



RESOLUTION 2009-779

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
ADOPTING AND DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT
FILED WITH THE TOWN CLERK AND ENTITLED
"TOWN OF CAMP VERDE FISCAL YEAR 2009-2010 BUDGET".**

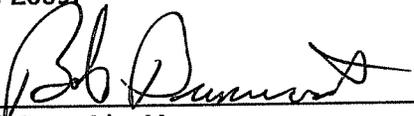
Whereas, in accordance with the provisions of Title 42, Chapter 17, Articles 1-5, Arizona Revised Statutes (A.R.S.), the Town Council did, on June 17, 2009, make an estimate of the difference amounts required to meet the public expenditures/expenses for the ensuing year, along with an estimate of revenues, and

Whereas, in accordance with said chapter of said title, and following due public notice, the Council met on July 15, 2009, at which meeting any Town citizen was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses, and

Whereas, it appears that publication has been duly made as required by law, of said estimates together with a notice that the Town Council would meet on July 15, 2009, at the office of the Council for the purpose of hearing Town citizens, therefore be it

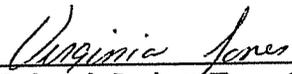
RESOLVED, that the said estimates of revenues and expenditures/expenses shown on the accompanying schedules, as now increased, reduced, or changed, are hereby adopted as the budget of the Town of Camp Verde for the fiscal year 2009-2010.

Passed and adopted by a majority vote of the Common Council at the regular meeting of July 15, 2009.



Bob Burnside, Mayor

Attest:



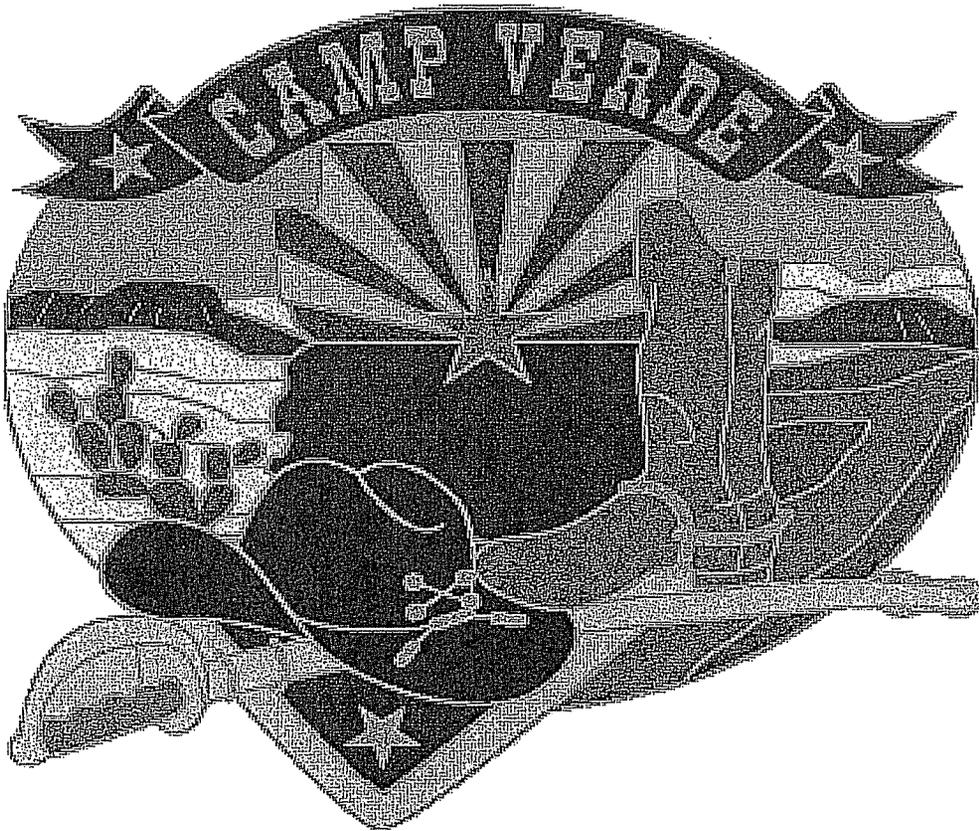
Deborah Barber, Town Clerk
Virginia Jones, Deputy Clerk

