AGENDA
WORK SESSION
MAYOR AND COMMON COUNCIL
Of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, APRIL 29, 2015 at 4:00 p.m.

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance:**
4. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2015-2016 Tentative Budget. Discussion may include, *in no particular order*, and not limited to the following budget units.** Note: Any items not addressed at this meeting may be carried over to a subsequent meeting.
   - **a.** Revenues
   - **b.** General Government
     - Municipal Court
     - Library
     - Economic Development
     - Risk Management
     - Non-departmental
     - Finance
     - Mayor & Council
     - Clerk
     - Town Manager -
     - HR
     - IT
     - Public Works
       - ✓ Public Works
       - ✓ Stormwater Management
       - ✓ Wastewater/Sewer
       - ✓ Maintenance
       - ✓ Parks & Recreation
         - Parks & Recreation
         - Pool
         - Programs
       - ✓ HURF – Streets
     - Community Development
       - ✓ Community Development
       - ✓ Planning & Zoning
       - ✓ Building
       - ✓ Code Enforcement
     - Marshal's Office - available
       - ✓ Marshal's Office
       - ✓ Animal Control
   - **c.** Capital Improvements

Adjournment

Posted by: Vanessa Jam Date/Time: 4-23-2015 2:00 p.m.

Note: Pursuant to A.R.S. §38-431.08.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.

It's in Your Hands

Build a Stronger Community

Shop Locally

Proposed Operating Budgets

General, HURF & Sewer Funds

Fiscal Year - 2015-16

Town of Camp Verde, Arizona

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General Fund
General Purpose Revenues

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Local Revenues							
Sales Taxes							
Town Sales Tax	2,276,348	2,396,100	1,677,437	70%	2,353,985	-1.8%	2,456,003
Tax Increase Portion (no Const)	0	450,000	0	0%	492,300	9.4%	492,300
Accomodation Tax	138,850	134,000	123,499	92%	170,215	27.0%	170,215
Construction Tax (2% CIP)	121,801	151,200	105,096	70%	197,400	30.6%	197,400
Construction Tax (1% Debt)	60,901	75,600	52,549	70%	98,700	30.6%	98,700
Total Sales Taxes	$ 2,597,900	$ 3,206,900	$ 1,958,581	61%	$ 3,312,600	3.3%	$ 3,414,618
Franchise Fees							
APS Franchise Fee	225,235	220,000	170,273	77%	230,000	4.5%	230,000
Camp Verde Water Franchise Fee	22,608	22,000	17,170	78%	23,500	6.8%	23,500
NPG Cable Franchise Fee	11,883	11,000	9,374	85%	14,000	27.3%	14,000
UNS Gas Franchise Fee	7,333	8,000	4,792	60%	8,000	0.0%	8,000
Total Franchise Fees	$ 267,059	$ 261,000	$ 201,609	77%	$ 275,500	5.6%	$ 275,500
Miscellaneous							
Yavapai County - Fort Verde IGA	20,000	0	0	N/A	0	N/A	0
Refunds & Reimbursements	12,903	0	869	N/A	0	N/A	0
Miscellaneous	136	0	0	N/A	0	N/A	0
Surplus Property Sales	12,295	0	550	N/A	1,000	N/A	0
Scrap Sales	312	0	0	N/A	0	N/A	0
Interest	12,752	20,000	10,638	53%	11,000	-45.0%	11,000
Total Miscellaneous	$ 58,398	$ 20,000	$ 12,057	60%	$ 12,000	-40.0%	$ 11,000
Total Local Revenues	$ 2,923,357	$ 3,487,900	$ 2,172,247	62%	$ 3,600,100	3.2%	$ 3,701,118
Intergovernmental Revenues							
Urban Revenue Sharing	1,211,934	1,316,000	987,183	75%	1,309,100	-0.5%	1,309,100
State Sales Tax	946,417	980,000	729,869	74%	1,000,000	2.0%	1,038,731
Vehicle License Tax	600,084	600,000	463,212	77%	644,350	7.4%	644,350
Total Intergovernmental Revenues	$ 2,758,435	$ 2,896,000	$ 2,180,264	75%	$ 2,953,450	2.0%	$ 2,992,181
Total General Purpose Revenues	$ 5,681,792	$ 6,383,900	$ 4,352,511	68%	$ 6,553,550	2.7%	$ 6,693,299

General Fund
Departmental Summaries & Operating Transfers

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
General Fund Net Department Cost							
Mayor & Council	38,474	45,925	64,982	100%	46,228	0.7%	46,228
Town Manager	204,708	194,055	137,995	71%	176,728	-8.9%	158,228
Town Clerk	177,613	210,735	149,694	71%	148,670	-29.5%	148,670
Finance	213,851	226,570	172,781	76%	292,194	29.0%	292,194
Human Resources	31,803	25,760	52,358	100%	59,089	129.4%	32,880
Risk Management	261,060	346,105	226,238	65%	392,718	13.5%	358,718
Economic Development	153,950	160,057	110,889	69%	223,992	39.9%	216,992
Information Technology	167,521	141,490	156,022	100%	135,000	-4.6%	135,000
Magistrate Court	152,224	115,920	148,774	100%	112,861	-2.6%	112,861
Public Works Engineer	102,865	116,340	75,368	65%	119,734	2.9%	117,734
Storm Water	92,576	129,200	101,412	78%	361,432	179.7%	138,949
Maintenance	514,155	542,150	390,754	72%	593,611	9.5%	557,368
Community Development	109,793	111,185	79,743	72%	116,165	4.5%	114,165
Building	(30,573)	(31,445)	6,053	N/A	(4,638)	-85.3%	(4,638)
Planning & Zoning	34,896	42,460	27,091	64%	47,037	10.8%	42,037
Code Enforcement	72,777	70,125	38,544	55%	69,000	-1.6%	69,000
Marshal	2,029,018	2,313,145	1,567,334	68%	2,428,857	5.0%	2,342,025
Animal Control	96,266	66,440	43,437	65%	64,529	-2.9%	65,029
Library	253,169	295,445	186,618	63%	310,917	5.2%	309,962
Parks & Rec	125,082	129,265	77,360	60%	160,828	24.4%	131,749
Pool	55,080	76,380	40,915	54%	71,721	-6.1%	71,721
Children's Rec	3,599	8,980	9,087	100%	7,181	-20.0%	9,681
Non Departmental	125,890	256,258	97,696	38%	260,850	1.8%	253,850
Total Net Departmental Costs	$ 4,985,797	$ 5,592,545	$ 3,961,145	71%	$ 6,194,704	10.8%	$ 5,720,403
Non-Departmental Operating Transfers							
Transfer In from YAN Gaming Fund	0	(11,734)	(11,734)		(16,875)	43.8%	(16,875)
Transfer In from Fed Grants Fund	0	(13,268)	(13,268)		0	-100.0%	0
Transfer In from CDBG Fund	0	(300)	(300)		0	-100.0%	0
Transfer Out to CIP Fund	56,489	450,000	0		492,300	9.4%	492,300
Transfer Out to Non-Fed Grants Fund	0	37,500	0		0	-100.0%	0
Transfer Out to Fed Grants Fund	0	300,000	0		0	-100.0%	0
Transfer Out to Debt Service Fund	384,876	384,975	169,804		205,992	-46.5%	205,992
Transfer Out to Debt Serv. (All Const Tax)	0	226,800	106,352		296,100	30.6%	296,100
Total Non-Departmental Operating Transfers	$ 441,365	$ 1,373,973	$ 250,854		$ 977,517	-28.9%	$ 977,517
Net Effect on General Fund Balance							
General Revenues	(5,681,792)	(6,383,900)	(4,352,511)	68%	(6,553,550)	2.7%	(6,693,299)
Net Departmental Costs & Transfers	5,427,162	6,966,518	4,211,999	60%	7,172,221	3.0%	6,697,920
Use of / (Surplus to) Fund Balance	$ (254,630)	$ 582,618	$ (140,512)		$ 618,671		$ 4,621
Planned use of Restr'd Reserve Funds	*$ -*	*$ 35,150*	*$ -*		*$ 35,670*	*0*	*$ 35,670*
Effect on Unencumbered Funds	$ (254,630)	$ 547,468	$ (140,512)		$ 583,001	$ (0)	$ (31,049)

General Fund Expenditures

by Category

EXPENSE CATEGORY	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Salary Related Expenditures						
Salaries	3,073,400	3,419,220	2,376,678	3,517,709	2.9%	3,440,967
Pro Tem Judges	1,140	2,700	8,516	2,700	0.0%	2,700
Overtime	57,078	42,000	43,818	42,000	0.0%	42,000
Holiday Pay	11,845	12,700	11,174	12,698	0.0%	12,700
Uniform Allowance	25,875	26,700	21,295	27,900	4.5%	27,900
FICA	157,295	179,215	123,923	188,122	5.0%	182,124
Medicare	44,645	50,840	34,645	52,243	2.8%	50,840
Retirement	404,131	520,315	341,358	566,924	9.0%	555,478
Unemployment Insurance	3,614	6,310	8,037	13,677	116.8%	13,031
Workman's Compensation	99,586	109,350	53,938	81,883	-25.1%	81,127
Health, Dental, Life & STD Insurance	466,804	559,760	404,568	642,590	14.8%	605,348
Total Salary Related Expenditures	$ 4,345,413	$ 4,929,110	$ 3,427,950	$ 5,148,446	4.4%	$ 5,014,215
Operational Expenditures						
Training	18,937	30,300	12,950	35,400	16.8%	32,300
Tuition Reimbursement	500	1,000	440	1,000	0.0%	1,000
Travel	14,320	24,300	16,258	25,300	4.1%	25,300
Uniforms	5,053	4,000	8,294	4,000	0.0%	4,000
Office Supplies	22,319	27,100	22,460	29,300	8.1%	29,300
Subscriptions/Memberships	18,873	21,945	17,532	24,470	11.5%	24,470
Books/Tapes/Publications	26,021	29,225	22,647	31,600	8.1%	31,600
Printing	5,210	6,625	3,808	6,575	-0.8%	6,575
Advertising	16,672	6,925	2,983	8,100	17.0%	8,100
Postage	7,576	7,025	6,522	13,025	85.4%	11,025
Computer Services/Software	145,043	151,910	143,386	150,674	-0.8%	149,674
Auto Repair/Maintenance	27,429	22,600	22,394	29,300	29.6%	29,300
Fuel	69,972	61,500	35,511	61,100	-0.7%	56,100
Utilities	160,901	163,650	123,222	164,075	0.3%	164,060
Waste Removal	7,596	7,530	5,983	8,100	7.6%	8,160
Cell Phone	13,858	16,450	11,192	19,020	15.6%	18,720
Pest Control	2,365	2,940	2,120	3,200	8.8%	3,200
Consulting Services	79,332	88,500	60,999	194,620	119.9%	127,620
Legal Services	42,841	46,100	105,501	49,100	6.5%	47,100
Contract Labor/Services	133,393	144,290	116,259	298,168	106.6%	129,768
Interpreters	193	500	78	500	0.0%	500
Equipment & Maint	29,551	27,830	30,285	56,655	103.6%	33,855
Service Charges	4,952	5,000	3,856	5,200	4.0%	5,200
Credit Card Processing Fees	2,015	2,000	1,326	2,000	0.0%	2,000
Liability Insurance	160,900	172,200	135,249	176,000	2.2%	176,000
Legal Defense	0	30,050	0	30,070	0.1%	30,070
Safety / Security Program	3,127	3,000	2,220	13,000	333.3%	4,000
Department Specific Expenditures	313,251	323,420	200,320	378,395	17.0%	326,395
Employee Term Payouts	0	25,000	0	25,000	0.0%	25,000
Employee Wage Increases	0	0	0	0	N/A	0
Contingency	0	75,170	0	75,000	-0.2%	75,000
Total Operational Expenditures	$ 1,332,200	$ 1,528,085	$ 1,113,795	$ 1,917,947	25.5%	$ 1,585,392
Equipment/Capital Expenditures						
Office Equipment/Furniture	23,429	10,000	0	2,000	-80.0%	0
Structural	25,914	0	0	0	N/A	0
Equipment Lease	5,713	5,550	4,245	2,320	-58.2%	2,320
Local Park Improvements	10,725	0	0	0	N/A	0
Total Equipment/Capital Expenditures	$ 65,781	$ 15,550	$ 4,245	$ 4,320	-72.2%	$ 2,320
Total General Fund Expenditures	$ 5,743,394	$ 6,472,745	$ 4,545,990	$ 7,070,713	9.2%	$ 6,601,927

TOWN MANAGER

Department Staffing

- Town Manager (1.0)

Accomplishments for the Fiscal Year 2014-15

1. Participated in the regional Science Technology Engineering and Mathematics (STEM) program in order to: 1) share potential career opportunities and to inspire interest and hope for our youth; and 2) Initiate a drive for better educated, technologically savvy workers.
2. In partnership with Economic Development Director, developed fresh opportunities and marketing of Town activities.
3. Continued the on-going effort to familiarize myself and others with the 'high-tech' functions of Town's software and on-line platforms; streamlining daily tasks and processes in order to improve productivity.
4. My focus this year was on HR Systemic Issues. This in-depth HR involvement did afford me to the opportunity to produce a comprehensive list for discussion purposes with internal/external sources and how they could best meet the Town's ongoing HR needs.
5. Balanced the budget.
6. Sought communication best practices at all levels in order to enhance teamwork.
7. Supported staff in the library rebid/broke ground on January 30th.
8. Revisited revisions to Personnel Manual.
9. Partnered with Magistrate Court and architect to plan for enhanced courtroom/office space in room 206/207.
10. Partnered with Risk Manager on an annual employee training; focusing on the Chemical Hazard Communication and opportunities to share employee benefits available to them.

Performance Objectives for Fiscal Year 2015-16

1. Develop use of greener technology in all departments that includes solar power.
3. Provide leadership training for Department Heads and Supervisors.
4. Support construction of new library.
5. Provide Town support to ensure final design/construction of SR 260.
6. Balance the budget.
7. Development of a more specific Capital Improvement Project (CIP) Plan for the responsible use of public revenues (taxpayer dollars).
8. Support the migration of the Town Mgr.'s AA to the full-time Risk Manager's position by: 1) utilizing available technology; streamlining tasks and improving efficiency.

Budget Points of Interest

1. Continuing 3rd year of 3 year cycle for grant acquisition software funding via e-Civis, Inc.
2. Due to aging fleet vehicles that require repairs which exceeds value of same allocated $20,000 in the CIP for a sedan. Town has 37 vehicles 10 years or older.

