>	<b>\$ 185,048</b>	<b>\$ 109,454</b>	<b>\$ 161,360</b>	<b>\$ 161,360</b>	<b>\$ 161,360</b>
<b>Operating Expenditures</b>							
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	1,502	1,500	1,500	1,800
Subscriptions/Memberships	300	550	550	445	500	500	500
Advertising	1,560	3,000	3,000	1,258	3,000	3,000	3,000
Computer Services/Software	545			430			
Electric	1,826	1,800	1,800	1,360	1,800	1,800	1,800
Gas/Propane	381	500	500	260	500	500	500
Water	397	415	415	268	415	415	415
Sewer	500	500	500	376	500	500	500
Waste Removal	136	140	140	102	140	140	140
Pest Control	46	50	50	38	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
<b>Total Operating Expenditures</b>	<b>\$ 30,960</b>	<b>\$ 14,705</b>	<b>\$ 14,705</b>	<b>\$ 7,602</b>	<b>\$ 56,955</b>	<b>\$ 56,955</b>	<b>\$ 57,255</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 221,750</b>	<b>\$ 199,753</b>	<b>\$ 199,753</b>	<b>\$ 117,056</b>	<b>\$ 218,315</b>	<b>\$ 218,315</b>	<b>\$ 218,615</b>
<b>Revenues</b>							
Copies	33	0	0	2	0	0	0
Bus. License Fees	12,630	10,000	10,000	10,860	9,000	9,000	9,000
Liquor License Fees	3,215	950	950	1,940	950	950	950
Special Event Permits	1,800	0	0	25	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 17,678</b>	<b>\$ 10,950</b>	<b>\$ 10,950</b>	<b>\$ 12,827</b>	<b>\$ 9,950</b>	<b>\$ 9,950</b>	<b>\$ 9,950</b>
<b>Net Effect on General Fund</b>	<b>\$ 204,072</b>	<b>\$ 188,803</b>	<b>\$ 188,803</b>	<b>\$ 104,229</b>	<b>\$ 208,365</b>	<b>\$ 208,365</b>	<b>\$ 208,665</b>

# Finance Department

## Our Mission

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

## Department Duties/Description

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

- \* Creating and monitoring the budget.
- \* 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. Successfully 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 Finance 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	97,703	129,942	129,942	66,182	100,860	100,860	100,860
FICA	6,035	8,056	8,056	4,041	6,253	6,253	6,253
Medicare	1,411	1,884	1,884	945	1,462	1,462	1,462
Retirement	9,321	13,124	13,124	6,765	11,246	11,246	11,246
Unemployment	260	142	142	443	178	178	178
Workman's Compensation	206	726	726	140	272	272	272
Health, Dental & Life Ins	12,947	15,784	15,784	8,588	14,360	14,360	14,360
<b>Total Wages &amp; Related</b>	<b>\$ 127,883</b>	<b>\$ 169,658</b>	<b>\$ 169,658</b>	<b>\$ 87,104</b>	<b>\$ 134,631</b>	<b>\$ 134,631</b>	<b>\$ 134,631</b>
<b>Operating Expenditures</b>							
Training	415	2,000	2,000	1,298	2,000	2,000	2,000
Travel	94	1,000	1,000	368	2,500	1,500	1,500
Office Supplies	1,563	1,500	1,500	1,389	2,000	2,000	2,000
Subscriptions/Memberships	1,020	805	805	280	1,080	1,080	1,080
Books/Tapes/Publications		100	100	0	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						
Computer Services/Software	2,372						
Electric	539	600	600	393	580	580	580
Gas/Propane	106	180	180	112	150	150	150
Water	224	200	200	98	180	180	180
Sewer	88	90	90	66	90	90	90
Waste Removal	48	50	50	36	60	60	60
Telephone	370	450	450	277	0	0	0
Pest Control	8	10	10	7	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	18,007	30,000	30,000	30,000
Equipment Maint. Agreements	360			105	450	450	450
<b>Total Operating Expenditures</b>	<b>\$ 99,646</b>	<b>\$ 69,485</b>	<b>\$ 69,485</b>	<b>\$ 56,482</b>	<b>\$ 69,152</b>	<b>\$ 53,152</b>	<b>\$ 53,152</b>
<b>Equipment/Capital Expenditures</b>							
Equipment Lease	1,533	1,800	1,800	1,361	0	0	0
Copier Purchase	0	0	0	2,984	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 1,533</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ 4,345</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 229,062</b>	<b>\$ 240,943</b>	<b>\$ 240,943</b>	<b>\$ 147,931</b>	<b>\$ 203,783</b>	<b>\$ 187,783</b>	<b>\$ 187,783</b>
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 229,062</b>	<b>\$ 240,943</b>	<b>\$ 240,943</b>	<b>\$ 147,931</b>	<b>\$ 203,783</b>	<b>\$ 187,783</b>	<b>\$ 187,783</b>

# Human Resources

## Our Mission

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

## Department Duties/Description

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

### Department Staffing:

Town Manager / Human Resource Director  
Human Resource Specialist (1)

### Accomplishments for the Fiscal Year 2011/2012:

1. Updated personnel manual
2. Implemented compliant 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 awareness 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 in regards 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 expenditures 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	26,167	26,915	26,915	27,393	23,076	23,076	23,076
FICA	1,622	1,669	1,669	1,698	1,431	1,431	1,431
Medicare	379	390	390	397	335	335	335
Retirement	2,579	2,718	2,718	2,767	2,573	2,573	2,573
Unemployment	42	37	37	86	53	53	53
Workman's Compensation	54	84	84	64	62	62	62
Health, Dental & Life Ins	4,192	4,867	4,867	4,989	4,311	4,311	4,311
<b>Total Wages &amp; Related</b>	<b>\$ 35,035</b>	<b>\$ 36,680</b>	<b>\$ 36,680</b>	<b>\$ 37,394</b>	<b>\$ 31,841</b>	<b>\$ 31,841</b>	<b>\$ 31,841</b>
<b>Operating Expenditures</b>							
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	245	500	500	500
Subscriptions/Memberships	0	300	300	180	480	480	480
Advertising	922	1,000	1,000	338	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	1,223	5,000	5,000	5,000
Employee Recognition	587	500	500	678	1,000	1,000	1,000
<b>Total Operating Expenditures</b>	<b>\$ 14,059</b>	<b>\$ 12,800</b>	<b>\$ 12,800</b>	<b>\$ 7,557</b>	<b>\$ 17,280</b>	<b>\$ 17,280</b>	<b>\$ 17,280</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 49,094</b>	<b>\$ 49,480</b>	<b>\$ 49,480</b>	<b>\$ 44,951</b>	<b>\$ 49,121</b>	<b>\$ 49,121</b>	<b>\$ 49,121</b>
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 49,094</b>	<b>\$ 49,480</b>	<b>\$ 49,480</b>	<b>\$ 44,951</b>	<b>\$ 49,121</b>	<b>\$ 49,121</b>	<b>\$ 49,121</b>

# 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-about
3. Continue Implementation of Risk Management Policies and Procedures/Safety Program
4. Expand in-house workers' compensation/safety training curriculum
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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
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
<b>Total Wages &amp; Related</b>	<b>\$ 407</b>	<b>\$ 1,092</b>	<b>\$ 1,092</b>	<b>\$ -</b>	<b>\$ 23,060</b>	<b>\$ 23,060</b>	<b>\$ 23,060</b>
<b>Operating Expenditures</b>							
Training					600	600	600
Travel					200	200	200
Office Supplies					300	300	300
Subscriptions/Memberships					250	250	250
Books/Tapes/Publications					200	200	200
Printing					100	100	100
Advertising					200	200	200
Consulting Services					2,500	500	500
Legal Services	209,938	50,000	50,000	3,444	25,000	25,000	25,000
Contract Labor/Services	80,919	71,000	71,000	59,167	70,000	70,000	70,000
Office Equipment					1	0	0
Pers. Protection Equipment					300	300	300
Liability Insurance	182,745	175,000	175,000	120,267	190,000	190,000	190,000
Legal Defense					40,000	25,000	25,000
Safety / Security Program					10,000	4,000	4,000
Medical Supplies					300	300	300
<b>Total Operating Expenditures</b>	<b>\$ 473,602</b>	<b>\$ 296,000</b>	<b>\$ 296,000</b>	<b>\$ 182,878</b>	<b>\$ 339,951</b>	<b>\$ 316,950</b>	<b>\$ 316,950</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 474,009</b>	<b>\$ 297,092</b>	<b>\$ 297,092</b>	<b>\$ 182,878</b>	<b>\$ 363,011</b>	<b>\$ 340,010</b>	<b>\$ 340,010</b>
<b>Revenues</b>							
Liability Ins. Rebate	0	0	0	0	30,000	30,000	30,000
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b>Net Effect on General Fund</b>	<b>\$ 474,009</b>	<b>\$ 297,092</b>	<b>\$ 297,092</b>	<b>\$ 182,878</b>	<b>\$ 333,011</b>	<b>\$ 310,010</b>	<b>\$ 310,010</b>

# 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 Entrepreneurs 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 Commerce 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 feasibility study in conjunction 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries					64,961	64,961	64,961
FICA					4,028	4,028	4,028
Medicare					942	942	942
Retirement					7,243	7,243	7,243
Unemployment					89	89	89
Workman's Compensation					175	175	175
Health, Dental & Life Ins					7,180	7,180	7,180
<b>Total Wages &amp; Related</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 84,618</b>	<b>\$ 84,618</b>	<b>\$ 84,618</b>
<b>Operating Expenditures</b>							
Training					2,000	2,000	2,000
Office Supplies					500	500	500
Advertising					50,000	15,000	15,000
Web Campaign					20,000	15,000	15,000
Business Recruitment & PR					2,000	2,000	2,000
Incubator Feasibility Study					20,000	20,000	20,000
Visitor's Center Contract	55,000	55,000	55,000	55,000	0	0	0
Tourism Marketing	25,000	25,000	25,000	25,000	0	0	0
Visitor's Center Pest Control		300	300		300	300	300
Fort Verde Operations	88,750	75,000	75,000	56,250	35,000	35,000	45,000
General Exp's (Initial line FY12)		10,000	10,000	4,779			
<b>Total Operating Expenditures</b>	<b>\$ 168,750</b>	<b>\$ 165,300</b>	<b>\$ 165,300</b>	<b>\$ 141,029</b>	<b>\$ 129,800</b>	<b>\$ 89,800</b>	<b>\$ 99,800</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 168,750</b>	<b>\$ 165,300</b>	<b>\$ 165,300</b>	<b>\$ 141,029</b>	<b>\$ 214,418</b>	<b>\$ 174,418</b>	<b>\$ 184,418</b>
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating Transfers</b>							
Transfer Out to Non-Fed Grants	0	0	0	0	20,000	20,000	20,000
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
<b>Net Effect on General Fund</b>	<b>\$ 168,750</b>	<b>\$ 165,300</b>	<b>\$ 165,300</b>	<b>\$ 141,029</b>	<b>\$ 234,418</b>	<b>\$ 194,418</b>	<b>\$ 204,418</b>

# 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-house staff
4. Council members have been equipped with laptops enabling electronic agendas and email
5. Animal shelter has been equipped with Tyler access for the purpose of receipting
6. Began the upgrade to the "Voice over internet protocol" 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 integration of the Voice of Internet Protocol phone system
4. Continue progress towards in-house staff's responsibilities of IT daily activities 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
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	18	2,874	2,874	2,874
<b>Total Wages &amp; Related</b>	<b>\$ 16,203</b>	<b>\$ 20,528</b>	<b>\$ 20,528</b>	<b>\$ 167</b>	<b>\$ 21,228</b>	<b>\$ 21,228</b>	<b>\$ 21,228</b>
<b>Operating Expenditures</b>							
Computer Services/Software		56,200	56,200	3,764	44,550	15,000	15,000
Internet / Wireless / Telephone	8,276	9,000	9,000	7,889	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	32,256	54,000	40,000	40,000
<b>Total Operating Expenditures</b>	<b>\$ 66,035</b>	<b>\$ 122,950</b>	<b>\$ 122,950</b>	<b>\$ 43,909</b>	<b>\$ 157,350</b>	<b>\$ 113,800</b>	<b>\$ 113,800</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 82,238</b>	<b>\$ 143,478</b>	<b>\$ 143,478</b>	<b>\$ 44,076</b>	<b>\$ 178,578</b>	<b>\$ 135,028</b>	<b>\$ 135,028</b>
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 82,238</b>	<b>\$ 143,478</b>	<b>\$ 143,478</b>	<b>\$ 44,076</b>	<b>\$ 178,578</b>	<b>\$ 135,028</b>	<b>\$ 135,028</b>

# Non-Department Expenditures

## Departmental Duties/Description

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

### Significant Expenditure Changes:

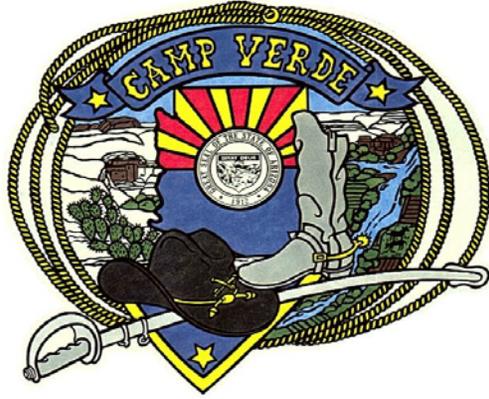
- \* Incode accounting software maintenance fees (704200) are included at \$15,000. This item may move to the IT budget.
- \* Consultant services of \$10,000 were added relative to property sales and include 1) Real Estate Agent; and 2) Appraisers
- \* The Steve Coury tax rebate payments were moved from 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 Council 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 Administration 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Operating Expenditures</b>							
Copier Paper	2,830	3,500	3,500	1,431	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	137	2,000	2,000	2,000
Software Recurring Fees					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	354	400	400	400
Electric	5,774	7,500	7,500	4,537	7,000	7,000	7,000
Gas/Propane	3,888	5,000	5,000	3,169	5,000	5,000	5,000
Water	1,054	1,500	1,500	1,080	1,500	1,500	1,500
Sewer	382	500	500	287	500	500	500
Waste Removal	184	400	400	138	400	400	400
Telephone	12,152	13,500	13,500	8,980	0	0	0
Pest Control	925	950	950	754	950	950	950
Consulting Services	41				10,000	10,000	10,000
Equipment Rental	1,020	1,150	1,150	1,020	1,500	1,500	1,500
Equipment Maint. Agreements	6,827	0	0	2,072	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
LTA 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		100	100		100	100	100
Bus. Incentive - Coury	31,856	0	0	9,048	22,000	22,000	22,000
Stewards of Public Lands	444	1,500	1,500		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		15,153	15,153	13,546	0	0	0
Water Adjudication	3,053	20,000	20,000	7,678	20,000	20,000	20,000
Yavapai County Water Advisor	10,000	10,000	10,000	8,000	10,000	10,000	10,000
Miscellaneous	(479)	0	0	0			
Employee Termination Payouts	6,349	50,000	50,000	0	25,000	25,000	25,000
Contingency	0	200,000	200,000	0	200,000	200,000	200,000
<b>Total Operating Expenditures</b>	<b>\$ 136,235</b>	<b>\$ 372,028</b>	<b>\$ 372,028</b>	<b>\$ 94,693</b>	<b>\$ 366,325</b>	<b>\$ 366,325</b>	<b>\$ 366,325</b>
<b>Equipment/Capital Expenditures</b>							
Copier Purchase	0	0	0	8,563	0	0	0
Equipment Lease	5,573	8,000	8,000	2,832	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 5,573</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ 2,832</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 141,808</b>	<b>\$ 380,028</b>	<b>\$ 380,028</b>	<b>\$ 97,525</b>	<b>\$ 366,325</b>	<b>\$ 366,325</b>	<b>\$ 366,325</b>
<b>Revenues</b>							
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 141,808</b>	<b>\$ 380,028</b>	<b>\$ 380,028</b>	<b>\$ 97,525</b>	<b>\$ 366,325</b>	<b>\$ 366,325</b>	<b>\$ 366,325</b>



# 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 from 7-1-11 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

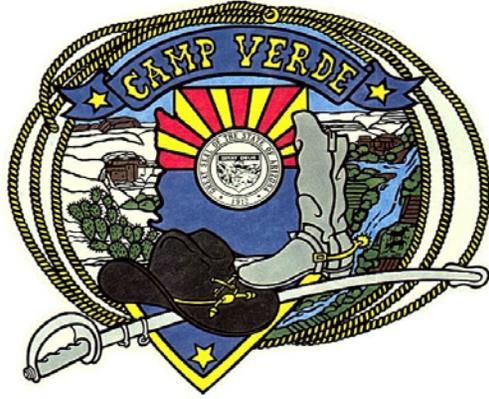
CASE FILINGS: YTD March 31, 2011 1962 cases

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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	208,779	215,643	215,643	146,833	238,600	238,600	238,600
Pro Tem Judge Salaries					2,700	2,700	2,700
FICA	12,265	13,370	13,370	8,803	14,793	14,793	14,793
Medicare	2,868	3,127	3,127	2,059	3,460	3,460	3,460
Retirement	19,723	21,564	21,564	14,615	26,603	26,603	26,603
Unemployment	413	478	478	440	534	534	534
Workman's Compensation	288	498	498	369	501	501	501
Health, Dental & Life Ins	25,523	25,606	25,606	19,958	35,900	35,900	35,900
<b>Total Wages &amp; Related</b>	<b>\$ 269,859</b>	<b>\$ 280,286</b>	<b>\$ 280,286</b>	<b>\$ 193,077</b>	<b>\$ 323,091</b>	<b>\$ 323,091</b>	<b>\$ 323,091</b>
<b>Operating Expenditures</b>							
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	1,356	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	524	700	700	700
Postage	0	1,300	1,300	0	0	0	0
Electric	3,080	2,600	2,600	2,160	2,800	2,800	2,800
Gas/Propane	598	511	511	412	520	520	520
Water	804	765	765	656	765	765	765
Sewer	794	720	720	596	750	750	750
Waste Removal	216	216	216	162	240	240	240
Telephone	0	183	183	0	905	905	905
Pest Control	73	80	80	61	80	80	80
Legal Services					500	500	500
Contract Labor/Services	98	0	0	497	1,400	1,400	1,400
Interpreters					500	500	500
Equipment Rental					9,000	9,000	9,000
Office Equipment	514	500	500	129	500	500	500
Credit Card Processing Fees	4,274	4,500	4,500	4,512	0	0	0
Court Appointed Attorneys	14,543	12,000	12,000	9,923	14,000	14,000	14,000
Jury Fees	99	200	200	13	200	200	200
Recording System	0	0	0		550	550	550
Security System	0	0	0		350	350	350
Public Relations					200	200	200
<b>Total Operating Expenditures</b>	<b>\$ 29,643</b>	<b>\$ 27,725</b>	<b>\$ 27,725</b>	<b>\$ 21,295</b>	<b>\$ 43,160</b>	<b>\$ 43,160</b>	<b>\$ 43,160</b>
<b>Equipment/Capital Expenditures</b>							
Capital Lease	0	0	0	0	3,400	3,400	3,400
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,400</b>	<b>\$ 3,400</b>	<b>\$ 3,400</b>
<b>Total Departmental Expenditures</b>	<b>\$ 299,502</b>	<b>\$ 308,011</b>	<b>\$ 308,011</b>	<b>\$ 214,372</b>	<b>\$ 369,651</b>	<b>\$ 369,651</b>	<b>\$ 369,651</b>
<b>Revenues</b>							
Fees, Fines & Forfeitures	208,762	225,000	225,000	169,154	300,000	300,000	300,000
Court Appointed Attorney Reimb's	10,378	10,000	10,000	9,123	14,000	14,000	14,000
<b>Total Departmental Revenues</b>	<b>\$ 219,140</b>	<b>\$ 235,000</b>	<b>\$ 235,000</b>	<b>\$ 178,277</b>	<b>\$ 314,000</b>	<b>\$ 314,000</b>	<b>\$ 314,000</b>
<b>Net Effect on General Fund</b>	<b>\$ 80,362</b>	<b>\$ 73,011</b>	<b>\$ 73,011</b>	<b>\$ 36,095</b>	<b>\$ 55,651</b>	<b>\$ 55,651</b>	<b>\$ 55,651</b>



# 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)

Administrative Assistant (0.35)

Public Works Project Manager (0.15)

## Accomplishments for the Fiscal Year 2011/2012:

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 EEBCG HVAC retrofit at the Library
4. Worked 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 Summary

	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
Wages & Related	\$ 399,494	\$ 390,737	\$ 390,737	\$ 287,853	\$ 437,794	\$ 429,978	\$ 429,978
Operating Expenditures	\$ 126,167	\$ 154,515	\$ 154,515	\$ 85,534	\$ 153,290	\$ 127,290	\$ 127,290
Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 525,661</b>	<b>\$ 545,252</b>	<b>\$ 545,252</b>	<b>\$ 373,387</b>	<b>\$ 591,084</b>	<b>\$ 557,268</b>	<b>\$ 557,268</b>
<b>Revenues</b>							
Total Revenues	\$ 3,104	\$ -	\$ -	\$ 4,125	\$ -	\$ -	\$ -
<b>Operating Transfers</b>							
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Effect on General Fund</b>	<b>\$ 522,557</b>	<b>\$ 545,252</b>	<b>\$ 545,252</b>	<b>\$ 369,262</b>	<b>\$ 591,084</b>	<b>\$ 557,268</b>	<b>\$ 557,268</b>

# Public Works Engineer

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	69,147	65,078	65,078	67,645	65,024	61,645	61,645
FICA	4,283	4,035	4,035	4,193	4,032	3,822	3,822
Medicare	1,002	944	944	981	943	894	894
Retirement	7,143	6,508	6,508	6,674	7,250	6,873	6,873
Unemployment	139	60	60	98	86	86	86
Workman's Compensation	643	1,115	1,115	725	1,086	1,029	1,029
Health, Dental & Life Ins	8,366	7,649	7,649	6,370	6,965	6,965	6,965
<b>Total Wages &amp; Related</b>	<b>\$ 90,723</b>	<b>\$ 85,389</b>	<b>\$ 85,389</b>	<b>\$ 86,686</b>	<b>\$ 85,386</b>	<b>\$ 81,314</b>	<b>\$ 81,314</b>
<b>Operating Expenditures</b>							
Training	331	500	500	245	250	250	250
Travel	177	200	200	240	200	200	200
Office Supplies	862	700	700	317	300	300	300
Subscriptions/Memberships	278	400	400	336	400	400	400
Books/Tapes/Publications	101	250	250	0	100	100	100
Printing	129	200	200	85	100	100	100
Advertising		235	235	0	100	100	100
Auto Repair/Maintenance		300	300	0	50	50	50
Fuel		200	200	0	100	100	100
Electric	899	900	900	655	900	900	900
Gas/Propane	227	310	310	240	325	325	325
Water	369	350	350	157	200	200	200
Sewer	147	140	140	110	140	140	140
Waste Removal	80	90	90	60	90	90	90
Telephone	21	50	50	0	0	0	0
Pest Control	14	20	20	11	20	20	20
Consulting Services	3,418	9,500	9,500	4,188	7,500	2,500	2,500
Legal Services	3,093	6,000	6,000	851	4,000	4,000	4,000
Office Equipment	206	250	250	0	400	400	400
Streets Surveys		15,000	15,000	0	15,000	0	0
<b>Total Operating Expenditures</b>	<b>\$ 10,352</b>	<b>\$ 35,595</b>	<b>\$ 35,595</b>	<b>\$ 7,495</b>	<b>\$ 30,175</b>	<b>\$ 10,175</b>	<b>\$ 10,175</b>
<b>Equipment/Capital Expenditures</b>							
N/A							
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 101,075</b>	<b>\$ 120,984</b>	<b>\$ 120,984</b>	<b>\$ 94,181</b>	<b>\$ 115,561</b>	<b>\$ 91,489</b>	<b>\$ 91,489</b>
<b>Revenues</b>							
Plan Review Fees	165	0	0	4,125	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 165</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,125</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 100,910</b>	<b>\$ 120,984</b>	<b>\$ 120,984</b>	<b>\$ 90,056</b>	<b>\$ 115,561</b>	<b>\$ 91,489</b>	<b>\$ 91,489</b>

# 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	18,984	21,359	21,359	1,893	27,771	25,822	25,822
FICA	1,177	1,324	1,324	117	1,722	1,605	1,605
Medicare	275	310	310	27	403	375	375
Retirement	1,807	2,157	2,157	191	3,097	2,886	2,886
Unemployment	15	28	28	6	46	46	46
Workman's Compensation	569	870	870	485	464	432	432
Health, Dental & Life Ins	2,183	2,920	2,920	314	3,734	3,734	3,734
<b>Total Wages &amp; Related</b>	<b>\$ 25,010</b>	<b>\$ 28,968</b>	<b>\$ 28,968</b>	<b>\$ 3,033</b>	<b>\$ 37,237</b>	<b>\$ 34,900</b>	<b>\$ 34,900</b>
<b>Operating Expenditures</b>							
Training		1,200	1,200	75	800	500	500
Travel	14	300	300	379	200	200	200
Office Supplies	85	50	50	33	50	50	50
Subscriptions/Memberships		100	100	0	100	100	100
Books/Tapes/Publications		100	100	0	100	100	100
Printing	235	150	150	0	50	50	50
Consulting Services		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
<b>Total Operating Expenditures</b>	<b>\$ 17,779</b>	<b>\$ 5,400</b>	<b>\$ 5,400</b>	<b>\$ 3,487</b>	<b>\$ 4,400</b>	<b>\$ 4,100</b>	<b>\$ 4,100</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 42,789</b>	<b>\$ 34,368</b>	<b>\$ 34,368</b>	<b>\$ 6,520</b>	<b>\$ 41,637</b>	<b>\$ 39,000</b>	<b>\$ 39,000</b>
<b>Revenues</b>							
Yav County Flood Control	2,939	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 2,939</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 39,850</b>	<b>\$ 34,368</b>	<b>\$ 34,368</b>	<b>\$ 6,520</b>	<b>\$ 41,637</b>	<b>\$ 39,000</b>	<b>\$ 39,000</b>

# 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)	Janitor (2.0)
Maintenance Foreman (1.0)	Public Works Analyst (0.10)
Parks Lead Worker (1.0)	Maintenance Worker (1.85)
Administrative Assistant (.17)	

### Accomplishments for the Fiscal Year 2011/2012:

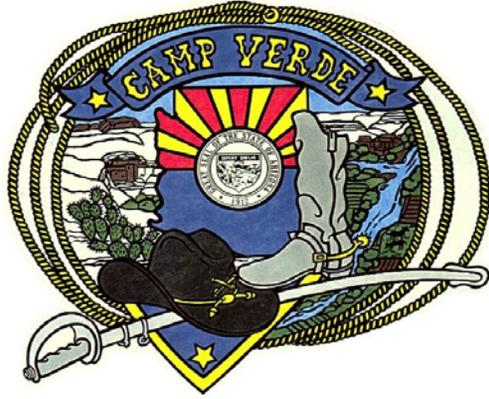
1. Re-lamp of the lights at Butler Baseball fields and extend service contract
2. Prep all buildings for paint & Manage painting Contract to re-paint all Campus Buildings
3. Complete sprinkler system on Town grounds and plant grass and landscape.
4. Pool heater changed out. Add new fixtures on lavatories 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.