Approved as to form:



Town Attorney

TOWN OF CAMP VERDE FY 2009/2010 BUDGET



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

Adopted by the Town Council on July 15, 2009
Resolution 2009-779

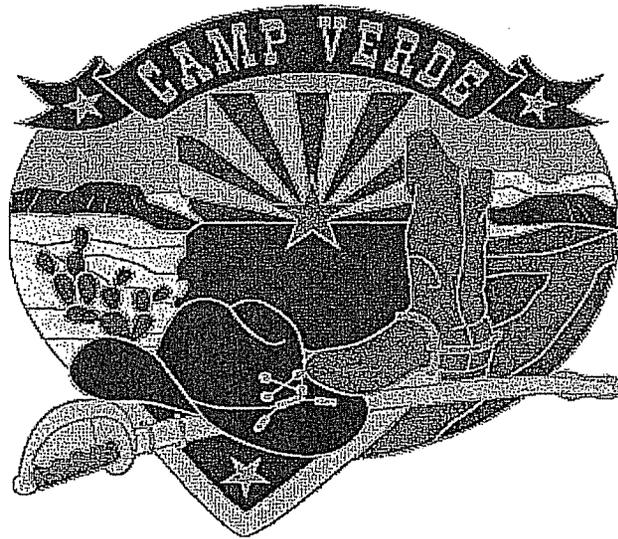
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Town of Camp Verde

Mission Statement



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

Town of Camp Verde

General Information

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

Location

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

Historic Preservation

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

Topography and Current Lifestyle

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

General Plan Vision Statement

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

Town of Camp Verde Demographics/Economics

Labor Force Data (a)

	2005	2006	2007	2008	2009
Civilian Labor Force	5086	5363	5449	5526	5598
Employed	4781	5078	5176	5105	4961
Unemployed	305	285	273	421	637
Unemployment Rate	6.0%	5.3%	5.0%	7.6%	11.4%

Population Estimates (b)

	2005	2006	2007	2008	2009
Town of Camp Verde	10,730	11,230	11,519	11,580	12908

Economic Factors

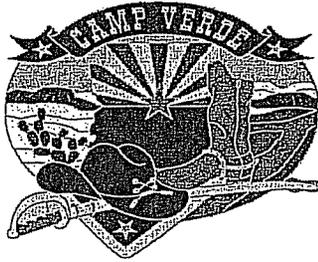
Gross Taxable Sales (c)				Building Permits (c)			
	FY		Amount		FY	Number	Value
est.	2009	\$	108,379,274	est.	2009	301	\$ 15,748,899
	2008	\$	115,686,377		2008	336	\$ 10,838,904
	2007	\$	126,773,767		2007	439	\$ 24,227,298
	2006	\$	131,761,571		2006	675	\$ 48,890,702
	2005	\$	84,311,982		2005	504	\$ 29,146,453
	2004	\$	81,580,426		2004	401	\$ 16,275,023
	2003	\$	76,832,241		2003	385	\$ 13,098,973
	2002	\$	67,762,968		2002	454	\$ 8,970,176
	2001	\$	64,489,677		2001	490	\$ 11,869,051
	2000	\$	39,966,114		2000	366	\$ 10,433,681

Weather (a)

	Avg Low (°F)	Avg High (°F)	Precip (in)
January	26.2	60.0	1.1
February	29.3	64.8	1.2
March	34.0	70.4	1.2
April	39.6	78.6	0.7
May	46.6	87.9	0.3
June	53.9	97.5	0.3
July	63.5	101.1	1.4
August	62.5	98.2	2.1
September	54.8	93.4	1.6
October	43.0	82.8	1.0
November	31.6	69.1	0.9
December	26.0	59.8	1.2

Source:

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



Fiscal Year 2009-2010 Budget

Governmental Organization and Services Provided

The Mayor and Council Members are elected by the voters within the Town of Camp Verde. The Mayor serves a two-year term. Council Members serve either a two-year or four-year term. The Town Council appoints the Town Manager who is responsible for the general administrative operations of the various departments within the Town. An organization chart is shown on page 5 that depicts the organizational structure along with each Department Head's budgetary responsibilities.