Town Manager

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	143,638	133,990	91,314		117,957	-12.0%	117,957
FICA	8,247	8,310	5,189		7,313	-12.0%	7,313
Medicare	1,929	1,945	1,213		1,710	-12.1%	1,710
Retirement	16,463	15,545	10,592		13,530	-13.0%	13,530
Unemployment	50	95	110		140	47.4%	140
Workman's Compensation	506	480	227		354	-26.3%	354
Health, Dental & Life Ins	12,623	11,165	8,348		8,999	-19.4%	8,999
Total Wages & Related	$ 183,456	$ 171,530	$ 116,993	68%	$ 150,003	-12.5%	$ 150,003
Operating Expenditures							
Training	679	1,250	650		4,350	248.0%	1,250
Travel	62	1,000	966		2,000	100.0%	2,000
Office Supplies	680	750	597		750	0.0%	750
Subscriptions/Memberships	1,974	1,200	25		1,300	8.3%	1,300
Books/Tapes/Publications	0	100	0		100	0.0%	100
Printing	0	100	0		100	0.0%	100
Postage	0	25	0		25	0.0%	25
Cell Phone	1,134	1,200	668		1,200	0.0%	1,200
Legal Services	673	500	0		500	0.0%	500
Contract Labor/Services	15,400	15,400	15,400		15,400	0.0%	0
Public Relations	650	1,000	2,696		1,000	0.0%	1,000
Total Operating Expenditures	$ 21,252	$ 22,525	$ 21,002	93%	$ 26,725	18.6%	$ 8,225
Total Departmental Expenditures	$ 204,708	$ 194,055	$ 137,995	71%	$ 176,728	-8.9%	$ 158,228
Net Effect on General Fund	$ 204,708	$ 194,055	$ 137,995	71%	$ 176,728	-8.9%	$ 158,228

Annual Budget pro-rated to Mar *145,541*

CLERK'S OFFICE

Department Staffing

- Clerk (1.0)
- Assistant (1.0)
- Transcriptionist (3 – Contract Labor)

Accomplishments for the Fiscal Year 2014-15

1. Completed list of Essential Records for Department of Library and Archives as required by State Statue
2. Reviewing Records Management Manual

Performance Objectives for Fiscal Year 2015-16

1. Attend Elections Training
2. Conduct Citizen Academy to include Council, Commissioners and the Public
3. Updating Records Management Manual
4. Work on clarifying areas of the Town Code

Budget Points of Interest

1. Budget for Special Election $30,000

Department Statistics

1. 34 New Resolutions Approved
2. 10 Ordinances Approved
3. 23 Liquor and Wine Festival Permits approved
4. 73 Council Meetings, including Regular, Special, Work, and Executive Sessions

Town Clerk

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	140,020	154,140	117,440		84,885	-44.9%	84,885
FICA	8,540	9,560	7,154		5,263	-44.9%	5,263
Medicare	1,998	2,235	1,673		1,231	-44.9%	1,231
Retirement	16,038	17,880	12,038		9,736	-45.5%	9,736
Unemployment	119	210	379		280	33.3%	280
Workman's Compensation	493	550	292		255	-53.6%	255
Health, Dental & Life Ins	15,319	24,810	18,721		17,620	-29.0%	17,620
Total Wages & Related	$ 182,527	$ 209,385	$ 157,697	75%	$ 119,270	-43.0%	$ 119,270
Operating Expenditures							
Training	680	1,000	0		1,000	0.0%	1,000
Travel	268	600	325		600	0.0%	600
Office Supplies	1,489	2,000	1,043		2,000	0.0%	2,000
Subscriptions/Memberships	713	600	300		600	0.0%	600
Advertising	2,211	2,000	570		2,000	0.0%	2,000
Legal Services	419	1,000	584		1,000	0.0%	1,000
Contract Labor/Services	5,700	7,500	4,800		7,500	0.0%	7,500
Office Equipment	0	1,500	251		500	-66.7%	500
Elections	0	0	0		30,000	N/A	30,000
Recording Fees	50	150	25		200	33.3%	200
Records Management	2,123	2,000	35		1,000	-50.0%	1,000
Total Operating Expenditures	$ 13,653	$ 18,350	$ 7,933	43%	$ 46,400	152.9%	$ 46,400
Total Departmental Expenditures	$ 196,180	$ 227,735	$ 165,630	73%	$ 165,670	-27.3%	$ 165,670
Revenues							
Copies	12	0	51		0	N/A	0
Bus. License Fees	15,055	15,000	12,535		15,000	0.0%	15,000
Liquor License Fees	3,375	2,000	2,550		2,000	0.0%	2,000
Special Event Permits	125	0	800		0	N/A	0
Total Departmental Revenues	$ 18,567	$ 17,000	$ 15,936	94%	$ 17,000	0.0%	$ 17,000
Net Effect on General Fund	$ 177,613	$ 210,735	$ 149,694	71%	$ 148,670	-29.5%	$ 148,670

Annual Budget pro-rated to Mar *158,051*

FINANCE

Department Staffing

- Finance Director (1.0)
- Accountant (1.0)
- Finance Clerk (1.0)

Accomplishments for the Fiscal Year 2014-15

1. Received an Unqualified Opinion for FY14 CAFR.

Performance Objectives for Fiscal Year 2015-16

1. Awaiting determination of FY14 submission for Achievement for Excellence in Financial Reporting for FY14 CAFR.
2. Continue to develop transparent reporting system for staff, council and the general public.
3. Submit the FY16 budget for GFOA's Distinguished Budget award.

Budget Points of Interest

1. The Finance Clerk position is now budgeted 100% under finance and is no longer shared with the Sewer Dept.
2. The AzDOR had required Towns and Cities to pay a fee this year for their tax collecting services ($23,620) which is in the Consulting Services line.

Finance

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	111,281	116,975	81,400		144,768	23.8%	144,768
FICA	6,853	7,255	5,003		8,976	23.7%	8,976
Medicare	1,603	1,700	1,170		2,099	23.5%	2,099
Retirement	12,833	13,390	9,442		16,426	22.7%	16,426
Unemployment	81	170	227		451	165.3%	451
Workman's Compensation	392	415	203		434	4.6%	434
Health, Dental & Life Ins	16,775	17,950	12,426		26,430	47.2%	26,430
Total Wages & Related	$ 149,818	$ 157,855	$ 109,871	70%	$ 199,584	26.4%	$ 199,584
Operating Expenditures							
Training	2,283	1,750	705		2,250	28.6%	2,250
Travel	2,075	1,750	2,389		2,100	20.0%	2,100
Office Supplies	1,518	1,800	1,616		1,800	0.0%	1,800
Subscriptions/Memberships	805	1,215	810		1,240	2.1%	1,240
Printing	297	500	300		450	-10.0%	450
Advertising	828	400	299		400	0.0%	400
Software Recurring Fees	*26,137*	27,000	27,090		28,450	5.4%	28,450
Consulting Services	1,000	4,000	1,000		25,620	540.5%	25,620
Legal Services	130	300	601		300	0.0%	300
Contract Labor/Services	28,960	30,000	28,000		30,000	0.0%	30,000
Office Equipment	0	0	100		0	N/A	0
Total Operating Expenditures	$ 64,033	$ 68,715	$ 62,910	92%	$ 92,610	34.8%	$ 92,610
Total Departmental Expenditures	$ 213,851	$ 226,570	$ 172,781		$ 292,194	29.0%	$ 292,194
Net Effect on General Fund	$ 213,851	$ 226,570	$ 172,781	76%	$ 292,194	29.0%	$ 292,194

Annual Budget pro-rated to Mar *169,928*

RISK MANAGEMENT

Department Staffing

- Risk Manager (1.0)

Accomplishments for the Fiscal Year 2014-15

1. Managed the Risk Management program (except for final signatory items) v. just administering the program.
2. Garnered estimated savings of about $39,000: a) in Workers' Compensation Premiums due to reduction of e-mod ($30,000) with employees' help; b) Insurance Premiums; updated facilities valuation and removal of comp. & coll. on old Town vehicles approximately ($9,000).
3. Went on-call 24/7 with respect to reporting specific work-related injuries/illnesses to OSHA.
4. Successfully completed a project re: HR Systemic Issues assigned by the Town Attorney.
5. Partnered with another entity to share a safety consultant.

Performance Objectives for Fiscal Year 2015-16

1. Manage the Risk Management program as the full-time Risk Manager in order to finish implementing Risk Management Foundation.
2. Members of staff and Risk Management plan to partner on 2 essential items:
   a. Enhance the Town policy with respect to how, when, why, the types agreements and the language necessary to protect the Town business interests.
   b. Create a Town-wide check off list with respect to processing projects.
3. Finalize draft of mutual aid compact.

Budget Points of Interest

1. Risk Management Wage/time salary allocation is 100%. This reflects: 1) the work being done to safeguard the Town's assets; and 2) The essential need to migrate the Risk Manager to a full-time position in order to meet the work load in the absence of an on-site attorney, Workers' Compensation claims manager, and a full-time safety officer.
2. Appropriation for Legal Services (711000) includes for example: Town Attorney expenses that are specific to Risk Mgmt. or that cannot be allocated to a specific department.
3. Appropriation for Prosecuting Attorney– 'Contract Labor' (712000). The Prosecutorial Attorney's salary was increase slightly based on the 5-year agreement between the Town and the attorney relative to the Social Security 2015 Cost of Living Adjustment (COLA).
4. Consultant Services (710000). This is a shared position between Cottonwood and Camp Verde that requires a service which they are unable to provide with current staffing levels.
5. Liability Insurance Revenues/AKA defense fund (722100). Per annum, a small amount of interest accrues to this line-item. Appropriation is relative to the Risk Management Company's insurance deductibles and uncovered expenses based on thresholds and sliding scale, respectively, or exclusions in insurance coverage.
6. The Liability Insurance premiums are also allocated to Highway User Revenue Funds (HURF) and Camp Verde Sanitary District (CVSD) Budgets to more accurately reflect the risks/exposures of these Divisions of Public Works, thereby, reducing the cost of premiums in the Risk Management Budget.
7. Safety and Security: Appropriations include:
   a. $5,000 general safety and security items

   The following equipment are absolute necessities and relatively inexpensive compared to the safety and security of Town personnel:
   b. $7,000 for a Forensics Drying Cabinet: This cabinet is designed specifically to dry body fluids.
   Additionally, this equipment protects personnel from becoming ill from the odors and particulates generated with the drying and decaying of organic matter.
   c. $1,000 for either a foot or hand controls to alert dispatch in the event of an emergency in CVMO records/lobby area.

Risk Management

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	17,828	34,430	25,172		62,213	80.7%	62,213
FICA	1,104	2,135	1,559		3,857	80.7%	3,857
Medicare	258	500	365		902	80.4%	902
Retirement	2,058	3,995	2,920		7,136	78.6%	7,136
Unemployment	12	50	65		140	180.0%	140
Workman's Compensation	63	125	63		187	49.6%	187
Health, Dental & Life Ins	2,676	5,380	4,106		8,810	63.8%	8,810
Total Wages & Related	$ 23,999	$ 46,615	$ 34,250	73%	$ 83,245	78.6%	$ 83,245
Operating Expenditures							
Training	295	600	0		600	0.0%	600
Travel	59	200	111		200	0.0%	200
Office Supplies	174	200	155		200	0.0%	200
Subscriptions/Memberships	85	200	115		200	0.0%	200
Books/Tapes/Publications	0	100	97		100	0.0%	100
Printing	0	100	0		100	0.0%	100
Advertising	0	100	0		100	0.0%	100
Consulting Services	0	15,000	0		40,000	166.7%	15,000
Legal Services	1,306	5,000	195		5,000	0.0%	5,000
Contract Labor/Services	71,000	72,140	54,102		73,368	1.7%	73,368
Pers. Protection Equipment	102	300	60		300	0.0%	300
Liability Insurance	160,900	172,200	135,249		176,000	2.2%	176,000
Legal Defense	0	30,050	0		30,070	0.1%	30,070
Safety / Security Program	3,127	3,000	2,220		13,000	333.3%	4,000
Medical Supplies	13	300	215		300	0.0%	300
Total Operating Expenditures	$ 237,061	$ 299,490	$ 192,519	64%	$ 339,538	13.4%	$ 305,538
Total Departmental Expenditures	$ 261,060	$ 346,105	$ 226,769	66%	$ 422,783	22.2%	$ 388,783
Revenues							
Liability Ins. Rebate	*0*	0	531		30,065	N/A	30,065
Total Departmental Revenues	$ -	$ -	$ 531		$ 30,065	N/A	$ 30,065
Net Effect on General Fund	$ 261,060	$ 346,105	$ 226,238	65%	$ 392,718	13.5%	$ 358,718
Planned Use of Rest'd Reserve Funds	0	30,050	0		30,070		30,070

Annual Budget pro-rated to Mar *259,579*

ECONOMIC DEVELOPMENT DEPARTMENT

Department Staffing

- Economic Development Director (1.0)
- Economic Development Specialist (1.0)
- Two Visitor Center Ambassadors (.6)

Accomplishments for the Fiscal Year 2014-15

1. Awarded a $150,000 grant from the Walton Family Foundation for a regional tourism marketing program that will co-brand the Verde Valley with the National Geographic Society. Project underway February 2015
2. Awarded $85,000 in grants to develop a Verde River Recreation Master Plan. Project underway April 2015
3. Completed the five-year marketing plan begun in 2010 by the Camp Verde Chamber of Commerce
4. Further developed our cultural heritage marketing plan including the development of a historic building tour and a historic landmark program
5. Initiated the Focused Future II strategic community and economic development program.
6. Organized a business advisory group
7. Launched a new economic development website, selcetcampverde.com

Performance Objectives for Fiscal Year 2015-16

1. Continue to build partnerships and grow capacity for continuing ED programs
2. Continue to develop infrastructure for both the SR260 and Finnie Flat commercial corridors and work on attracting additional retail stores to both corridors
3. Capitalize on high speed Internet advantage
4. Develop common directional signage for the Finnie flat/Main Street corridor
5. Implement a new marketing strategy
6. Complete FFII planning process and begin implementing strategies
7. Complete River Recreation Master Plan process and begin work on proposed projects

Budget Points of Interest

1. Add a new fulltime Economic Development Specialist position

Department Statistics

1. Accommodation tax revenue increased from $138,000 in FY2014 to $175,000 in FY 2015, a 27 percent increase
2. Visitcampverde.com now receives an average of 2800 hits per month (about 100 visitors a day), 24% are return visitors and 76 percent are new visitors to the website
3. More than 1000 readers have signed up for the town's newsletter

Economic Development

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	82,304	82,840	60,215		117,208	41.5%	117,208
FICA	5,057	5,140	3,679		7,267	41.4%	7,267
Medicare	1,183	1,205	861		1,700	41.1%	1,700
Retirement	7,573	7,845	5,549		11,697	49.1%	11,697
Unemployment	102	210	190		560	166.7%	560
Workman's Compensation	290	675	150		640	-5.2%	640
Health, Dental & Life Ins	8,060	8,270	5,373		17,620	113.1%	17,620
Total Wages & Related	$ 104,569	$ 106,185	$ 76,017	72%	$ 156,692	47.6%	$ 156,692
Operating Expenditures							
Training	1,990	1,250	392		2,000	60.0%	2,000
Office Supplies	113	300	309		500	66.7%	500
Subscriptions/Memberships	373	1,000	568		3,000	200.0%	3,000
Advertising	8,267	0	0		0	N/A	0
Consulting Services	5,000	2,000	0		18,000	800.0%	18,000
Web Campaign	137	7,000	8,785		4,000	-42.9%	4,000
Business Recruitment & PR	1,106	3,000	821		3,000	0.0%	3,000
Special Events	11,308	9,000	7,780		10,000	11.1%	10,000
Projects	15,208	20,822	11,075		15,000	-28.0%	8,000
Visitor's Center	5,879	12,000	5,142		12,000	0.0%	12,000
Total Operating Expenditures	$ 49,381	$ 56,372	$ 34,872	62%	$ 67,500	19.7%	$ 60,500
Total Departmental Expenditures	$ 153,950	$ 162,557	$ 110,889	68%	$ 224,192	37.9%	$ 217,192
Revenues							
Advertising Sponsorships	0	2,500	0		0	-100.0%	0
Merchandise Sales	0	0	0		200	N/A	200
Total Departmental Revenues	$ -	$ 2,500	$ -		$ 200	-92.0%	$ 200
Net Effect on General Fund	$ 153,950	$ 160,057	$ 110,889	69%	$ 223,992	39.9%	$ 216,992