# Maintenance

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	202,236	195,768	195,768	137,388	217,684	216,533	216,533
Overtime	261	400	400	0	0	0	0
FICA	12,436	12,162	12,162	8,426	13,496	13,425	13,425
Medicare	2,908	2,844	2,844	1,971	3,156	3,140	3,140
Retirement	19,859	19,617	19,617	13,876	23,526	23,398	23,398
Unemployment	551	400	400	468	605	605	605
Workman's Compensation	5,567	10,421	10,421	5,851	7,880	7,839	7,839
Health, Dental & Life Ins	39,943	34,768	34,768	30,154	48,824	48,824	48,824
<b>Total Wages &amp; Related</b>	<b>\$ 283,761</b>	<b>\$ 276,380</b>	<b>\$ 276,380</b>	<b>\$ 198,134</b>	<b>\$ 315,171</b>	<b>\$ 313,764</b>	<b>\$ 313,764</b>
<b>Operating Expenditures</b>							
Training	1,180	3,800	3,800	3,648	3,800	2,400	2,400
Travel	164	500	500	914	500	500	500
Uniforms	2,111	2,400	2,400	1,594	2,400	2,400	2,400
Office Supplies	243	250	250	231	300	300	300
Advertising		230	230	59	100	100	100
Software Recurring Fees					1,200	1,200	1,200
Auto Repair/Maintenance	3,264	4,000	4,000	3,144	6,000	6,000	6,000
Fuel	5,679	7,600	7,600	3,499	6,600	6,600	6,600
Electric	2,272	2,800	2,800	1,651	2,800	2,800	2,800
Gas/Propane	540	750	750	560	750	750	750
Water	559	750	750	530	750	750	750
Sewer	382	350	350	287	350	350	350
Waste Removal	218	250	250	150	250	250	250
Cell Phone	895	1,050	1,050	1,199	1,475	1,475	1,475
Pest Control	935	600	600	29	100	100	100
Legal Services		400	400	0	200	200	200
Equipment Rental		500	500	0	250	250	250
Office Equipment		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	28,398	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		200	200	431	200	200	200
Fire Extinguishers	1,501	3,000	3,000	1,343	4,300	4,300	4,300
Park Facilities Maintenance	9,547	13,890	13,890	9,743	13,890	13,890	13,890
Grounds Maintenance	8,506	8,500	8,500	2,821	8,500	8,500	8,500
Flags & Banners					1,400	1,400	1,400
Fertilizer / Herbicides	4,576	6,200	6,200	1,575	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	4,684	6,000	6,000	6,000
Mats & Rugs	2,509	2,700	2,700	1,698	2,700	2,700	2,700
<b>Total Operating Expenditures</b>	<b>\$ 98,036</b>	<b>\$ 113,520</b>	<b>\$ 113,520</b>	<b>\$ 74,552</b>	<b>\$ 118,715</b>	<b>\$ 113,015</b>	<b>\$ 113,015</b>
<b>Total Departmental Expenditures</b>	<b>\$ 381,797</b>	<b>\$ 389,900</b>	<b>\$ 389,900</b>	<b>\$ 272,686</b>	<b>\$ 433,886</b>	<b>\$ 426,779</b>	<b>\$ 426,779</b>
<b>Revenues</b>							
(Moved to P&R-Fac Rental Fees)	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating Transfers</b>							
Transfer In from Parks Fund (Maint)	0	0	0	0	(13,890)	(13,890)	(13,890)
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (13,890)</b>	<b>\$ (13,890)</b>	<b>\$ (13,890)</b>
<b>Net Effect on General Fund</b>	<b>\$ 381,797</b>	<b>\$ 389,900</b>	<b>\$ 389,900</b>	<b>\$ 272,686</b>	<b>\$ 419,996</b>	<b>\$ 412,889</b>	<b>\$ 412,889</b>



# Community Development

## Community Development Summary

	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
Wages & Related	\$ 257,665	\$ 216,955	\$ 216,955	\$ 155,253	\$ 316,086	\$ 286,734	\$ 286,734
Operating Expenditures	\$ 78,209	\$ 48,456	\$ 48,456	\$ 26,473	\$ 94,906	\$ 71,301	\$ 71,301
Equipment/Capital Expenditures	\$ 2,105	\$ 4,650	\$ 4,650	\$ 1,488	\$ 2,000	\$ 2,000	\$ 2,000
<b>Total Expenditures</b>	<b>\$ 337,979</b>	<b>\$ 270,061</b>	<b>\$ 270,061</b>	<b>\$ 183,214</b>	<b>\$ 412,992</b>	<b>\$ 360,035</b>	<b>\$ 360,035</b>
<b>Revenues</b>							
Total Revenues	\$ 101,929	\$ 73,361	\$ 73,361	\$ 103,842	\$ 98,525	\$ 98,525	\$ 98,525
<b>Operating Transfers</b>							
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Effect on General Fund</b>	<b>\$ 236,050</b>	<b>\$ 196,700</b>	<b>\$ 196,700</b>	<b>\$ 79,372</b>	<b>\$ 314,467</b>	<b>\$ 261,510</b>	<b>\$ 261,510</b>

# 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 Statute.
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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	26,515	24,933	24,933	43,897	26,203	23,541	23,541
FICA	1,462	1,546	1,546	2,580	1,625	1,460	1,460
Medicare	342	362	362	603	380	341	341
Retirement	2,618	2,518	2,518	4,434	2,922	2,625	2,625
Unemployment	38	28	28	97	40	37	37
Workman's Compensation	275	357	357	366	1,084	1,034	1,034
Health, Dental & Life Ins	3,448	3,477	3,477	7,394	3,231	3,016	3,016
<b>Total Wages &amp; Related</b>	<b>\$ 34,698</b>	<b>\$ 33,221</b>	<b>\$ 33,221</b>	<b>\$ 59,371</b>	<b>\$ 35,485</b>	<b>\$ 32,054</b>	<b>\$ 32,054</b>
<b>Operating Expenditures</b>							
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					120	120	120
Printing		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	318	840	840	840
Electric	1,825	1,835	1,835	1,280	1,835	1,835	1,835
Gas/Propane	354	400	400	244	400	400	400
Water	425	460	460	240	460	460	460
Sewer	470	530	530	353	530	530	530
Waste Removal	128	150	150	96	150	150	150
Cell Phone	87						
Pest Control	43	50	50	36	50	50	50
Legal Services	648	1,000	1,000	74	1,000	1,000	1,000
Equipment Maint. Agreements	312	0	0	409	500	500	500
Safety Equipment	38	75	75	0	150	150	150
Maps / Cartography		50	50	2	50	50	50
Recording Fees	13						
<b>Total Operating Expenditures</b>	<b>\$ 5,144</b>	<b>\$ 9,440</b>	<b>\$ 9,440</b>	<b>\$ 5,294</b>	<b>\$ 10,875</b>	<b>\$ 10,875</b>	<b>\$ 10,875</b>
<b>Equipment/Capital Expenditures</b>							
Equipment Lease		850	850	372	500	500	500
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ 850</b>	<b>\$ 850</b>	<b>\$ 372</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Total Departmental Expenditures</b>	<b>\$ 39,842</b>	<b>\$ 43,511</b>	<b>\$ 43,511</b>	<b>\$ 65,037</b>	<b>\$ 46,860</b>	<b>\$ 43,429</b>	<b>\$ 43,429</b>
<b>Revenues</b>							
Copies	80	25	25	13	25	25	25
<b>Total Departmental Revenues</b>	<b>\$ 80</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 13</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 25</b>
<b>Net Effect on General Fund</b>	<b>\$ 39,762</b>	<b>\$ 43,486</b>	<b>\$ 43,486</b>	<b>\$ 65,024</b>	<b>\$ 46,835</b>	<b>\$ 43,404</b>	<b>\$ 43,404</b>

# 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/disbursement 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	69,269	65,177	65,177	51,576	85,406	75,489	75,489
FICA	4,253	4,041	4,041	2,963	5,295	4,680	4,680
Medicare	994	945	945	693	1,238	1,095	1,095
Retirement	6,830	6,583	6,583	5,209	9,523	8,417	8,417
Unemployment	161	100	100	170	164	159	159
Workman's Compensation	516	596	596	546	1,153	1,019	1,019
Health, Dental & Life Ins	12,231	12,308	12,308	9,832	13,211	12,852	12,852
<b>Total Wages &amp; Related</b>	<b>\$ 94,254</b>	<b>\$ 89,750</b>	<b>\$ 89,750</b>	<b>\$ 70,989</b>	<b>\$ 115,990</b>	<b>\$ 103,711</b>	<b>\$ 103,711</b>
<b>Operating Expenditures</b>							
Training	200	1,300	1,300	880	2,500	1,750	1,750
Travel	95	1,280	1,280	0	1,500	1,500	1,500
Office Supplies	719	1,500	1,500	59	1,500	1,500	1,500
Subscriptions/Memberships	250	300	300	150	300	300	300
Books/Tapes/Publications		250	250	603	1,500	1,500	1,500
Printing	451	525	525	2	525	525	525
Advertising		50	50	0	250	250	250
Postage	65						
Auto Repair/Maintenance	773	1,000	1,000	1	1,000	1,000	1,000
Fuel	980	1,800	1,800	669	2,500	2,500	2,500
Electric	1,483	1,800	1,800	1,040	1,800	1,800	1,800
Gas/Propane	284	325	325	198	325	325	325
Water	304	350	350	247	350	350	350
Sewer	382	470	470	287	470	470	470
Waste Removal	104	126	126	78	126	126	126
Cell Phone	141	300	300	157	300	300	300
Pest Control	35	40	40	29	40	40	40
Consulting Services	1,427	10,000	10,000	13,009	10,000	10,000	10,000
Legal Services	241	1,000	1,000	0	2,500	2,500	2,500
Equipment Maint. Agreements	308	0	0	295	500	500	500
Office Equipment		100	100		0	0	0
Credit Card Processing Fees	2,115	1,500	1,500	716	1,500	1,500	1,500
Safety Equipment	37	100	100	0	150	150	150
Fire Inspection Fees		0	0	750			
<b>Total Operating Expenditures</b>	<b>\$ 10,394</b>	<b>\$ 24,116</b>	<b>\$ 24,116</b>	<b>\$ 19,170</b>	<b>\$ 29,636</b>	<b>\$ 28,886</b>	<b>\$ 28,886</b>
<b>Equipment/Capital Expenditures</b>							
Equipment Lease	738	1,000	1,000	372	500	500	500
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 738</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 372</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Total Departmental Expenditures</b>	<b>\$ 105,386</b>	<b>\$ 114,866</b>	<b>\$ 114,866</b>	<b>\$ 90,531</b>	<b>\$ 146,126</b>	<b>\$ 133,097</b>	<b>\$ 133,097</b>
<b>Revenues</b>							
Plan Review Fees	24,312	21,084	21,084	32,868	33,000	33,000	33,000
Building Permits	59,940	45,252	45,252	59,321	60,000	60,000	60,000
<b>Total Departmental Revenues</b>	<b>\$ 84,252</b>	<b>\$ 66,336</b>	<b>\$ 66,336</b>	<b>\$ 92,189</b>	<b>\$ 93,000</b>	<b>\$ 93,000</b>	<b>\$ 93,000</b>
<b>Net Effect on General Fund</b>	<b>\$ 21,134</b>	<b>\$ 48,530</b>	<b>\$ 48,530</b>	<b>\$ (1,658)</b>	<b>\$ 53,126</b>	<b>\$ 40,097</b>	<b>\$ 40,097</b>

# 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 be 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 expected for Fiscal Year 2012/2013.

## Current Planning

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	42,456	39,151	39,151	8,877	39,427	34,024	34,024
FICA	2,525	2,427	2,427	522	2,444	2,109	2,109
Medicare	591	568	568	122	572	493	493
Retirement	4,185	3,954	3,954	854	4,396	3,794	3,794
Unemployment	102	60	60	31	73	73	73
Workman's Compensation	307	302	302	168	276	238	238
Health, Dental & Life Ins	7,068	7,301	7,301	1,363	5,888	5,888	5,888
<b>Total Wages &amp; Related</b>	<b>\$ 57,234</b>	<b>\$ 53,763</b>	<b>\$ 53,763</b>	<b>\$ 11,937</b>	<b>\$ 53,076</b>	<b>\$ 46,619</b>	<b>\$ 46,619</b>
<b>Operating Expenditures</b>							
Office Supplies	262	1,000	1,000	404	1,000	1,000	1,000
Printing		100	100	0	100	100	100
Advertising	284	1,000	1,000	96	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			182	500	500	500
Maps / Cartography		25	25	0	25	25	25
Recording Fees	72	0	0	0	100	100	100
<b>Total Operating Expenditures</b>	<b>\$ 4,432</b>	<b>\$ 7,125</b>	<b>\$ 7,125</b>	<b>\$ 1,126</b>	<b>\$ 7,725</b>	<b>\$ 5,725</b>	<b>\$ 5,725</b>
<b>Equipment/Capital Expenditures</b>							
Equipment Lease	1,367	1,800	1,800	372	500	500	500
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 1,367</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ 372</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Total Departmental Expenditures</b>	<b>\$ 63,033</b>	<b>\$ 62,688</b>	<b>\$ 62,688</b>	<b>\$ 13,435</b>	<b>\$ 61,301</b>	<b>\$ 52,844</b>	<b>\$ 52,844</b>
<b>Revenues</b>							
Permit Fees	11,624	5,000	5,000	2,625	5,000	5,000	5,000
Recording Fees	196	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 11,820</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 2,625</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>Net Effect on General Fund</b>	<b>\$ 51,213</b>	<b>\$ 57,688</b>	<b>\$ 57,688</b>	<b>\$ 10,810</b>	<b>\$ 56,301</b>	<b>\$ 47,844</b>	<b>\$ 47,844</b>

# 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 budget.

### 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 = \$2,000.00, 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	43,062	11,466	11,466	4,984	26,294	23,203	23,203
FICA	2,626	711	711	280	1,630	1,439	1,439
Medicare	614	166	166	66	381	336	336
Retirement	4,245	1,158	1,158	503	2,932	2,587	2,587
Unemployment	87	77	77	23	44	44	44
Workman's Compensation	234	65	65	131	316	278	278
Health, Dental & Life Ins	5,666	1,565	1,565	627	3,590	3,590	3,590
<b>Total Wages &amp; Related</b>	<b>\$ 56,534</b>	<b>\$ 15,208</b>	<b>\$ 15,208</b>	<b>\$ 6,614</b>	<b>\$ 35,187</b>	<b>\$ 31,477</b>	<b>\$ 31,477</b>
<b>Operating Expenditures</b>							
Office Supplies	33	200	200	0	2,000	1,000	1,000
Subscriptions/Memberships	352						
Printing		0	0	0	500	100	100
Advertising	353	300	300	0	2,000	1,000	1,000
Postage	111						
Computer Services/Software	706						
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					840	840	840
Maps / Cartography		200	200	0	3,000	1,500	1,500
General Plan	182	500	500	0	1,000	500	500
<b>Total Operating Expenditures</b>	<b>\$ 57,390</b>	<b>\$ 4,200</b>	<b>\$ 4,200</b>	<b>\$ -</b>	<b>\$ 21,340</b>	<b>\$ 10,940</b>	<b>\$ 10,940</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 113,924</b>	<b>\$ 19,408</b>	<b>\$ 19,408</b>	<b>\$ 6,614</b>	<b>\$ 56,527</b>	<b>\$ 42,417</b>	<b>\$ 42,417</b>
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 113,924</b>	<b>\$ 19,408</b>	<b>\$ 19,408</b>	<b>\$ 6,614</b>	<b>\$ 56,527</b>	<b>\$ 42,417</b>	<b>\$ 42,417</b>

# 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 (1) (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:

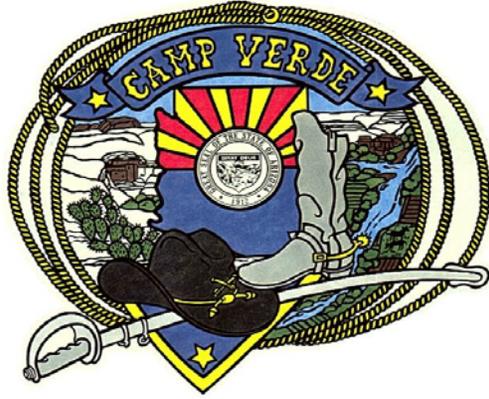
- \* By utilizing the Animal Control Officers, for Code Enforcement, a Town vehicle is already available thus reducing cost.
- \* With sharing of the Animal Control Officers, there will always be two (2) officers available for assistance and backup to Animal Control issues when needed.

### Fiscal Notes

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

## Code Enforcement

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	11,057	18,247	18,247	4,624	54,582	51,693	51,693
FICA	656	1,131	1,131	264	3,384	3,205	3,205
Medicare	153	265	265	62	791	750	750
Retirement	1,090	1,843	1,843	467	6,086	5,764	5,764
Unemployment	22	24	24	12	131	131	131
Workman's Compensation	189	304	304	172	819	775	775
Health, Dental & Life Ins	1,778	3,199	3,199	741	10,555	10,555	10,555
<b>Total Wages &amp; Related</b>	<b>\$ 14,945</b>	<b>\$ 25,013</b>	<b>\$ 25,013</b>	<b>\$ 6,342</b>	<b>\$ 76,348</b>	<b>\$ 72,873</b>	<b>\$ 72,873</b>
<b>Operating Expenditures</b>							
Training		0	0	0	400	400	400
Travel		0	0	0	200	200	200
Office Supplies	186	100	100	15	300	100	100
Auto Repair/Maintenance	0	600	600	0	600	600	600
Fuel	289	600	600	315	840	600	600
Cell Phone	139	275	275	75	290	275	275
Legal Services		2,000	2,000	296	2,000	2,000	2,000
Equipment Maint. Agreements	235	0	0	182	500	500	500
Nuisance Abatement					10,000	5,000	5,000
Dangerous Bldg. Abatement					10,000	5,000	5,000
Recording Fees					200	200	200
<b>Total Operating Expenditures</b>	<b>\$ 849</b>	<b>\$ 3,575</b>	<b>\$ 3,575</b>	<b>\$ 883</b>	<b>\$ 25,330</b>	<b>\$ 14,875</b>	<b>\$ 14,875</b>
<b>Equipment/Capital Expenditures</b>							
Equipment Lease		1,000	1,000	372	500	500	500
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 372</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Total Departmental Expenditures</b>	<b>\$ 15,794</b>	<b>\$ 29,588</b>	<b>\$ 29,588</b>	<b>\$ 7,597</b>	<b>\$ 102,178</b>	<b>\$ 88,248</b>	<b>\$ 88,248</b>
<b>Revenues</b>							
Permit Fees	5,572	0	0	8,211	0	0	0
Zoning Fines	205	2,000	2,000	804	500	500	500
<b>Total Departmental Revenues</b>	<b>\$ 5,777</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 9,015</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Net Effect on General Fund</b>	<b>\$ 10,017</b>	<b>\$ 27,588</b>	<b>\$ 27,588</b>	<b>\$ (1,418)</b>	<b>\$ 101,678</b>	<b>\$ 87,748</b>	<b>\$ 87,748</b>



# Marshal's Office

## Marshal's Department Summary

	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
Wages & Related	\$ 1,712,621	\$ 1,849,688	\$ 1,849,688	\$ 1,292,147	\$ 1,833,160	\$ 1,824,452	\$ 1,825,352
Operating Expenditures	\$ 188,145	\$ 236,730	\$ 236,730	\$ 148,183	\$ 260,926	\$ 260,926	\$ 260,926
Equipment/Capital Expenditures	\$ 2,955	\$ 4,300	\$ 4,300	\$ 3,118	\$ 2,630	\$ 2,630	\$ 2,630
<b>Total Expenditures</b>	<b>\$ 1,903,721</b>	<b>\$ 2,090,718</b>	<b>\$ 2,090,718</b>	<b>\$ 1,443,448</b>	<b>\$ 2,096,716</b>	<b>\$ 2,088,008</b>	<b>\$ 2,088,908</b>
<b>Revenues</b>							
Total Revenues	\$ 86,720	\$ 89,475	\$ 89,475	\$ 82,142	\$ 84,400	\$ 84,400	\$ 84,400
<b>Operating Transfers</b>							
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Effect on General Fund</b>	<b>\$ 1,817,001</b>	<b>\$ 2,001,243</b>	<b>\$ 2,001,243</b>	<b>\$ 1,361,306</b>	<b>\$ 2,012,316</b>	<b>\$ 2,003,608</b>	<b>\$ 2,004,508</b>

# 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)	Dispatch Supervisor (1)
Commander (1)	Dispatcher (6) *1 vacant position
Sergeant (4)	Admin Assistant (1)
Deputy (11) *4 vacant positions	Records Specialist (1)
Detective (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 split between four agencies

### Department Statistics FY 2011-2012

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

# Marshal's Department

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	1,156,293	1,196,633	1,196,633	827,894	1,226,699	1,226,699	1,226,699
Overtime	33,658	35,000	35,000	28,878	40,000	40,000	40,000
Holiday Pay	15,085	12,000	12,000	25,613	30,000	30,000	30,000
Uniform Allowance	18,300	20,400	20,400	13,423	22,500	21,600	22,500
FICA	31,878	32,770	32,770	22,170	33,734	33,734	33,734
Medicare	17,134	18,328	18,328	12,567	17,787	17,787	17,787
Retirement	150,457	188,709	188,709	129,330	177,084	177,084	177,084
Unemployment	2,414	1,693	1,693	2,253	2,400	2,400	2,400
Workman's Compensation	29,497	39,819	39,819	34,056	43,143	43,143	43,143
Health, Dental & Life Ins	163,235	207,632	207,632	127,443	192,663	184,855	184,855
<b>Total Wages &amp; Related</b>	<b>\$ 1,617,951</b>	<b>\$ 1,752,984</b>	<b>\$ 1,752,984</b>	<b>\$ 1,223,627</b>	<b>\$ 1,786,010</b>	<b>\$ 1,777,302</b>	<b>\$ 1,778,202</b>
<b>Operating Expenditures</b>							
Training	5,684	8,000	8,000	2,408	8,000	8,000	8,000
Travel	2,262	6,000	6,000	1,409	6,000	6,000	6,000
Uniforms	512	2,400	2,400	760	0	0	0
Office Supplies	4,695	8,000	8,000	5,241	6,000	6,000	6,000
Subscriptions/Memberships	270	990	990	1,085	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			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	32,869	40,000	40,000	40,000
Fuel	48,746	55,000	55,000	39,820	60,000	60,000	60,000
Electric	18,788	22,000	22,000	13,040	22,000	22,000	22,000
Gas/Propane	2,509	3,500	3,500	2,383	3,500	3,500	3,500
Water	2,866	3,000	3,000	2,118	3,000	3,000	3,000
Sewer	2,118	2,400	2,400	1,925	2,400	2,400	2,400
Waste Removal	600	1,600	1,600	450	1,800	1,800	1,800
Telephone	6,946	9,000	9,000	5,806	0	0	0
Cell Phone	404	500	500	232	500	500	500
Pest Control	350	315	315	275	315	315	315
Legal Services	167	3,000	3,000	0	15,000	15,000	15,000
Equipment Maint. Agreements	1,397	3,000	3,000	137	4,150	4,150	4,150
Patrol/Investigation Equip.	4,234	5,000	5,000	5,010	5,800	5,800	5,800
Patrol/Investigation Equip. Maint	2,187	3,000	3,000	2,125	3,000	3,000	3,000
Communication Equipment		500	500	692	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	1,656	1,800	1,800	1,800
Crime Prevention		500	500	0	500	500	500
Advocacy Center	2,646	2,700	2,700	2,646	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	671	1,000	1,000	1,000
<b>Total Operating Expenditures</b>	<b>\$ 157,584</b>	<b>\$ 201,005</b>	<b>\$ 201,005</b>	<b>\$ 123,847</b>	<b>\$ 228,726</b>	<b>\$ 228,726</b>	<b>\$ 228,726</b>
<b>Equipment/Capital Expenditures</b>							
Equipment Lease	2,955	4,300	4,300	3,118	2,630	2,630	2,630
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 2,955</b>	<b>\$ 4,300</b>	<b>\$ 4,300</b>	<b>\$ 3,118</b>	<b>\$ 2,630</b>	<b>\$ 2,630</b>	<b>\$ 2,630</b>
<b>Total Departmental Expenditures</b>	<b>\$ 1,778,490</b>	<b>\$ 1,958,289</b>	<b>\$ 1,958,289</b>	<b>\$ 1,350,592</b>	<b>\$ 2,017,366</b>	<b>\$ 2,008,658</b>	<b>\$ 2,009,558</b>
<b>Revenues</b>							
Copies	1,514	2,000	2,000	1,100	1,400	1,400	1,400
Fingerprint Fees	965	1,000	1,000	740	800	800	800
Miscellaneous	618	2,400	2,400	1,687	0	0	0
Yav-Apache Dispatch	71,750	72,675	72,675	72,725	73,600	73,600	73,600
<b>Total Departmental Revenues</b>	<b>\$ 74,847</b>	<b>\$ 78,075</b>	<b>\$ 78,075</b>	<b>\$ 76,252</b>	<b>\$ 75,800</b>	<b>\$ 75,800</b>	<b>\$ 75,800</b>
<b>Net Effect on General Fund</b>	<b>\$ 1,703,643</b>	<b>\$ 1,880,214</b>	<b>\$ 1,880,214</b>	<b>\$ 1,274,340</b>	<b>\$ 1,941,566</b>	<b>\$ 1,932,858</b>	<b>\$ 1,933,758</b>

# 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 community. The officer will enforce town ordinances, town codes and state and local laws pertaining to animals, nuisance and town code violations involving property owners rights as well as the Town of Camp Verde's planning and zoning ordinance.