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

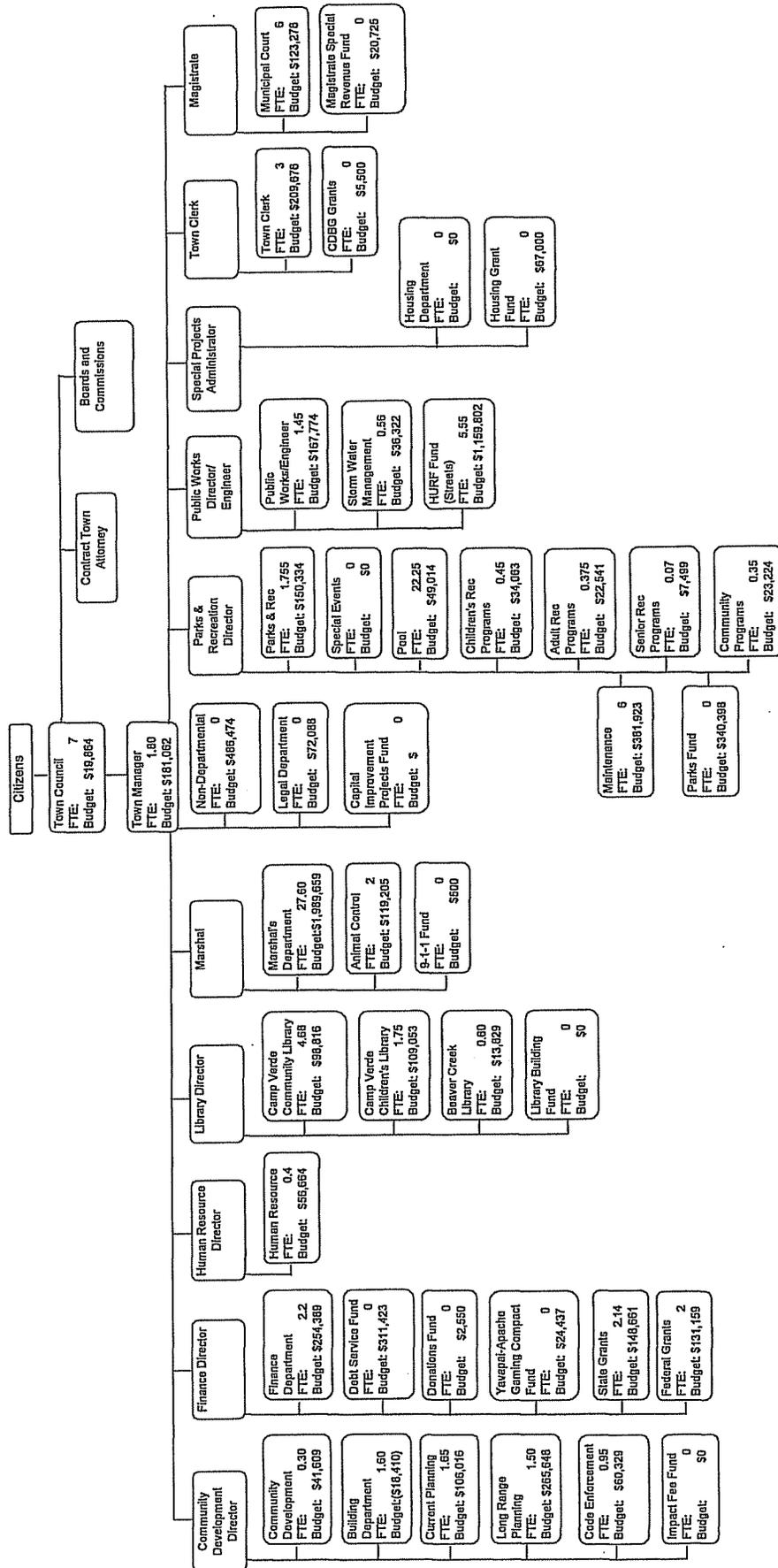
Mayor and Council Members

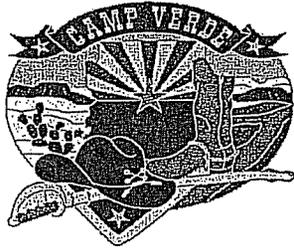
Bob Burnside.....	Mayor
Robert Kovacovich.....	Vice-Mayor
Jackie Baker.....	Councilor
Norma Garrison.....	Councilor
Carol German.....	Councilor
Pete Roulette.....	Councilor
Robin Whatley.....	Councilor