Annual Budget pro-rated to Mar *120,043*

Human Resources

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	9,240	9,365	3,812		31,200	233.2%	20,000
FICA	555	580	229		1,934	233.4%	0
Medicare	130	140	54		452	222.9%	0
Retirement	1,066	1,090	442		3,579	228.3%	0
Unemployment	7	15	0		140	833.3%	0
Workman's Compensation	33	35	9		94	168.6%	0
Health, Dental & Life Ins	1,413	1,655	670		8,810	432.3%	0
Total Wages & Related	$ 12,444	$ 12,880	$ 5,216	40%	$ 46,209	258.8%	$ 20,000
Operating Expenditures							
Training	0	700	0		700	0.0%	700
Tuition Reimbursement	500	1,000	440		1,000	0.0%	1,000
Travel	0	300	0		300	0.0%	300
Office Supplies	544	400	0		400	0.0%	400
Subscriptions/Memberships	199	480	0		480	0.0%	480
Advertising	3,839	1,500	986		1,500	0.0%	1,500
Legal Services	7,159	1,000	39,470		1,000	0.0%	1,000
Personnel Expenses	847	2,000	465		2,000	0.0%	2,000
Employee Safety Program	0	0	604		0	N/A	0
Recruitment Expenses	5,116	4,000	4,319		4,000	0.0%	4,000
Employee Recognition	1,155	1,500	858		1,500	0.0%	1,500
Total Operating Expenditures	$ 19,359	$ 12,880	$ 47,142	366%	$ 12,880	0.0%	$ 12,880
Total Departmental Expenditures	$ 31,803	$ 25,760	$ 52,358	203%	$ 59,089	129.4%	$ 32,880
Net Effect on General Fund	$ 31,803	$ 25,760	$ 52,358	203%	$ 59,089	129.4%	$ 32,880

Annual Budget pro-rated to Mar *19,320*

IT Services

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	4,412	4,715	3,435		0	-100.0%	0
FICA	266	295	207		0	-100.0%	0
Medicare	62	70	48		0	-100.0%	0
Retirement	500	550	392		0	-100.0%	0
Unemployment	4	10	10		0	-100.0%	0
Workman's Compensation	16	20	9		0	-100.0%	0
Health, Dental & Life Ins	713	830	606		0	-100.0%	0
Total Wages & Related	$ 5,973	$ 6,490	$ 4,707	73%	$ -	-100.0%	$ -
Operating Expenditures							
Computer Services/Software	19,368	12,000	16,082		12,000	0.0%	12,000
Internet / Wireless / Telephone	45,297	45,000	60,917		45,000	0.0%	45,000
Software Recurring Fees	26,530	28,000	25,893		28,000	0.0%	28,000
Consulting Services	68,382	50,000	48,423		50,000	0.0%	50,000
Office Equipment	1,971	0	0		0	N/A	0
Total Operating Expenditures	$ 161,548	$ 135,000	$ 151,315	112%	$ 135,000	0.0%	$ 135,000
Total Departmental Expenditures	$ 167,521	$ 141,490	$ 156,022		$ 135,000	-4.6%	$ 135,000
Net Effect on General Fund	$ 167,521	$ 141,490	$ 156,022	110%	$ 135,000	-4.6%	$ 135,000

Annual Budget pro-rated to Mar *106,118*

NON-DEPARTMENTAL

Budget Points of Interest

1. Subscription/Memberships (703500) consist of the Town's portion of the NACOG's Rural Transportation Liaison and Economic Development Administration for the regional planning grant; annual dues to League of Arizona Cities and Towns; Verde Valley Land Preservation membership and other miscellaneous expenses.
2. Postage (703900) certified postage relative to code enforcement has increased and postage for library materials is processed through administration reflecting all the hard work that is being done in these venues.
3. Utilities were adjusted based on FY14/15 expenses.
4. Emergency Services Agreement (785000) is an Intergovernmental Agreement (IGA) with Yavapai County for coordination of emergency services in the event of a substantial emergency.
5. Camp Verde Sanitary District (CVSD) ground Lease (786000) provides for the annual lease payment of the 15 acres leased by the Town from the CVSD in accordance with the Intergovernmental Agreement.
6. Verde Valley Senior Center (793000) are funds that help the Verde Valley Senior Center regional operations including the Meals-on-Wheels program that serves Verde Valley residents including Camp Verde.
7. Water Adjudication (794000) is an appropriation for water rights acquisition. Expenses include legal, hydrologist fees and engineering studies. Water Adjudication (794000) is an appropriation for water rights acquisition. Expenses include: legal and hydrologist fees and engineering studies. The Town's water attorney recommends appropriating $10,000 in FY 16 as the scenario is accelerating relative to water rights.
8. Yavapai County Water Advisory Committee (WAC) (796000) has ceased operation. However, these funds are utilized to fund monitoring and/or projects resulting from studies conducted by WAC.

Non-Departmental

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Operating Expenditures							
Office Supplies	0	3,000	2,676		4,000	33.3%	4,000
Copier Paper	2,449	2,500	2,197		3,000	20.0%	3,000
Subscriptions/Memberships	10,840	11,600	10,890		12,500	7.8%	12,500
Postage	6,659	6,000	6,220		12,000	100.0%	10,000
Auto Repair/Maintenance	1,529	1,000	1,016		1,500	50.0%	1,500
Fuel	220	600	0		0	-100.0%	0
Electric	*27,341*	40,000	31,604		43,100	7.8%	43,100
Gas/Propane	*5,521*	6,075	5,161		5,650	-7.0%	5,650
Water	*5,781*	4,710	4,998		6,340	34.6%	6,340
Sewer	*6,644*	11,060	9,046		12,100	9.4%	12,100
Waste Removal	*2,527*	3,880	3,165		4,300	10.8%	4,300
Equipment Rental	1,020	840	610		840	0.0%	840
Equipment Maint. Agreements	*2,687*	3,125	2,162		3,000	-4.0%	3,000
Service Charges	4,952	5,000	3,856		5,200	4.0%	5,200
Conference Room Supplies	0	200	0		0	-100.0%	0
Recycling	0	6,000	6,000		6,000	0.0%	6,000
Emergency Services Agreement	4,675	4,675	4,675		4,675	0.0%	4,675
Bus. Incentive - Coury	15,953	30,000	(3,800)		10,000	-66.7%	10,000
Verde Valley Senior Center	12,500	5,000	5,000		5,000	0.0%	5,000
Water Adjudication	2,948	5,000	2,220		10,000	100.0%	5,000
Yavapai County Water Advisor	11,644	5,823	0		11,645	100.0%	11,645
Employee Termination Payouts	0	25,000	0		25,000	0.0%	25,000
Contingency	0	75,170	0		75,000	-0.2%	75,000
Total Operating Expenditures	$ 125,890	$ 256,258	$ 97,696	38%	$ 260,850	1.8%	$ 253,850
Net Effect on General Fund	$ 125,890	$ 256,258	$ 97,696	38%	$ 260,850	1.8%	$ 253,850

Annual Budget pro-rated to Mar *192,194*

Mayor & Council

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	22,200	22,200	16,650		22,200	0.0%	22,200
FICA	1,377	1,380	1,032		1,376	-0.3%	1,376
Medicare	322	325	242		322	-0.9%	322
Unemployment	83	225	147		444	97.3%	444
Workman's Compensation	292	445	154		336	-24.5%	336
Total Wages & Related	$ 24,274	$ 24,575	$ 18,225	74%	$ 24,678	0.4%	$ 24,678
Operating Expenditures							
Training	2,307	5,000	2,130		5,000	0.0%	5,000
Travel	1,561	4,750	3,107		4,750	0.0%	4,750
Office Supplies	89	0	0		0	0.0%	0
Legal Services	9,906	10,000	41,154		10,000	0.0%	10,000
Public Relations	12	1,000	55		1,200	20.0%	1,200
Dinner/Reception Expense	325	600	311		600	0.0%	600
Total Operating Expenditures	$ 14,200	$ 21,350	$ 46,757	219%	$ 21,550	0.9%	$ 21,550
Total Departmental Expenditures	$ 38,474	$ 45,925	$ 64,982	141%	$ 46,228	0.7%	$ 46,228
Net Effect on General Fund	$ 38,474	$ 45,925	$ 64,982	141%	$ 46,228	0.7%	$ 46,228

Annual Budget pro-rated to Mar *34,444*

Municipal Court

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	240,917	247,245	161,923		238,727	-3.4%	238,727
Pro Tem Judge Salaries	1,140	2,700	8,516		2,700	0.0%	2,700
FICA	14,284	15,500	10,131		14,968	-3.4%	14,968
Medicare	3,341	3,625	2,369		3,501	-3.4%	3,501
Retirement	27,712	28,680	18,783		27,382	-4.5%	27,382
Unemployment	305	450	781		894	98.7%	894
Workman's Compensation	854	815	415		724	-11.2%	724
Health, Dental & Life Ins	35,532	41,350	31,295		44,050	6.5%	44,050
Total Wages & Related	$ 324,085	$ 340,365	$ 234,213	69%	$ 332,946	-2.2%	$ 332,946
Operating Expenditures							
Training	1,546	2,000	1,506		2,000	0.0%	2,000
Travel	1,164	1,700	635		1,700	0.0%	1,700
Office Supplies	2,273	3,000	1,400		3,000	0.0%	3,000
Subscriptions/Memberships	203	200	200		250	25.0%	250
Books/Tapes/Publications	0	300	54		250	-16.7%	250
Printing	351	700	303		700	0.0%	700
Telephone	862	905	647		865	-4.4%	865
Legal Services	0	500	20		500	0.0%	500
Contract Labor/Services	1,043	1,400	817		1,400	0.0%	1,400
Interpreters	193	500	78		500	0.0%	500
Equipment Rental	8,250	9,000	9,000		9,000	0.0%	9,000
Equipment Maint. Agreements	870	0	100		900	N/A	900
Office Equipment	500	500	527		500	0.0%	500
Court Appointed Attorneys	12,725	14,000	7,950		14,000	0.0%	14,000
Jury Fees	92	200	168		200	0.0%	200
Recording System	591	600	534		600	0.0%	600
Security System	251	350	251		350	0.0%	350
Public Relations	230	200	29		200	0.0%	200
Total Operating Expenditures	$ 31,144	$ 36,055	$ 24,219	67%	$ 36,915	2.4%	$ 36,915
Equipment/Capital Expenditures							
Capital Lease	2,578	3,500	2,578		0	-100.0%	0
Total Equipment/Capital Expenditures	$ 2,578	$ 3,500	$ 2,578		$ -	-100.0%	$ -
Total Departmental Expenditures	$ 357,807	$ 379,920	$ 261,010	69%	$ 369,861		$ 369,861
Revenues							
Fees, Fines & Forfeitures	191,572	250,000	*109,353*		250,000	0.0%	250,000
Court Appointed Attorney Reimb's	14,011	14,000	2,883		7,000	-50.0%	7,000
Total Departmental Revenues	$ 205,583	$ 264,000	$ 112,236	43%	$ 257,000	-2.7%	$ 257,000
Net Effect on General Fund	$ 152,224	$ 115,920	$ 148,774	128%	$ 112,861	-2.6%	$ 112,861

Annual Budget pro-rated to Mar *86,940*

PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION

Department Staffing

- Director (.47)
- Public Works Analyst (.47)
- Public Works Deputy Director (.15)
- Administrative Assistant (.15)

Accomplishments for the Fiscal Year 2014-15

1. Advertised for and selected contractor for the Community Library; construction began March, 2015
2. Assisted Community Development and Building Divisions with inspections and plan reviews
3. Worked with ADOT and NACOG to obtain consultant for the Tri-Intersection design; negotiations are underway with ADOT & the consultant for a final scope of work and estimated cost
4. Yavapai Apache Nation requested two bus stops in town, one stop at George Rothwick Way and Goswick way is installed,
5. Worked with APS, Maintenance and local citizens to install banner poles on Main Street
6. Meetings with ADOT to evaluate needs for the SR-260 roundabout at SR-260 and Goswick Way
7. Met with stakeholders and, Economic Dev, to settle access points on SR 260
8. Worked with engineering firm and ADOT on the Finnie Flat Sidewalk design/construction plans
9. HDR Inc. was selected to begin the Tri-Intersection Design
10. Served as a member of the NACOG Technical Subcommittee
11. Participated in The Small Town Water Forum and attended water harvesting workshop
12. Participated in CVSD science fair
13. Served as a member of the Verde Valley Transportation Planning Organization
14. Attended Arizona Pavement conference
15. Attended Rural Transportation Summit

Performance Objectives for Fiscal Year 2015-16

1. Oversee the construction/completion of the Community Library
2. Assist Building Division during the VVMC construction
3. Continue to provide engineering support as needed by Town
4. Complete the Finnie Flat Sidewalk construction
5. Complete Townsite Phase III street improvement project (CDBG)
6. Work with ADOT on design for SR-260 & Goswick,
7. Work with ADOT and stakeholders, regarding SR-260 from I-17 to Thousand Trails
8. Complete design for and direct Town crews for the completion of the Community Park road and entrance
9. Seek potential opportunities for grant or IGA funding
10. Attend State and or Regional Transportation Conference
11. Continue to foster open communications between the Town and state, county and regional governments

Budget Points of Interest

- Wages in all Public Works Divisions have been adjusted to better reflect the disbursement of executive and clerical Administrative support for the six divisions of Public Works - including general/specific inquires or requests and assistance with payments, reservations, and permits, maintaining departmental records and support for all team members
- Cell phone expense was included.

Department Statistics

The Engineering Division of Public Works provides engineering support for all Town departments, and administrative support for the 23 full-time employees in Maintenance, Stormwater, Streets, Wastewater, and Parks and Recreation divisions.