## Department Duties/Description

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

### Department Staffing:

Animal Control/ Code Enforcement Officer (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:

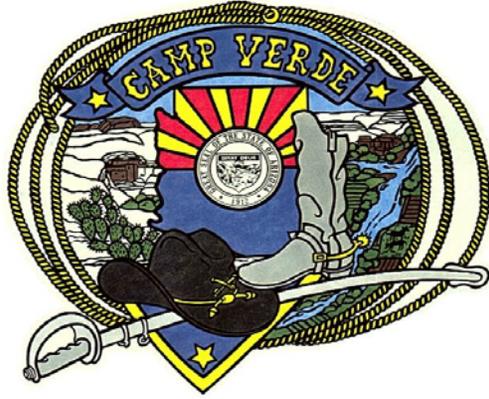
1. Continue animal welfare programs by working with other organizations to offer clinics and community education
2. Train new animal control officer.
3. Review current facility and procedure of the animal control program for more efficient and economical process
4. Maintain relationship with WalMart 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 training 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	66,051	65,366	65,366	45,900	29,213	29,213	29,213
Overtime	317	1,000	1,000	515	1,000	1,000	1,000
Holiday Pay	282	1,000	1,000	941	1,000	1,000	1,000
Uniform Allowance	1,800	1,800	1,800	1,350	1,800	1,800	1,800
FICA	4,244	4,288	4,288	3,020	1,811	1,811	1,811
Medicare	993	1,003	1,003	706	424	424	424
Retirement	6,571	6,804	6,804	4,783	3,257	3,257	3,257
Unemployment	175	113	113	155	89	89	89
Workman's Compensation	1,149	1,423	1,423	1,171	1,376	1,376	1,376
Health, Dental & Life Ins	13,088	13,907	13,907	9,979	7,180	7,180	7,180
<b>Total Wages &amp; Related</b>	<b>\$ 94,670</b>	<b>\$ 96,704</b>	<b>\$ 96,704</b>	<b>\$ 68,520</b>	<b>\$ 47,150</b>	<b>\$ 47,150</b>	<b>\$ 47,150</b>
<b>Operating Expenditures</b>							
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	352	0	0	0
Auto Repair/Maintenance	140	500	500	494	1,000	1,000	1,000
Fuel	2,269	2,500	2,500	1,919	3,000	3,000	3,000
Electric	2,782	2,900	2,900	2,010	0	0	0
Gas/Propane	1,830	2,700	2,700	2,016	0	0	0
Telephone	344	500	500	269	0	0	0
Legal Services		1,000	1,000	0	0	0	0
Animal Control Equipment	1,426	2,500	2,500	1,487	2,500	2,500	2,500
Animal Cremations	1,352	1,500	1,500	1,567	1,900	1,900	1,900
Facility Lease Payments	18,930	19,200	19,200	13,633	21,000	21,000	21,000
<b>Total Operating Expenditures</b>	<b>\$ 30,561</b>	<b>\$ 35,725</b>	<b>\$ 35,725</b>	<b>\$ 24,336</b>	<b>\$ 32,200</b>	<b>\$ 32,200</b>	<b>\$ 32,200</b>
<b>Equipment/Capital Expenditures</b>							
N/A		0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 125,231</b>	<b>\$ 132,429</b>	<b>\$ 132,429</b>	<b>\$ 92,856</b>	<b>\$ 79,350</b>	<b>\$ 79,350</b>	<b>\$ 79,350</b>
<b>Revenues</b>							
Dog Licenses	7,748	5,700	5,700	3,610	5,400	5,400	5,400
Impound Fees	3,016	3,200	3,200	1,620	2,200	2,200	2,200
Adoption Fees	1,109	2,500	2,500	660	1,000	1,000	1,000
<b>Total Departmental Revenues</b>	<b>\$ 11,873</b>	<b>\$ 11,400</b>	<b>\$ 11,400</b>	<b>\$ 5,890</b>	<b>\$ 8,600</b>	<b>\$ 8,600</b>	<b>\$ 8,600</b>
<b>Net Effect on General Fund</b>	<b>\$ 113,358</b>	<b>\$ 121,029</b>	<b>\$ 121,029</b>	<b>\$ 86,966</b>	<b>\$ 70,750</b>	<b>\$ 70,750</b>	<b>\$ 70,750</b>



# 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	129,657	111,892	111,892	98,713	153,535	153,535	153,535
FICA	8,039	6,937	6,937	6,120	9,519	9,519	9,519
Medicare	1,880	1,622	1,622	1,431	2,226	2,226	2,226
Retirement	11,767	11,180	11,180	8,293	16,142	16,142	16,142
Unemployment	383	237	237	309	333	333	333
Workman's Compensation	815	631	631	656	1,091	1,091	1,091
Health, Dental & Life Ins	19,366	33,029	33,029	14,683	25,130	25,130	25,130
<b>Total Wages &amp; Related</b>	<b>\$ 171,907</b>	<b>\$ 165,528</b>	<b>\$ 165,528</b>	<b>\$ 130,205</b>	<b>\$ 207,976</b>	<b>\$ 207,976</b>	<b>\$ 207,976</b>
<b>Operating Expenditures</b>							
Training		500	500	75	700	700	700
Travel		200	200	55	300	300	300
Office Supplies	5,589	5,000	5,000	3,641	6,000	6,000	6,000
Subscriptions/Memberships	263						
Books/Tapes/Publications	13,591	13,500	13,500	12,672	26,000	15,000	15,000
Postage	2,981	3,500	3,500	3,004	4,000	3,000	3,000
Computer Services/Software	1,203			320	500	500	500
Electric	5,997	5,500	5,500	4,135	5,666	5,666	5,666
Gas/Propane	4,993	3,500	3,500	3,534	4,000	4,000	4,000
Water	464	750	750	276	750	750	750
Waste Removal	456	500	500	342	500	500	500
Telephone	1,631	1,500	1,500	1,292	0	0	0
Pest Control	205	200	200	171	200	200	200
Legal Services	148	500	500	592			
Contract Labor/Services	4,863	5,000	5,000	3,175	5,600	5,000	5,000
Equipment Rental	670	3,000	3,000	839	2,000	2,000	2,000
Equipment Maint. Agreements	0	0	0	0			
Office Equipment	0	0	0	334	500	500	500
Service Charges	4						
Equipment Maintenance	258	500	500	0	500	500	500
Volunteer Expense	953	1,000	1,000	626	1,100	1,100	1,100
Library Programs	891	1,500	1,500	188	1,600	1,500	1,500
Amigo/Aznet Database	1,095	2,500	2,500	798	2,000	2,000	2,000
Dynix Automation	7,210	13,000	13,000	5,575	8,000	8,000	8,000
<b>Total Operating Expenditures</b>	<b>\$ 53,465</b>	<b>\$ 61,650</b>	<b>\$ 61,650</b>	<b>\$ 41,644</b>	<b>\$ 69,916</b>	<b>\$ 57,216</b>	<b>\$ 57,216</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 225,372</b>	<b>\$ 227,178</b>	<b>\$ 227,178</b>	<b>\$ 171,849</b>	<b>\$ 277,892</b>	<b>\$ 265,192</b>	<b>\$ 265,192</b>
<b>Revenues</b>							
Copies	731	627	627	946	1,100	1,100	1,100
Fee, Fines & Forfeitures	3,526	3,435	3,435	3,122	3,800	3,800	3,800
Book Rentals	0	0	0	68	0	0	0
Surplus Property Sales	726	1,000	1,000	636	770	770	770
Yav County Library District	84,754	105,942	105,942	44,496	89,800	89,800	89,800
<b>Total Departmental Revenues</b>	<b>\$ 89,737</b>	<b>\$ 111,004</b>	<b>\$ 111,004</b>	<b>\$ 49,268</b>	<b>\$ 95,470</b>	<b>\$ 95,470</b>	<b>\$ 95,470</b>
<b>Net Effect on General Fund</b>	<b>\$ 135,635</b>	<b>\$ 116,174</b>	<b>\$ 116,174</b>	<b>\$ 122,581</b>	<b>\$ 182,422</b>	<b>\$ 169,722</b>	<b>\$ 169,722</b>

# 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 public 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:

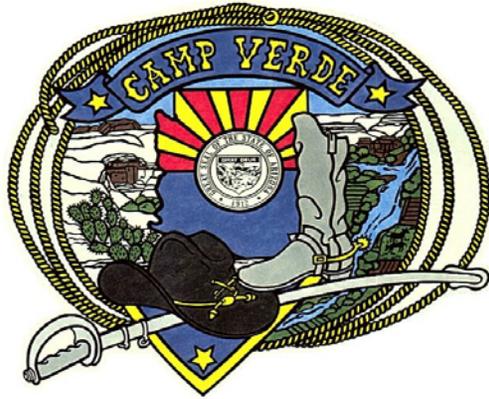
1. Books / Tapes / Publications line (01-710-20-703600) increased to satisfy the County requirement that we match their contribution to our book budget

### 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	47,702	58,946	58,946	31,727	61,085	61,085	61,085
FICA	2,954	3,655	3,655	1,965	3,787	3,787	3,787
Medicare	691	855	855	459	886	886	886
Retirement	4,550	5,953	5,953	3,204	6,811	6,811	6,811
Unemployment	89	113	113	86	111	111	111
Workman's Compensation	70	185	185	74	391	391	391
Health, Dental & Life Ins	6,544	15,645	15,645	4,989	8,975	8,975	8,975
<b>Total Wages &amp; Related</b>	<b>\$ 62,600</b>	<b>\$ 85,352</b>	<b>\$ 85,352</b>	<b>\$ 42,504</b>	<b>\$ 82,046</b>	<b>\$ 82,046</b>	<b>\$ 82,046</b>
<b>Operating Expenditures</b>							
Training		50	50	0	100	100	100
Travel		100	100	0	150	150	150
Books/Tapes/Publications	1,160	6,500	6,500	2,351	14,000	7,500	7,500
Electric	1,894	2,000	2,000	1,306	2,900	2,900	2,900
Gas/Propane		2,000	2,000	0	2,000	2,000	2,000
Water	136	150	150	87	150	150	150
Waste Removal	144	200	200	108	200	200	200
Telephone	515	650	650	408	0	0	0
Pest Control	65	105	105	54	650	650	650
Library Programs	1,212	2,000	2,000	1,353	2,500	2,000	2,000
<b>Total Operating Expenditures</b>	<b>\$ 5,126</b>	<b>\$ 13,755</b>	<b>\$ 13,755</b>	<b>\$ 5,667</b>	<b>\$ 22,650</b>	<b>\$ 15,650</b>	<b>\$ 15,650</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 67,726</b>	<b>\$ 99,107</b>	<b>\$ 99,107</b>	<b>\$ 48,171</b>	<b>\$ 104,696</b>	<b>\$ 97,696</b>	<b>\$ 97,696</b>
<b>Revenues</b>							
N/A	0	0	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 67,726</b>	<b>\$ 99,107</b>	<b>\$ 99,107</b>	<b>\$ 48,171</b>	<b>\$ 104,696</b>	<b>\$ 97,696</b>	<b>\$ 97,696</b>



# Parks & Rec

## Parks & Rec Department Summary

	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
Wages & Related	\$ 137,070	\$ 119,610	\$ 119,610	\$ 73,478	\$ 138,207	\$ 138,207	\$ 138,207
Operating Expenditures	\$ 86,683	\$ 97,124	\$ 97,124	\$ 62,686	\$ 144,254	\$ 117,254	\$ 117,254
Equipment/Capital Expenditures	\$ 1,533	\$ 1,895	\$ 1,895	\$ 4,345	\$ 1,895	\$ 1,895	\$ 1,895
<b>Total Expenditures</b>	<b>\$ 225,286</b>	<b>\$ 218,629</b>	<b>\$ 218,629</b>	<b>\$ 140,509</b>	<b>\$ 284,356</b>	<b>\$ 257,356</b>	<b>\$ 257,356</b>
<b>Revenues</b>							
Total Revenues	\$ 28,110	\$ 35,450	\$ 35,450	\$ 15,383	\$ 40,030	\$ 40,030	\$ 40,030
<b>Operating Transfers</b>							
Total Transfers	\$ (19,831)	\$ (72,000)	\$ (72,000)	\$ (33,674)	\$ (16,000)	\$ (16,000)	\$ (15,500)
<b>Net Effect on General Fund</b>	<b>\$ 177,345</b>	<b>\$ 111,179</b>	<b>\$ 111,179</b>	<b>\$ 91,452</b>	<b>\$ 228,326</b>	<b>\$ 201,326</b>	<b>\$ 201,826</b>

# Parks and Recreation

## Our Mission

The Town of Camp Verde Parks and Recreation Department is dedicated to providing quality recreational, educational, cultural, fitness, social and environmental opportunities. This department'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 lworqs
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 is 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	61,793	28,815	28,815	34,550	47,538	47,538	47,538
FICA	3,788	3,624	3,624	2,088	2,947	2,947	2,947
Medicare	886	847	847	488	689	689	689
Retirement	5,916	5,903	5,903	3,322	5,300	5,300	5,300
Unemployment	97	880	880	97	112	112	112
Workman's Compensation	1,195	1,563	1,563	1,030	1,669	1,669	1,669
Health, Dental & Life Ins	7,591	4,172	4,172	5,386	9,047	9,047	9,047
<b>Total Wages &amp; Related</b>	<b>\$ 81,266</b>	<b>\$ 45,804</b>	<b>\$ 45,804</b>	<b>\$ 46,961</b>	<b>\$ 67,302</b>	<b>\$ 67,302</b>	<b>\$ 67,302</b>
<b>Operating Expenditures</b>							
Training		350	350	0	0	0	0
Travel		250	250	0	0	0	0
Office Supplies	590	600	600	287	600	600	600
Subscriptions/Memberships		100	100	91	100	100	100
Electric	36,664	33,666	33,666	26,181	33,666	33,666	33,666
Gas/Propane	4,596	6,500	6,500	4,564	6,500	6,500	6,500
Water	2,590	3,000	3,000	2,095	3,000	3,000	3,000
Sewer	1,911	2,200	2,200	1,436	2,200	2,200	2,200
Waste Removal	3,042	3,150	3,150	2,184	3,150	3,150	3,150
Telephone		300	300	0	0	0	0
Pest Control	505	588	588	421	588	588	588
Legal Services	278	300	300	0	300	300	300
Equipment Maint. Agreements	360			105	450	450	450
Office Equipment	120				0	0	0
Rec. Equipment					5,880	5,880	5,880
Credit Card Processing Fees	781			200	0	0	0
OSHA Medical Supplies					500	500	500
Permits					400	400	400
<b>Total Operating Expenditures</b>	<b>\$ 51,437</b>	<b>\$ 51,004</b>	<b>\$ 51,004</b>	<b>\$ 37,564</b>	<b>\$ 57,334</b>	<b>\$ 57,334</b>	<b>\$ 57,334</b>
<b>Equipment/Capital Expenditures</b>							
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
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 1,533</b>	<b>\$ 1,895</b>	<b>\$ 1,895</b>	<b>\$ 4,345</b>	<b>\$ 1,895</b>	<b>\$ 1,895</b>	<b>\$ 1,895</b>
<b>Total Departmental Expenditures</b>	<b>\$ 134,236</b>	<b>\$ 98,703</b>	<b>\$ 98,703</b>	<b>\$ 88,870</b>	<b>\$ 126,531</b>	<b>\$ 126,531</b>	<b>\$ 126,531</b>
<b>Revenues</b>							
Facility Rental Fees	3,067	0	0	2,087	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 3,067</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,087</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 131,169</b>	<b>\$ 98,703</b>	<b>\$ 98,703</b>	<b>\$ 86,783</b>	<b>\$ 126,531</b>	<b>\$ 126,531</b>	<b>\$ 126,531</b>

# 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 Manual

### 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

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

#### Friday

Noon - 7:00pm	Open Swim
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#### Saturday

Noon - 7:00pm	Open Swim
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#### Sunday

1:00 - 5:00pm	Open Swim
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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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	40,148	46,243	46,243	18,197	52,941	52,941	52,941
FICA	2,486	2,867	2,867	1,127	3,282	3,282	3,282
Medicare	581	671	671	264	768	768	768
Retirement	305	4,671	4,671	158	1,048	1,048	1,048
Unemployment	515	375	375	390	672	672	672
Workman's Compensation	1,074	2,572	2,572	1,070	1,858	1,858	1,858
Health, Dental & Life Ins	578	1,460	1,460	319	1,795	1,795	1,795
<b>Total Wages &amp; Related</b>	<b>\$ 45,687</b>	<b>\$ 58,859</b>	<b>\$ 58,859</b>	<b>\$ 21,525</b>	<b>\$ 62,364</b>	<b>\$ 62,364</b>	<b>\$ 62,364</b>
<b>Operating Expenditures</b>							
Training	225	500	500	0	500	500	500
Electric	4,441	3,800	3,800	5,113	3,800	3,800	3,800
Gas/Propane	9,890	10,000	10,000	97	13,000	13,000	13,000
Waste Removal		225	225	350	225	225	225
Telephone	312	400	400	224	400	400	400
Pest Control	330	220	220	275	220	220	220
Pool Chemicals	3,295	4,500	4,500	2,922	4,500	4,500	4,500
Pool Supplies	170	500	500	14	3,700	3,700	3,700
Equipment Maintenance	5,230	5,000	5,000	1,643	5,000	5,000	5,000
Concession Supplies		200	200	25	200	200	200
Permits	397	400	400	0	900	900	900
<b>Total Operating Expenditures</b>	<b>\$ 24,290</b>	<b>\$ 25,745</b>	<b>\$ 25,745</b>	<b>\$ 10,663</b>	<b>\$ 32,445</b>	<b>\$ 32,445</b>	<b>\$ 32,445</b>
<b>Equipment/Capital Expenditures</b>							
N/A	0	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 69,977</b>	<b>\$ 84,604</b>	<b>\$ 84,604</b>	<b>\$ 32,188</b>	<b>\$ 94,809</b>	<b>\$ 94,809</b>	<b>\$ 94,809</b>
<b>Revenues</b>							
User Fees	17,231	17,000	17,000	7,166	17,000	17,000	17,000
Concession Sales	188	0	0	390	200	200	200
<b>Total Departmental Revenues</b>	<b>\$ 17,419</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ 7,556</b>	<b>\$ 17,200</b>	<b>\$ 17,200</b>	<b>\$ 17,200</b>
<b>Operating Transfers</b>							
Transfer In from YAN Fund	(33,268)	(60,000)	(60,000)	(24,674)	(10,000)	(10,000)	(10,000)
<b>Total Departmental Revenues</b>	<b>\$ (33,268)</b>	<b>\$ (60,000)</b>	<b>\$ (60,000)</b>	<b>\$ (24,674)</b>	<b>\$ (10,000)</b>	<b>\$ (10,000)</b>	<b>\$ (10,000)</b>
<b>Net Effect on General Fund</b>	<b>\$ 19,290</b>	<b>\$ 7,604</b>	<b>\$ 7,604</b>	<b>\$ (42)</b>	<b>\$ 67,609</b>	<b>\$ 67,609</b>	<b>\$ 67,609</b>

# 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. Implemented 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 throughout 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	5,141	5,965	5,965	3,310	5,300	5,300	5,300
FICA	315	370	370	201	329	329	329
Medicare	74	86	86	47	77	77	77
Retirement	381	602	602	214	591	591	591
Unemployment	17	29	29	32	67	67	67
Workman's Compensation	179	321	321	192	547	547	547
Health, Dental & Life Ins	505	1,043	1,043	374	0	0	0
<b>Total Wages &amp; Related</b>	<b>\$ 6,612</b>	<b>\$ 8,416</b>	<b>\$ 8,416</b>	<b>\$ 4,370</b>	<b>\$ 6,911</b>	<b>\$ 6,911</b>	<b>\$ 6,911</b>
<b>Operating Expenditures</b>							
Contract Labor/Services	4,155	3,500	3,500	2,745	3,500	3,500	3,500
Rec. Equipment		800	800	800	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	3,081	3,600	3,600	3,600
Summer Program					20,000	2,500	2,500
<b>Total Operating Expenditures</b>	<b>\$ 10,196</b>	<b>\$ 11,400</b>	<b>\$ 11,400</b>	<b>\$ 9,391</b>	<b>\$ 36,400</b>	<b>\$ 13,400</b>	<b>\$ 13,400</b>
<b>Equipment/Capital Expenditures</b>							
N/A		0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 16,808</b>	<b>\$ 19,816</b>	<b>\$ 19,816</b>	<b>\$ 13,761</b>	<b>\$ 43,311</b>	<b>\$ 20,311</b>	<b>\$ 20,311</b>
<b>Revenues</b>							
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
<b>Total Departmental Revenues</b>	<b>\$ 6,661</b>	<b>\$ 7,200</b>	<b>\$ 7,200</b>	<b>\$ 4,405</b>	<b>\$ 7,200</b>	<b>\$ 7,200</b>	<b>\$ 7,200</b>
<b>Operating Transfers</b>							
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
<b>Total Operating Transfers</b>	<b>\$ 13,437</b>	<b>\$ (12,000)</b>	<b>\$ (12,000)</b>	<b>\$ (9,000)</b>	<b>\$ (6,000)</b>	<b>\$ (6,000)</b>	<b>\$ (5,500)</b>
<b>Net Effect on General Fund</b>	<b>\$ 23,584</b>	<b>\$ 616</b>	<b>\$ 616</b>	<b>\$ 356</b>	<b>\$ 30,111</b>	<b>\$ 7,111</b>	<b>\$ 7,611</b>