Department Heads

Michael Scannell.....	Town Manager/Interim Finance Director
Deborah Barber.....	Town Clerk
Nancy Buckel.....	Community Development Director
Gerard Laurito.....	Library Director
Ronald Long.....	Engineer/Public Works Director
Lynda Moore.....	Parks & Recreation Director
Roger Overholser.....	Magistrate
David Smith.....	Marshal/Human Resource Director

Town of Camp Verde
 FY 2009-2010
 Organization Chart
 by Budgetary Unit





Estimated Fund Balances

Fund Description	FY 08	Estimated FY 09	Estimated FY 10
General Fund	3,564,574	3,650,795	3,400,035
Capital Improvements Fund	1,212,018	591,490	51,531
Parks Fund	(744,077)	(524,267)	(664,665)
Magistrate Special Revenue Fund	58,900	17,248	17,873
State Grants Fund	988	41,486	4,360
Yavapai-Apache Gaming Compact Fund	63,158	62,173	51,736
Federal Grants Fund	-	-	0
CDBG Grant Fund	-	(10,990)	(16,490)
9-1-1 Fund	1,784	2,284	2,784
Debt Service Fund	124,350	-	-
Library Building Fund	214,556	230,959	244,159
Impact Fee Fund	113,600	199,498	225,403
Housing Grant Fund	207,136	43,684	(0)
Donations Fund	9,963	17,518	-
Streets/HURF Fund	463,892	334,689	1

Cummulative Total Fund Balances: 5,290,842 4,656,566 3,316,726

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

Using averaged figures from the first ten (10) months of the 2008-2009 Fiscal Year, the amounts required to be maintained in fund balance for contingency purposes should be as follows:

General Fund	\$	498,006
HURF Fund	\$	280,468

For the Fiscal Year 2009-2010, Council has approved a draw from the General Fund Fund Balance to help fund the service delivery system desired by the Town's citizens. The total amount of the draw on General Fund Fund Balance is shown in the General Fund Revenues and Subsidies on page 11.

Town of Camp Verde

Statement of General Fund Activities

General Fund Activities (Departments)	FY2008-2009	Council Adopted		General Fund Support
	Estimated Actuals	Department Expenses	Department Revenues	
Mayor & Council	44,903	25,864	0	25,864
Town Manager	193,776	181,062	0	181,062
Town Clerk	225,959	230,398	20,720	209,678
Finance Department	237,082	254,390	0	254,390
Human Resources	29,024	56,664	0	56,664
Housing	43,610	0	0	0
Legal	72,411	72,088	0	72,088
Non-Departmental	475,156	486,474	0	486,474
Maintenance Department	385,862	382,007	3,000	379,007
Municipal Court	97,935	391,823	268,545	123,278
Public Works/Engineer	95,581	161,951	0	161,951
Storm Water Management	0	410,195	373,874	36,321
Community Development	354,729	41,608	0	41,608
Building Department	(66,642)	108,165	126,575	(18,410)
Current Planning	0	111,066	5,050	106,016
Long Range Planning	0	127,121	0	127,121
Code Enforcement	0	66,828	6,500	60,328
Marshal's Department	2,119,537	2,064,858	73,500	1,991,358
Animal Control	111,246	128,405	9,200	119,205
Camp Verde Community Library	275,530	195,554	88,965	106,589
Beaver Creek Library	(188)	30,559	24,221	6,338
Camp Verde Children's Library	0	109,053	0	109,053
Parks & Recreation	259,804	144,597	0	144,597
Special Events	14,136	0	0	0
Pool	112,113	117,368	15,000	102,368
Children's Recreational Programs	0	72,900	38,837	34,063
Adult Recreational Programs	0	27,641	5,100	22,541
Senior Recreational Programs	0	7,499	0	7,499
Community Programs	0	47,734	24,510	23,224
Contingency	120,000	200,000	0	200,000
Total General Fund Activities	5,201,563	\$ 6,253,874	\$ 1,083,597	\$ 5,170,277