Public Works Engineer

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	74,514	80,710	55,565		80,830	0.1%	80,830
FICA	4,602	5,005	3,429		5,011	0.1%	5,011
Medicare	1,076	1,170	802		1,172	0.2%	1,172
Retirement	8,600	9,365	6,443		9,271	-1.0%	9,271
Unemployment	37	90	113		174	93.3%	174
Workman's Compensation	1,523	1,525	716		1,112	-27.1%	1,112
Health, Dental & Life Ins	8,543	10,255	7,413		10,924	6.5%	10,924
Total Wages & Related	$ 98,895	$ 108,120	$ 74,481	69%	$ 108,494	0.3%	$ 108,494
Operating Expenditures							
Training	255	1,000	575		1,000	0.0%	1,000
Travel	215	1,750	158		1,750	0.0%	1,750
Office Supplies	640	450	54		450	0.0%	450
Subscriptions/Memberships	527	400	340		400	0.0%	400
Books/Tapes/Publications	0	250	104		250	0.0%	250
Printing	79	150	39		150	0.0%	150
Advertising	201	100	35		100	0.0%	100
Computer Services/Software	338	1,200	302		1,500	25.0%	1,500
Auto Repair/Maintenance	0	300	539		300	0.0%	300
Fuel	0	200	64		200	0.0%	200
Cell Phone	0	0	274		720	N/A	720
Consulting Services	0	2,000	0		2,000	0.0%	2,000
Legal Services	2,125	2,000	492		2,000	0.0%	2,000
Office Equipment	545	420	525		420	0.0%	420
Total Operating Expenditures	$ 4,925	$ 10,220	$ 3,501	34%	$ 11,240	10.0%	$ 11,240
Equipment/Capital Expenditures							
Finnie Flat Sidewalk Project	2,331	0	0		0	N/A	0
Total Equipment/Capital Expenditures	$ 2,331	$ -	$ -		$ -		$ -
Total Departmental Expenditures	$ 106,151	$ 118,340	$ 77,982	66%	$ 119,734	1.2%	$ 119,734
Revenues							
Plan Review Fees	3,286	2,000	2,614		0	-100.0%	2,000
Total Departmental Revenues	$ 3,286	$ 2,000	$ 2,614	131%	$ -	-100.0%	$ 2,000
Net Effect on General Fund	$ 102,865	$ 116,340	$ 75,368	65%	$ 119,734	2.9%	$ 117,734

Annual Budget pro-rated to Mar *87,255*

PUBLIC WORKS DEPARTMENT

STORMWATER MANAGEMENT DIVISION

Department Staffing

- Public Works Director/Engineer (.08)
- Public Works Deputy Director (.40)
- Public Work Analyst (.16)
- Streets Foreman (.20)
- Streets Supervisor (.20)
- Senior Equipment Operator (.20)
- Maintenance Worker (.20)
- Streets Laborer (.20)
- Technician (.20)
- Administrative/Clerical Support (.44)

Accomplishments for the Fiscal Year 2014-15

1. Submitted the annual MS4 report to ADEQ and completed required street sweeping
2. Complete Phase II Cliffs Parkway Drainage Improvements
3. Identify, prioritize a comprehensive 5 year stormwater improvement projects to be funded by Yavapai County Flood
4. Begin a master list and maintenance schedule for all Town owned storm water structures.
5. Repaired Detention ponds on Armoire
6. Improved Drainage along Quaterhorse
7. Purchased MS4 Software
8. Attending Several MS4 Training Webinars and Stockholder meetings with ADEQ

Performance Objectives for Fiscal Year 2015-16

1. Seek partners from other government agencies (Forest Service, Army Corps., USDA, Yavapai Co. Flood,) universities, utilities and professionals that may be able to provide support with documentation (maps, reports, studies, etc.) or funding in order to begin the work required to obtain perpetual access to re-construct and maintain drainage on Forest Service lands that impact residents of Camp Verde.
2. Continue to apply for grant funding through Federal, State and private channels that might assist with studies, scoping and planning, maintenance and possible construction of stormwater infrastructure.
3. New ADEQ MS4 Permit
4. Update and approve Storm Water Management Plan and Ordinance
5 Drafting Technician (new shared employee) will begin mapping outfalls & providing drafting assistance, planning and outreach. As a shared employee, 20% of their time will be dedicated to Stormwater, 80% for the WWTP
6 Continued Education on Stormwater regulations
5. Hire Stormwater Maintenance Worker
6. With adequate funding, BEGIN drainage improvements for: Verde Lakes, Quarterhorse Rd. Amorie Dr., McCracken and Main Street – these improvements will not be complete within one year. However ,initial planning, scoping and some physical improvements can be started, Note: once addressed there are many areas of Town that require similar improvements and on-going, perpetual maintenance and construction
7. Work with other communities or host our own Household Hazardous Waste and E-Waste disposals events.

Budget Points of Interest

1. Wage Allocation adjusted to more closely reflect time spent by Crew to maintain & construct Stormwater projects.
2. Stormwater Tech (80% WWTP, 20% to Stormwater,) assist w/ADEQ MS-4 compliance: mapping, planning and outreach that has been mandated by the EPA
3. Consulting: Archeologist(s) to prepare a studies that will meet Forest Service guidelines to identify the impacts of stormwater from the USFS on Verde Lakes, Quarterhorse, Amorie Dr. and McCracken Lame
4. Contract Labor: utilize the 12 JOC approved by Council to begin construction of drainage projects
5. Maintenance: for community wide Household and E- waste collections

Department Statistics

25% of HURF work orders logged in 14/15 were for stormwater drainage issues, this does not include hours spent on drainage and stormwater projects not logged as work orders .Funding and allocated staff is inadequate to meet the infrastructure and maintenance needs of our community and comply with the EPA MS-4 permit including inspections, outreach, software, and reporting. Full time allocation of resources is needed

Stormwater

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	47,908	79,240	63,452		91,030	14.9%	82,710
FICA	2,916	4,915	3,880		5,644	14.8%	5,128
Medicare	682	1,150	907		1,320	14.8%	1,199
Retirement	5,525	9,195	7,344		10,441	13.6%	9,487
Unemployment	39	110	170		256	132.7%	228
Workman's Compensation	1,875	3,200	2,034		2,615	-18.3%	2,307
Health, Dental & Life Ins	7,219	11,440	9,458		16,496	44.2%	14,360
Total Wages & Related	$ 66,164	$ 109,250	$ 87,245	80%	$ 127,802	17.0%	$ 115,419
Operating Expenditures							
Training	390	1,000	10		1,000	0.0%	1,000
Travel	557	1,200	407		600	-50.0%	600
Office Supplies	114	250	165		250	0.0%	250
Subscriptions/Memberships	0	100	0		100	0.0%	100
Books/Tapes/Publications	0	100	0		100	0.0%	100
Printing	25	300	0		300	0.0%	300
Computer Services/Software	3,337	3,000	171		2,200	-26.7%	2,200
Software Recurring Fees	0	800	0		3,080	285.0%	3,080
Fuel		0	14		200	N/A	200
Cell Phone	0	1,500	388		1,500	0.0%	1,200
Consulting Services	900	3,000	0		45,000	1400.0%	3,000
Legal Services	0	300	300		300	0.0%	300
Contract Labor/Services	0	2,350	0		150,000	6283.0%	3,000
Equipment Rental	0	0	0		600	N/A	600
Office Equipment	1,220	200	200		1,300	550.0%	1,300
Maintenance Equipment	198	200	2,487		20,800	10300.0%	0
Safety Equipment	0	0	0		100	N/A	100
OSHA Medical Supplies	0	0	0		50	N/A	50
Infrastructure Maintenance	171	500	0		1,000	100.0%	1,000
Project Adjustments	0	0	5,000		0	N/A	0
Recording Fees	0	150	25		150	0.0%	150
Permits	5,000	5,000	5,000		5,000	0.0%	5,000
Total Operating Expenditures	$ 11,912	$ 19,950	$ 14,167	71%	$ 233,630	1071.1%	$ 23,530
Equipment/Capital Expenditures							
Structural	14,500	0	0		0	N/A	0
Total Equipment/Capital Expenditures	$ 14,500	$ -	$ -		$ -		$ -
Total Departmental Expenditures	$ 92,576	$ 129,200	$ 101,412	78%	$ 361,432	179.7%	$ 138,949
Net Effect on General Fund	$ 92,576	$ 129,200	$ 101,412	78%	$ 361,432	179.7%	$ 138,949

Annual Budget pro-rated to Mar *96,900*

PUBLIC WORKS DEPARTMENT
MAINTENANCE DIVISION

Department Staffing

- Maintenance Foreman (1.0)
- Lead Maintenance Worker (1.0)
- Maintenance Worker (2.75)
- Custodian (2.0)
- Public Works Director (.20)
- Public Works Deputy Director (.05)
- Administrative & Clerical Support (.36)

Accomplishments for the Fiscal Year 2014-15

1. SAFETY: ◘ Updated Safety Data Folder ◘ Addressed items called out in Safety Audits for repair or addition ◘ Added shower heads to Eyewash Stations ◘ Replaced 46 sprinkler heads at the Community soccer field to allow for raising/lowering during events ◘ Repaired or Replaced all benches at Butler Park ◘ Replaced all wood posts with steel on the concession stand at Butler Park ◘ Two members attended the Safety Summit ◘ Foreman and Lead attended Supervisor Worker Safety Assessment training ◘ Foreman, Lead and one Maintenance worker attended Asbestos Operations and Maintenance asbestos training ◘ Foreman participated in Risk Management facilities walk through inspection ◘ 67 fire extinguishers were inspected, recharged or replaced as needed ◘ Monthly defibrillator testing
2. FACILITIES: ◘ Added dusk to dawn lighting at the 200 Building ◘ Painting at the Archeology Center ◘ Established water connection at the Ramada ◘ Building 300 front entrance remodel and conference room bathroom remodel ◘ Installed LED lighting at Building 300 ◘ Roll up door at Fain St. Maintenance building ◘ Replaced AC unit at CVMO server (IT) room ◘ began re-keying of all Town facilities (in process)
3. PARKS & GROUNDS: ◘ Installed pavers at picnic area and east side of the Pool ◘ Installed new Electric panel at Butler Park ◘ Constructed Bus Stop concrete slab and shelter at Rothwick Way ◘ Constructed new metal shed at the irrigation ditch site ◘ Laid new fall protection material at Community field playground ◘ Installed new scoreboard at Butler Park ◘ Began construction of shade structure over "Center of State Map" ◘ Installed new signage at Rezzonico Park and Community field
4. COMMUNITY ASSISTANCE: ◘ Installed new Walking Tour signage ◘ Assisted "Old Guys" with construction of concession area at Ramada ◘ Installed Main Street Banner poles ◘ Coordinated with Parks and Recreation to prepare for events, set up facilities, hanging banners set-up/tear down for recreation programs ◘ Assisted Ft. Verde State Park to set up/tear down for events and incidental maintenance needs ◘ Participated in Sesquicentennial Park Committee meetings

Performance Objectives for Fiscal Year 2015-16

1. FACILITIES: ◘ Complete Fain St. Maintenance Shop & Office ◘ Replace roof on Gymnasium & Pool building ◘ Replace flooring at CVMO ◘ Upgrade ADA Actuator door at CVMO ◘ Complete re-keying of Town facilities and Acquire software upgrade for key control including obtaining software to register and track all keys
2. PARKS: ◘ New Playground structure at Butler Park ▪ Re-lamp Skate Park ◘ Add picnic site at Northeast side of Rezzonico Park ◘ Rebuild the two soccer field ramadas and pour concrete slabs ◘ Install new Soft Start system for Main St. and Town grounds irrigation pump
3. Acquire boom lift needed to install banners, Christmas decorations, trimming trees, servicing Main St. pedestrian lights
4. Work with sesquicentennial Park Committee members
5. Advertise and hire part-time employee to assist with grounds maintenance

Budget Points of Interest

◘ Acquire SOFTWARE to adequately track and record key control ◘ AUTO REPAIR/MAINTENANCE – new tires for dump truck, maintenance on older vehicles and equipment ◘ EQUIPMENT RENTAL – unless a boom lift is purchased this will be a necessary, on-going expense in order to hang up/take down Main St light pole. banners and decorations, service Main St. pedestrian lights, install Main St. transverse banner, pruning/trimming trees ◘ BUILDING MAINTENANCE to replace the ADA actuator at CVMO ◘ PARK FACILITIES MAINTENANCE – for soft start system of the Grounds Irrigation pump; this is good insurance to prolong the life of irrigation pump and will save electricity. Repair and/or replacement of Gazebo poles, siding and benches

Department Statistics

- Total of 13 facilities that are maintained
- 6 Parks with over 17 acres to maintain
- Completed 424 Work Orders in addition to regular duties

Maintenance

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	263,519	294,845	212,431		304,785	3.4%	294,885
Uniform Allowance	0	900	1,120		900	0.0%	900
FICA	16,267	18,340	12,888		18,952	3.3%	18,339
Medicare	3,804	4,290	3,014		4,432	3.3%	4,289
Retirement	30,189	34,310	23,722		32,539	-5.2%	32,539
Unemployment	380	590	834		1,610	172.9%	1,412
Workman's Compensation	12,824	14,560	7,192		10,902	-25.1%	10,516
Health, Dental & Life Ins	54,519	61,115	46,590		66,345	8.6%	64,842
Total Wages & Related	$ 381,502	$ 428,950	$ 307,791	72%	$ 440,465	2.7%	$ 427,722
Operating Expenditures							
Training	919	3,000	10		3,000	0.0%	3,000
Travel	0	1,000	26		1,000	0.0%	1,000
Uniforms	2,786	3,000	1,258		3,000	0.0%	3,000
Office Supplies	138	300	82		300	0.0%	300
Books/Tapes/Publications	0	100	0		100	N/A	100
Advertising	100	200	0		100	-50.0%	100
Software Recurring Fees	1,200	2,800	0		3,000	7.1%	3,000
Auto Repair/Maintenance	5,147	4,000	3,348		5,000	25.0%	5,000
Fuel	5,312	5,000	3,135		5,000	0.0%	5,000
Electric	0	500	556		750	50.0%	750
Gas/Propane	0	660	717		990	50.0%	990
Water	0	450	384		400	-11.1%	400
Cell Phone	1,987	2,050	1,506		2,100	2.4%	2,100
Pest Control	2,365	2,940	2,120		3,200	-68.9%	3,200
Contract Labor/Services	2,000	0	6,000		8,000	N/A	2,000
Equipment Rental	0	0	2,738		5,000	N/A	500
Maintenance Equipment	4,701	4,000	1,363		4,000	0.0%	4,000
Building Maintenance	55,481	48,000	35,023		52,000	8.3%	50,000
Safety Equipment	670	600	939		2,000	233.3%	2,000
OSHA Medical Supplies	447	400	280		800	100.0%	800
Graffiti Clean-Up	220	200	0		200	0.0%	200
Fire Extinguishers	2,437	2,600	1,236		2,600	0.0%	2,600
Park Facilities Maintenance	9,984	12,000	16,894		18,000	50.0%	15,000
Grounds Maintenance	10,793	12,000	6,765		20,000	66.7%	12,000
Flags & Banners	641	2,000	2,110		2,000	0.0%	2,000
Fertilizer / Herbicides	6,969	6,200	770		6,200	0.0%	6,200
Archeology Center Maintenance	1,037	1,500	120		1,500	0.0%	1,500
Janitorial Supplies	5,235	7,000	6,103		7,000	0.0%	7,000
Mats & Rugs	2,276	2,700	1,480		2,700	0.0%	2,700
Total Operating Expenditures	$ 122,845	$ 125,200	$ 94,963	76%	$ 159,940	27.7%	$ 136,440

Maintenance (Cont'd)

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED		2015-16 MANAGER RECOMMEND
Equipment/Capital Expenditures							
Structural	9,083	0	0		0	N/A	0
Park Improvments	10,725	0	0		0	N/A	0
Total Equipment/Capital Expenditures	$ 19,808	$ -	$ -		$ -	$ -	$ -
Total Departmental Expenditures	$ 524,155	$ 554,150	$ 402,754	73%	$ 600,405	8.3%	$ 564,162
Operating Transfers							
Transfer In from Parks Fund (Maint)	(10,000)	(12,000)	(12,000)		(6,794)	-43.4%	(6,794)
Total Departmental Revenues	$ (10,000)	$ (12,000)	$ (12,000)	100%	$ (6,794)	-43.4%	$ (6,794)
Net Effect on General Fund	$ 514,155	$ 542,150	$ 390,754	72%	$ 593,611	9.5%	$ 557,368

Annual Budget pro-rated to Mar *406,613*

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COMMUNITY DEVELOPMENT

Department Staffing

- Director (1.0)
- Assistant Planner (1.0)
- Building Official (1.0)
- Plans Examiner – Permit Technician (1.0)
- Building Inspector – Building Inspector (1.0)
- Code Enforcement Officer (1.0)

Accomplishments for the Fiscal Year 2014-15

1. Initiated the update of the Town/s General Plan with the introduction of Character Areas under the Land Use Element.
2. Facilitated Public Input meetings and prepared amendments to the Administrative Code for the 2012 Building Codes.
3. With the internal processes developed and in place for zoning and nuisance violations, the department has experienced a great success in achieving volunteer compliance with issuing of citations as a last resort.
4. Department Staff collaborated with the Marshal's Office in developing a comprehensive Noise Ordinance.