# 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries		1,114	1,114	0	1,500	1,500	1,500
FICA		69	69	0	63	63	63
Medicare		16	16	0	22	22	22
Retirement		112	112	0	0	0	0
Unemployment		2	2	0	15	15	15
Workman's Compensation		58	58	0	30	30	30
Health, Dental & Life Ins		209	209	0	0	0	0
<b>Total Wages &amp; Related</b>	<b>\$ -</b>	<b>\$ 1,580</b>	<b>\$ 1,580</b>	<b>\$ -</b>	<b>\$ 1,630</b>	<b>\$ 1,630</b>	<b>\$ 1,630</b>
<b>Operating Expenditures</b>							
Contract Labor/Services	350	4,500	4,500	0	4,500	4,500	4,500
Rec. Equipment		450	450	0	450	450	450
Recreational Programs	410	100	100	0	300	300	300
<b>Total Operating Expenditures</b>	<b>\$ 760</b>	<b>\$ 5,050</b>	<b>\$ 5,050</b>	<b>\$ -</b>	<b>\$ 5,250</b>	<b>\$ 5,250</b>	<b>\$ 5,250</b>
<b>Equipment/Capital Expenditures</b>							
N/A		0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 760</b>	<b>\$ 6,630</b>	<b>\$ 6,630</b>	<b>\$ -</b>	<b>\$ 6,880</b>	<b>\$ 6,880</b>	<b>\$ 6,880</b>
<b>Revenues</b>							
Adult Rec Program	275	6,900	6,900	0	6,880	6,880	6,880
<b>Total Departmental Revenues</b>	<b>\$ 275</b>	<b>\$ 6,900</b>	<b>\$ 6,900</b>	<b>\$ -</b>	<b>\$ 6,880</b>	<b>\$ 6,880</b>	<b>\$ 6,880</b>
<b>Net Effect on General Fund</b>	<b>\$ 485</b>	<b>\$ (270)</b>	<b>\$ (270)</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

# 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
Operating Expenditures				0	4,000	0	0
Rec. Equipment							
Total Operating Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -
Equipment/Capital Expenditures							
N/A		0	0	0	0	0	0
Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Departmental Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -
<b>Revenues</b>							
N/A					0	0	0
Total Departmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Effect on General Fund</b>	\$ -	\$ -	\$ -	\$ -	\$ 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
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
<b>Total Wages &amp; Related</b>	<b>\$ 3,505</b>	<b>\$ 4,951</b>	<b>\$ 4,951</b>	<b>\$ 622</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating Expenditures</b>							
Equipment Rental		325	325	327	325	325	325
Equipment Maint. Agreements		0	0		0	0	0
Recreational Programs		0	0	1,250	500	500	500
Recreational Programs Sponsors		3,600	3,600	3,491	8,000	8,000	8,000
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ 3,925</b>	<b>\$ 3,925</b>	<b>\$ 5,068</b>	<b>\$ 8,825</b>	<b>\$ 8,825</b>	<b>\$ 8,825</b>
<b>Equipment/Capital Expenditures</b>							
N/A		0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 3,505</b>	<b>\$ 8,876</b>	<b>\$ 8,876</b>	<b>\$ 5,690</b>	<b>\$ 8,825</b>	<b>\$ 8,825</b>	<b>\$ 8,825</b>
<b>Revenues</b>							
Community Programs	688	750	750	915	750	750	750
Community Programs Sponsor		3,600	3,600	420	8,000	8,000	8,000
<b>Total Departmental Revenues</b>	<b>\$ 688</b>	<b>\$ 4,350</b>	<b>\$ 4,350</b>	<b>\$ 1,335</b>	<b>\$ 8,750</b>	<b>\$ 8,750</b>	<b>\$ 8,750</b>
<b>Net Effect on General Fund</b>	<b>\$ 2,817</b>	<b>\$ 4,526</b>	<b>\$ 4,526</b>	<b>\$ 4,355</b>	<b>\$ 75</b>	<b>\$ 75</b>	<b>\$ 75</b>



# Chapter Six

## Capital Improvement Funds

	<u>Page #</u>
Capital Improvement Funds Summary	6-1
Capital Improvement Projects Fund	6-2
Capital Improvement 5 Year Requests	6-4
Parks Fund	6-5
Refunding Agreement	6-7
Revised Refunding Agreement	6-8

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# Capital Improvement Funds

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

The Capital Improvements Plan (CIP) is a critical piece in the Town's overall planning. It is the most important implementation tool of the General Plan. Development of the community's facilities and services is one of the primary functions of municipal government. Without a functional transportation system, water and wastewater facilities, public safety services, drainage systems, parks and recreation facilities, and other public facilities, a community cannot reach its potential as a quality place to live. While the Town does not currently provide all of these services to the entire community, it still must plan for them as development occurs.

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

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

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

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

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

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

**CIP Fund**

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Operating Expenditures</b>							
Building Maint HVAC Units					75,000	75,000	75,000
Park Facilities Maint - Pool Resurface					80,000	80,000	80,000
Park Facilities Maint - Pool Upgrades					14,000	14,000	14,000
Park Facilities Maint - Butler Park Improvements					21,000	21,000	21,000
<b>Total Operating Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 190,000</b>	<b>\$ 190,000</b>	<b>\$ 190,000</b>

<b>Capital Expenditures</b>							
Rio Verde Plaza Improvements	29,537	0	0	0			
Rain Gutters: Marshal's Off & Hist Society	6,970	0	0	0			
Replace Carpet in Town Hall	22,661	0	0	0			
Exterior Painting of Town Buildings		17,500	17,500	38,900			
Re-Roof of Town Buildings	37,407	37,000	37,000	0			
Removal of Old CVMO Trailer	31,580	0	0	0			
P&R and IT Rooms Security Roll Shutters		10,000	10,000	10,000			
Library Annex Rplace Heat Pump		8,000	8,000	6,478			
Repair and Cool Coat Existing Foam Roof		5,000	5,000	3,205			
Pool Rmdl Showers & Replace Water Heater		6,000	6,000	15,500			
300 Bldg Attic Insulation		0	0	0	12,000	12,000	12,000
Administration Vehicles	2,700	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			
Computer/networking infrastructure upgrades	113,543	103,611	103,611	42,620			
Maint Vehicle - 1/2 Ton 2-Wheel Drive Truck	19,114	0	0	0			
Warranty and Re-Lamp at Butler Park	18,576	0	0	0			
Pool Cover	6,805	0	0	0			
Vermeer Chipper		25,000	25,000	28,810			
New Phone System		0	0	37,619			
Maint Equipment /Fleet Update					34,406	34,406	34,406
Purchase 15 Acres Public Works Yard	1,459,178	0	0	0			
Taxes on 15 Acre Purchase	25,000	0	0	0			
Taxes on 15 Acre Purchase		5,800	5,800	0			
Tres Rios Rd. Replace Ditch Crossing		25,000	25,000	21,470			
411: Cliffs/Finnie Flat Drainage Project		1,023,000	1,023,000	546	1,049,454	1,049,454	1,049,454
411: Basha's Drain Channel Project		25,000	25,000	0	25,000	25,000	25,000
PW Yard Facility Improvements		180,000	180,000	44,713	135,287	135,287	135,287
PW Yard Utility Development		25,000	25,000	16,483	8,517	8,517	8,517
Murdock Rd Water Extension Project		43,300	43,300	0	130,000	130,000	130,000
Rezzonico Park - Fencing, Signage, Etc.		0	0	0	25,000	25,000	25,000
Sprinkler System for Town Grounds		13,000	13,000	13,000			
Library Enhancement	2,512	0	0	0			
Verde Lakes Drive Culverts		80,000	80,000	0	80,000	80,000	80,000
Finnie Flat Sidewalk Enhancement	400	136,000	136,000	0	136,000	136,000	136,000
Hollamon & VC Parking Lots		50,000	50,000	0	50,000	50,000	50,000
Uninterrupted Power Source for Traffic Signals		15,000	15,000	11,990			
CommPark: Pre Development Costs		35,000	35,000	3,800	86,200	86,200	86,200
Capital Leases	47,938	0	0	0			
<b>Total Capital Expenditures</b>	<b>\$ 1,996,906</b>	<b>\$ 2,052,616</b>	<b>\$ 2,052,616</b>	<b>\$ 486,134</b>	<b>\$ 1,831,864</b>	<b>\$ 1,831,864</b>	<b>\$ 1,831,864</b>

<b>Revenues</b>							
Misc - APS Rebate	12,086						
Donation Rev - Donated Property	58,300						
Other Financing Sources - Bond Proceeds	1,005,000						
<b>Total Revenues</b>	<b>\$ 1,075,386</b>	<b>\$ -</b>					

<b>Operating Transfers</b>							
Transfer In from General Fund	(100,173)	(959,616)	(959,616)	(924,092)	(90,240)	(90,240)	(90,240)
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)	0	(750,000)	(750,000)	(750,000)
Other Financing Sources - Div'd Cap Lease	(200,324)						
Transfer In from HURF Fund		(350,000)	(350,000)	(350,800)	(80,000)	(80,000)	(80,000)
<b>Total Operating Transfers</b>	<b>\$ (300,497)</b>	<b>\$ (2,052,616)</b>	<b>\$ (2,052,616)</b>	<b>\$ (1,274,892)</b>	<b>\$ (1,146,440)</b>	<b>\$ (1,146,440)</b>	<b>\$ (1,146,440)</b>

<b>Net Effect on CIP Fund</b>							
	<b>\$ 621,023</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (788,758)</b>	<b>\$ 875,424</b>	<b>\$ 875,424</b>	<b>\$ 875,424</b>
Prior Year Ending CIP Fund Balance	\$ -	\$ -	\$ -	\$ 86,666	\$ 875,424	\$ 875,424	\$ 875,424
Estimated Ending CIP Fund Balance	<b>\$ (621,023)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 875,424</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# 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 improvements (\$25,000) includes perimeter 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 improvements

## Parks Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Project Expenditures</b>							
Community Park Development	140	0	0		0	0	0
Local Park Improvements	5,566	10,000	10,000		0	0	0
Rezzonico Park	1,832	1,890	1,890		0	0	0
Interfund Loan Repayment (General Fund)		0	0		0	0	0
	<b>\$ 7,538</b>	<b>\$ 11,890</b>	<b>\$ 11,890</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating Transfers</b>							
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		0	0	0
	<b>\$ -</b>	<b>\$ 5,400</b>	<b>\$ 5,400</b>	<b>\$ -</b>	<b>\$ 240,090</b>	<b>\$ 240,090</b>	<b>\$ 240,090</b>
<b>Net Effect on Parks Fund</b>	<b>\$ 7,538</b>	<b>\$ 17,290</b>	<b>\$ 17,290</b>	<b>\$ -</b>	<b>\$ 240,090</b>	<b>\$ 240,090</b>	<b>\$ 240,090</b>
Prior Year Ending Parks Fund Balance	\$ -	\$ 284,371	\$ 284,371	\$ 284,371	\$ 284,371	\$ 284,371	\$ 284,371
Estimated Ending Parks Fund Balance	<b>\$ 284,371</b>	<b>\$ 267,081</b>	<b>\$ 267,081</b>	<b>\$ 284,371</b>	<b>\$ 44,281</b>	<b>\$ 44,281</b>	<b>\$ 44,281</b>



# Chapter Seven

## Special Revenue Funds

	<u>Page #</u>
Special Revenue Funds Summary	7-1
<b>Special Revenue Funds</b>	
Magistrate Special Revenue Fund	7-2
Non-Federal Grants Fund	7-4
Yavapai-Apache Gaming Compact Fund	7-6
Federal Grants Fund	7-8
CDBG Grants Fund	7-10
9-1-1 Fund	7-12
Library Building Fund	7-14
Impact Fee Fund	7-16
Housing Grant Fund	7-18
Donations Fund	7-20
Highway User's Revenue Fund (HURF/Streets)	7-22

# Magistrate Special Revenue Fund

## Department Duties/Description

- \* The purpose of the Magistrate Special Revenue Fund is to help the Court finance and achieve some needs that might not be possible without them. They are placed in individual numbered account for tracking the funds. Each fund is authorized by State or local law.
- \* Local (Municipal) Court Enhancement Funds are collected by the Court as per Ordinance No. 2001-A182 (3). It states that the funds shall be used exclusively to enhance the technological, operational and security capabilities of the Court.
- \* Local Judicial Collections Enhancement Fund (JCEF) is collected by the Court as per ARS 12.113 for the purpose of improving, maintaining and enhancing the ability to collect and manage monies assessed or received by the Courts including restitution, child support, fines and civil penalties; and to improve court automation projects likely to improve case processing or the administration of justice.
- \* Fill the Gap Fund is collected by the Court as per ARS 12-102.102 to allocate funds to counties for the purpose of planning and implementing collaborative projects that are designed to improve the processing of criminal cases.
- \* Fill the Gap and JCEF funds must be requested through a "grant process" to the Supreme Court for approval of how the Court wishes to spend the funds. There are no match funds. Spending must meet the criteria of the legislative intent.

## 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 tolerate more than two years.
- \* The Court Enhancement Fund is being utilized to pay for legal research 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Local JCEF (310)</b>							
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	2,659	4,720	4,720	4,720
Net JCEF Program	\$ (2,429)	\$ (600)	\$ (600)	\$ (1,109)	\$ (2,720)	\$ (2,720)	\$ (2,720)
Local JCEF Year End Balance Estimate							
Prior Year Ending Local JCEF Balance	28,771	31,200	31,200		31,800	31,800	31,800
Estimated Ending Local JCEF Balance	\$31,200	\$31,800	\$31,800	\$1,109	\$34,520	\$34,520	\$34,520
<b>Fill the GAP (320)</b>							
Operating Expenditures							
Fill the GAP	1,119	13,260	13,260	11,335	0	0	0
Total Operating Expenditures	\$ 1,119	\$ 13,260	\$ 13,260	\$ 11,335	\$ -	\$ -	\$ -
Total Departmental Expenditures	\$ 1,119	\$ 13,260	\$ 13,260	\$ 11,335	\$ -	\$ -	\$ -
Revenues							
Fill the GAP	2,734	2,800	2,800	1,575	3,150	3,150	3,150
Net Fill the GAP Program	\$ (1,615)	\$ 10,460	\$ 10,460	\$ 9,760	\$ (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	9,111	9,111	9,111
Estimated Ending Fill the GAP Balance	\$19,571	\$9,111	\$9,111	\$9,811	\$12,261	\$12,261	\$12,261
<b>Court Enhancement (330)</b>							
Operating Expenditures							
Court Enhancement	10,758	7,761	7,761	4,329	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	\$ 4,329	\$ 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	\$ 4,329	\$ 3,650	\$ 3,650	\$ 3,650
Revenues							
Court Enhancement	35,826	20,800	20,800	28,042	48,602	48,602	48,602
Other Financing Sources	7,913				0	0	0
Total Department Revenues	\$ 43,739	\$ 20,800	\$ 20,800	\$ 28,042	\$ 48,602	\$ 48,602	\$ 48,602
Net Court Enhancement Program	\$ (23,144)	\$ (13,039)	\$ (13,039)	\$ (23,713)	\$ (44,952)	\$ (44,952)	\$ (44,952)
Court Enhancement Year End Balance Estimate							
Prior Year Ending Court Enhancement Balance	22,828	45,972	45,972		59,011	59,011	59,011
Estimated Ending Court Enhancement Balance	\$45,972	\$59,011	\$59,011	\$23,713	\$103,963	\$103,963	\$103,963
<b>Net Effect on Magistrate SR Fund</b>	<b>\$ (27,188)</b>	<b>\$ (3,179)</b>	<b>\$ (3,179)</b>	<b>\$ (15,062)</b>	<b>\$ (50,822)</b>	<b>\$ (50,822)</b>	<b>\$ (50,822)</b>

# Non-Federal Grants

## Department Duties/Description

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

### Grants

- \* **ACA Development Grant:** This grant would be received from ??? and will be used to remodel the Rio Verde Plaza location to make it ready for use. as an incubator project for the Town.
- \* **LTA II Grant:** These monies are received from ??? And are for funding ????
- \* **Yavapai County Flood Control:** This grant is used in conjunction with General & HURF Funds to complete the Cliffs Drainage project.
- \* **Animal Control Grant:** This grant is received from ??? And is used to help cover the spay & neuter costs of stray animals
- \* **100 Club Grant:** This grant is received from ???? And will be used for ???
- \* **Volunteers in Policing Grant:** This grant is received from ???? And will be used for ???
- \* **Yavapai County Anti-Racketeering (RICO):** These monies received from Yavapai County are used to fund Marshal's office related costs. In this coming year, we are expecting to use \$70,000 of these funds inconjunction with another supporting grant fo fund the purchase of mobile computers for police vehicles.

## Non-Federal Grants Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>ACA Development Grant (171)</b>							
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>LTAf II Grant (400)</b>							
LTAf II Grant Expenditures	14,880	18,600	18,600		13,034	13,034	13,034
LTAf II Grant Revenues	(14,880)	(9,316)	(9,316)				
Net LTAf II Program	\$ -	\$ 9,284	\$ 9,284	\$ -	\$ 13,034	\$ 13,034	\$ 13,034
<b>LTAf II Year End Balance Estimate</b>							
Prior Year Ending LTAf II Balance	13,034	13,034	13,034	13,034	13,034	13,034	13,034
Estimated Ending LTAf II Balance	\$13,034	\$3,750	\$3,750	\$13,034	\$0	\$0	\$0
<b>Yavapai County Flood Control Grant (411)</b>							
Drainage Channel Project (CIP Fund)	0	0	0	0	0	0	0
Yavapai County Flood Control Grant	0	(743,000)	(743,000)	0	(750,000)	(750,000)	(750,000)
Transfer Out to CIP Fund	0	743,000	743,000	0	750,000	750,000	750,000
Net ACA Development Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Animal Control Grant (61X)</b>							
Spay Neuter costs	0				3,000	3,000	3,000
Grant Revenues	0				(3,000)	(3,000)	(3,000)
Net Animal Control Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>School Resource Officer (620)</b>							
Wages & ERE	59,608				0	0	0
SRO Grant	(59,608)				0	0	0
Net SRO Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>100 Club Grant (621)</b>							
K9 Replacement	0				5,000	5,000	5,000
Grant Revenues	0				(5,000)	(5,000)	(5,000)
Net Animal Control Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Volunteer in Policing Grant (622)</b>							
Equipment	0				25,000	25,000	25,000
Grant Revenues	0				(25,000)	(25,000)	(25,000)
Net Animal Control Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>RICO Grant (640)</b>							
<b>Expenditures</b>							
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)	(41,500)	(80,000)	(80,000)	(80,000)
Net RICO Program	\$ -	\$ 38,000	\$ 38,000	\$ (20,052)	\$ 73,000	\$ 73,000	\$ 73,000
<b>RICO Year End Balance Estimate</b>							
Prior Year Ending RICO Balance	53,359	53,359	53,359	53,359	73,411	73,411	73,411
Estimated Ending RICO Balance	\$53,359	\$15,359	\$15,359	\$73,411	\$411	\$411	\$411
<b>Net Effect on Non-Fed Grants Fund</b>	\$ -	\$ 47,284	\$ 47,284	\$ (20,052)	\$ 86,034	\$ 86,034	\$ 86,034

# Yavapai-Apache Gaming Compact

## Department Duties/Description

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

### Accomplishments for the Fiscal Year 2010/2011:

1. Provided funding for the Grasshopper Basketball program and other recreational opportunities for youth.
2. Established an account to track the payments of monies allocated to the Camp Verde School District for tutor services in accordance with the request of the Yavapai-Apache Nation.
3. Established an account to track the payments of monies allocated to the Mingus Union High School District for tutor services in accordance with the request of the Yavapai-Apache Nation.

### Performance Objectives for Fiscal Year 2011/2012:

1. Provide funding to support the Children's Recreational Programs division of Parks & Recreation. This division provides activities such as Grasshopper Basketball and other recreational opportunities for youth.
2. Provide funding to support the operation of the Heritage Pool for the 2011 swim season.
3. Provide funding to support the building of a new Library.

### Fiscal Notes:

- \* Projected designated fund balance amounts for the 2011-2012 fiscal year are estimated on the same percentage breakout as the allocations stated in the contribution letter from the Yavapai-Apache Nation for the funds received in the 2010-2011 fiscal year.
- \* Camp Verde School District Tutor Expenditures was established to track the reimbursement requests from the Camp Verde Unified School District for tutor services pursuant to the distribution request by the Yavapai-Apache Nation.
- \* Mingus Union High School District Tutor Expenditures was established to track the reimbursement requests from Mingus Union High School for tutor services pursuant to the distribution request by the Yavapai-Apache Nation.

## Yavapai-Apache Nation Gaming Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Project Expenditures</b>							
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					7,000	7,000	7,000
Clarkdale-Jerome School					10,000	10,000	10,000
<b>Total Project Expenditures</b>	<b>\$ 89,058</b>	<b>\$ 55,658</b>	<b>\$ 55,658</b>	<b>\$ 39,615</b>	<b>\$ 78,639</b>	<b>\$ 78,639</b>	<b>\$ 78,639</b>
<b>Operating Transfers</b>							
Transfer Out to Gen Fund: Heritage Pool	33,268	60,000	60,000	24,674	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
<b>Total Operating Transfers</b>	<b>\$ 47,110</b>	<b>\$ 85,021</b>	<b>\$ 85,021</b>	<b>\$ 33,674</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>
<b>Revenues</b>							
Yav-Apache Gaming Compact Revenues	140,679	140,679	140,679	79,297	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ 140,679</b>	<b>\$ 140,679</b>	<b>\$ 140,679</b>	<b>\$ 79,297</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on YAN Gaming Funds</b>	<b>\$ (4,511)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (6,008)</b>	<b>\$ 94,639</b>	<b>\$ 94,639</b>	<b>\$ 94,639</b>
Prior Year Ending YAN Gaming Fund Balance	\$ 179,309	\$ 183,820	\$ 183,820	\$ 183,820	\$ 137,955	\$ 137,955	\$ 137,955
<b>Estimated Ending YAN Gaming Fund Balance</b>	<b>\$ 183,820</b>	<b>\$ 183,820</b>	<b>\$ 183,820</b>	<b>\$ 189,828</b>	<b>\$ 43,316</b>	<b>\$ 43,316</b>	<b>\$ 43,316</b>

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	56,162	32,658	88,316	45,000	43,316
Heritage Pool	60,000	60,000	10,000	10,000	10,000	0
Children's Rec	12,000	9,000	3,000	6,000	6,000	0
Senior Center	0	0	7,000	7,000	7,000	0
Clarkdale-Jerome School	0	0	10,000	10,000	10,000	0
<b>Total Funds</b>	<b>183,820</b>	<b>125,162</b>	<b>79,297</b>	<b>137,955</b>	<b>94,639</b>	<b>43,316</b>

# Federal Grants

## Department Duties/Description

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

### Department Staffing:

PANT Officer (1)

### Fiscal Notes

- \* Energy Efficiency & Conservation Block Grant was awarded to the Town of Camp Verde through the American Recovery and Reinvestment Act. This grant will be used to replace the air conditioning units on the Public Works/Parks & Recreation Building and complete energy efficiency modifications.
- \* PANT (Partners Against Narcotics Trafficking) Grant is a regional grant, currently administered through the Town of Prescott Valley, that provides funding for one Deputy. The officers receive specialized training and work in conjunction with other departments around the Verde Valley in narcotics related activities.
- \* Library Services and Technology Act (LSTA) Grant was obtained with the objective of creating and presenting Library programs either in-house or off-site. The programs will target three groups: homeschool mothers, parents with young children, and senior citizens. These programs will inform these groups of the services that the Library provides as well as instruction on how to use the Library's various services.

## Federal Grants Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>HSIP Grant (001)</b>							
Street & Safety Signing	0	0	0	0	75,000	75,000	75,000
HSIP Grant Revenues	0	0	0	0	(75,000)	(75,000)	(75,000)
Net HSIP Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ADOC Energy Grant (420)</b>							
ADOC Grant Expenditures	78,834	91,151	91,151		0	0	0
ADOC Grant Revenues	(78,834)	(91,151)	(91,151)		0	0	0
Net ADOC Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Finnie Flat Sidewalk Grant (461)</b>							
Operating Transfers Out to HURF	8,783	0	0		0	0	0
Finnie Flat Sidewalk Grant Revenues	(8,783)	0	0		0	0	0
Net Finnie Flat Sidewalk Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ADOT Black Bridge Grant (492)</b>							
ADOT Black Bridge Grant Expenditures		843,504	843,504		127,253	127,253	127,253
ADOT Black Bridge Grant Revenues		(795,000)	(795,000)		(120,000)	(120,000)	(120,000)
Op. Transfer In from HURF		0	0		(7,253)	(7,253)	(7,253)
Net ADOT Black bridge Grant	\$ -	\$ 843,504	\$ 843,504	\$ -	\$ -	\$ -	\$ -
<b>PANT Grant (630)</b>							
Wages & ERE	61,443	62,659	62,659		0	0	0
PANT Grant Revenues	(61,443)	(62,657)	(62,657)		0	0	0
Net PANT Grant	\$ -	\$ 2	\$ 2	\$ -	\$ -	\$ -	\$ -
<b>Gov's Office of Highway Safety Grant (650)</b>							
GOHS Grant Expenditures	11,742	8,400	8,400		0	0	0
Motorcycle Purchase	0	0	0		35,347	35,347	35,347
Overtime for DUI Enforcement	0	0	0		12,000	12,000	12,000
GOHS Grant Revenues	(11,742)	(8,400)	(8,400)		(47,347)	(47,347)	(47,347)
Net GOHS Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Gov's Office of Econ Recovery Grant (670)</b>							
GOER Grant Expenditures	46,800	0	0		0	0	
GOER Grant Revenues	(46,800)	0	0		0	0	
Net Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Library Services &amp; Technology Grant (700)</b>							
LSTA Grant Expenditures	15,487	15,575	15,575		0	0	
LSTA Grant Revenues	(15,487)	(15,575)	(15,575)		0	0	
Net Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Effect on Fed Grants Fund</b>	<b>\$ -</b>	<b>\$ 843,506</b>	<b>\$ 843,506</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# 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 7<sup>th</sup> Street.