General Revenues:	FY2008-2009	FY2009-2010
	Est. Actuals	
Taxes:		
Town Sales Tax for General Purposes	1,640,000	1,875,000
Town Sales Tax Restricted for Capital Improvements	0	80,000
Town Sales Tax Restricted for Parks Development	440,000	200,000
Town Sales Tax Restricted for Debt Service Obligations	151,607	40,000
Franchise Taxes	225,500	225,500
State Shared Revenues	2,452,263	2,210,241
County Shared Revenues (Vehicle License Tax)	629,807	620,000
Investment Earnings	30,000	40,000
Miscellaneous	51,250	14,500
Operating Transfer In-Parks Fund	200,000	200,000
Operating Transfer In-CIP Fund	86,300	0
Operating Transfers Out - CIP, Parks, Debt Srv, Library Bldg, HURF	(618,943)	(585,724)
Total General Revenues:	\$ 5,287,784	\$ 4,919,517

Net <Subsidy From>/Contribution to General Fund Balance: \$ (250,760)

Town Sales Tax Distribution Comparisons

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

In the 2009-2010 Fiscal Year, the allocation of Town Sales Tax revenues according to Resolution 2001-471 would be as follows:

Town Sales Tax collections:		\$ 2,195,000
LESS: 1 cent of the 3 cent Construction Tax (allocated to fund debt service per the GADA loan agreement)	\$ 40,000	
LESS: 100 percent of the Accommodation Tax	\$ 135,000	
LESS: Sales Tax Rebate	\$ 60,000	\$ 235,000
Town Sales Tax available for allocation calculation:		\$ 1,960,000
One (1) cent of the two (2) cent Town Sales Tax available for allocation:		\$ 980,000
Parks Fund Allocation	\$ 392,000	
Capital Improvements Fund Allocation	\$ 588,000	

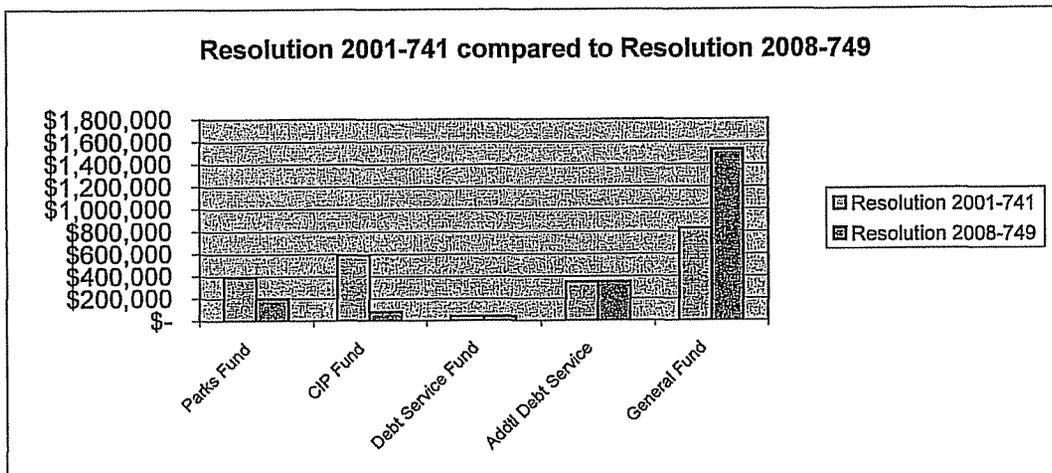
Because of the fluctuation in Town Sales Tax revenues combined with the increased demand of services provided by the Town of Camp Verde to its citizens, Council adopted Resolution 2008-749 on June 25, 2008 declaring that the allocations set forth in Resolution 2001-471 shall be goals to pursue dependent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

For the FY 2009-2010, Staff is recommending the following allocation of Town Sales Tax collections:

- * Staff feels that it is in the Town's best interest to allocate 100% of the 3 cent Construction Sales Tax (a non-recurring revenue), to fund non-recurring expenditures. Therefore, Staff recommends continuing the allocation of 1 cent of the 3 cent Construction Sales Tax to the Debt Service Fund for the GADA loan payment (Marshal's Facility), and allocating the remaining 2 cents of the Construction Sales Tax to the Capital Improvement Projects (CIP) Fund to fund capital projects. In FY 2009-2010, Staff is estimating this amount to be \$80,000.
- * Staff is recommending allocating \$200,000 to the Parks Fund to cover the Interfund Loan Agreement between the General Fund and the Parks Fund for the purchase of the Community Park land.
- * The remaining Town Sales Tax collections would remain in the General Fund to fund services to the citizens of Camp Verde.

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

	Resolution 2001-741	Resolution 2008-749	Difference
Total Town Sales Tax Collections	\$ 2,195,000	\$ 2,195,000	\$ -
LESS: Parks Fund Allocation	(392,000)	(200,000)	\$ 192,000
LESS: Capital Improvements Fund Allocation	(588,000)	(80,000)	\$ 508,000
LESS: Debt Service Fund Allocation (1 cent Construction Tax)	(40,000)	(40,000)	\$ -
LESS: Additional Operating Transfer to Debt Service Fund	(345,625)	(345,625)	\$ -
Town Sales Tax available for General Fund Subsidies	\$ 829,375	\$ 1,529,375	\$ 700,000



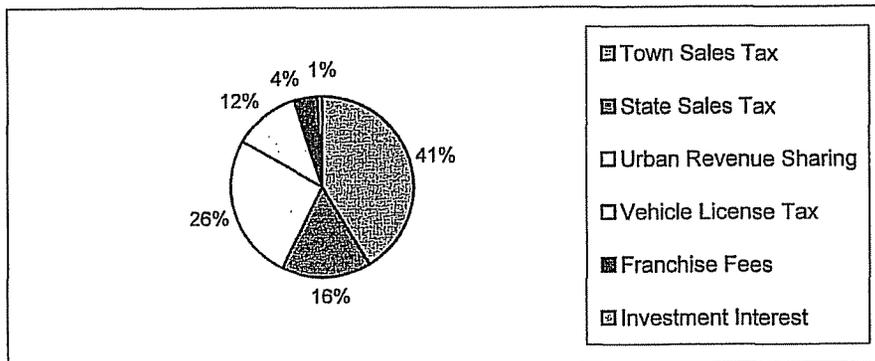
General Purpose Revenues and General Fund Subsidies

General Purpose Revenues

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

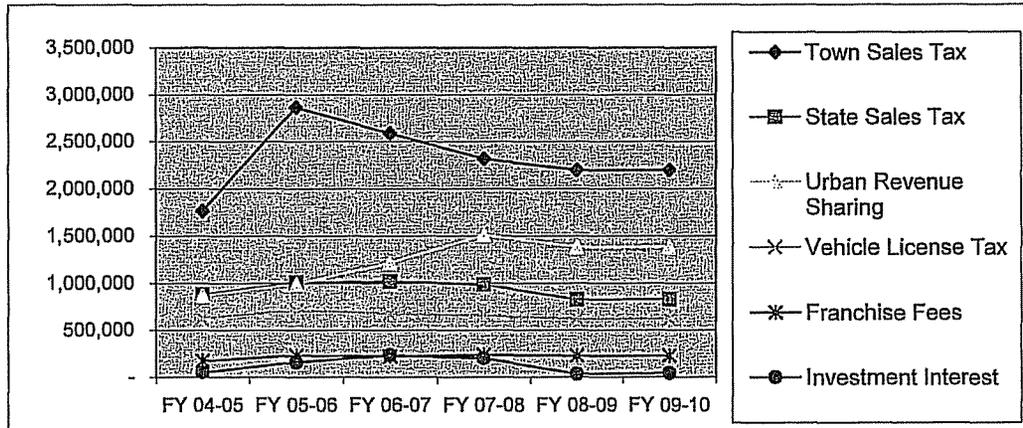
- * **Town Sales Tax** - The Town of Camp Verde's sales tax rate is 2.0%. Combined with the State and County rates, the total tax rate for purchases made in the Town of Camp Verde is 8.35%. Since the Town does not collect a property tax, the Town Sales Tax is the primary revenue source for the Town of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

For the FY2009-2010, the six (6) main General Purpose Revenue categories provide the following amount of funding for the General Fund departments.