Performance Objectives for Fiscal Year 2015-16

1. Continue to review incomplete or expired approvals for subdivisions and bring recommendations of voiding to the Town Council.
2. Continue the Public input process for the General Plan and its 10 elements.
3. Update the Town's sign Ordinance.
4. Continue to evaluate staff levels as service demands increase.

Budget Points of Interest

1. By taking an approach of utilizing motivated and proven existing staff to meet the future demands of the department a win – win scenario has been created for the Town by not having to hire new employees that require extensive training and time. This process saves the Town money in the short run and develops highly productive employees in the long run.

Department Statistics

1. 243 Total Permits Issued. These permits include Building Permits, Zoning Amendments, Use Permits & Zoning Clearance Permits. The total permit number accounts for all permits issued up to March 10, 2015.
2. 24 Regular & General Plan Work Sessions
3. 4 Board of Adjustment & Appeals Sessions
4. 5 Council Hears Planning & Zoning Sessions

Community Development

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	75,824	75,075	54,531		75,067	0.0%	75,067
FICA	4,350	4,655	3,107		4,654	0.0%	4,654
Medicare	1,017	1,090	727		1,088	-0.2%	1,088
Retirement	8,550	8,705	6,526		8,610	-1.1%	8,610
Unemployment	32	70	91		140	100.0%	140
Workman's Compensation	1,925	1,945	981		1,426	-26.7%	1,426
Health, Dental & Life Ins	7,758	8,270	6,126		8,810	6.5%	8,810
Total Wages & Related	$ 99,456	$ 99,810	$ 72,089	72%	$ 99,795	0.0%	$ 99,795
Operating Expenditures							
Training	430	1,000	0		1,000	0.0%	1,000
Travel	0	500	12		500	0.0%	500
Office Supplies	96	200	99		200	0.0%	200
Subscriptions/Memberships	639	650	461		700	7.7%	700
Books/Tapes/Publications	0	75	0		0	-100.0%	0
Auto Repair/Maintenance	315	600	106		600	0.0%	600
Fuel	223	400	142		400	0.0%	400
Legal Services	2,184	3,000	3,070		6,000	100.0%	4,000
Equipment Maint. Agreements	2,465	600	821		2,500	316.7%	2,500
Credit Card Processing Fees	2,015	2,000	1,326		2,000	0.0%	2,000
Safety Equipment	53	300	85		200	-33.3%	200
Maps / Cartography	0	50	0		0	-100.0%	0
Total Operating Expenditures	$ 8,420	$ 9,375	$ 6,122	65%	$ 14,100	50.4%	$ 12,100
Equipment/Capital Expenditures							
Equipment Lease	1,974	2,050	1,667		2,320	13.2%	2,320
Total Equipment/Capital Expenditures	$ 1,974	$ 2,050	$ 1,667		$ 2,320	13.2%	$ 2,320
Total Departmental Expenditures	$ 109,850	$ 111,235	$ 79,878	72%	$ 116,215	4.5%	$ 114,215
Revenues							
Copies	57	50	135		50	0.0%	50
Total Departmental Revenues	$ 57	$ 50	$ 135		$ 50	0.0%	$ 50
Net Effect on General Fund	$ 109,793	$ 111,185	$ 79,743	72%	$ 116,165	4.5%	$ 114,165

Annual Budget pro-rated to Mar *83,389*

BUILDING DIVISION

Department Staffing

- Building Official (1.0)
- Permit Technician/Residential Plans Examiner (1.0)
- Permit Technician/Residential Building Inspector (1.0)

Accomplishments for the Fiscal Year 2014-15

1. Improved customer service and permit processing times by obtaining an additional International Code Council (ICC) Permit Technician Certification and International Code Council (ICC) Residential Plans Examiner Certification.
2. Successfully adopted the 2012 International Building Codes and the 2011 National Electrical Code; revised and updated all Building Division forms and webpages.
3. Successfully adopted a revised Fee Schedule for Building Division services.
4. Renewed an Intergovernmental Agreement (IGA) with the Arizona Department of Building, Fire and Life Safety – Office of Manufactured Housing (OMH) for the enforcement of installation standards of manufactured and factory-built buildings within the Town of Camp Verde.
5. Issued building permits for the construction of a 26,500 square foot Medical Facility; 17,000 square foot Community Library; and 9,184 square foot Gymnasium.

Performance Objectives for Fiscal Year 2015-16

1. Improve customer service by obtaining an additional International Code Council (ICC) Residential Building Inspector Certification; Commercial Plans Examiner Certification; and Commercial Building Inspector Certification.
2. Participate in the Insurance Services Offices, Inc. (ISO) evaluation process and obtain a Building Code Effectiveness Grading Schedule (BCEGS) score of 5 or better.
3. Collaborate with Yavapai County Flood Control to adopt by Ordinance the revised National Flood Insurance Study, Flood Insurance Rate Maps, and Floodplain Management Regulations.
4. Continue to revise and update Tyler INCODE to incorporate changes in departmental procedures.
5. Research software solutions to expand Building Division services to include online building permit application and construction document submittals.
6. Develop a schedule for scanning and archiving all parcel history files within the Community Development Department.

Department Statistics

1. Permits Applied For FY15: N/A; Permits Issued During FY15: N/A
2. Permits Applied For FY14: 402; Permits Issued During FY14: 361
3. Permits Applied For FY13: 400; Permits Issued During FY13: 385

Building Department

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	90,737	138,145	87,734		146,611	6.1%	146,611
FICA	5,590	8,565	5,370		9,090	6.1%	9,090
Medicare	1,307	2,005	1,256		2,126	6.0%	2,126
Retirement	10,100	16,025	10,134		16,816	4.9%	16,816
Unemployment	107	280	340		560	100.0%	560
Workman's Compensation	1,556	2,115	862		1,254	-40.7%	1,254
Health, Dental & Life Ins	14,653	28,945	17,860		26,430	-8.7%	26,430
Total Wages & Related	$ 124,050	$ 196,080	$ 123,556	63%	$ 202,887	3.5%	$ 202,887
Operating Expenditures							
Training	1,152	2,000	1,192		2,500	25.0%	2,500
Travel	951	1,500	378		1,800	20.0%	1,800
Office Supplies	285	1,000	794		1,200	20.0%	1,200
Subscriptions/Memberships	284	350	168		350	0.0%	350
Books/Tapes/Publications	0	500	39		500	0.0%	500
Printing	307	525	183		525	0.0%	525
Advertising	190	300	89		300	0.0%	300
Auto Repair/Maintenance	79	500	87		700	40.0%	700
Fuel	1,659	2,500	936		2,500	0.0%	2,500
Cell Phone	275	300	211		300	0.0%	300
Consulting Services	1,050	7,500	1,400		6,000	-20.0%	6,000
Equipment	0	500	354		800	60.0%	800
Total Operating Expenditures	$ 6,232	$ 17,475	$ 5,831	33%	$ 17,475	0.0%	$ 17,475
Total Departmental Expenditures	$ 130,282	$ 213,555	$ 129,387	61%	$ 220,362	3.2%	$ 220,362
Revenues							
Plan Review Fees	48,211	75,000	36,282		65,000	-13.3%	65,000
Building Permits	112,644	170,000	87,052		160,000	-5.9%	160,000
Total Departmental Revenues	$ 160,855	$ 245,000	$ 123,334	50%	$ 225,000	-8.2%	$ 225,000
Net Effect on General Fund	$ (30,573)	$ (31,445)	$ 6,053	-19%	$ (4,638)	-85.3%	$ (4,638)

Annual Budget pro-rated to Mar (23,584)

PLANNING & ZONING

Department Staffing

- Director (1.0)
- Assistant Planner (1.0)

Accomplishments for the Fiscal Year 2014-15

1. In addition to the statistics provided below, Current Planning is experiencing an increase in submittals for Zoning & General Plan Amendments, Use Permits, Minor Land Divisions and Addressing, while maintaining historical service levels. These increases are also seen in the number of walk-in customers and phone calls which are expected to continue through this fiscal year. Also, the Planning & Zoning Division is facilitating the General Plan Update with the sub-committee members made up of citizens from the community and the Planning & Zoning Commission.

Performance Objectives for Fiscal Year 2015-16

1. Continue to participate on the General Plan update to provide technical input to the Commission and Council.
2. Complete research to provide for a proposed update to the Planning & Zoning Ordinance addressing the Sign Ordinances and to create a Heritage Preservation Ordinance.

Department Statistics

1. 25 Planning & Zoning Permits
2. 10 Ordinances & Ordinances
3. 110 Residential Zoning Clearances
4. 38 Commercial Zoning Clearances
5. 26 Address Changes/Corrections

Planning & Zoning

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	39,712	40,435	29,490		40,435	0.0%	40,435
FICA	2,462	2,510	1,828		2,507	-0.1%	2,507
Medicare	576	590	428		586	-0.7%	586
Retirement	4,583	4,690	3,421		4,638	-1.1%	4,638
Unemployment	38	70	106		140	100.0%	140
Workman's Compensation	141	145	73		121	-16.6%	121
Health, Dental & Life Ins	7,515	8,270	6,202		8,810	6.5%	8,810
Total Wages & Related	$ 55,027	$ 56,710	$ 41,548	73%	$ 57,237	0.9%	$ 57,237
Operating Expenditures							
Training	265	0	25		0	N/A	0
Office Supplies	759	750	675		800	6.7%	800
Printing	1,028	2,000	251		2,000	0.0%	2,000
Advertising	784	2,000	734		3,000	50.0%	3,000
Consulting Services	3,000	5,000	10,176		8,000	60.0%	8,000
Legal Services	0	0	253		0	N/A	0
General Plan	0	1,000	0		1,000	0.0%	1,000
Total Operating Expenditures	$ 5,836	$ 10,750	$ 12,114	113%	$ 14,800	37.7%	$ 14,800
Total Departmental Expenditures	$ 60,863	$ 67,460	$ 53,662	80%	$ 72,037	6.8%	$ 72,037
Revenues							
Permit Fees	25,967	25,000	26,571		25,000	0.0%	30,000
Total Departmental Revenues	$ 25,967	$ 25,000	$ 26,571	106%	$ 25,000	0.0%	$ 30,000
Net Effect on General Fund	$ 34,896	$ 42,460	$ 27,091	64%	$ 47,037	10.8%	$ 42,037

Annual Budget pro-rated to Mar *31,845*

CODE ENFORCEMENT

Department Staffing

- Director (1.0)
- Code Enforcement Officer (1.0)

Accomplishments for the Fiscal Year 2014-15

1. The Marshal's Office and the Community Development Staff Collaborated in creating a Comprehensive and enforceable Noise Ordinance.
2. The State of Arizona has defined hoarding as a mental illness. This opens the door to agencies, such as Adult Protective Services, to provide some assistance to hoarders and in the instance of residences that are determined as being dangerous the occupant may have aid available for temporary short term living quarters. The Code Enforcement Officers will be attending up-coming training on hoarding. Also, one of the Code Enforcement Officers has applied to be on the Hoarding Task Force Committee.

Performance Objectives for Fiscal Year 2015-16

1. The Community Development Director will continue to provide training to the Code Enforcement Officers to become familiar with the entire Planning & Zoning Ordinance, the Town Code and the Justice Court procedures for expert witnesses.
2. Provide technical support for the updating of the Planning and Zoning Ordinance.

Budget Points of Interest

1. For the last (3) years, the Community Development Department and the Marshal's Office have shared (2) Animal Control / Code Enforcement Officers. The Marshal's Office is also providing (2) pickups with animal containment boxes in the truck beds, along with 2-way police radios. Each of the officers are also equipped with hand held radios tied to the integrated police radio system. The Town Manager, Marshall and Community Development Director have quickly realized that there is a large employee security improvement and cost savings realized from this current organization.

   Before the CODE ENFORCEMENT & ANIMAL CONTROL duties were combined, the Town was paying for a separate Animal Control and Code Enforcement Officer to cover the same area. Many times, when an officer responds to an animal call, the officer observes a code violation and can address the issue immediately.