## CDBG Grants Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Project Expenditures</b>							
Salaries		12,500	12,500				
FICA		775	775				
Medicare		181	181				
Retirement		1,263	1,263				
Unemployment		12	12				
Worker's Compensation		70	70				
Health Insurance		1,319	1,319				
Allocated Wage & ERE	1,695						
Hollamon St. Improvements	5,239	319,448	319,448		386,382	386,382	386,382
Hollamon Grant Administration		24,725	24,725		40,239	40,239	40,239
<b>Total Project Expenditures</b>	<b>\$ 6,934</b>	<b>\$ 360,293</b>	<b>\$ 360,293</b>	<b>\$ -</b>	<b>\$ 426,621</b>	<b>\$ 426,621</b>	<b>\$ 426,621</b>
<b>Revenues</b>							
Hollamon St. Improv's Revenue		319,448	319,448		319,448	319,448	319,448
Hollamon Grant Admin Revenue	6,934	52,025	52,025		40,239	40,239	40,239
<b>Total Revenues</b>	<b>\$ 6,934</b>	<b>\$ 371,473</b>	<b>\$ 371,473</b>	<b>\$ -</b>	<b>\$ 359,687</b>	<b>\$ 359,687</b>	<b>\$ 359,687</b>
<b>Operating Transfers</b>							
Transfers In from HURF Fund					(66,934)	(66,934)	(66,934)
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (66,934)</b>	<b>\$ (66,934)</b>	<b>\$ (66,934)</b>
<b>Net Effect on CDBG Fund</b>	<b>\$ -</b>	<b>\$ (11,180)</b>	<b>\$ (11,180)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
Project Expenditures							
911 Expenditures	0	0	0	0	0	0	
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenues</b>							
911 Distributions	0	0	0	0	0	0	
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Effect on 911 Fund</b>							
Net Increase / (Decrease) in 911 Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Year Ending 911 Fund Balance	\$ 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

# Library Building Fund

## Department Duties/Description

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

## Fiscal Note

- \* Due to the decline in interest rates nationwide, the projected amount of interest revenues have been decreased accordingly.
- \* The Council has approved an Operating Transfer from the General Fund to support the fundraising efforts for the building of a new library.
- \* The Library Building Fund was designated as a recipient of the funds received from the Yavapai-Apache Nation through the Proposition 200 Gaming Compact. The Council has allocated \$13,021 of the funds received from the Yavapai-Apache Nation towards the Library Building Fund.

## Library Building Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
Project Expenditures							
Library Master Plan Design							
Library Construction & Design Costs					640,000	640,000	640,000
<b>Total Project Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 640,000</b>	<b>\$ 640,000</b>	<b>\$ 640,000</b>
<b>Revenues</b>							
Donations	9,660	12,000	12,000	357,105	10,000	10,000	10,000
Interest	482	700	700	257	420	420	420
<b>Total Departmental Revenues</b>	<b>\$ 10,142</b>	<b>\$ 12,700</b>	<b>\$ 12,700</b>	<b>\$ 357,362</b>	<b>\$ 10,420</b>	<b>\$ 10,420</b>	<b>\$ 10,420</b>
<b>Operating Transfers</b>							
Transfers In from YAN Fund	(100)	(13,021)	(13,021)	(27,279)	0	0	(500)
<b>Total Operating Transfers</b>	<b>\$ (100)</b>	<b>\$ (13,021)</b>	<b>\$ (13,021)</b>	<b>\$ (27,279)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (500)</b>
<b>Net Effect on Fund</b>							
	<b>\$ (10,242)</b>	<b>\$ (25,721)</b>	<b>\$ (25,721)</b>	<b>\$ (384,641)</b>	<b>\$ 629,580</b>	<b>\$ 629,580</b>	<b>\$ 629,080</b>
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	<b>\$ 250,885</b>	<b>\$ 276,606</b>	<b>\$ 276,606</b>	<b>\$ 635,526</b>	<b>\$ 5,946</b>	<b>\$ 5,946</b>	<b>\$ 6,446</b>

## Impact Fees Fund

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>General Gov't (199)</b>							
General Gov't Expenditures	0						
Impact Fee Revenue - Gen. Gov't	(4,872)	(4,927)	(4,927)		0	0	
Interest	(129)	(175)	(175)		(145)	(145)	(145)
<b>Net General Gov't</b>	<b>\$ (5,001)</b>	<b>\$ (5,102)</b>	<b>\$ (5,102)</b>	<b>\$ -</b>	<b>\$ (145)</b>	<b>\$ (145)</b>	<b>\$ (145)</b>
<b>Gen. Gov't Year End Balance Estimate</b>							
Prior Year Ending Gen. Gov't Balance	62,471	67,472	67,472	67,472	72,574	72,574	72,574
Estimated Ending Gen. Gov't Balance	<b>\$67,472</b>	<b>\$72,574</b>	<b>\$72,574</b>	<b>\$67,472</b>	<b>\$72,719</b>	<b>\$72,719</b>	<b>\$72,719</b>
<b>Police Services (699)</b>							
CVMO Vehicles					75,778	75,778	75,778
Impact Fee Revenue - CVMO	(2,319)	(2,345)	(2,345)		0	0	0
Interest	(144)	(185)	(185)		(151)	(151)	(151)
<b>Net Police Services</b>	<b>\$ (2,463)</b>	<b>\$ (2,530)</b>	<b>\$ (2,530)</b>	<b>\$ -</b>	<b>\$ 75,627</b>	<b>\$ 75,627</b>	<b>\$ 75,627</b>
<b>Police Services Year End Balance Estimate</b>							
Prior Year Ending Police Services Balance	70,634	73,097	73,097	73,097	75,627	75,627	75,627
Estimated Ending Police Services Balance	<b>\$73,097</b>	<b>\$75,627</b>	<b>\$75,627</b>	<b>\$73,097</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Library (799)</b>							
Library Construction Costs					50,452	50,452	50,452
Impact Fee Revenue - Library	(4,629)	(4,681)	(4,681)		0	0	0
Interest	(86)	(105)	(105)		(101)	(101)	(101)
<b>Net Library</b>	<b>\$ (4,715)</b>	<b>\$ (4,786)</b>	<b>\$ (4,786)</b>	<b>\$ -</b>	<b>\$ 50,351</b>	<b>\$ 50,351</b>	<b>\$ 50,351</b>
<b>Library Year End Balance Estimate</b>							
Prior Year Ending Library Balance	40,850	45,565	45,565	45,565	50,351	50,351	50,351
Estimated Ending Library Balance	<b>\$45,565</b>	<b>\$50,351</b>	<b>\$50,351</b>	<b>\$45,565</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Parks &amp; Rec (899)</b>							
Parks & Rec Expenditures							
Impact Fee Revenue - Gen. Gov't	(10,074)	(10,445)	(10,445)		0	0	0
Interest	(192)	(240)	(240)		(224)	(224)	(224)
<b>Net Parks &amp; Rec</b>	<b>\$ (10,266)</b>	<b>\$ (10,685)</b>	<b>\$ (10,685)</b>	<b>\$ -</b>	<b>\$ (224)</b>	<b>\$ (224)</b>	<b>\$ (224)</b>
<b>Parks &amp; Rec Year End Balance Estimate</b>							
Prior Year Ending P&R Balance	91,288	101,554	101,554	101,554	112,239	112,239	112,239
Estimated Ending P&R Balance	<b>\$101,554</b>	<b>\$112,239</b>	<b>\$112,239</b>	<b>\$101,554</b>	<b>\$112,463</b>	<b>\$112,463</b>	<b>\$112,463</b>
<b>Net Effect on Fund</b>	<b>\$ (22,445)</b>	<b>\$ (23,103)</b>	<b>\$ (23,103)</b>	<b>\$ -</b>	<b>\$ 125,608</b>	<b>\$ 125,608</b>	<b>\$ 125,608</b>

# Housing Grant / Revolving Loan Fund

## Our Mission

The Town of Camp Verde's Housing Grant / Revolving 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Revolving Loan (158)</b>							
New Project Expenditures	1,343	95,000	95,000	0	104,000	104,000	104,000
Loan Payments	(94,119)	(18,201)	(18,201)	0	(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)	0	(2,064)	(2,064)	(2,064)
<b>Net Revolving Loan Grant</b>	<b>\$ (95,735)</b>	<b>\$ 75,899</b>	<b>\$ 75,899</b>	<b>\$ -</b>	<b>\$ 36,504</b>	<b>\$ 36,504</b>	<b>\$ 36,504</b>
<b>Revolving Loan Year End Balance Estimate</b>							
Prior Year Ending Revolving Loan Balance	(5,178)	90,557	90,557	90,557	90,557	90,557	90,557
Estimated Ending Revolving Loan Balance	<b>\$90,557</b>	<b>\$14,658</b>	<b>\$14,658</b>	<b>\$90,557</b>	<b>\$54,053</b>	<b>\$54,053</b>	<b>\$54,053</b>
<b>Home Grant (159)</b>							
Wages & ERE	2,999						
Home Grant Admin Exp's	0	10,000	10,000				
Home Grant Rehab Exp's	0	100,000	100,000		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)				
<b>Net Home Grant</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on Fund</b>	<b>\$ (95,735)</b>	<b>\$ 75,899</b>	<b>\$ 75,899</b>	<b>\$ -</b>	<b>\$ 36,504</b>	<b>\$ 36,504</b>	<b>\$ 36,504</b>

# 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Safety Equipment Program (601)</b>							
Expenses	0	0	0		2,515	2,515	2,515
Revenues	0	0	0	(1,115)	(1,400)	(1,400)	(1,400)
<b>Net Volunteers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,115)</b>	<b>\$ 1,115</b>	<b>\$ 1,115</b>	<b>\$ 1,115</b>
<b>VIP Year End Balance Estimate</b>							
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
<b>Volunteers in Police Services (607)</b>							
Expenses	0	200	200		250	250	250
Donations	(150)	(200)	(200)				
<b>Net Volunteers</b>	<b>\$ (150)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>
<b>VIP Year End Balance Estimate</b>							
Prior Year Ending VIP Balance	100	250	250		250	250	250
Estimated Ending VIP Balance	\$250	\$250	\$250	\$0	\$0	\$0	\$0
<b>General CVMO (608)</b>							
Expenses	0	1,000	1,000		1,000	1,000	1,000
Donations	0	(1,000)	(1,000)				
<b>Net CVMO</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>CVMO Year End Balance Estimate</b>							
Prior Year Ending CVMO Balance	1,000	1,000	1,000		1,000	1,000	1,000
Estimated Ending CVMO Balance	\$1,000	\$1,000	\$1,000	\$0	\$0	\$0	\$0
<b>K-9 (609)</b>							
Expenses	0	1,500	1,500		2,150	2,150	2,150
Donations	(1,380)	(1,000)	(1,000)				
<b>Net K-9</b>	<b>\$ (1,380)</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 2,150</b>	<b>\$ 2,150</b>	<b>\$ 2,150</b>
<b>K-9 Year End Balance Estimate</b>							
Prior Year Ending K-9 Balance	1,270	2,650	2,650		2,150	2,150	2,150
Estimated Ending K-9 Balance	\$2,650	\$2,150	\$2,150	\$0	\$0	\$0	\$0
<b>Animal Shelter (619)</b>							
Expenses	864	5,000	5,000		7,862	7,862	7,862
Donations	(4,813)	(2,000)	(2,000)				
<b>Net Animal Shelter</b>	<b>\$ (3,949)</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ 7,862</b>	<b>\$ 7,862</b>	<b>\$ 7,862</b>
<b>Animal Shelter Year End Balance Estimate</b>							
Prior Year Ending Animal Shelter Balance	6,913	10,862	10,862		7,862	7,862	7,862
Estimated Ending Animal Shelter Balance	\$10,862	\$7,862	\$7,862	\$0	\$0	\$0	\$0
<b>Book Purchases (701)</b>							
Book Purchases	363	0	0		637	637	637
Donations	(1,000)	0	0				
<b>Net Book Purch's</b>	<b>\$ (637)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 637</b>	<b>\$ 637</b>	<b>\$ 637</b>
<b>Book Purch's Year End Balance Estimate</b>							
Prior Year Ending Book Purch's Balance		637	637		637	637	637
Estimated Ending Book Purch's Balance	\$637	\$637	\$637	\$0	\$0	\$0	\$0
<b>General Library (709)</b>							
Computer Purchases	26,629				0	0	0
Expenditures	1,728	1,500	1,500		1,393	1,393	1,393
Donations	(27,449)	0	0				
<b>Net General Library</b>	<b>\$ 908</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 1,393</b>	<b>\$ 1,393</b>	<b>\$ 1,393</b>
<b>Library Year End Balance Estimate</b>							
Prior Year Ending Library Balance	3,801	2,893	2,893		1,393	1,393	1,393
Estimated Ending Library Balance	\$2,893	\$1,393	\$1,393	\$0	\$0	\$0	\$0
<b>Parks &amp; Rec (809)</b>							
Expenditures		0			2,952	2,952	2,952
Donations	(100)	0					
<b>Net Parks &amp; Rec</b>	<b>\$ (100)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,952</b>	<b>\$ 2,952</b>	<b>\$ 2,952</b>
<b>Parks &amp; Rec Year End Balance Estimate</b>							
Prior Year Ending Parks & Rec Balance	2,852	2,952	2,952		2,952	2,952	2,952
Estimated Ending Parks & Rec Balance	\$2,952	\$2,952	\$2,952	\$0	\$0	\$0	\$0
<b>Net Effect on Fund</b>							
	<b>\$ (5,308)</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ (1,115)</b>	<b>\$ 17,359</b>	<b>\$ 17,359</b>	<b>\$ 17,359</b>

# 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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Project Expenditures</b>							
Salaries	165,415	193,877	193,877	133,748	228,310	221,223	221,223
Overtime		2,000	2,000	59	0	0	0
FICA	10,254	12,144	12,144	8,296	14,155	13,716	13,716
Medicare	2,398	2,840	2,840	1,940	3,310	3,208	3,208
Retirement	15,512	19,582	19,582	12,989	23,227	22,436	22,436
Unemployment Insurance	456	248	248	443	453	453	453
Workman's Compensation	8,002	8,848	8,848	8,160	20,548	19,910	19,910
Health Insurance	24,853	28,039	28,039	22,456	35,948	35,948	35,948
<b>Total Salary Expenditures</b>	<b>\$ 226,890</b>	<b>\$ 267,578</b>	<b>\$ 267,578</b>	<b>\$ 188,091</b>	<b>\$ 325,951</b>	<b>\$ 316,894</b>	<b>\$ 316,894</b>
<b>Operational Expenditures</b>							
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	2,695	3,500	3,500	3,500
Office Supplies	927	800	800	337	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	0	200	200	200
Advertising	193	1,000	1,000	116	800	800	800
Postage	43	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	10,243	30,000	30,000	30,000
Fuel	12,197	40,000	40,000	11,079	25,000	15,000	15,000
Electric	1,972	2,100	2,100	1,764	2,650	2,650	2,650
Gas/Propane	955	1,100	1,100	840	2,000	2,000	2,000
Water	1,111	1,200	1,200	818	1,300	1,300	1,300
Sewer	147	3,200	3,200	110	3,200	3,200	3,200
Waste Removal	742	300	300	60	300	300	300
Telephone	491	500	500	390	600	600	600
Cell Phone	1,224	1,300	1,300	1,224	1,640	1,640	1,640
Pest Control	455	300	300	236	300	300	300
Consulting Services	0	15,000	15,000	3,700	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	0	1,200	1,200	1,200
Equipment Maint. Agreements	356	500	500	105	450	450	450
Office Equipment	0	200	200	78	600	600	600
Maintenance Equipment	64	0	0	0	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	0	300	300	300
Street Maintenance	45,504	60,000	60,000	42,052	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	24,707	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	10,120	10,000	10,000	10,000
Traffic Signal Maintenance	2,359	9,000	9,000	1,545	8,000	8,000	8,000
Traffic Signal Electricity	8,069	8,300	8,300	5,144	8,300	8,300	8,300
Main Street Lights/Irrigation Electricity	10,936	10,000	10,000	8,151	10,000	10,000	10,000
Small Tools	1,227	1,800	1,800	2,411	2,500	2,500	2,500
Litter Abatement	0	30	30	0	500	500	500
<b>Total Operational Expenditures</b>	<b>\$ 143,424</b>	<b>\$ 314,008</b>	<b>\$ 314,008</b>	<b>\$ 144,046</b>	<b>\$ 308,120</b>	<b>\$ 283,120</b>	<b>\$ 283,120</b>

**HURF Fund (pg. 2)**

ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2011-12 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Expenditures</b>							
<b>Equipment/Capital Expenditures</b>							
Office Equipment/Furniture		0	0	2,983	0	0	0
Equipment Lease	1,538	4,500	4,500	1,361			
Vehicles				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		20,000	20,000		25,000	25,000	25,000
Finnie Flat Sidewalk	420	25,000	25,000	2,628	25,000	25,000	25,000
Finnie Flat Sidewalk RoWay		0	0	3,200	3,200	3,200	3,200
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 1,985</b>	<b>\$ 99,500</b>	<b>\$ 99,500</b>	<b>\$ 22,607</b>	<b>\$ 118,200</b>	<b>\$ 118,200</b>	<b>\$ 118,200</b>
<b>Total Expenditures</b>	<b>\$ 372,299</b>	<b>\$ 681,086</b>	<b>\$ 681,086</b>	<b>\$ 354,744</b>	<b>\$ 752,271</b>	<b>\$ 718,214</b>	<b>\$ 718,214</b>
<b>Revenues</b>							
HURF Revenue	796,016	648,254	648,254	426,486	725,000	725,000	725,000
Refunds/Reimbursements	325	250	250	90	800	800	800
Surplus Property Sales					600	600	600
Interest	17	12	12	1,381	5,000	5,000	5,000
<b>Total Departmental Revenues</b>	<b>\$ 796,358</b>	<b>\$ 648,516</b>	<b>\$ 648,516</b>	<b>\$ 427,957</b>	<b>\$ 731,400</b>	<b>\$ 731,400</b>	<b>\$ 731,400</b>
<b>Operating Transfers</b>							
Transfer In from Fed Grants Fund	(8,783)						
Transfer Out to CIP Fund (*A)		350,000	350,000	60,238	80,000	80,000	80,000
Transfer Out to CDBG Fund (*B)		0	0		66,934	66,934	66,934
Transfer Out to Fed Grants Fund (*C)		0	0	0	7,253	7,253	7,253
Transfer Out to Debt Service Fund (*D)		23,468	23,468	25,268	102,400	102,400	102,400
<b>Total Operating Transfers</b>	<b>\$ (8,783)</b>	<b>\$ 373,468</b>	<b>\$ 373,468</b>	<b>\$ 85,506</b>	<b>\$ 256,587</b>	<b>\$ 256,587</b>	<b>\$ 256,587</b>
<b>Net Effect on HURF Fund</b>	<b>\$ (432,842)</b>	<b>\$ 406,038</b>	<b>\$ 406,038</b>	<b>\$ 12,293</b>	<b>\$ 277,458</b>	<b>\$ 243,401</b>	<b>\$ 243,401</b>
Beginning Available HURF Fund Balance (Est'd)	\$ 924,322	\$ 1,357,164	\$ 1,357,164	\$ 1,357,164	\$ 386,126	\$ 386,126	\$ 386,126
10-year Repayment Plan Set-aside				\$ 565,000	\$ 565,000	\$ 565,000	\$ 565,000
<b>Ending Available HURF Fund Balance (Est'd)</b>	<b>\$ 1,357,164</b>	<b>\$ 951,126</b>	<b>\$ 951,126</b>	<b>\$ 779,871</b>	<b>\$ 108,668</b>	<b>\$ 142,725</b>	<b>\$ 142,725</b>

\*A - Transfer out of \$87,253 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.



# Chapter Eight

## Debt Service Fund

	<u>Page #</u>
<b>Debt Service Fund</b>	
Debt Policy	8-1
Debt Service Fund	8-3
Debt Service Schedules	8-5

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# Debt Policy

**Ordinance 2009-A366**  
**An Ordinance of the Mayor and Common Council**  
**Of the Town of Camp Verde,**  
**Yavapai County, Arizona**  
**Amending Town Code Chapter 3, Administration,**  
**Adding Section 3-4 Financial Policies**

## Debt Policy

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

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

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

### Section 3-4-2.1

1. The overall debt management policy of the Town is to ensure that financial resources of Town are adequate in any general economic situation to not preclude the Town's ability to pay its debt when due.
2. The Town will not use long-term debt to fund current operations or projects that can be financed from current revenues or resources. The Town will first attempt "pay as you go" capital financing.
3. The Town does not intend to issue commercial paper (CP) or bond anticipation notes (BANs) for periods longer than two years or for the term of a construction project. If CP or a BAN is issued for a capital project, it will be converted to a long-term bond or redeemed at its maturity.
4. The issuance of variable rate debt by the Town will be subject to the most careful review and will be issued only in a prudent and fiscally responsible manner.
5. Whenever the Town finds it necessary to issue revenue bonds, the following guidelines will be adhered to:
  - a. Revenue Bonds are defined as a bond on which the debt service is payable from the revenue generated from the operation of the project being financed or a category of facilities, from other non-tax sources of the Town, or from other designated taxes such as Highway User's Revenues, excise tax, or special fees or taxes. For any bonds or lease-purchase obligations in which the debt service is paid from revenue generated by the project, that debt service is deemed to be revenue bonds and are excluded from the calculation of the annual debt service limitation.
  - b. Revenue Bonds of the Town will be analyzed carefully by the Finance Department for fiscal soundness. The issuance of Revenue Bonds will be subject to the most careful review and must be secured by covenants sufficient to protect the bondholders and the name of the Town.
  - c. Revenue Bonds should be structured to provide level annual debt service over the life of the issue.
  - d. Debt Service Reserve Funds should be provided when required by rating agencies, bond insurers, or existing bond covenants.
  - e. Interest earnings on the reserve fund balances will be used to pay debt service on the bonds unless otherwise committed for other uses or purposes of the project.
  - f. The term of any revenue bond or lease obligation issue will not exceed the useful life of the capital project, facility or equipment for which the borrowing is intended.

- g. The target for the term of Revenue Bonds will typically be between twenty and thirty years. The target for the "average weighted maturities" for Revenue Bonds of the Town (except for those issued through the Arizona Water Infrastructure Finance Authority) will be twelve and one half (12 1/2) years.
- 6. Improvement District (ID) and Community Facility District (CFD) Bonds shall be issued only when the formation of the district demonstrates a clear and significant purpose for the Town. It is intended that Improvement District and Community Facility District Bonds will be primarily issued for neighborhoods and business districts desiring improvements to their property such as roads, water lines, sewer lines, street lights, and drainage. The District must provide a specific benefit to the property owner(s). The Town will review each project through active involvement of Town staff and/or selected consultants to prepare projections, review pro-forma information and business plans, perform engineering studies, analyze minimum debt coverage and value to debt ratios, and other analyses necessary to consider the proposal against specific criteria. Both ID and CFD Bonds will be utilized only when it is expected that they will be outstanding for their full term.
- 7. Refunding Bonds will be measured against a standard of the net present value debt service savings exceeding 5% of the debt service amount of the bonds being refunded, or if savings exceed \$750,000, or for the purpose of modifying restrictive covenants or to modify the existing debt structure to the benefit of the Town.
- 8 The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness.
- 9 The Town shall comply with all requirements of Title 15.1 Arizona Revised Statutes and other legal requirements regarding the issuance of bonds and certificates of the Town or its debt issuing authority.
- 10 The Town will maintain regular contact with rating agencies through meetings and visits on and off-site. The Town will secure ratings on all bonds issued if economically feasible.