Five (5) Year Revenue Comparison

A five year historical comparison of the six (6) main General Purpose Revenues show a decline in all categories within the past two (2) years with Town Sales Tax and Vehicle License Tax declining over the past four (4) years. The continued decline of the Town's main revenue sources places a huge burden on the system to continue to provide the services that the Citizens of Camp Verde desire.



General Fund Subsidies

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

General Purpose Revenues

Local Revenues

Fund 01-40-00

	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
01-4001 Town Sales Tax	1,760,000	1,505,000	1,505,000	1,740,000	1,740,000	1,740,000
13-4001 1% Construction Tax - Allocated to Debt Serv Fund	151,607	151,607	151,607	40,000	40,000	40,000
03-4001 2% Construction Tax - Allocated to CIP Fund	0	0	0	80,000	80,000	80,000
04-4001 Parks Fund Sales Tax Allocation	440,000	440,000	440,000	200,000	200,000	200,000
4003 Accommodation Tax	135,000	135,000	135,000	135,000	135,000	135,000
4181 APS Franchise	185,000	185,000	185,000	185,000	185,000	185,000
4182 CV Water System Franchise	20,000	20,000	20,000	20,000	20,000	20,000
4183 NPG Cable Franchise Fees	16,000	16,000	16,000	16,000	16,000	16,000
4184 UNS Gas Franchise Fees	4,500	4,500	4,500	4,500	4,500	4,500
4710 Rio Verde Plaza Rents-transfer to Debt Service	36,000	36,000	14,000	0	0	0
4330 Reimbursement/Restitution	5,000	5,000	2,300	500	500	500
4340 Reimbursement - Bonds	500	500	0	0	0	0
4800 Miscellaneous	11,200	11,200	15,750	10,000	10,000	10,000
4810 Surplus Property Sales - Town	4,000	4,000	19,200	4,000	4,000	4,000
4900 Investment Interest	150,000	30,000	30,000	40,000	40,000	40,000
TOTAL	\$ 2,918,807	\$ 2,543,807	\$ 2,538,357	\$ 2,475,000	\$ 2,475,000	\$ 2,475,000

State Shared Revenues

Fund 01-41-00

4010 Urban Revenue Sharing	1,581,760	1,581,760	1,581,760	1,385,314	1,385,314	1,385,314
4015 State Sales Tax	970,503	870,503	870,503	824,927	824,927	824,927
TOTAL	\$ 2,552,263	\$ 2,452,263	\$ 2,452,263	\$ 2,210,241	\$ 2,210,241	\$ 2,210,241

County Revenues

Fund 01-43-00

4020 Vehicle License Tax	629,807	629,807	629,807	620,000	620,000	620,000
TOTAL	\$ 629,807	\$ 629,807	\$ 629,807	\$ 620,000	\$ 620,000	\$ 620,000

Total General Purpose Revenues

TOTAL	\$ 6,100,877	\$ 5,625,877	\$ 5,620,427	\$ 5,305,241	\$ 5,305,241	\$ 5,305,241
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Operating Transfers

7770 Transfers In-Parks Fund	200,000	200,000	200,000	200,000	200,000	200,000
7771 Transfers In-CIP Fund	86,300	86,300	86,300	0	0	0
8803 Transfers Out-CIP Fund	0	0	0	(80,000)	(80,000)	(80,000)
8804 Transfers Out-Parks Fund	(440,000)	(440,000)	(440,000)	(200,000)	(200,000)	(200,000)
8813 Transfers Out-Debt Service Fund	(302,263)	(302,263)	(178,943)	(305,625)	(305,625)	(305,625)
8815 Transfers Out-Library Building Fund	0	0	0	0	0	(100)
8820 Transfers Out-HURF Fund	0	0	0	(410,914)	0	1
TOTAL	\$ (455,963)	\$ (455,963)	\$ (332,643)	\$ (796,539)	\$ (385,625)	\$ (385,724)