Department Statistics

1. 64 Code Enforcement Complaints
2. 57 Violations Found
3. 6 Violations Not Found
4. 37 Cases Closed
5. 10 Nuisance Abatements
6. 9 Liens Recorded

Code Enforcement

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	32,760	35,645	24,520		32,958	-7.5%	32,958
FICA	1,839	2,210	1,501		2,043	-7.6%	2,043
Medicare	439	520	351		478	-8.1%	478
Retirement	3,677	4,135	2,308		3,445	-16.7%	3,445
Unemployment	43	70	127		140	100.0%	140
Workman's Compensation	839	925	364		626	-32.3%	626
Health, Dental & Life Ins	6,663	8,270	5,386		8,810	6.5%	8,810
Total Wages & Related	$ 46,260	$ 51,775	$ 34,557	67%	$ 48,500	-6.3%	$ 48,500
Operating Expenditures							
Training	115	1,000	420		1,000	0.0%	1,000
Travel	408	1,000	72		1,000	0.0%	1,000
Office Supplies	166	100	0		100	0.0%	100
Subscriptions/Memberships	0	0	0		100	N/A	100
Computer Services/Software	0	0	0		4,000	N/A	4,000
Cell Phone	379	400	280		400	0.0%	400
Nuisance Abatement	6,640	6,000	5,050		6,000	0.0%	6,000
Dangerous Bldg. Abatement	20,225	10,000	293		10,000	0.0%	10,000
Recording Fees	96	100	81		200	100.0%	200
Total Operating Expenditures	$ 28,029	$ 18,600	$ 6,196	33%	$ 22,800	22.6%	$ 22,800
Total Departmental Expenditures	$ 74,289	$ 70,375	$ 40,753	58%	$ 71,300	1.3%	$ 71,300
Revenues							
Zoning Fines	1,512	250	2,209		2,300	820.0%	2,300
Total Departmental Revenues	$ 1,512	$ 250	$ 2,209	884%	$ 2,300	820.0%	$ 2,300
Net Effect on General Fund	$ 72,777	$ 70,125	$ 38,544	55%	$ 69,000	-1.6%	$ 69,000

Annual Budget pro-rated to Mar *52,594*

MARSHAL'S DEPARTMENT

Department Staffing

- Marshal (1)
- Commander (1)
- Sergeant (4)
- Deputy (13)
- SRO (1)
- Detective (1)
- Dispatcher supervisor (1)
- Dispatcher (7)
- Admin Assistant (1)
- Property and Evidence (1)
- Records Specialist (1)
- Records Clerk (1/2)
- Community Outreach Officer (1)

Accomplishments for the Fiscal Year 2014-2015

1. Marshal's Office volunteers (VIPS) contributed over 3500 hours.
2. CVMO employees received over 100 hours of individual training.
3. Received a grant from Homeland Security for interoperability radio communications in amt. $40,623.
4. Received a grant from GOHS in the amt. of $19,500. For DUI overtime and to equip a truck with equipment to process crime scenes.
5. Received a grant from the 100 Club in the amt. of $2,000. To replace an emergency release button for K9 truck.
6. Hosted a crime scene training class and trained 5 employees on how to process crime scenes.
7. Recertified all sworn officers with the Tasers.
8. Implemented "Coffee with a cop."
9. Conducted annual National Night Out in August.
10. Conducted audit of Spillman system and worked with other jurisdictions to make appropriate changes
11. Held an Employee Awards / Appreciation banquet.
12. Revised General Orders for the department.

Performance Objectives for Fiscal Year 2015-2016

1. Revise and implement new VIP program
2. Hold a Citizen's Academy.
3. Implement E-ticket system.
4. Complete an audit of property and evidence using new bar coding system
5. Provide re-qualification on rifles.

Budget Points of Interest

1. Create a job description and classification for the Property/Evidence position (paid out of dispatch)
2. Requesting a full time civilian position "Community Outreach Officer" (ERE's and salary $35,030.)
3. Request 60,000.00 to begin 1 of 2 phases to move Property/Evidence room to teen center.

Department Statistics FY 2012-2013 (stats from July 2014 to March 2015)

Homicide	1	Domestic Violence	97
Sexual Assaults	2	DUI Arrests	18
Residential Burglary	26	Juvenile Arrests	54
Commercial Burglary	6	Adult Arrests	191
Thefts	123	Traffic Accidents	106
Motor Vehicle Theft	19	Citations Issued	492

Marshal's Office

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	1,313,589	1,478,815	1,031,566		1,508,172	2.0%	1,477,490
Overtime	56,856	40,000	43,304		40,000	0.0%	40,000
Holiday Pay Premium	11,335	12,300	11,093		12,298	0.0%	12,300
Uniform Allowance	24,300	24,000	19,050		25,200	5.0%	25,200
FICA	51,166	58,385	42,165		63,049	8.0%	61,146
Medicare	19,806	22,550	15,523		22,992	2.0%	22,547
Retirement	177,332	249,680	164,465		285,905	14.5%	282,386
Retirement Penalty	40,447	55,345	34,770		61,655	11.4%	61,655
Unemployment	1,510	2,290	3,222		4,760	107.9%	4,620
Workman's Compensation	71,765	75,920	38,316		56,465	-25.6%	56,372
Health, Dental & Life Ins	219,120	260,095	186,012		297,472	14.4%	281,920
Total Wages & Related	$ 1,987,226	$ 2,279,380	$ 1,589,486	70%	$ 2,377,968	4.3%	$ 2,325,636
Operating Expenditures							
Training	3,383	5,000	3,561		5,000	0.0%	5,000
Travel	5,306	5,000	6,591		5,000	0.0%	5,000
Uniforms	2,267	1,000	6,878		1,000	0.0%	1,000
Office Supplies	5,097	5,500	3,972		5,500	0.0%	5,500
Subscriptions/Memberships	1,425	2,000	1,544		2,000	0.0%	2,000
Books/Tapes/Publications	604	600	402		600	0.0%	600
Printing	2,557	1,000	1,720		1,000	0.0%	1,000
Computer Services/Software	20,904	30,610	12,679		2,444	-92.0%	2,444
Software Recurring Fees	0	0	0		18,000	N/A	18,000
Auto Repair/Maintenance	19,295	15,000	16,382		20,000	33.3%	20,000
Fuel	59,600	50,000	29,360		50,000	0.0%	45,000
Electric	23,033	23,300	17,907		23,800	2.1%	23,800
Gas/Propane	3,270	1,800	1,830		1,600	-11.1%	1,600
Water	3,002	2,900	2,176		2,600	-10.3%	2,600
Sewer	3,248	3,300	2,425		3,250	-1.5%	3,250
Waste Removal	656	660	770		1,000	51.5%	1,000
Cell Phone	10,083	11,000	7,865		12,000	9.1%	12,000
Legal Services	15,039	20,000	15,254		20,000	0.0%	20,000
Contract Labor/Services	2,194	0	1,636		5,000	N/A	5,000
Equipment Maint. Agreements	1,502	1,195	1,195		1,195	0.0%	1,195
Office Equipment	769	2,000	2,859		2,000	0.0%	2,000
Equipment Maintenance	0	1,000	0		0	-100.0%	0
Patrol/Investigation Equip.	17,087	10,000	10,866		10,000	0.0%	7,500
Patrol/Investigation Equip. Maint	5,940	3,500	3,055		3,500	0.0%	3,500
Communication Equipment	4,364	0	3,258		20,000	N/A	0

Marshal's Office (Cont'd)

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED		2015-16 MANAGER RECOMMEND
Communication Equip. Maint	4,510	3,000	1,514		7,000	133.3%	3,000
Repeater/Generator Maint	5,692	1,800	1,188		1,800	0.0%	1,800
Crime Prevention	1,718	1,000	1,004		2,000	100.0%	1,000
Advocacy Center	2,662	2,800	2,646		2,800	0.0%	2,800
Volunteers	1,499	2,000	1,339		2,000	0.0%	2,000
Medical Supplies	854	500	401		500	0.0%	500
K-9 Expenditures	952	1,500	929		1,500	0.0%	1,500
Total Operating Expenditures	$ 228,512	$ 208,965	$ 163,206	78%	$ 234,089	12.0%	$ 201,589
Equipment/Capital Expenditures							
Equipment	0	10,000	0		2,000	-80.0%	0
Equipment Lease	1,161	0	0		0	N/A	0
Total Equipment/Capital Expenditures	$ 1,161	$ 10,000	$ -		$ 2,000	-80.0%	$ -
Total Departmental Expenditures	$ 2,216,899	$ 2,498,345	$ 1,752,692	70%	$ 2,614,057	4.6%	$ 2,527,225
Revenues							
Copies	1,695	1,000	993		1,000	0.0%	1,000
Fingerprint Fees	715	600	475		600	0.0%	600
Auto Impound Fees	6,600	5,000	4,950		5,000	0.0%	5,000
Miscellaneous	271	0	340		0	N/A	0
Dispatch Services	178,600	178,600	178,600		178,600	0.0%	178,600
Total Departmental Revenues	$ 187,881	$ 185,200	$ 185,358	100%	$ 185,200	0.0%	$ 185,200
Net Effect on General Fund	$ 2,029,018	$ 2,313,145	$ 1,567,334	68%	$ 2,428,857	5.0%	$ 2,342,025

Annual Budget pro-rated to Mar 1,734,859

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ANIMAL CONTROL

Department Staffing

1. 2 full time

Accomplishments for the Fiscal Year 2014-15

1. Involved 2 VIPs who help find rescues for unclaimed dogs vs. taking dogs to Cottonwood Shelter saving the town almost $3,000.
2. Filled two vacancies (Britt Alan and David Marshall)
3. Revised town ordinances for animal control and they were approved by Council.
4. Revised the noise ordinance and it was approved by Council.
5. Revised impound forms for better record keeping
6. Revised animal control pamphlets

Performance Objectives for Fiscal Year 2015-16

1. Continue to educate the citizens on town ordinances
2. Provide responsible pet ownership education in schools, at events and during citizen contacts
3. Work to obtain donations for dog runs at the impound
4. Write a grant through the license plate/spay and neuter programs

Department Statistics (stats from July 1, 2014 to March 18, 2015)

- Number of complaints: 439
- Number of Animal Bites: 26
- Number of Animal Abuse Calls: 5
- Number of Animal Noise Calls: 44
- Number of Animal Problems: 364
- Dogs impounded: 64
- Cats impounded: 1
- Dogs to rescue: 19
- Dogs to Cottonwood Shelter 24
- Cats to Cottonwood Shelter 1
- Dogs returned to owner: 21

Animal Control

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	42,038	35,645	23,924		32,958	-7.5%	32,958
Overtime	222	2,000	514		2,000	0.0%	2,000
Holiday Pay Premium	510	400	81		400	0.0%	400
Uniform Allowance	1,575	1,800	1,125		1,800	0.0%	1,800
FICA	2,489	2,470	1,570		2,304	-6.7%	2,304
Medicare	590	580	367		539	-7.1%	539
Retirement	4,943	4,625	1,718		4,262	-7.8%	4,262
Retirement ACR	0	0	693		1,485	N/A	1,485
Unemployment	66	70	132		140	100.0%	140
Workman's Compensation	1,131	1,030	380		706	-31.5%	706
Health, Dental & Life Ins	9,050	8,270	5,602		8,810	6.5%	8,810
Total Wages & Related	**$ 62,614**	**$ 56,890**	**$ 36,106**	**63%**	**$ 55,404**	**-2.6%**	**$ 55,404**
Operating Expenditures							
Training	1,050	1,000	1,050		1,000	0.0%	1,000
Travel	1,362	1,000	401		1,000	0.0%	1,000
Uniforms	0	0	158		0	N/A	0
Office Supplies	98	250	349		250	0.0%	250
Subscriptions/Memberships	0	150	0		150	0.0%	150
Printing	566	1,250	1,012		1,250	0.0%	1,250
Auto Repair/Maintenance	673	1,000	668		1,000	0.0%	1,000
Fuel	2,958	2,500	1,829		2,500	0.0%	2,500
Electric	0	1,500	888		1,125	-25.0%	1,125
Gas/Propane	442	500	181		350	-30.0%	350
Water	0	300	59		100	-66.7%	100
Office Equipment	191	500	55		500	0.0%	500
Building Maintenance	614	0	0		0	N/A	0
Animal Control Equipment	2,305	2,000	963		2,000	0.0%	2,000
Animal Cremations	0	0	386		300	N/A	800
Shelter Fees	3,175	4,000	1,706		4,000	0.0%	4,000
Facility Lease Payments	1,224	0	0		0	N/A	0
Total Operating Expenditures	**$ 14,658**	**$ 15,950**	**$ 9,705**	**61%**	**$ 15,525**	**-2.7%**	**$ 16,025**
Equipment/Capital Expenditures							
Equipment	23,429	0	0		0	N/A	0
Total Equipment/Capital Expenditures	**$ 23,429**	**$ -**	**$ -**		**$ -**	**N/A**	**$ -**
Total Departmental Expenditures	**$ 100,701**	**$ 72,840**	**$ 45,811**	**63%**	**$ 70,929**	**-2.6%**	**$ 71,429**
Revenues							
Dog Licenses	3,125	5,400	1,405		5,400	0.0%	5,400
Impound Fees	1,260	1,000	969		1,000	0.0%	1,000
Adoption Fees	50	0	0		0	N/A	0
Total Departmental Revenues	**$ 4,435**	**$ 6,400**	**$ 2,374**	**37%**	**$ 6,400**	**0.0%**	**$ 6,400**
Net Effect on General Fund	**$ 96,266**	**$ 66,440**	**$ 43,437**	**65%**	**$ 64,529**	**-2.9%**	**$ 65,029**

Annual Budget pro-rated to Mar 49,830

LIBRARY

Department Staffing

- Library Director (1.0)
- Youth Services Librarian (1.0)
- Library Specialist (2.85)
- Library clerks (1.375)

Accomplishments for the Fiscal Year 2014-15

1. Moved Library building project forward to start of construction phase in March 2015
2. Maintained a strong commitment to citizen satisfaction: increased library open hours, improved collection development practices and increased circulation of library materials
3. Maintained and improved relationship with local media, social media presence and teens
4. Continued partnerships with the Yavapai Library Network and Arizona State Library Archives & Public Records to keep operational costs down and leverage training and grant opportunities
5. Completed e-rate application and selected ISP to bring fiber connection to the library

Performance Objectives for Fiscal Year 2015-16

1. Complete and occupy the new library building.
2. Continue our strong commitment to citizen satisfaction through programs and services to the Camp Verde community
3. Improve outreach to babies, toddlers and teens with programs tailored to their specific needs for literacy and social interaction
4. Continue to work actively to gain grant money that will help fund programs and activities
5. Work toward forming a Friends group and toward advocacy for library services and programs

Department Statistics

1. 22 New Resolutions and Ordinances approved
2. 23 Liquor and Wine Festival Permits approved
3. 65 Council Meetings, including Regular, Special, Work, and Executive Sessions

Focus on In-Library Activity (7/14 – 6/15)

	FYTD-15	FYTD-14	% increase
Public PCs		9,114	
Traffic Count		33,787	
Total Circulation		102,747	
A/V Media Circulation		12,020	
Total New Items		2,237	
Programs		453	
Program Attendance		7,551	
Volunteer Hours		5,929	