## Debt Service Fund

### Department Duties/Description

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The Town of Camp Verde currently has three (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 3/31 YTD ACTUALS	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL PROPOSED
<b>Sanitary District (490)</b>							
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
	<b>\$ 118,831</b>	<b>\$ 118,800</b>	<b>\$ 118,800</b>	<b>\$ 118,800</b>	<b>\$ 117,764</b>	<b>\$ 117,764</b>	<b>\$ 117,764</b>
<b>2011 Rev Bond - Public Works Yard (491)</b>							
Principal		63,800	63,800	0	63,800	63,800	63,800
Interest		43,200	43,200	23,468	36,800	36,800	36,800
Misc. Charges		0	0	1,800	1,800	1,800	1,800
	<b>\$ -</b>	<b>\$ 107,000</b>	<b>\$ 107,000</b>	<b>\$ 25,268</b>	<b>\$ 102,400</b>	<b>\$ 102,400</b>	<b>\$ 102,400</b>
<b>GADA Loan - Marshal's Office (690)</b>							
Principal	85,000	85,000	85,000	85,000	90,000	90,000	90,000
Interest	88,450	79,375	79,375		72,750	72,750	72,750
Misc. Charges	711	950	950		800	800	800
	<b>\$ 174,161</b>	<b>\$ 165,325</b>	<b>\$ 165,325</b>	<b>\$ 85,000</b>	<b>\$ 163,550</b>	<b>\$ 163,550</b>	<b>\$ 163,550</b>
<b>Butler Park (890)</b>							
Principal	3,949	4,631	4,631		5,276	5,276	5,276
Interest	1,219	769	769		44	44	44
Misc. Charges	243	0	0		33	33	33
	<b>\$ 5,411</b>	<b>\$ 5,400</b>	<b>\$ 5,400</b>	<b>\$ -</b>	<b>\$ 5,353</b>	<b>\$ 5,353</b>	<b>\$ 5,353</b>
	<b>\$ 298,403</b>	<b>\$ 396,525</b>	<b>\$ 396,525</b>	<b>\$ 229,068</b>	<b>\$ 389,067</b>	<b>\$ 389,067</b>	<b>\$ 389,067</b>
<b>Revenues</b>							
Interest - GADA Loan	0	400	400	0	0	0	0
	<b>\$ -</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating Transfers</b>							
Transfers In from Gen Fund	(113,491)	(124,925)	(124,925)		(243,107)	(243,107)	(243,107)
Transfers In from Gen Fund (Const Tax)	(87,512)	(40,000)	(40,000)		(43,560)	(43,560)	(43,560)
Transfers In from Gen Fund (Sanitary Dist)		(118,800)	(118,800)				
Transfers In from Park Fund	(5,400)	(5,400)	(5,400)				
Transfers In from HURF Fund		(23,468)	(23,468)		(102,400)	(102,400)	(102,400)
	<b>\$ (206,403)</b>	<b>\$ (312,593)</b>	<b>\$ (312,593)</b>	<b>\$ -</b>	<b>\$ (389,067)</b>	<b>\$ (389,067)</b>	<b>\$ (389,067)</b>
<b>Net Effect on Debt Service Fund</b>	<b>\$ 92,000</b>	<b>\$ 83,532</b>	<b>\$ 83,532</b>	<b>\$ 229,068</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# GADA Loan

## DETAILED BOND DEBT SERVICE

Greater Arizona Development Authority  
Town of Camp Verde, Arizona  
Excise Tax Revenue Bonds, Series 2005

Dated Date 02/23/2005  
Delivery Date 02/23/2005

### Serial Bond

Period Ending	Principal	Coupon	Interest	Principal	Debt Service	Annual Debt Service
02/23/2005						
02/01/2006			85,814.44	-	85,814.44	
08/01/2006	40,000	2.250%	45,700.00	40,000.00	85,700.00	171,514.44
02/01/2007			45,250.00	-	45,250.00	
08/01/2007	80,000	2.375%	45,250.00	80,000.00	125,250.00	170,500.00
02/01/2008			44,300.00	-	44,300.00	
08/01/2008	80,000	2.500%	44,300.00	80,000.00	124,300.00	168,600.00
02/01/2009			43,300.00	-	43,300.00	
08/01/2009	85,000	3.000%	43,300.00	85,000.00	128,300.00	171,600.00
02/01/2010			42,025.00	-	42,025.00	
08/01/2010	85,000	3.000%	42,025.00	85,000.00	127,025.00	169,050.00
02/01/2011			40,750.00	-	40,750.00	
08/01/2011	85,000	5.000%	40,750.00	85,000.00	125,750.00	166,500.00
02/01/2012			38,625.00	-	38,625.00	
08/01/2012	90,000	5.000%	38,625.00	90,000.00	128,625.00	167,250.00
02/01/2013			36,375.00	-	36,375.00	
08/01/2013	95,000	5.000%	36,375.00	95,000.00	131,375.00	167,750.00
02/01/2014			34,000.00	-	34,000.00	
08/01/2014	100,000	5.000%	34,000.00	100,000.00	134,000.00	168,000.00
02/01/2015			31,500.00	-	31,500.00	
08/01/2015	105,000	5.000%	31,500.00	105,000.00	136,500.00	168,000.00
02/01/2016			28,875.00	-	28,875.00	
08/01/2016	110,000	5.000%	28,875.00	110,000.00	138,875.00	167,750.00
02/01/2017			26,125.00	-	26,125.00	
08/01/2017	115,000	5.000%	26,125.00	115,000.00	141,125.00	167,250.00
02/01/2018			23,250.00	-	23,250.00	
08/01/2018	120,000	5.000%	23,250.00	120,000.00	143,250.00	166,500.00
02/01/2019			20,250.00	-	20,250.00	
08/01/2019	130,000	5.000%	20,250.00	130,000.00	150,250.00	170,500.00
02/01/2020			17,000.00	-	17,000.00	
08/01/2020	135,000	4.000%	17,000.00	135,000.00	152,000.00	169,000.00
02/01/2021			14,300.00	-	14,300.00	
08/01/2021	140,000	5.000%	14,300.00	140,000.00	154,300.00	168,600.00
02/01/2022			10,800.00	-	10,800.00	
08/01/2022	145,000	5.000%	10,800.00	145,000.00	155,800.00	166,600.00
02/01/2023			7,175.00	-	7,175.00	
08/01/2023	155,000	5.000%	7,175.00	155,000.00	162,175.00	169,350.00
02/01/2024			3,300.00	-	3,300.00	
08/01/2024	160,000	4.125%	3,300.00	160,000.00	163,300.00	166,600.00
	<u>2,055,000</u>		<u>1,145,914.44</u>	<u>2,055,000.00</u>	<u>3,200,914.44</u>	<u>3,200,914.44</u>

# Camp Verde Sanitary District IGA

Section 2: Loan Repayment Schedule  
Camp Verde Sanitary District  
07/22/2009

Year	Period	Semi-Annual Payment Dates	Combined Interest and Fee Rate	Semi-Annual Combined Interest and Fee Payment	Annual Principal Repayment	Total Annual Payment
1	1	01/01/2010	3.338%	27,688.15		
1	2	07/01/2010	3.338%	31,744.38	56,282.02	115,714.55
2	3	01/01/2011	3.338%	30,805.03		
2	4	07/01/2011	3.338%	30,805.03	58,160.72	119,770.78
3	5	01/01/2012	3.338%	29,834.33		
3	6	07/01/2012	3.338%	29,834.33	60,102.12	119,770.78
4	7	01/01/2013	3.338%	28,831.22		
4	8	07/01/2013	3.338%	28,831.22	62,108.34	119,770.78
5	9	01/01/2014	3.338%	27,794.64		
5	10	07/01/2014	3.338%	27,794.64	64,181.50	119,770.78
6	11	01/01/2015	3.338%	26,723.45		
6	12	07/01/2015	3.338%	26,723.45	66,323.88	119,770.78
7	13	01/01/2016	3.338%	25,616.50		
7	14	07/01/2016	3.338%	25,616.50	68,537.78	119,770.78
8	15	01/01/2017	3.338%	24,472.61		
8	16	07/01/2017	3.338%	24,472.61	70,825.56	119,770.78
9	17	01/01/2018	3.338%	23,290.53		
9	18	07/01/2018	3.338%	23,290.53	73,189.72	119,770.78
10	19	01/01/2019	3.338%	22,068.99		
10	20	07/01/2019	3.338%	22,068.99	75,632.80	119,770.78
11	21	01/01/2020	3.338%	20,806.68		
11	22	07/01/2020	3.338%	20,806.68	78,157.42	119,770.78
12	23	01/01/2021	3.338%	19,502.24		
12	24	07/01/2021	3.338%	19,502.24	80,766.30	119,770.78
13	25	01/01/2022	3.338%	18,154.25		
13	26	07/01/2022	3.338%	18,154.25	83,462.28	119,770.78
14	27	01/01/2023	3.338%	16,761.26		
14	28	07/01/2023	3.338%	16,761.26	86,248.26	119,770.78
15	29	01/01/2024	3.338%	15,321.78		
15	30	07/01/2024	3.338%	15,321.78	89,127.22	119,770.78
16	31	01/01/2025	3.338%	13,834.25		
16	32	07/01/2025	3.338%	13,834.25	92,102.28	119,770.78
17	33	01/01/2026	3.338%	12,297.06		
17	34	07/01/2026	3.338%	12,297.06	95,176.66	119,770.78
18	35	01/01/2027	3.338%	10,708.55		
18	36	07/01/2027	3.338%	10,708.55	98,353.68	119,770.78
19	37	01/01/2028	3.338%	9,067.03		
19	38	07/01/2028	3.338%	9,067.03	101,636.72	119,770.78
20	39	01/01/2029	3.338%	7,370.72		
20	40	07/01/2029	3.338%	7,370.72	105,029.34	119,770.78
21	41	01/01/2030	3.338%	5,617.78		
21	42	07/01/2030	3.338%	5,617.78	108,535.22	119,770.78
22	43	01/01/2031	3.338%	3,806.32		
22	44	07/01/2031	3.338%	3,806.32	112,158.14	119,770.78
23	45	01/01/2032	3.338%	1,934.41		
23	46	07/01/2032	3.338%	1,934.41	115,902.04	119,770.86
				848,671.79	1,902,000.00	2,750,671.79

# Industrial Ground Lease Purchase

DEBT SERVICE SCHEDULE  
Town of Camp Verde, Arizona

Pledged Revenue Obligation, Series 2011 (Private Placement)

Year	Period	Semi-Annual		Principal	Annual		Annual Total Repayment
		Payment Dates	Interest Rate		Interest Payment	Debt Service	
1	1	01/01/2012			\$ 23,468.15	\$ 23,468.15	
1	2	07/01/2012	3.91%	\$ 63,800.30	\$ 19,647.75	\$ 83,448.05	\$ 106,916.20
2	3	01/01/2013			\$ 18,400.45	\$ 18,400.45	
2	4	07/01/2013	3.91%	\$ 70,115.30	\$ 18,400.45	\$ 88,515.75	\$ 106,916.20
3	5	01/01/2014			\$ 17,029.70	\$ 17,029.70	
3	6	07/01/2014	3.91%	\$ 72,856.80	\$ 17,029.70	\$ 89,886.50	\$ 106,916.20
4	7	01/01/2015			\$ 15,605.35	\$ 15,605.35	
4	8	07/01/2015	3.91%	\$ 75,705.50	\$ 15,605.35	\$ 91,310.85	\$ 106,916.20
5	9	01/01/2016			\$ 14,125.31	\$ 14,125.31	
5	10	07/01/2016	3.91%	\$ 78,665.60	\$ 14,125.31	\$ 92,790.91	\$ 106,916.22
6	11	01/01/2017			\$ 12,587.39	\$ 12,587.39	
6	12	07/01/2017	3.91%	\$ 81,741.40	\$ 12,587.39	\$ 94,328.79	\$ 106,916.18
7	13	01/01/2018			\$ 10,989.35	\$ 10,989.35	
7	14	07/01/2018	3.91%	\$ 84,937.50	\$ 10,989.35	\$ 95,926.85	\$ 106,916.20
8	15	01/01/2019			\$ 9,328.82	\$ 9,328.82	
8	16	07/01/2019	3.91%	\$ 88,258.50	\$ 9,328.82	\$ 97,587.32	\$ 106,916.14
9	17	01/01/2020			\$ 7,603.37	\$ 7,603.37	
9	18	07/01/2020	3.91%	\$ 91,709.40	\$ 7,603.37	\$ 99,312.77	\$ 106,916.14
10	19	01/01/2021			\$ 5,810.45	\$ 5,810.45	
10	20	07/01/2021	3.91%	\$ 95,295.30	\$ 5,810.45	\$ 101,105.75	\$ 106,916.20
11	21	01/01/2022			\$ 3,947.43	\$ 3,947.43	
11	22	07/01/2022	3.91%	\$ 99,021.30	\$ 3,947.43	\$ 102,968.73	\$ 106,916.16
12	23	01/01/2023			\$ 2,011.56	\$ 2,011.56	
12	24	07/01/2023	3.91%	\$ 102,893.10	\$ 2,011.56	\$ 104,904.66	\$ 106,916.22
				\$ 1,005,000.00	\$ 277,994.26	\$ 1,282,994.26	\$ 1,282,994.26

Prepared by Stone & Youngberg LLC

## Glossary of Terms

**Accrual Basis** - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is spent.

**Adopted** - As used in fund, summary, department, and program summaries within the budget; represents the budgets as approved by Council.

**Adoption** - A formal action taken by Council that sets the spending limits for the fiscal year.

**Appropriation** - A legal authorization granted by Council to make expenditures and incur obligations for specific purposes. An appropriation is usually limited in amount and duration as to when it may be expended.

**Appropriated Budget** - The expenditure authority created by the appropriation resolution/ordinance, which is stated into law, and the related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations and other legally authorized and executive changes.

**Asset** - Resources owned or held by a government, which have monetary value.

**Available (Undesignated) Fund Balance** - Refers to funds remaining from prior fiscal years that are available for appropriation and expenditure in the current year.

**Bonds** - A written instrument to pay a sum of money at a specific interest rate, on a specific date or dates in the future, called maturity dates. The interest payments and the repayment of the principal are detailed in a bond resolution or ordinance. Two common types of bonds, general obligation and revenue bonds, are the most commonly used for construction of large capital projects such as buildings, streets, and water systems. The difference between a note and a bond is that a bond is used for a longer period of time and requires more formality.

**Budget** - A plan of financial operation representing an estimate of proposed expenditures and the proposed means of financing them for a given period. This official public document reflects decisions, measures service needs, establishes the allocation of resources, and is the pecuniary plan for achieving the Town's goals and objectives.

**Budgetary Basis** - This refers to the form of accounting utilized throughout the budget process. These generally take one of three forms: GAAP, Cash, and Modified Accrual of some type of statutory form. Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP) except that: a) encumbrances are considered to be an expenditure chargeable to appropriations, b) no depreciation is budgeted for Enterprise Funds, c) investments in supply inventories and assets restricted for self-insurance are not considered to be appropriable, d) revenues accruing to sinking funds are not appropriated, and e) contributions into sinking funds are budgeted, whereas disbursements from sinking funds are not budgeted. Unencumbered appropriations lapse at the close of the fiscal year.

**Budget Calendar** - The schedule of key dates or events which the Town follows in the preparation, adoption, and administration of the budget.

**Budgetary Control** - The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

**Budget Message** - A written general dialogue of the budget, presented by the budget-making authority. It provides Council and the public with a general summary of the most important budget issues, changes from recent fiscal years, and recommendations regarding the financial policy for the coming fiscal year.

**Community Facilities District (CFD)** - This is a political subdivision of the state and is located within the corporate limits of the Town. It is formed by the Town Council following a public hearing as a result of a petition of property owners. A CFD has the authority to construct, acquire, operate, and maintain a public infrastructure (broadly defined).

**Capital Improvement Plan (CIP)** - The Capital Improvement Plan (CIP) is a comprehensive plan of capital investment projects which identifies priorities as to need, method of financing, cost and revenues that will result during a five year period. The program is a guide for identifying current and future fiscal year requirements and becomes the basis for determining the annual capital budget.

**Capital Outlay** - Expenditures resulting in the acquisition or addition to the government's general fixed assets. These assets generally have a useful life of more than one year.

**Contractual Services** - Professional, technical, or maintenance expertise purchased from external sources.

**Cost Center** - An organizational budget/operating unit within Town department or division, i.e. Slom Water Management is a cost center within the Public Works Department.

**COLA** - Cost of Living Adjustment.

**Debt** - An obligation resulting from borrowing money or from the purchase of goods and services. Types of governmental debt include bonds, loans, time warrants, and notes.

**Debt Service** - The long term payment of principal and interest on borrowed funds.

**Department** - A major administrative division of the Town, which indicates overall management responsibility for an operation or a group of related operations within a functional area.

**Depreciation** - Consumption of the service life of fixed assets, due to normal wear, deterioration, environmental elements, passage of time, and obsolescence. The portion of the cost of a fixed asset charged as an expense during a specified period based on service life of the asset and ultimately expending the entire cost of the asset.

**Disinquinshed Budget Presentation Awards Program** - A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

**Division** - A group of homogeneous cost centers within a department.

**Enterprise Funds** - A government accounting fund in which the services provided are financed and operated similarly to those of a private business. The governing body's intention is to finance or recover operation costs through user fees. The Town of Camp Verde does not currently have any Enterprise Funds.

**Estimated Revenue** - The amount of projected revenue to be collected during the fiscal year.

**Expenditures** - Decreases in net financial resources in accordance with budgeted appropriations. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service, capital outlays, intergovernmental grants, entitlements, and shared revenues.

**Expenditure Limitation** - An amendment to the Arizona State Constitution, which limits annual expenditures for all municipalities. The Economic Estimates Commission sets this limit based upon population growth and inflation. All municipalities have the option of Home Rule that requires voters to approve a four-year expenditure limit based on revenues received.

**Fiscal Year** - A time period designated by the Town signifying the beginning and ending period for recording financial transactions. The Town's fiscal period begins July 1 and ends June 30.

**Fixed Asset** - Tangible assets having a long life (generally over one year) obtained or controlled as a result of past transactions, events, or circumstances. Fixed assets include buildings, equipment, improvements other than buildings, and land.

**Franchise Fee** - A fee paid by public service businesses for the special privilege to use Town streets, alleys, and property in providing their services to the citizens of the community. Services requiring franchise fees include electricity, telephone, natural or propane gas, and cable television.

**Full Time Equivalent (FTE)** - A part-time position converted to the decimal equivalent of a full time position based on 2080 hours per year, or a full value of one for a full-time position.

**Function** - Activity which is performed by one or more organizational units for the purpose of accomplishing a goal. The Town is divided into several major functions: 1) General Government, 2) Public Safety, 3) Public Works, and 4) Culture and Recreation.

**Fund** - An accounting entity having a set of self-balancing accounts and records all financial transactions for specific activities or government functions in attaining certain objectives governed by special regulations, restrictions, or limitations.

**Fund Balance** - Fund balance is the excess of assets over liabilities of governmental and trust funds.

**General Fund** - The operating fund established to account for resources and uses of general operating functions of Town departments that are not required to be accounted for in another fund. Resources are, in the majority, provided by taxes.

**General Obligation Bonds** - Bonds that finance a variety of public projects and require voter approval. The full faith and credit of the Town back these bonds. Limitations for bonding are set by State Statute.

**GIS** - Geographic Information System.

**Grant** - Contributions or gifts of cash or other assets from another government to be used for a specific purpose, activity, or facility.

**HURF** - Highway User Revenue Fund.

**Impact Fees** - Fees charged to developers or individuals to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development.

**Improvement Districts** - Improvement districts are formed consisting of property owners desiring improvements, primarily street construction, to their property. Bonds are issued to finance these improvements, which are repaid by assessments on affected property owners.

**Indirect Cost** - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned, such as administrative support, facility maintenance, or custodial services.

**Industrial Development Bonds** - Bonds issued by governments, the proceeds of which are used to construct facilities for a private business enterprise. The Town has no obligation to pay off the bonds in case of default by the private business.

**Interfund Transfer** - The movement of monies between funds of the same government entity.

**Intergovernmental Revenue** - Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

**Internal Services Fund** - A fund used to account for goods and services provided by one department or agency of the Town to other departments or agencies on a cost reimbursement basis. The services are tangible and measurable to which they benefit the individual departments or agencies within the Town.

**JCEF** - Judicial Court Enhancement Fund.

**Levy** - To impose taxes for the support of governmental activities.

**Long Term Debt** - Debt with a maturity of more than one year after the date of issuance.

**NACOG** - Northern Arizona Council of Governments.

**NPOES** - National Pollutant Discharge Elimination System.

**Objective** - A specific measurable and observable result of an organization's activity that advances the organization toward its goal.

**Operating Budget** - Plan of current expenditures and the prepared means to finance them. The budget, associated with providing ongoing services to citizens, includes general expenditures such as personnel services, contractual services, operating supplies, and operating capital items. The budget is the primary measure of controlling financing, acquisition, spending, and delivering of services of the entity.

**Operating Supplies** - Costs of goods consumed by the Town in the course of its daily operations.

**Operating Transfers In/Out** - Legally authorized transfers from a fund receiving revenue (out) to the fund that the resources are to be expended (in).

**Other Services and Charges** - Services rendered to the Town in the form of contractual, professional, maintenance, and vehicle maintenance services. This also includes expenses for rentals, dues and memberships that may be charged by employees.

**Performance Indicators** - Measurable means of evaluating the effectiveness of a cost center in accomplishing its defined objectives.

**Personnel Services** - Costs related to compensating employees, including wages, insurance, payroll taxes, retirement contributions, and uniform allowances.

**Reserve/Contingency** - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Residual Equity Transfers** - Nonrecurring or non-routine transfers of equity between funds. May be used to close out the equity of one fund into another.

**Resolution** - A special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

**Resources** - Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

**Retained Earnings** - An equity account reflecting the accumulative earnings of an enterprise or internal service fund.

**Revenue** - Receipts from taxes, intergovernmental sources, and user fees, or resources from voter authorized bonds, system development fees, and grants.

**Revenue Bonds** - Legal debt instruments that finance public projects for such services as water or sewer. They can also be issued for major public facilities supported by taxes. Revenue from these public projects is pledged to pay principal and interest of the bonds.

**Risk Management** - An organized attempt to protect a government's assets against accidental loss in the most economical method.

**Sinking Fund** - A separate fund or account used for the reporting of debt service payments, as well as any accumulation of resources in anticipation of future principal and interest requirements.

**Sources of Revenue** - Revenues are classified according to their source or point of origin.

**Special Assessment** - A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**Special Assessment Bonds** - Bonds payable from the proceeds of special assessments. If the bonds are payable only from the collections of special assessments, they are known as special assessment bonds. If, in addition to the assessments, the full faith and credit of the government are pledged, they are known as general obligation special assessment bonds.

**Special Revenue Fund** - A fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditure for specific purposes.

**State-Shared Revenue** - Includes the Town's portion of the State Sales Tax revenues, State Income Tax receipts, and Motor Vehicle In-Lieu taxes.

**Taxes** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

**Trust and Agency Funds** - Trust and Agency funds are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds.

**Unreserved Fund Balance** - Undesignated monies available for appropriations.

**User Charges** - The payment of a fee for direct receipt of a public service by the party who benefits from the service.



<b>Agenda Item Submission Form – Section I</b>
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**Meeting Date:** June 20, 2012

- Consent Agenda     
  Decision Agenda     
  Executive Session Requested  
 Presentation Only     
  Action/Presentation     
  Special Session

**Requesting Department:** Marshal's Office

**Staff Resource/Contact Person:** Marshal Nancy Gardner

**Agenda Title (be exact):** Power-point Presentation by Marshal Nancy Gardner, followed by discussion, consideration and direction to staff regarding changes necessary to the current lease as a result of procedural changes with the Animal Control Shelter. Operational changes for CVMO when responding to dog at large calls for service and nuisance calls for service.

**List Attached Documents:** Power point handout

**Estimated Presentation Time:** 15 minutes

**Estimated Discussion Time:** 10 minutes

**Reviews Completed by:**

Department Head:                     
  Town Attorney Comments:

Finance Review:   
 Budgeted   
 Unbudgeted   
 N/A

Finance Director Comments/Fund:

**Fiscal Impact:**

**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:** The Camp Verde Marshal along with Core group members who are citizens of Camp Verde (Nadia Cailou, with the Golden Bone, Elena Espinosa, Sandi Ashton, VIP with the Marshal's Office, Kathy Davis, Sally Wedig, Angela Windolph, Bonnie Kaufmann and Kathy McCurdy) assessed the current operation of the Animal Shelter and found change is necessary due to the amount of animals that are never adopted out and ultimately are euthanized. Approximately 208 dogs and cats were euthanized during the 2011/2012 fiscal year. Many of the animals are picked up due to dog at large calls for service. It was determined that the Marshal's Office spends almost \$7,000.00 a year having Deputies respond to dog at large calls for service. As a result, the Marshal and Core group determined a need for education in the community pertaining to responsible pet ownership and dog licensing requirements.

**Recommended Action (Motion):** Approve the recommended new shelter operational procedure, education program and response to dog at large calls for service.

**Instructions to the Clerk:**

# Camp Verde Marshal's Office Animal Shelter Operation Proposal



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## An assessment was conducted on the current operation of the shelter and it was learned:

- Approximately ¼ of the animals taken into the shelter are euthanized
- Having only 1 ACO on at a time, it is not feasible to properly be available to citizens who are looking to adopt a pet and operate the shelter
- There was no accountability to ensure pet licensing was enforced, recording/charging of impound fees was random
- The cost to operate the shelter was not able to be justified



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## Background

The Animal Control Unit was activated in December 1986

### The function of the unit was designed to:

Have a civilian employee respond to animal related calls for service, freeing up Deputies to respond to higher priority calls for service.

- The program currently has two full time Animal Control Officers (ACOs).
- ACO's respond to all animal problem calls for service and code enforcement
- ACO's work 7 days a week from 0700-1700 hours each day.
- Deputies provide coverage when ACO's are not working.

### IN ADDITION:

#### Animal Control Officers:

- Operate the Animal Shelter where animals are held until owners can be located or the animals are adopted.

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**Shelter Statistics for FY 2010-11**

	Impounded	Released to Owner	Adopted or Sheltered	Euthanased
Dog	219	116	57	46
Cat	86	1	16	71
Total	307	117	73	117

**Shelter Statistics for FY 2011-12**

	Impounded	Released to Owner	Adopted or Sheltered	Euthanased
Dog	163	89	56	63
Cat	173	1	27	145
Total	336	90	83	208

Overall there was 14.96% increase in the number of animals impounded in the shelter and almost a 50% increase in Euthanased animals from 2010 to 2011.




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**Shelter Costs**

- Yearly shelter rent = \$19,200.00
- Yearly electric cost = \$ 2,590.12
- Yearly gas/propane = \$ 2,615.71
- Yearly Century Link = \$ 357.84
- Internet = \$ 500.00
- Cremations = \$ 1,742.51
- Total = \$27,006.18

**Shelter Revenues**

	FY 10/11	FY 11/12
Licence Fees	\$7,718.00	\$6,401.00
Impound Fees	\$3,016.25	\$3,745.00
Adoption Fees	\$1,109.00	\$761.00
	\$11,873.25	\$9,907.00

The revenues cover approximately 30% of the annual operating costs of the shelter.




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**As a result of the assessment the action that has been taken to date:**

- ❑ A core group of citizens from Camp Verde have been identified to brain storm and come up with solutions
- ❑ The core group has identified that change with the current shelter process is necessary
- ❑ The core group feels too many animals are being euthanized with the current system
- ❑ The core group is looking at short term and long term goals
- ❑ The core group is working with the Marshal's office to come up with alternatives to the way the current shelter is being operated



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**Two areas where "Short Term" goals are needed:**

- A change in procedure of the current in-take of animals and the animal shelter operation.
- Educating the citizens on being responsible pet owners regarding dog at large calls and licensing their pets so pets can be returned to their owners



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**As of 6/5/12 a total of 997 animal calls for service were dispatched for fiscal year 2011-2012.**

**The types of services are as follows:**

• Animal Bite	31
• Animal Abuse	8
• Barking Dog	88
• Dog at Large	870

◆ ACOs responded to 630 of these calls for service

◆ Deputies responded to 367 of these animal-related calls for service (of those calls 285 were dog at large calls)

*The cost for officers responding in city at large calls when an ACO is not on duty is approximately:*

**\$23.00 per hour x 285 = \$6,555.00**



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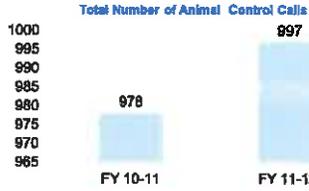
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**Animal Calls for service for FY 10-11 compared to FY 11-12**



Overall there was 3% increase in the number of animal related calls for service from FY10-11 to FY11-12 and an estimated 12.7% increase is expected during FY12-13.



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**RECOMMENDED CHANGE IN ANIMAL IMPOUND PROCEDURE:**

- ❖ Maintain 3-4 kennels at the current shelter for dogs taken into the shelter
- ❖ Dogs will be held for a period of 3-5 days until the owner is located
- ❖ ACO's will begin communication with rescue shelter contacts in the Camp Verde area who can help locate a foster parent until the dog can be adopted
- ❖ If there is no rescue shelter available and the 3-5 day time frame has expired the dog will be taken to the Adopt for Life Center, Humane Society in Cottonwood.
- ❖ Because Cats are free roaming animals and there is no law against Cats being at large, Cats will only be taken in if they are injured, sick or on a case by case situation
- ❖ Cats that are trapped will need to be taken by the citizen to the Adopt for Life Center in Cottonwood and the fee would be paid by the person who trapped the animal



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**Adopt For Life Center For Animals Humane Society, Cottonwood**



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**COST FOR THE RECOMMENDED PROCEDURE :**

3-4 Kennels will cost \$600.00 per month = \$ 7,200.00  
\$70.00 per dog @ approximately 200 dogs = \$14,000.00  
\$21,200.00



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**Focus will be**



To reunite pets with owners— adopt the animal out—**ultimately** do as much as possible to save the animals from being euthanized!

Utilize the ACO Information phone line for dog at large habitual problems and nuisance calls when ACO's are not on duty

Promote dog licensing

Educate citizens to keep their dogs on leashes and in fences.

Deputies will respond out to isolated incidents of "Dog at Large" Calls



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## New Procedure Change



### Contained animal calls:

Contained animals would only be picked up during working hours of the ACO. After hour calls will be forwarded to the "Information Line" which will be checked by the ACO at the beginning of their shift.

### Animal nuisance calls:

If the complainant has a specific address these calls will be forwarded to the ACO "Information Line" which will be checked by the ACO at the beginning of their shift. *Examples : Animal nuisance calls pertain to dogs/cats running through the complainant's yard and urinating/defecating in the complainant's yard.*



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## Marketing Campaign

### Program Title:

**HELPING  
PAWS 🐾🐾  
CAMP VERDE**

**Goal:** It will be the goal of the Camp Verde Marshal's office to develop partnerships with the community in order to decrease non-essential calls for service

### This will be achieved through education:

- Education in elementary schools
- Community meetings
- Brochures
- Door hangers
- Local news papers
- Radio



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### Community Education:

**Schools:** Animal Control Officers and Volunteers (VIPs) will educate elementary students by teaching a block of instruction at the elementary schools and hand out literature on being a responsible pet owner.

**Community meetings:** Hand-outs will be distributed at events and during meetings citizen's will be informed about the partnership between the citizen's of Camp Verde and the Marshal's office. The Town Ordinances will be explained, along with how the tax payer's are saving by assistance of responsible pet owners.

**Media:** Awareness of the new "Helping Paws" program will be conducted through the local radio channels, news papers and on the web page of the Marshal's office. Deputies/ACO's will be provided with information cards to give residents who are seeking information on shelters, spay/neuter services, vaccinations and Town Ordinances pertaining to animals.

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## Funding & Implementation

### GRANTS

Additional funding to support the "HELPING PAWS" campaign will be gained by pursuing Animal Welfare Grants

Through the assistance of community members who are participants in the program and will actively assist with finding foster homes

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### Long Term Goals:

- Continue to work with the core group to look at shelter opportunities in Camp Verde
- Review the implemented procedure
- Work with the core group to come up with other options

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Questions?



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Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date: June 20, 2012**

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation

**Requesting Department:** Public Works

**Staff Resource/Contact Person:** Ron Long

**Agenda Title (be exact):** DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF RESOLUTION 2012-866: A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING AND AUTHORIZING THE EXECUTION OF INTERGOVERNMENTAL AGREEMENT JPA 10-038I BETWEEN THE TOWN AND THE ARIZONA DEPARTMENT OF TRANSPORTATION FOR THE PURCHASE OF REGULATORY, WARNING AND STREET SIGNS TO UPGRADE EXISTING TRAFFIC SIGNAGE WITHIN TOWN LIMITS.

**List Attached Documents:** IGA/JPA 10-038I (3 copies, 7 Pages each)

**Estimated Presentation Time:** 5 minutes

**Estimated Discussion Time:** 5 minutes

**Reviews Completed by:**

**Department Head:** Ron Long

**Attorney Comments:** edits made to pg. 4, Section J: limiting ADOT'S role to this project only

**Finance Department** Grant Funded, Town Match is not required

**Fiscal Impact:** Town will be reimbursed 100% for cost of signs and hardware up to \$65,000

**Budget Code:** See 2012/2013 Federal Grants Fund      **Amount Remaining:** \$75,000\*

**Comments:** \*amount shown in 12/13 budget pending final approval

**Background Information:** In January 2008, the Secretary of Transportation revised the Manual of Uniform Traffic Control Devices (MUTCD), setting new minimum standards for the retroreflectivity of signs (aids nighttime sign visibility). By 2015, regulatory, warning and ground-mounted signs (not street signs) must meet established minimum standards. 2018, is the deadline for street name signage to meet the standard.

On March 1, 2012, the Town received notification of eligibility of Federal Funding through the Highway Safety Improvement Program (HSIP). The \$75,000 IGA sets forth responsibilities of the Town and of ADOT for the procurement and installation of regulatory, warning and street signs. All new signage will comply with retroreflectivity standards as outlined in the MUTCD.

Camp Verde will receive Federal funds of \$65,000 to purchase signs and hardware (we anticipate this funding will purchase approximately 800 signs) the remaining \$10,000 of the Federal Grant is paid to ADOT for managing the procurement process and inspection of installed signs.

Local matching funds are not required for this program. Signs will be installed in Town-owned Rights of Way by the Street Crew. The signs will be systematically replaced with priority to areas of heavy traffic.

***Recommended Action (Motion):*** Move to approve 2012 -866, ***A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING AND AUTHORIZING THE EXECUTION OF INTERGOVERNMENTAL AGREEMENT JPA 10-038I BETWEEN THE TOWN AND THE ARIZONA DEPARTMENT OF TRANSPORTATION FOR THE PURCHASE OF REGULATORY, WARNING AND STREET SIGNS TO UPGRADE EXISTING TRAFFIC SIGNAGE WITHIN TOWN LIMITS.***

***Instructions to the Clerk:*** Obtain Mayor's signature on three original IGA's;



**RESOLUTION 2012-866**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,  
ADOPTING AND APPROVING THE INTERGOVERNMENTAL AGREEMENT WITH  
THE ARIZONA DEPARTMENT OF TRANSPORTATION FOR THE PURCHASE OF  
REGULATORY, WARNING AND STREET SIGNS TO UPGRADE EXISTING  
TRAFFIC SIGNAGE WITHIN TOWN LIMITS.**

***WHEREAS***, the Town of Camp Verde (“Town”) is empowered by Arizona Revised Statutes §48-572, and the State is empowered by Arizona Revised Statute §28-401 to enter into this Intergovernmental Agreement (IGA); and

***WHEREAS***, The Federal Highway Administration (FHWA) has set minimum retroreflectivity standards for traffic signage; and

***WHEREAS***, Congress has established the Highway Safety Improvement Program (HSIP) as a core Federal-aid program for the purpose of achieving a significant reduction in traffic fatalities and serious injuries on public roads; and

***WHEREAS***, IGA/JPA 12-038I by and between the Town and the Arizona Department of Transportation allows the State to acquire Federal HISP Funds for the use and benefit of the Town to upgrade signage that will meet minimum safety standards of the FHWA.

***NOW THEREFORE***, Pursuant to ARS §11-952, the Mayor and Common Council of the Town of Camp Verde resolve, to enter into and authorize the Mayor to execute IGA/JPA 12-038I with the Arizona Department of Transportation to fund the purchase of traffic signage under the terms and conditions set forth in the Intergovernmental Agreement.

**PASSED AND APPROVED** by majority vote of the Common Council at the Regular Meeting of June 20, 2012:

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Bob Burnside, Mayor

Attest:

Approved as to form:

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Deborah Barber, Town Clerk

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William Sims, Attorney

ADOT File No.: IGA/JPA 12-038I  
AG Contract No.: P0012012001893  
Federal Aid No.: CMV-0(202)A  
Project: Replacement Signs  
Section: Various Locations  
ADOT Project No.: SH56301C & 03D  
TIP/STIP No.:  
Budget Source Item No.: 72812

## INTERGOVERNMENTAL AGREEMENT

BETWEEN  
THE STATE OF ARIZONA  
AND  
TOWN OF CAMP VERDE

**THIS AGREEMENT** is entered into this date \_\_\_\_\_, 2012, pursuant to the Arizona Revised Statutes § 11-951 through 11-954, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State") and the TOWN OF CAMP VERDE acting by and through its MAYOR and TOWN COUNCIL (the "TOWN"). The State and the Town are collectively referred to as "Parties".

### I. RECITALS

1. The State is empowered by Arizona Revised Statutes § 28-401 to enter into this Agreement and has delegated to the undersigned the authority to execute this Agreement on behalf of the State.
  2. The Town is empowered by Arizona Revised Statutes § 48-572 to enter into this Agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this Agreement and has authorized the undersigned to execute this Agreement on behalf of the Town
  3. Congress has established the Highway Safety Improvement Program (HSIP) as a core Federal-aid for the specific purpose of achieving a significant reduction in traffic fatalities and serious injuries on public roads. The State, the Federal Highway Administration (FHWA) and the Town have identified systematic improvements within the Town as eligible for this funding.
  4. The purpose of this joint exercise of powers and cooperative action (i.e. Agreement), by the State and the Town is to allow the State to acquire Federal funds for the purchase of regulatory, warning and street names signs to upgrade existing traffic signs within the Town limits, hereinafter referred to as the "Project". The Town, through the State's Procurement Process and Arizona Department of Transportation (ADOT) procurement contract(s) will utilize an authorized supplier to provide the equipment and services as outlined in the contract and approved plans to complete this project with the aid and consent of the State and the FHWA.
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5. The interest of the State in this Project is the acquisition of federal funds for the use and benefit of the Town and to authorize such federal funds for the Project pursuant to federal law and regulations. The State shall be the designated agent for the Town.

6. The Parties shall perform their responsibilities consistent with this Agreement and any change or modification to the Project will only occur with the mutual written consent of both Parties.

7. The federal funds will be used for the design and equipment purchase of the Project. The estimated Project costs are as follows:

**ADOT Project No.: SH56303D (Design)**

HSIP Funds @ 100%	\$10,000.00
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**ADOT Project No.: SH56301C (Replacement Sign Procurement Project)**

HSIP Funds @ 100%	\$65,000.00
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*TOTAL Project Costs	\$75,000.00
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\*(Includes CE and project contingencies)

The Parties acknowledge that the final bid amount may exceed the initial estimate(s) shown above, and in such case, the **Town** is responsible for, and agrees to pay, any and all eventual, actual costs exceeding the initial estimate. If the final bid amount is less than the initial estimate, the difference between the final bid amount and the initial estimate will be de-obligated or otherwise released from the Project back to the authorizing authority. The **Town** acknowledges it remains responsible for, and agrees to pay according to the terms of this Agreement, any and all eventual, actual costs exceeding the final bid amount.

**THEREFORE**, in consideration of the mutual Agreements expressed herein, it is agreed as follows:

**II. SCOPE OF WORK**

1. The State will:

a. Submit all documentation required to the FHWA containing the above-mentioned Project with the recommendation that funding be approved for preliminary engineering and procurement. The Project will be performed, completed, accepted and paid for in accordance with the requirements of the Project specifications, terms and conditions.

b. Request the maximum federal funds programmed for this Project, including Town contract administration costs. Should costs exceed the maximum federal funds available it is understood and agreed that the Town will be responsible for any overage.

c. Approve the Project, if such project funds are available from and authorized by FHWA for the Project. Be the designated authorized agent for the Town.

d. Upon execution of this Agreement, coordinate with the Town regarding the specifics of the equipment to be ordered by the State to best ensure the requirements of the Project are met. Enter into a contract(s) with a firm(s) to whom the award is made for the purpose of the Project.

e. Instruct the vendor to deliver equipment directly to the Town for final acceptance and to bill the Town directly. The State will reimburse the Town 80% of allocated equipment purchase funds, up to **\$52,000.00**, within thirty (30) days after receipt and approval of an invoice for equipment purchased under this Agreement, based on the initial estimate. Upon completion of final inspection, within thirty (30) days after receipt of invoice from the Town, the State will reimburse the Town with the remaining federal funds allocated for this Project not to exceed **\$65,000.00**, based on the initial estimate.

f. Not be obligated to maintain said Project, should the Town fail to budget or provide for proper and perpetual maintenance as set forth in this Agreement.

g. Verify installation of equipment was performed and completed in compliance with FHWA requirements, upon notification of installation of equipment by the Town.

2. The Town will:

a. Designate the State as authorized agent for the Town, if such project is approved by the FHWA and project funds are available.

b. Be responsible for the cost of installation and any overage of costs exceeding the maximum federal funds available for the Project. Agree that the cost of the analysis and work covered by this Agreement is to be borne by FHWA and the Town, each in the proportion prescribed and determined by FHWA.

c. Coordinate with the State during the procurement and installation process of the Project and follow all applicable FHWA and State policies and procedures.

d. Certify that all necessary rights-of-way have been or will be acquired prior to advertisement for bid and also certify that all obstructions or unauthorized encroachments of whatever nature, either above or below the surface of the Project area, shall be removed from the proposed right-of-way, or will be removed prior to the start of construction, in accordance with The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended; 49 CFR 24.102 Basic Acquisition Policies; 49 CFR 24.4 Assurances, Monitoring and Corrective Action, parts (a) & (b) and ADOT ROW Manual: 8.02 Responsibilities, 8.03 Prime Functions, 9.07 Monitoring Process and 9.08 Certification of Compliance. Coordinate with the appropriate State's Right-of-Way personnel during any right-of-way process performed by the Town, if applicable.

e. Purchase and install the equipment acquired under this Agreement and maintain all improvements provided by this Project for the entire design life of the equipment.

f. Be responsible for ensuring all equipment purchased is installed within one (1) year of receipt of equipment; keep complete records of all equipment installed per this Project in a manner consistent with State and FHWA requirements.

g. Within thirty (30) days of making payment, invoice the State for reimbursement of eligible costs incurred by the Town 80% of allocated equipment purchase funds, up to **\$52,000.00** based on the initial estimate, and provide all necessary backup documentation with said invoice to the State. Be entirely responsible for all costs incurred in performing and accomplishing the work as set forth in this Agreement not covered by federal funding.

h. Notify the State when all equipment has been installed and is ready for inspection. Upon completion of final inspection, invoice the State for the remaining federal funds allocated for this Project not to exceed **\$65,000.00**, based on the initial estimate.

i. Be obligated to incur any expenditure should unforeseen conditions or circumstances increase the cost of said work required by a change in the extent of scope of the work requested by the Town. Such changes require the prior approval of the State and FHWA. Be responsible for any contractor claims for additional compensation caused by Project delays attributable to the Town Payment for these costs shall be made within thirty (30) days of receipt of an invoice from the State.

j. Not permit or allow any encroachments upon or private use of the right-of-way that is used in connection with this Agreement, except those authorized by permit. In the event of any unauthorized encroachment or improper use, the Town shall take all necessary steps to remove or prevent any such encroachment or use.

k. Hereby grant the State, its agents and/or contractors, without cost, the right to enter Town Rights-of-Way, as required, to conduct any and all construction and preconstruction related activities, including without limitation, temporary construction easements or temporary Rights-of-Entry to accomplish among other things, soil and foundation investigations.

l. Pursuant to 23 USC 102(b), repay all federal funds reimbursements for preliminary engineering costs on the Project if it does not advance to right of way acquisition or construction within ten (10) years after federal funds were first made available.

### **III. MISCELLANEOUS PROVISIONS**

1. The terms, conditions and provisions of this Agreement shall remain in full force and effect until completion of said Project and related deposits and/or reimbursement. Any provisions for maintenance shall be perpetual, unless assumed by another competent entity. Further, this Agreement may be cancelled at any time prior to the award of the Project contract, upon thirty (30) days written notice to the other party. It is understood and agreed that, in the event the Town terminates this Agreement, the State shall in no way be obligated to maintain said Project. If the federal funding related to this Project is terminated or reduced by the federal government, or if Congress rescinds, fails to renew, or otherwise reduces apportionments or obligation authority, the State shall in no way be obligated for funding or liable for any past, current or future expenses under this agreement.

The State assumes no financial obligation or liability under this Agreement, or for any resulting construction Project. The Town, in regard to the Town's relationship with the State only, assumes full responsibility for the design, plans, specifications, reports, the engineering in connection therewith and the construction of the improvements contemplated, cost over-runs and construction claims. It is understood and agreed that the State's participation is confined solely to securing federal aid on behalf of the Town and the fulfillment of any other responsibilities of the State as specifically set forth herein; that any damages arising from carrying out, in any respect, the terms of this Agreement or any modification thereof shall be solely the liability of the Town and that to the extent permitted by law, the Town hereby agrees to save and hold harmless, defend and indemnify from loss the State, any of its departments, agencies, officers or employees from any and all costs and/or damage incurred by any of the above and from any other damage to any person or property whatsoever, which is caused by any activity, condition, misrepresentation, directives, instruction or event arising out of the performance or non performance of any provisions of this Agreement by the State, any of its departments, agencies, officers and employees, or its independent contractors, the Town, any of its agents, officers and employees, or its independent contractors. Costs incurred by the State, any of its departments, agencies, officers or employees shall include in the event of any action, court costs, and expenses of litigation and attorneys' fees.

2. The cost of work covered by this Agreement is to be borne by FHWA and the Town, each in the proportion prescribed or as fixed and determined by FHWA as stipulated in this Agreement. Therefore, the Town agrees to furnish and provide the difference between the total cost of the work provided for in this Agreement and the amount of federal aid received.

3. The cost of the Project under this Agreement includes applicable indirect costs approved by the FHWA.

4. The Town and State warrant compliance with the Federal Funding Accountability and Transparency Act of 2006 and associated 2008 Amendments (the "Act"). Additionally, in a timely manner, the Town will provide information that is requested by the State to enable the State to comply with the requirements of the Act, as may be applicable.

5. This Agreement shall become effective upon signing and dating of the Determination Letter by the State's Attorney General.

6. This Agreement may be cancelled in accordance with Arizona Revised Statutes § 38-511.

7. To the extent applicable under law, the provisions set forth in Arizona Revised Statutes § 35-214 and § 35-215 shall apply to this Agreement.

8. This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable Federal regulations under the Act, including 28 CFR Parts 35 and 36. The parties to this Agreement shall comply with Executive Order Number 2009-09 issued by the Governor of the State of Arizona and incorporated herein by reference regarding "Non-Discrimination".

9. Non-Availability of Funds: Every obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the fulfillment of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State at the end of the period for which the funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments as a result of termination under this paragraph.

10. In the event of any controversy, which may arise out of this Agreement, the Parties hereto agree to abide by required arbitration as is set forth for public works contracts in Arizona Revised Statutes § 12-1518.

11. All notices or demands upon any party to this Agreement shall be in writing and shall be delivered in person or sent by mail, addressed as follows:

Arizona Department of Transportation  
Joint Project Administration  
205 S. 17<sup>th</sup> Avenue, Mail Drop 637E  
Phoenix, Arizona 85007  
(602) 712-7124  
(602) 712-3132 Fax

Town of Camp Verde  
Ron Long  
Town Engineer  
395 South Main Street  
Town of Camp Verde, AZ 86322

**For Town Financial Matters:**  
395 South Main Street  
Town of Camp Verde, AZ 86322

The Parties shall comply with the applicable requirements of Arizona Revised Statutes § 41-4401.

13. Pursuant to Arizona Revised Statutes § 35-391.06 and § 35-393.06, each Party certifies that it does not have a scrutinized business operation in Sudan or Iran. For the purpose of this Section the term "scrutinized business operations" shall have the meanings set forth in Arizona Revised Statutes § 35-391 and/or § 35-393, as applicable. If any Party determines that another Party submitted a false certification, that Party may impose remedies as provided by law including terminating this Agreement.

14. The Parties hereto shall comply with all applicable laws, rules, regulations and ordinances, as may be amended.

15. In accordance with Arizona Revised Statutes § 11-952 (D) attached hereto and incorporated herein is the written determination of each party's legal counsel and that the Parties are authorized under the laws of this State to enter into this Agreement and that the Agreement is in proper form.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement the day and year first above written.

**TOWN OF CAMP VERDE**

**STATE OF ARIZONA**  
Department of Transportation

By \_\_\_\_\_  
**BOB BURNSIDE**  
MAYOR

By \_\_\_\_\_  
**DALLAS HAMMIT, P.E.**  
Deputy State Engineer, Development

ATTEST:

By \_\_\_\_\_  
Deborah Barber  
City Clerk

**IGA/JPA 12-038I**

**ATTORNEY APPROVAL FORM FOR THE TOWN OF CAMP VERDE**

I have reviewed the above referenced Intergovernmental Agreement between the State of Arizona, acting by and through its DEPARTMENT OF TRANSPORTATION, and the TOWN OF CAMP VERDE, an Agreement among public agencies which, has been reviewed pursuant to Arizona Revised Statutes § 11-951 through § 11-954 and declare this Agreement to be in proper form and within the powers and authority granted to the Town under the laws of the State of Arizona.

No opinion is expressed as to the authority of the State to enter into this Agreement.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
TownAttorney





## CONTRACT AMENDMENT

Arizona State Parks  
1300 W. Washington  
Phoenix, AZ 85007

**Contract Number:** PR11-071

**Amendment No:** 1

**Purpose:** Extend Partnership Agreement for Ft Verde State Park

**Original Execution:**  
7/18/11

**Contract Officer:**  
Margie Silva

**Agreement Expiration:** 6/30/12

**Amendment  
Issued** 6/14/12

**Phone:** 602-542-6937

**Contractor:** Town of Camp Verde

**Email:**

msilva@azstateparks.gov

In accordance with the above-mentioned Agreement, the following sections are amended as follows:

1. Section 2. Duration, Default, Termination, Disposal of Property:

Paragraph A: Add the following language to the end of the paragraph: This IGA is extended effective as of July 1, 2012 and shall continue until September 30, 2013 unless earlier cancelled or terminated.