Community Library

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	211,938	234,075	161,288		240,278	2.7%	240,278
FICA	13,058	14,515	9,927		14,897	2.6%	14,897
Medicare	3,054	3,395	2,322		3,484	2.6%	3,484
Retirement	19,224	27,155	15,151		27,560	1.5%	27,560
Unemployment	353	805	636		1,680	108.7%	1,680
Workman's Compensation	747	2,410	392		2,113	-12.3%	2,113
Health, Dental & Life Ins	28,080	33,080	24,712		35,240	6.5%	35,240
Total Wages & Related	**$ 276,454**	**$ 315,435**	**$ 214,428**	**68%**	**$ 325,252**	**3.1%**	**$ 325,252**
Operating Expenditures							
Training	315	400	615		400	0.0%	400
Travel	332	650	67		400	-38.5%	400
Office Supplies	5,385	1,750	2,288		2,000	14.3%	2,000
Cataloging Supplies	0	2,000	3,537		2,000	0.0%	2,000
Subscriptions/Memberships	731	1,700	2,111		1,000	-41.2%	1,000
Books/Tapes/Publications	25,417	22,000	21,951		24,000	9.1%	24,000
Media - Reserve Fund	0	5,100	0		5,600	9.8%	5,600
Postage	917	1,000	302		1,000	0.0%	1,000
Computer Services/Software	1,932	1,500	252		3,000	100.0%	2,000
Electric	8,352	8,200	7,010		9,200	12.2%	9,200
Gas/Propane	3,511	4,000	1,710		0	-100.0%	0
Water	516	550	429		565	2.7%	550
Waste Removal	656	660	450		600	-9.1%	660
Cell Phone	0	0	0		800	N/A	800
Legal Services	3,432	2,000	4,108		2,000	0.0%	2,000
Contract Labor/Services	5,961	5,500	4,413		5,500	0.0%	5,500
Office Equipment	418	500	131		500	0.0%	500
Volunteer Expense	929	1,200	492		1,200	0.0%	1,200
Library Programs	3,055	3,000	2,142		3,000	0.0%	3,000
Records Cataloging	810	1,000	915		800	-20.0%	800
Total Operating Expenditures	**$ 62,669**	**$ 62,710**	**$ 52,923**	**84%**	**$ 63,565**	**1.4%**	**$ 62,610**
Total Departmental Expenditures	**$ 339,123**	**$ 378,145**	**$ 267,351**	**71%**	**$ 388,817**	**2.8%**	**$ 387,862**
Revenues							
Copies	485	200	601		400	100.0%	400
Fines & Forfeitures	3,596	2,500	2,713		2,500	0.0%	2,500
Surplus Property Sales	972	0	305		0	N/A	0
Yav County Library District	80,901	80,000	77,114		75,000	-6.3%	75,000
Total Departmental Revenues	**$ 85,954**	**$ 82,700**	**$ 80,733**	**98%**	**$ 77,900**	**-5.8%**	**$ 77,900**
Net Effect on General Fund	**$ 253,169**	**$ 295,445**	**$ 186,618**	**63%**	**$ 310,917**	**5.2%**	**$ 309,962**
Planned Use of Rest'd Reserve Funds	**0**	**5,100**	**0**		**5,600**	**9.8%**	**5,600**

Annual Budget pro-rated to Mar 221,584

PUBLIC WORKS DEPARTMENT
PARKS & RECREATION DIVISION

Parks & Recreation Admin (800)

Department Staffing

- Parks & Recreation Coordinator (0.90)
- Parks & Recreation Leader (1.0)
- Public Works Director (.10)
- Admin & Clerical Support (.11)

Accomplishments for the Fiscal Year 2014-15

1. Worked with the public, non-profits, partner organizations and other stakeholders to schedule and coordinate use of all facilities, fields and lighting.
2. Generated work orders to Maintenance for events, facility rentals, banners, marquee lettering and program requirements.
3. Receipted money for facility rentals and program fees.

Performance Objectives for Fiscal Year 2015-16

1. Continue to increase partnership relations to provide additional or expanded opportunities and improvements without significantly increasing budget impact.
2. Expand and improve Division offerings utilizing additional staffing and administrative/clerical support

Budget Points of Interest:

1. 600000 -Request additional $8,640 over last year's approved salaries & contract labor amount to hire a full-time staff person.
2. Administrative and clerical support is updated

Parks & Rec

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	51,468	60,280	34,281		81,147	34.6%	64,507
FICA	2,757	3,740	1,851		5,031	34.5%	3,999
Medicare	645	875	433		1,177	34.5%	935
Retirement	5,646	6,995	3,718		9,308	33.1%	7,399
Unemployment	53	140	127		435	210.7%	295
Workman's Compensation	1,006	670	508		385	-42.5%	510
Health, Dental & Life Ins	8,716	8,270	6,119		19,020	130.0%	9,779
Total Wages & Related	**$ 70,291**	**$ 80,970**	**$ 47,037**	**58%**	**$ 116,503**	**43.9%**	**$ 87,424**
Operating Expenditures							
Training	683	350	51		600	71.4%	600
Travel	0	400	613		600	50.0%	600
Office Supplies	212	600	452		600	0.0%	600
Subscriptions/Memberships	75	100	0		100	0.0%	100
Advertising	252	325	270		600	84.6%	600
Auto Repair/Maintenance	391	200	248		200	0.0%	200
Fuel	0	300	31		300	0.0%	300
Electric	41,347	31,880	25,096		35,000	9.8%	35,000
Gas/Propane	3,726	4,000	2,509		3,600	-10.0%	3,600
Water	3,150	710	533		970	36.6%	970
Sewer	2,612	0	0		0	N/A	0
Waste Removal	3,757	2,330	1,598		2,200	-5.6%	2,200
Telephone	0	0	0		480	N/A	480
Legal Services	468	500	0		500	0.0%	500
Contract Labor/Services	0	8,000	0		0	-100.0%	0
Office Equipment	0	450	235		0	-100.0%	0
OSHA Medical Supplies	69	200	123		200	0.0%	200
Permits	400	450	0		875	94.4%	875
Total Operating Expenditures	**$ 57,142**	**$ 50,795**	**$ 31,759**	**63%**	**$ 46,825**	**-7.8%**	**$ 46,825**
Total Departmental Expenditures	**$ 127,433**	**$ 131,765**	**$ 78,796**	**60%**	**$ 163,328**	**24.0%**	**$ 134,249**
Revenues							
Facility Rental Fees	2,351	2,500	1,436		2,500	0.0%	2,500
Total Departmental Revenues	**$ 2,351**	**$ 2,500**	**$ 1,436**		**$ 2,500**	**0.0%**	**$ 2,500**
Net Effect on General Fund	**$ 125,082**	**$ 129,265**	**$ 77,360**	**60%**	**$ 160,828**	**24.4%**	**$ 131,749**

Annual Budget pro-rated to Mar 96,949

PUBLIC WORKS DEPARTMENT
PARKS & RECREATION DIVISION

Heritage Pool (820)

Department Staffing

- Parks & Recreation Coordinator (0.10)
- Seasonal part-time cashiers & lifeguards as required
- Maintenance worker (0.25)

Accomplishments for the Fiscal Year 2014-15

1. Provided a safe, fun swim season for 8000 visits, 6000 of them children.
2. Provided swim lessons to 125 children in 3 sessions.
3. Worked w/ facility maintenance to coordinate completion of pool upgrades including installation of solid chlorine system to increase efficiency and reduce hazards.
4. Increased hardscape area at pool and accepted donation from Nice Jon's of funding for six chaise lounge chairs.

Performance Objectives for Fiscal Year 2015-16

1. Continue to increase professionalism of pool operations.
2. Continue to improve quality of visitor experience at the pool.
3. Work with volunteers to bring back kid's swim team.

Budget Points of Interest

1. To keep Heritage Pool, the building and pool grounds in optimal condition for opening, Maintenance staff is spending additional hours to ensure our investment is monitored properly during the off season as well as during the summer months.

Heritage Pool

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	53,150	54,380	32,405		58,090	6.8%	58,090
FICA	3,243	3,375	1,968		3,602	6.7%	3,602
Medicare	759	790	460		842	6.6%	842
Retirement	1,072	1,115	787		1,503	34.8%	1,503
Unemployment	178	230	187		469	103.9%	469
Workman's Compensation	1,227	1,220	539		1,041	-14.7%	1,041
Health, Dental & Life Ins	1,857	2,070	1,543		3,084	49.0%	3,084
Total Wages & Related	**$ 61,486**	**$ 63,180**	**$ 37,889**	**60%**	**$ 68,631**	**8.6%**	**$ 68,631**
Operating Expenditures							
Training	200	1,000	58		1,000	0.0%	1,000
Electric	6,315	7,000	5,219		6,800	-2.9%	6,800
Gas/Propane	11,806	9,000	1,813		4,000	-55.6%	4,000
Telephone	422	350	324		440	25.7%	440
OSHA Med Supplies	138	150	128		150	0.0%	150
Pool Chemicals	5,497	5,500	2,474		5,500	0.0%	5,500
Pool Supplies	2,145	3,700	736		3,700	0.0%	3,700
Equipment Maintenance	3,174	3,000	505		3,000	0.0%	3,000
Concession Supplies	33	300	11		300	0.0%	300
Permits	960	500	0		500	0.0%	500
Total Operating Expenditures	**$ 30,690**	**$ 30,500**	**$ 11,268**	**37%**	**$ 25,390**	-16.8%	**$ 25,390**
Total Departmental Expenditures	**$ 92,176**	**$ 93,680**	**$ 49,157**	**52%**	**$ 94,021**	**0.4%**	**$ 94,021**
Revenues							
User Fees	21,940	17,000	8,127		22,000	29.4%	22,000
Concession Sales	168	300	115		300	0.0%	300
Total Departmental Revenues	**$ 22,108**	**$ 17,300**	**$ 8,242**	**48%**	**$ 22,300**	**28.9%**	**$ 22,300**
Operating Transfers							
Transfer In from YAN Fund	(14,988)	0	0		0	N/A	0
Total Operating Transfers	**$ (14,988)**	**$ -**	**$ -**		**$ -**	N/A	**$ -**
Net Effect on General Fund	**$ 55,080**	**$ 76,380**	**$ 40,915**	**54%**	**$ 71,721**	**-6.1%**	**$ 71,721**

Annual Budget pro-rated to Mar 57,285

PUBLIC WORKS DEPARTMENT
PARKS & RECREATION DIVISION

Parks & Recreation Programming (830)

Department Staffing

- Seasonal part-time Referees & Umpires as required
- Seasonal part-time Scorekeepers & Timers as required

Accomplishments for the Fiscal Year 2014-15

5. Conducted a successful co-ed youth basketball program for 67 1st – 4th graders and 60 5th – 8th graders.
6. Worked with Community Library to host thirteen Free Family Movie nights.
7. Held two Parent/Child Campouts in conjunction with movie nights.
8. Conducted sixteen day trips to museums and other points of interest and fun.
9. Conducted six trips to Diamondbacks games.
10. Provided Co-ed softball league for over 100 adults.
11. Provided safe and enjoyable Trunk or Treat Main Street community event, larger Christmas Bazaar and Parade of Lights.
12. Worked with Camp Verde Little League to purchase and install new larger scoreboard at Butler Baseball Field.

Performance Objectives for Fiscal Year 2015-16

4. Continue to expand and improve day trip program on a self-supporting revenue/expense basis.
5. Continue to expand Grasshopper basketball, Trunk or Treat Main Street, Parade of Lights and Christmas Bazaar.
6. Provide organized men's, women's and co-ed sports leagues.
7. Continue to work with partners to provide and expand opportunities.

Budget Points of Interest

1. 762000 (Expense) – Summer Program – Reduce account to $2,000 and transfer $1,000 to Community Program account to more accurately reflect audience of programs.

Programming

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	4,403	6,030	4,130		6,190	2.7%	6,190
FICA	273	375	256		384	2.4%	384
Medicare	64	90	60		90	0.0%	90
Unemployment	15	60	43		124	106.7%	124
Workman's Compensation	88	125	59		93	-25.6%	93
Total Wages & Related	**$ 4,843**	**$ 6,680**	**$ 4,548**	**68%**	**$ 6,881**	**3.0%**	**$ 6,881**
Operating Expenditures							
Contract Labor/Services	1,135	2,000	1,091		2,000	0.0%	2,000
Equipment Rental	118	0	0		0	N/A	0
Rec. Equipment	2,024	2,000	4,512		2,000	0.0%	4,500
Children's Programs	2,770	5,000	4,117		5,000	0.0%	5,000
Adult Programs	125	500	155		500	0.0%	500
Community Programs	6,115	6,100	5,374		7,100	16.4%	7,100
Rec Programs Sponsors	0	0	0		0	N/A	0
Summer Program	522	5,000	426		2,000	-60.0%	2,000
Total Operating Expenditures	**$ 12,809**	**$ 20,600**	**$ 15,675**	**76%**	**$ 18,600**	-9.7%	**$ 21,100**
Total Departmental Expenditures	**$ 17,652**	**$ 27,280**	**$ 20,223**		**$ 25,481**	**-6.6%**	**$ 27,981**
Revenues							
Children's Rec Program	6,352	7,000	5,491		7,000	0.0%	7,000
Adult Rec Program	2,566	2,000	1,843		2,000	0.0%	2,000
Community Programs	4,155	6,000	2,357		6,000	0.0%	6,000
Child Rec Program Support	40	1,500	0		1,500	0.0%	1,500
Child Rec Tuition Support	640	800	550		800	0.0%	800
Community Program Support	300	1,000	895		1,000	0.0%	1,000
Total Departmental Revenues	**$ 14,053**	**$ 18,300**	**$ 11,136**	**61%**	**$ 18,300**	**0.0%**	**$ 18,300**
Net Effect on General Fund	**$ 3,599**	**$ 8,980**	**$ 9,087**	**101%**	**$ 7,181**	**-20.0%**	**$ 9,681**

Annual Budget pro-rated to Mar 6,735

PUBLIC WORKS DEPARTMENT

HURF/STREETS DIVISION

Department Staffing

- Director (.10)
- Public Works Deputy Director (.10)
- Street Supervisor (.80)
- Street Foreman (.80)
- Sr Equipment Operator (.80)
- Public Works Analyst (.15)
- Administrative/Clerical (.23)
- Medium Equipment Operator (.80)
- Laborer (.80)

Accomplishments for the Fiscal Year 2014-15

1. Crack sealed 100 lane miles of paved roads
2. Received OSHA Aerial Lift safety certification for entire crew
3. Received and installed first of four deliveries of signs under the Highway Safety Improvement Program (HSIP)
4. Obtained equipment and software to begin road counts for annual Highway Performance Monitoring System
5. Fabricated equipment so crew can do in-house paving projects
6. Installed new above ground diesel storage tank at the yard
7. Purchased 2007 Peterbilt 335 Water truck
8. One crew member received his Commercial Driver's License (CDL)
9. An unusual snow storm kept crews on the roads for two days keeping most town roads and all bridges safe
10. Met with County Road Department to inspect Middle Verde Road and requested assistance to pave the road. In the interim, the Crew continues to grade the road on a regular basis

Performance Objectives for Fiscal Year 2015-16

1. Purchase a new tractor with mower attachment
2. Purchase squeegee machine so crew can do in-house slurry seal in conjunction with the crack seal project
3. Complete the ordering installation, and ADOT verification of the final three deliveries of signs under the HSIP grant
4. Continue to pursue a solution with the County for paving of Middle Verde Road
5. Complete street yard sewer connection
6. Construct the Community Park entrance road

Budget Points of Interest

- HURF funding continues to remain stationary. Fees charged by ADOT for grant management have increased dramatically which reduces available funds to complete basic road maintenance and construction projects and replace aging equipment.
- Staff allocation is adjusted based on activities performed last budget year

Department Statistics

196 Work Orders were received by office staff and completed by crews in addition to regular duties; the top four requests were: 23% Drainage, 17% Street Repair, 14% Weeds. 13% Street signs

15% Approximate price increase of materials used in crack sealing over the past two years