2. PAGE 6, Section 10 Intergovernmental Agreement Requirements:

Attach authenticated copy of the TOWN's action authorizing this amendment.

3. All other provisions of this agreement shall remain in full force and effect.

4. In the event of a conflict between the original and previous amendments, the terms of this amendment shall prevail.

5. Please review, sign, and return to Margie Silva at the above address on or before June 25, 2012.

6. Signature Authority

A. This Amendment is entered into and is effective as of the date of the last signature.

B. This contract may be executed in two or more counterparts each of which shall be deemed an original and all of which together shall constitute one instrument.

C. All PARTIES to this Agreement acknowledge that signatures by electronic means are acceptable and legally binding.

D. By signing below, the signer certifies the authority to enter into this Amendment and has read the foregoing and agrees to accept the provisions herein.



# CONTRACT AMENDMENT

Arizona State Parks  
1300 W. Washington  
Phoenix, AZ 85007

**Contract Number:** PR11-071

**Amendment No:** 1

**Purpose:** Extend Partnership Agreement for Ft Verde State Park

**Original Execution:**  
7/18/11

**Contract Officer:**

Margie Silva

Phone: 602-542-6937

Email:

msilva@azstateparks.gov

**Agreement Expiration:** 6/30/12

**Amendment  
Issued** 6/14/12

**Contractor:** Town of Camp Verde

## RESERVED FOR ARIZONA STATE PARKS

## RESERVED FOR TOWN OF CAMP VERDE

Signature Date

Bryan Martyn, Executive Director

Typed Name and Title

Arizona State Parks Board

Entity Name

1300 W. Washington

Address

Phoenix, AZ 85007

City State Zip

Signature Date

Bob Burnside, Mayor

Typed Name and Title

Town of Camp Verde

Entity Name

473 S. Main Street, Suite 102

Address

Camp Verde, AZ 86322

City State Zip

## RESERVED FOR THE ATTORNEY GENERAL

## RESERVED FOR THE TOWN OF CAMP VERDE ATTORNEY

Attorney General has been reviewed pursuant to A.R.S. 11-952 by the undersigned Assistant Attorney General who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to those parties to the Agreement represented by the Attorney General this

\_\_\_\_ day of \_\_\_\_\_, 2012

**TOM HORNE**  
The Attorney General

Assistant Attorney General Signature Date

I have reviewed the extension to the Intergovernmental Agreement between Arizona State Parks Board and the Town of Camp Verde and declare this agreement to be in proper form and within the powers of authority granted to the Town under the laws of the State of Arizona this

\_\_\_\_ day of \_\_\_\_\_, 2012

Town Attorney Signature Date

## RESERVED FOR THE TOWN CLERK

I, \_\_\_\_\_, Clerk of the Town of Camp Verde, do hereby certify that the foregoing and attached extension to the Intergovernmental Agreement between the Arizona State Parks Board and the Town of Camp Verde, was passed and adopted by the Town Council of the Town of Camp Verde, at the regular meeting held this \_\_\_\_ day of \_\_\_\_\_, 2012.

**ATTEST**

\_\_\_\_\_  
TOWN Clerk Signature Date



**INTERGOVERNMENTAL AGREEMENT**

Between  
**Arizona State Parks Board**  
 and  
**Town of Camp Verde**

BOARD Ref No. PR11-071

TOWN Ref No. 2011-848

RE: FVSHP Contribution Management

Page 1 of 11

Issued: June 15, 2011

**THIS INTERGOVERNMENTAL AGREEMENT (IGA)** is made between the TOWN OF CAMP VERDE (the "TOWN"), a municipal corporation of the State of Arizona acting pursuant to its powers enumerated in A.R.S. § 9-494 and the ARIZONA STATE PARKS BOARD ("the "BOARD"), an agency of the State of Arizona acting pursuant to its powers enumerated in A.R.S. §§ 41-511.04 (A)(6), 41-511.05(2), and 41-511.10.

**RECITALS:**

**WHEREAS**, Fort Verde State Historic Park (PARK), shown in Exhibit "A", is owned and operated by the BOARD, and,

**WHEREAS**, the BOARD is the owner of, and has the authority to manage the PARK, and additionally has the responsibility pursuant to A.R.S. § 41-511.04 (A)(1) and (7) including the acquisition, planning, administration, management and development of state historic sites and a historic preservation program; and,

**WHEREAS**, the Town has the authority to establish and maintain public parks pursuant to A.R.S. §§ 9-494(A), 11-931, 11-932, and 11-933; and Town Resolution 2011-848 as included in Section 10, herein, and,

**WHEREAS**, the TOWN and the BOARD recognize the importance of keeping the PARK open to the public at this time, and further recognize that the current budget deficits of the State of Arizona make it difficult for the BOARD to commit adequate funds to operate the PARK. The TOWN is willing to augment the operation and maintenance responsibility of the PARK for a period of time or until the BOARD improves its resource position to fund the PARK,

**NOW, THEREFORE**, the parties agree as follows:

**Section 1. Purpose:**

This IGA is created to permit the BOARD to govern the contribution of monies and other support from the TOWN to be used to augment the operation of Fort Verde State Historic Park (the "PARK").

**Section 2. Duration, Default, Termination, Disposal of Property:**

- A. **Duration:** This IGA is entered into and is effective as of July 1, 2011 and shall continue until June 30, 2012, unless earlier cancelled or terminated. This IGA may be extended for two additional one-year periods, upon reasonable written advance notice by either party, prior to expiration, and the written amendment of the parties.
- B. **Default:** In the event that either party is in default of its obligations, and such default shall continue un-remedied for a period of 30-calendar days after written notification, the other party (in addition to any other remedies existing at law or in equity) may elect, upon not less than sixty (60) calendar-days prior written notice, to terminate this IGA.
- C. **Termination:** This IGA may be terminated by either party upon ninety (90) calendar-days written notice to the other party of its intention to terminate. Neither party shall incur new obligations under this IGA once notice of termination has been provided.
- D. **Disposal of Property:**
1. **Funds:** In the event of termination or expiration, any advanced funds not expended shall be returned to the advancing agency. All data, information, and any other work production already complete or uncompleted under the terms of this IGA for the advancing agency shall be returned within 90-calendar days from receipt of notice to terminate.
  2. **Equipment:** All equipment purchased for the operation of the PARK with funds designated under this IGA shall become the property of the BOARD upon the expiration or termination of this Agreement.



## INTERGOVERNMENTAL AGREEMENT

Between  
Arizona State Parks Board  
and  
Town of Camp Verde

BOARD Ref No. PR11-071

TOWN Ref No. 2011-848

RE: FVSHIP Contribution Management

Page 2 of 11

Issued: June 15, 2011

### Section 3. The Board Shall.

- A. Operations. Operate the PARK open to the public a minimum of five days a week during the duration of this IGA.
- B. Maintenance. Maintain and repair the PARK to the best of its ability. Maintenance is defined as, "those activities necessary to keep a facility in good working order and professional in appearance."
- C. Contributions. Accept a donation of \$75,000 (\$6,250 monthly) for operation and routine maintenance of the PARK.
- D. Staffing. Provide one Park Manager I and a three quarter-time Ranger Specialist (1,560 hours, funded from PARK fees) to work at the PARK during the term of this IGA. If available, continue to use two part-time Senior Community Service Employment Program workers funded through a contract with Northern Arizona Council of Governments to operate the PARK.
- E. Funds for Capital Improvements. If funds are available, contribute for capital improvement projects on the PARK.
- F. Other Contributions. At their discretion, accept other available funds or contributions for the operation of the PARK.
- G. Volunteer Training. BOARD staff shall conduct training programs for volunteers covering topics in Section 7A and 7B below.
- H. Fees collected. Ft. Verde Days shall be FEE free days and the BOARD shall allow a discount from the full PARK fee for the Pecan and Wine Festival when connected in a "package purchase".

### Section 4. The TOWN Shall:

- A. Donate \$75,000 (\$6,250 monthly) for operation and routine maintenance of the PARK.
- B. Provide and schedule TOWN employees to work at the PARK for at least 700 hours during the term of this IGA. The duties and responsibilities of the TOWN employees will be similar to those of a Ranger Specialist. Town employees will serve on an as-needed basis to fill in when volunteers and/or Ranger Specialist is not available or staffing is short-handed. The 700 hours of Town employee staff time includes, but is not limited to, maintenance assistance and attendance at all required staff training.
- C. Provide a sufficient number of volunteers to supplement PARK staff to operate the PARK safely and efficiently.
- D. Assume responsibility for the operation of the area known as the Parade Grounds for special events that benefit the PARK and its partnership with the TOWN, during times when the PARK is closed: off hours, when such use will not interfere with park operations or with scheduled PARK special events. The TOWN shall also be responsible for restroom and parking lot operations during these special events. At least one Town staff person shall be in attendance at all times during TOWN special events.
- E. Keep the PARK free from any liens arising out of any work performed, materials furnished or obligations incurred by the TOWN.
- F. Have the ability to negotiate additional special events that allow the TOWN use of the buildings (e.g., administration building and officers' quarters). Some examples of the special events may include Chamber mixers, candlelight tours, etc. These events shall be coordinated with the PARK and Park Manager and scheduled during times when the PARK is closed; off hours, when such use will not interfere with PARK operations or with scheduled PARK events. The TOWN shall be responsible for the use of the buildings, making sure the buildings are locked and secured and any



## INTERGOVERNMENTAL AGREEMENT

Between  
**Arizona State Parks Board**  
and  
**Town of Camp Verde**

BOARD Ref No. PR11-071

TOWN Ref No. 2011-848

RE: FVSHP Contribution Management

Page 3 of 11

Issued: June 15, 2011

repairs that may arise from such unforeseen damages that occur during the special events. At any such event, TOWN staff shall be in attendance.

**Section 5. Financial:** The parties understand and agree that this IGA is limited to the extent of monies appropriated and made available to the parties for the purposes outlined in this IGA and no liability shall be incurred by either party beyond the monies available.

**Section 6. Capital Improvements:** The TOWN and BOARD recognize that some of the facilities in the PARK are in need of repair and replacement. The TOWN and the BOARD will agree upon a list of capital needs projects for the Park (on Park grounds), within 30 days of the signing of this IGA, to be attached as Exhibit B. Exhibit B may be later amended by the written amendment of the parties to include new projects.

**A. BOARD Coordination/Cooperation in Capital Improvement Projects:**

1. All capital project development activity on the PARK shall be contracted and procured by the BOARD in conformance with the BOARD's procedures.
2. Prior to beginning any significant construction on the PARK, the BOARD will coordinate with the TOWN to determine if the TOWN can provide assistance for the project.
3. Previous Historic Structures Reports, Building Conditions Assessments or Historic Building Preservation Plans completed for the BOARD or the State Historic Preservation Office will be used as a basis for repairs, improvements or capital improvement projects.

**B. BOARD Funding for Capital Projects.**

1. At this time no funds are available from the BOARD for projects listed on Exhibit B.

**Section 7. Volunteer Park Staff, Competencies and Training**

**A. Any volunteers working in the PARK on a regular basis will be designated as Arizona State Parks volunteers, and as such will:**

1. Attend any orientation and training deemed appropriate by the BOARD, and presented or approved by the BOARD.
2. Wear Arizona State Parks volunteer uniform items while on duty.
3. Review and sign all appropriate Volunteer paperwork.
4. Perform work approved by the BOARD.
5. Be held to the performance standards of all Arizona State Park Volunteers as outlined in the Volunteer Code of Conduct. These documents are incorporated by reference and are available from the Park Manager.
6. Be supervised daily by staff assigned to the PARK, in conjunction with support from the BOARD.
7. Be covered by the State of Arizona's secondary emergency medical insurance policy.

**B. Any volunteers working in the PARK on a project or event basis will:**

1. Attend any orientation and training deemed appropriate by the BOARD, and presented or approved by the BOARD.
2. Review and sign all appropriate volunteer paperwork.



**INTERGOVERNMENTAL AGREEMENT**  
Between  
**Arizona State Parks Board**  
and  
**Town of Camp Verde**

BOARD Ref No. PR11-071

TOWN Ref No. 2011-848

RE: FVSHP Contribution Management

Page 4 of 11

Issued: June 15, 2011

3. Perform work approved by the BOARD and delineated under the Group Volunteer Agreement and register on the Group Volunteer Log or perform work under the Re-enactors Guidelines and register on the Re-enactors Agreement. These documents are incorporated by reference and are available from the Park Manager.
4. Be held to the performance standards of all Arizona State Park Volunteers as outlined in the Volunteer Code of Conduct.
5. Be covered by the State of Arizona's secondary emergency medical insurance policy.

**C. Examples of Volunteer Park staff duties include:**

1. Inspecting grounds, equipment, buildings and museum facilities for necessary repairs, security and safety problems or hazards, as well as performing general maintenance.
2. Serving as an interpretive guide and providing information and programs to the visiting public.



**INTERGOVERNMENTAL AGREEMENT**  
Between  
**Arizona State Parks Board**  
and  
**Town of Camp Verde**

BOARD Ref No. PR11-071

TOWN Ref No. 2011-848

RE: FVSHP Contribution Management

Page 5 of 11

Issued: June 15, 2011

**Section 8. Notices:**

A. **PRINCIPAL CONTACTS.** The principal contacts for this AGREEMENT are:

1. Program Administration:

**TOWN**

Town Manager  
473 S. Main St., Ste. 102  
Camp Verde, AZ 86322  
Phone: 928-567-6631  
Fax: 928-567-8291

**BOARD Contact**

Region II Manager  
1300 W. Washington  
Phoenix, AZ 86007  
Phone: 480-318-1075  
FAX: 480-987-5282

2. Contract Administration:

**TOWN Contact**

PW Special Projects Coordinator  
473 S. Main St., Ste. 102  
Camp Verde, AZ 86322  
Phone: 928-567-6631, Ext. 106  
Email: [valerieh@cvaz.org](mailto:valerieh@cvaz.org)

**BOARD Contact**

Acquisition and Planning Manager  
Resources and Public Programs Section  
1300 West Washington,  
Phoenix, AZ 85007  
Phone: 602-542-2146  
Email: [rlw2@azstateparks.gov](mailto:rlw2@azstateparks.gov)

Any notice, demand or request required or authorized by this AGREEMENT to be given or made to or upon the parties to this AGREEMENT shall be deemed properly given or made if delivered to or mailed postage prepaid to the above named persons. Notice is effective on the date of actual receipt or three (3) days after the date of mailing, whichever is earlier.

The designation of the person to or upon whom any notice, demand or request is to be given or made or the address of such person may be changed at any time by notice given in the same manner as provided in this section for other notices.

**Section 9. General Terms and Conditions:**

- A. **Amendment:** This IGA may be amended only in writing by the parties hereto. Amendments must be approved with the same formality as was this IGA.
- B. **No Partnership or Joint Venture:** Nothing contained in this IGA shall be deemed or construed to create a partnership or joint venture between either party, and neither party shall be responsible in any way for the activities, debts, contracts, obligations or acts, negligent or otherwise, of the other, it being expressly agreed that this IGA is an agreement between two independent parties in which the identity of each party is maintained as it was prior to this IGA.
- C. **Prohibition of Assignment:** The respective rights under this IGA may not be assigned without the prior written consent of the parties hereto and any purported assignment without such consent shall be void and of no effect.
- D. **Arizona Law:** This IGA shall be governed by and construed in accordance with the laws of the State of Arizona.



## INTERGOVERNMENTAL AGREEMENT

Between  
Arizona State Parks Board  
and  
Town of Camp Verde

BOARD Ref No. PR11-071

TOWN Ref No. 2011-848

RE: FVSHS Contribution Management

Page 6 of 11

Issued: June 15, 2011

- E. **Non-Availability of Funds:** Every payment obligation of the State under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Contract, this Contract may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.
- F. **Audit of Records:** Pursuant to A.R.S. § 35-214 and 35-215, the Contractor shall retain and shall contractually require each subcontractor to retain all data, books and other records ("records") relating to this Contract for a period of five years after completion of the Contract. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Contractor shall produce the original of any or all such records.
- G. **Cancellation for Conflict of Interest** Pursuant to A.R.S. §38-511, the state of Arizona, its political subdivision or any department or agency of either may, within three years after its execution, cancel any contract, without penalty or further obligation, made by the state of Arizona, its political subdivisions, or any of the departments or agencies of either if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the state of Arizona, its political subdivisions or any of the departments or agencies of either is, at any time while the contract or any extension of the contract is in effect, an employee of or a consultant to any party to this contract with respect to the subject matter of the contract. A cancellation made pursuant to this provision shall be effective when the contractor, and any successor to the contractor, receives written notice of the cancellation unless the notice specifies a later time.
- H. **Non-Discrimination:** The Contractor shall comply with Executive Order 99-4, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act. The Contractor shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.
- I. **Arbitration:** The parties to this Contract agree to resolve all disputes arising out of or relating to this Contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518 except as may be required by other applicable statutes.
- J. **Compliance Requirements for A.R.S. § 41-4401, Government Procurement:**  
**E-Verify Requirement**
1. The contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A. (That subsection reads: "After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)
  2. A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.



**INTERGOVERNMENTAL AGREEMENT**

**Between  
Arizona State Parks Board  
and  
Town of Camp Verde**

BOARD Ref No. PR11-071

TOWN Ref No. 2011-848

RE: FVSHP Contribution Management

Page 7 of 11

Issued: June 15, 2011

3. Failure to comply with a State audit process to randomly verify the employment records of contractors and subcontractors shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.
4. The State Agency retains the legal right to inspect the papers of any employee who works on the contract to ensure that the contractor or subcontractor is complying with the warranty under paragraph 1.
- K. Offshore Performance of Work Prohibited: Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all levels and tiers.
- L. Compliance with A.R.S. §35-397 : Contractor certifies that in accordance with A.R. S. §35-397, the offeror does not have scrutinized business operations in Iran and/or Sudan.
- M. Indemnification: Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious /derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. The State of Arizona, BOARD, is self insured per A.R.S. § 41-621.
- N. Default: In the event that either party hereto is in default of its obligations hereunder, and such default shall continue un-remedied for a period of 30-calendar days after written notice thereof, the other party hereto (in addition to any other remedies existing at law or in equity) may elect, upon not less than sixty 60-calendar days prior written notice, to terminate this IGA.



INTERGOVERNMENTAL AGREEMENT

Between
Arizona State Parks Board
and
Town of Camp Verde

BOARD Ref No. PR11-071

TOWN Ref No. 2011-848

RE: FVSHIP Contribution Management

Page 8 of 11

Issued: June 15, 2011

Section 10. Intergovernmental Agreement Requirements.

Attached is the authenticated copy of the TOWN's action authorizing participation to enter into this IGA.

Section 11. Intergovernmental Agreement Signature Authority:

- A. By signing below, the signer certifies the authority to enter into this IGA and has read the foregoing and agrees to accept the provisions herein.
B. This IGA may be executed in two or more counterparts each of which shall be deemed an original and all of which together shall constitute one instrument.
C. All parties to this AGREEMENT acknowledge that signatures by electronic means are acceptable and legally binding.

RESERVED FOR ARIZONA STATE PARKS

RESERVED FOR TOWN OF CAMP VERDE

Signature: [Handwritten Signature] Date: 7/18/2011
Renée E. Bahl, Executive Director
Arizona State Parks Board
1300 W. Washington
Phoenix, AZ 85007

Signature: [Handwritten Signature] Date:
Bob Burnside, Mayor
Town of Camp Verde
473 S. Main Street, Suite 102
Camp Verde, AZ 86322

RESERVED FOR THE ATTORNEY GENERAL

RESERVED FOR THE TOWN OF CAMP VERDE ATTORNEY

Attorney General has been reviewed pursuant to A.R.S. 11-952 by the undersigned Assistant Attorney General who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to those parties to the Agreement represented by the Attorney General this

I have reviewed the Intergovernmental Agreement between Arizona State Parks Board and the Town of Camp Verde and declare this agreement to be in proper form and within the powers of authority granted to the Town under the laws of the State of Arizona this

17th day of June, 2011
TOM HORNE
The Attorney General

[Handwritten Signature] day of July, 2011

Assistant Attorney General Signature Date

Town Attorney Signature Date

RESERVED FOR THE TOWN CLERK

I, DEBORAH BARBER, Clerk of the Town of Camp Verde, do hereby certify that the foregoing and attached Intergovernmental Agreement between the Arizona State Parks Board and the Town of Camp Verde, was passed and adopted by the Town Council of the Town of Camp Verde, at the regular meeting held this 22 day of June, 2011.

ATTEST

[Handwritten Signature] 6-28-11
TOWN Clerk Signature Date



**INTERGOVERNMENTAL AGREEMENT**  
Between  
**Arizona State Parks Board**  
and  
**Town of Camp Verde**

BOARD Ref No. PR10-032

TOWN Ref No. 2011-848

RE: FVSHP Contribution Management

Page 9 of 11

Issued: June 15, 2011

**EXHIBIT A**





**INTERGOVERNMENTAL AGREEMENT**  
Between  
**Arizona State Parks Board**  
and  
**Town of Camp Verde**

BOARD Ref No. PR10-032

TOWN Ref No. 2011-848

RE: FVSHP Contribution Management

Page 10 of 11 | Issued: June 15, 2011

**EXHIBIT B**

**FORT VERDE STATE HISTORIC PARK**

**LIST OF CAPITAL NEEDS**

Miscellaneous Small Projects	FVSHP	\$ 0
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**INTERGOVERNMENTAL AGREEMENT**

**Between  
Arizona State Parks Board  
and  
Town of Camp Verde**

BOARD Ref No. PR10-032

TOWN Ref No. 2011-848

RE: FVSHP Contribution Management

Page 11 of 11

Issued: June 15, 2011

**EXHIBIT C**

**CAMP VERDE TOWN COUNCIL RESOLUTION #2011-848**

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**TOWN OF CAMP VERDE  
RESOLUTION 2011-848**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,  
APPROVING AND ADOPTING AN INTERGOVERNMENTAL AGREEMENT ("IGA")  
WITH THE TOWN OF CAMP VERDE ("TOWN") AND THE ARIZONA STATE PARKS BOARD ("BOARD")  
ALLOWING THE TOWN TO PROVIDE FUNDING IN THE AMOUNT OF \$75,000 FOR FORT VERDE STATE HISTORIC PARK  
("PARK") IN ORDER TO SUPPORT THE OPERATIONS OF THE PARK FROM JULY 1, 2011 THROUGH JUNE 30, 2012.**

**WHEREAS, Fort Verde State Historic Park (PARK), shown in Exhibit "A", is owned and operated by the BOARD; and**

**WHEREAS, the BOARD is the owner of, and has the authority to manage the Fort Verde State Historic Park (PARK), and additionally has the responsibility pursuant to A.R.S. § 41-511.04 (A)(f) and (7) including the acquisition, planning, administration, management and development of state historic sites and a historic preservation program; and**

**WHEREAS, the Town has the authority to establish and maintain public parks pursuant to A.R.S. § 9-494(A), 11-931, 11-932 and 11-933; and**

**WHEREAS, the TOWN and the BOARD recognize the importance of keeping the PARK open to the public at this time, and further recognize that the current budget deficits of the State of Arizona make it difficult for the BOARD to commit adequate funds to operate the PARK. The TOWN is willing to donate monies to augment the operation and maintenance responsibility of the PARK for a period of time or until the BOARD improves its resource position to fund the PARK; and**

**WHEREAS, the Town has appropriated a gross expense of \$75,000 to cover operational costs from July 1, 2011 through June 30, 2012 to include supplemental funding from Yavapai County for \$30,000 resulting in a net appropriation from the Town for \$45,000.**

**NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE TO APPROVE THE INTERGOVERNMENTAL AGREEMENT ATTACHED HERETO AND AUTHORIZE THE MAYOR AND/OR MANAGER TO EXECUTE ALL DOCUMENTS NECESSARY RELATIVE TO THE IGA.**

**PASSED AND APPROVED** by the Mayor and Common Council of the Town of Camp Verde, Arizona, this 22<sup>nd</sup> day of June, 2011 by a vote of 7 ayes and 0 nays.

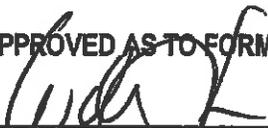
  
\_\_\_\_\_  
Bob Burnside, Mayor

6.22.2011  
\_\_\_\_\_  
Date

**ATTEST:**

  
\_\_\_\_\_  
Deborah Barber, Town Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
William J. Sims, Town Attorney

RECORDERS NOTICE: LEGIBILITY  
QUESTIONABLE FOR BCCO REPRODUCTION

	<b>INTERGOVERNMENTAL AGREEMENT</b> Between <b>Arizona State Parks Board</b> and <b>Town of Camp Verde</b>	<b>BOARD Ref No. PR10-032</b>
		<b>TOWN Ref No.</b>
		<b>RE: FVSEHP Contribution Management</b>
		<b>Page 7 of 8</b> <b>Issued: March 4, 2010</b>

**EXHIBIT A**

**Fort Verde  
State Historic Park**