HURF Fund

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	223,277	227,515	160,149		239,007	5.1%	239,007
Overtime	202	700	67		700	0.0%	700
Uniform Allowance	800	0	480		0	N/A	0
FICA	14,910	14,150	9,941		14,862	5.0%	14,862
Medicare	3,487	3,310	2,325		3,476	5.0%	3,476
Retirement	27,721	26,475	17,674		24,879	-6.0%	24,879
Unemployment Insurance	293	365	617		1,160	217.8%	1,160
Workman's Compensation	21,459	19,705	11,830		16,365	-17.0%	16,365
Health Insurance	42,705	43,170	26,414		44,314	2.6%	44,314
Total Wages & Related	$ 334,854	$ 335,390	$ 229,497	68%	$ 344,763	2.8%	$ 344,763
Operational Expenditures							
Training	0	2,500	1,394		2,500	0.0%	2,500
Travel	29	500	0		500	0.0%	500
Uniforms	1,371	2,750	1,765		2,750	0.0%	2,750
Office Supplies	593	300	337		300	0.0%	300
Subscriptions/Memberships	0	600	26		100	-83.3%	100
Books/Tapes/Publications	0	100	0		100	0.0%	100
Printing	92	200	0		100	-50.0%	100
Advertising	32	200	0		200	0.0%	200
Postage	0	0	45		50	N/A	50
Computer Services/Software	1,200	1,500	1,388		800	-46.7%	800
Auto Repair/Maintenance	41,600	30,000	27,840		30,000	0.0%	30,000
Fuel	37,788	28,000	20,932		28,000	0.0%	28,000
Electric	5,196	4,200	4,059		3,375	-19.6%	3,375
Gas/Propane	847	1,000	398		1,000	0.0%	1,000
Water	1,712	1,500	484		600	-60.0%	600
Sewer	201	200	0		500	150.0%	500
Waste Removal	765	600	480		600	0.0%	600
Telephone	0	750	417		570	-24.0%	570
Cell Phone	2,486	3,000	1,828		3,000	0.0%	3,000
Pest Control	315	600	0		0	-100.0%	0
Legal Services	1,813	1,000	1,268		1,300	30.0%	1,300
Contract Labor/Services	2,370	5,000	7,620		3,000	-40.0%	3,000
Equipment Rental	3,170	1,500	188		3,000	100.0%	3,000
Equipment Maint. Agreements	610	275	275		275	0.0%	275
Office Equipment	167	3,600	157		2,200	-38.9%	500
Maintenance Equipment	11,956	2,500	1,010		2,500	0.0%	2,500
Liability Insurance	10,000	10,000	7,500		10,000	0.0%	10,000
OSHA Medical Supplies	938	2,900	3,493		2,900	0.0%	2,900
Mapping	550	200	0		100	-50.0%	100

HURF Fund (Cont'd)

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED		2015-16 MANAGER RECOMMEND
Recording Fees	1,628	100	0		50	-50.0%	50
Street Maintenance	12,285	85,000	63,015		85,000	0.0%	85,000
Street Striping	18,644	25,000	0		25,000	0.0%	25,000
Chip Seal / Maintenance	13,632	0	0		0	N/A	0
Right-of-Way Aquisition	198	0	0		0	N/A	0
Street & Safety Signing	1,850	5,000	4,999		5,000	0.0%	5,000
Traffic Signal Maintenance	(389)	5,000	970		3,500	-30.0%	3,500
Traffic Signal Electricity	9,816	10,000	7,632		9,400	-6.0%	9,400
Main Street Lights/Irrigation Electricity	6,373	10,000	5,103		6,100	-39.0%	6,100
Small Tools	1,489	3,000	3,189		3,000	0.0%	3,000
Litter Abatement	528	500	0		200	-60.0%	200
Total Operational Expenditures	$ 191,855	$ 249,075	$ 167,812	67%	$ 237,570	-4.6%	$ 235,870
Equipment/Capital Expenditures							
Equipment Lease	0	22,000	0		22,000	0.0%	0
Structural	0	12,000	0		12,000	0.0%	12,000
Vehicles	89,889	20,000	7,390		135,000	575.0%	0
Street Construction	18,260	0	0		0	N/A	0
Total Equipment/Capital Expenditures	$ 108,149	$ 54,000	$ 7,390	14%	$ 169,000	213.0%	$ 12,000
Total Expenditures	$ 634,858	$ 638,465	$ 404,699	63%	$ 751,333	17.7%	$ 592,633
Revenues							
HURF Revenue	777,196	809,000	606,780		847,000	4.7%	847,000
Refunds/Reimbursements	21,373	0	100		150	N/A	150
Surplus Property Sales	18,158	2,100	13,350		5,150	145.2%	5,150
Interest	9,686	5,000	2,849		5,000	0.0%	5,000
Total Departmental Revenues	$ 826,413	$ 816,100	$ 623,079	76%	$ 857,300	5.0%	$ 857,300
Operating Transfers							
Transfer Out to CIP Fund	9,214	48,000	0		194,253	304.7%	194,253
Transfer Out to CIP Fund (Reserve)	0	92,000	763		0	-100.0%	0
Transfer Out to CDBG Fund	0	152,000	0		152,000	0.0%	152,000
Transfer Out to Fed Grants Fund	0	35,100	35,097		0	-100.0%	0
Transfer Out to Debt Service Fund	165,535	165,490	120,473		166,318	0.5%	166,318
Total Operating Transfers	$ 174,749	$ 492,590	$ 156,333	32%	$ 512,571	4.1%	$ 512,571
Net Effect on HURF Fund	$ (16,806)	$ 314,955	$ (62,047)	-20%	$ 406,604	29.1%	$ 247,904
Beginning HURF Reserve Balance (Est'd)	$ 1,274,961	$ 1,291,766	$ 1,291,766		$ 1,353,813		$ 1,353,813
7-year Repayment Plan Set-aside	$ 464,000	$ 414,000	$ 414,000		$ 364,000		$ 364,000
Ending HURF Reserve Balance (Est'd)	$ 827,767	$ 562,811	$ 939,813		$ 583,209	3.6%	$ 741,909

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PUBLIC WORKS DEPARTMENT
WASTEWATER DIVISION

Department Staffing

- Wastewater Manager (1.0)
- Sr. Wastewater Operator (1.0)
- Public Works Director (.05)
- Public Works Deputy Director (.30)
- Technician (.80)
- Wastewater Operator (4.0)
- Public Works Analyst (.03)
- Administrative/Clerical Support (.90)

Accomplishments for the Fiscal Year 2014-15

1. Hired one additional employee. Two more employees were hired to replace staff members
2. Continued to serve the community in a safe and professional manner
3. The plant remains in compliance with our Aquifer Protection Permit
4. The new shop was completed
5. One staff member received his Grade 1 Certification in Wastewater Treatment
6. One staff member received his Commercial Driver's License
7. All Certified Operators received the Professional Development Hours required for the year

Performance Objectives for Fiscal Year 2015-16

1. Hire a Drafting Technician, allocating 80% of time to assist with preparing plans for the WWTP
2. Continue to maintain the plant and collection system to ensure safe and efficient operations
3. Finish the replacement of the Headworks
4. Submit plans to the Arizona Department of Environmental Quality for approval of the filtration system, ultraviolet system and sludge drying beds
5. Prepare an updated closure plan for the old lagoons
6. Submit an Aquifer Protection Permit Amendment to produce treated effluent to a standard for use as Park irrigation
7. Staff will continue to work on additional certifications and training to earn their Professional Development Hours

Budget Points of Interest

1. A Drafting Technician staff member will be added with the sewer division paying 80% of his/her wages. This staff member will be doing the drafting on the plans for the Wastewater Treatment plant improvements covered by the WIFA loan.
2. Electric account was increased to cover increased costs and additional electricity usage
3. Telephone account was removed and the amount added to Cell Phone account as there aren't any landlines (except at the lift station and that line is only used for alarm callout. That amount is coded to the collection system)
4. Laboratory Equipment: increased to allow for the replacement of the NO3 meter (detects nitrate levels in wastewater)
5. Sludge Disposal account for FY 2014/2015 will be rolled into the Lagoon Closure account for this year. The amount was not used in FY 2014/2015. The lagoons will be cleaned and closed per the permit.
6. $10,000 was moved from Maintenance Plant - to - Contracted Services Plant to better reflect actual costs
7. $5,000 was moved from Maintenance Collections - to Contracted Services Collections to better reflect actual costs
8. The Permit account was left at the higher amount to cover the permit amendment

Department Statistics

- 959 sewer connections
- 85.8 million gallons of sewage processed annually
- 235,000 gallons processed per day
- 28.5 miles of sewer pipe
- 86 tons of BOD (Biochemical Oxygen Demand) removed annually (an indirect test for the amount of organic pollution removed by dissolved oxygen)
- 12 tons of ammonia removed annually

Sewer

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 THROUGH MARCH	% of Bud	2015-16 DEPT REQUESTED	% CHANGE	2015-16 MANAGER RECOMMEND
Expenditures							
Wages & Related							
Salaries	274,992	317,785	225,289		340,925	7.3%	307,645
Overtime	0	0	0		7,343	N/A	7,343
FICA	17,005	19,705	13,899		21,592	9.6%	19,529
Medicare	3,977	4,615	3,251		5,050	9.4%	4,567
Retirement	31,641	38,870	25,917		39,946	2.8%	36,129
Unemployment	424	575	919		1,131	96.7%	1,019
Workman's Compensation	10,484	14,230	7,110		11,122	-21.8%	9,890
Health, Dental & Life Ins	68,023	67,650	43,442		72,835	7.7%	64,137
Total Wages & Related	$ 406,546	$ 463,430	$ 319,827	69%	$ 499,944	7.9%	$ 450,259
Operating Expenditures							
Training	2,026	2,200	2,267		2,200	0.0%	2,200
Travel	1,740	1,500	2,504		1,500	0.0%	1,500
Uniforms	6,020	0	179		0	N/A	0
Office Supplies	7,761	2,200	3,796		2,200	0.0%	2,200
Subscriptions/Memberships	784	500	1,320		1,200	140.0%	1,200
Printing	2,340	4,000	1,609		3,200	-20.0%	3,200
Advertising	14	0	164		0	N/A	0
Postage	3,132	3,500	3,107		3,500	0.0%	3,500
Computer Services/Software	0	0	791		0	N/A	0
Internet Wireless Access	1,199	1,500	1,079		2,500	66.7%	2,500
Software Recurring Fees	2,864	1,400	0		6,730	380.7%	6,730
Auto Repair/Maintenance	8,263	8,000	2,499		6,000	-25.0%	6,000
Fuel	6,173	8,000	2,834		6,000	-25.0%	6,000
Electric	90,681	90,000	74,782		112,000	24.4%	112,000
Water	632	700	279		400	-42.9%	400
Waste Removal	1,860	1,900	1,395		2,000	5.3%	2,000
Telephone	0	1,450	0		0	-100.0%	0
Cell Phone	3,618	4,100	3,863		6,000	46.3%	6,000
Pest Control	389	500	618		900	80.0%	900
Consulting Services	23,865	9,000	7,052		9,000	0.0%	29,000
Legal Services	104,107	4,000	371		4,000	0.0%	4,000
Audit	13,000	13,000	0		5,000	-61.5%	5,000
Service Charges	1,602	1,100	1,184		1,500	36.4%	1,500
Liability Insurance	20,062	6,900	5,175		22,000	218.8%	22,000
Personnel Expenditures	525	300	1,590		500	66.7%	500
Lagoon Closure	0	25,000	0		25,000	0.0%	25,000
Lab Equipment	299	2,000	740		5,000	150.0%	5,000
Lab Services	23,685	25,000	17,684		25,000	0.0%	25,000
Lab Supplies	6,353	5,500	5,329		6,000	9.1%	6,000
Plant Operations	148,098	0	0		0	N/A	0
Contracted Services - Plant	0	13,440	1,843		23,440	74.4%	23,440
Maintenance - Plant	1,371	90,275	53,714		80,275	-11.1%	80,275
Operational Supplies - Plant	173	30,970	16,002		30,970	0.0%	30,970
Rental Equipment - Plant	32	2,940	767		2,940	0.0%	2,940
Uniforms - Plant	607	6,800	3,457		5,500	-19.1%	5,500
Polymer - Plant	0	12,810	11,416		18,000	40.5%	18,000
Chlorine - Plant	795	29,400	15,010		25,000	-15.0%	25,000
Sludge Disposal - Plant	0	46,000	0		46,000	0.0%	23,000
Mosquito Control - Plant	2,753	5,500	5,425		5,500	0.0%	5,500
Contracted Services - Collections	926	3,150	1,954		12,000	281.0%	12,000
Maintenance - Collections	0	38,850	16,384		33,850	-12.9%	33,850

Sewer Fund (Cont'd)

ACCOUNT TITLE	2013-14 AUDITED ACTUAL	2014-15 ADJUSTED BUDGET	2014-15 DEPT REQUESTED	% of Bud	2015-16 DEPT REQUESTED		2015-16 MANAGER RECOMMEND
Operational Supplies - Collections	42	2,940	410		2,940	0.0%	2,940
Rental Equipment - Collections	0	2,730	570		2,730	0.0%	2,730
Permits	6,740	10,000	5,896		10,000	0.0%	10,000
Total Operating Expenditures	$ 494,531	$ 519,055	$ 275,059	53%	$ 558,475	7.6%	$ 555,475
Equipment/Capital Expenditures							
Vehicles & Equipment	9,762	5,000	34,323		5,000	0.0%	0
Equipment	12,387	0	0		0	N/A	0
Structural Improvements	0	1,378,725	148,841		804,884	-41.6%	804,884
Total Equipment/Capital Expenditures	$ 22,149	$ 1,383,725	$ 183,164		$ 809,884	-41.5%	$ 804,884
Total Expenditures	$ 923,226	$ 2,366,210	$ 778,050		$ 1,868,303	-21.0%	$ 1,810,618
Revenues							
Operating Fees							
User Fees	817,075	804,000	607,399		812,000	1.0%	812,000
Account Transfer Fees	1,785	1,000	1,470		1,000	0.0%	1,000
Septage Fees	140,522	135,000	117,939		148,000	9.6%	148,000
W.A.S. Fees	32,602	35,000	20,976		27,750	-20.7%	27,750
Port-a-Potty Fees	10,662	10,000	9,743		9,250	-7.5%	9,250
Connection Fees	4,180	3,500	1,750		10,300	194.3%	10,300
Inspection Fees	180	200	80		0	-100.0%	0
Late Fees	5,067	2,500	6,827		0	-100.0%	0
Other Operating Revenues	243	953,725	151,086		804,884	-15.6%	804,884
Total Operating Fees	$ 1,012,316	$ 1,944,925	$ 917,270	47%	$ 1,813,184	-6.8%	$ 1,813,184
Net Operating (Gain)/Loss	$ (89,090)	$ 421,285	$ (139,220)	-33%	$ 55,119	-86.9%	$ (2,566)
Non-Operating Items							
Depreciation	744,386	740,000	0		745,000	0.7%	745,000
Grant Revenue	(23,971)	(425,000)	0		0	-100.0%	0
Interest	(1,621)	(1,200)	(776)		(1,200)	0.0%	(1,200)
Total Non-Operating Items	$ 718,794	$ 313,800	$ (776)		$ 743,800	137.0%	$ 743,800
Net Effect on Sewer Fund	$ 629,704	$ 735,085	$ (139,996)	-19%	$ 798,919	8.7%	$ 741,234
Sewer Year End Balance Estimate							
Prior Year Ending Reserve Balance	$ 522,261	$ 613,878	$ 636,943		$ 776,939		$ 776,939
Estimated Ending Reserve Balance	$ 636,943	$ 618,793	$ 776,939		$ 723,020	16.8%	$ 780,705