Net Available General Purpose Revenues

TOTAL	\$ 5,644,914	\$ 5,169,914	\$ 5,287,784	\$ 4,508,702	\$ 4,919,616	\$ 4,919,517
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General Fund Departmental Subsidies

20-10 Mayor & Council	73,148	68,281	44,903	34,570	19,864	25,864
20-11 Town Manager	200,245	194,995	193,776	180,830	181,062	181,062
20-12 Town Clerk	270,160	252,664	225,959	214,156	209,678	209,678
20-13 Finance Department	241,957	227,688	237,082	253,427	254,389	254,390
20-14 Human Resources	37,824	31,324	29,024	48,877	56,664	56,664
20-15 Housing Department	117,090	117,090	43,610	0	0	0
20-16 Legal Department	72,090	72,091	72,411	122,089	72,088	72,088
20-17 Non-Departmental	526,505	486,075	475,156	499,221	486,474	486,474
20-20 Maintenance Division	417,141	421,119	385,862	396,716	381,923	379,007
20-30 Municipal Court	26,117	26,610	97,935	120,044	123,278	123,278
20-40 Public Works/Engineer	136,786	161,757	95,581	186,870	161,951	161,951
20-41 Storm Water Management	0	0	0	40,490	36,322	36,321
20-50 Community Development	473,794	360,500	354,729	44,105	41,609	41,608
20-51 Building Department	700	(7,481)	(66,642)	(2,967)	(18,410)	(18,410)
20-52 Current Planning	0	0	0	107,582	106,016	106,016
20-53 Long Range Planning	0	0	0	243,209	277,121	127,121
20-54 Code Enforcement	0	0	0	60,037	60,329	60,328
20-60 Marshal's Department	2,169,011	2,099,252	2,119,537	1,987,156	1,991,359	1,991,358
20-61 Animal Control	115,246	114,043	111,246	119,151	119,205	119,205
20-70 Camp Verde Community Library	294,136	289,611	275,530	194,140	106,589	106,589
20-71 Beaver Creek Library	0	863	(188)	(387)	6,338	6,338
20-72 Camp Verde Children's Library	0	0	0	99,285	109,053	109,053
20-80 Parks & Recreation	236,884	238,555	259,804	211,619	144,597	144,597
20-81 Special Events	28,576	26,486	14,136	0	0	0
20-82 Pool	84,457	81,282	112,113	102,368	50,033	102,368
20-83 Children's Recreational Programs	0	0	0	34,063	34,063	34,063
20-84 Adult Recreational Programs	0	0	0	22,541	22,541	22,541
20-85 Senior Recreational Programs	0	0	0	7,499	7,499	7,499
20-86 Community Programs	0	0	0	23,224	23,224	23,224
Contingency	120,000	120,000	120,000	100,000	168,000	200,000
Total General Purpose Subsidies	\$ 5,641,866	\$ 5,382,805	\$ 5,201,563	\$ 5,449,915	\$ 5,232,859	\$ 5,170,277

Net <Subsidy From>/Contribution To General Fund Balance

TOTAL	\$ 3,048	\$ (212,891)	\$ 86,221	\$ (941,213)	\$ (313,243)	\$ (250,760)
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Prior Year Ending General Fund Fund Balance

Estimated Ending General Fund Fund Balance (deficit)

TOTAL	\$ 3,564,574	\$ 3,564,574	\$ 3,564,574	\$ 3,650,795	\$ 3,650,795	\$ 3,650,795
TOTAL	\$ 3,567,622	\$ 3,351,683	\$ 3,650,795	\$ 2,709,582	\$ 3,337,552	\$ 3,400,035

General Fund
Summary of Expenditures by Category

Salary Related Expenditures

	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
6000 Salaries	3,135,224	3,144,133	3,012,598	3,150,055	3,022,479	3,058,677
6001 Overtime	68,264	63,264	55,149	56,450	56,450	56,450
6002 Holiday Pay	61,200	61,200	61,200	61,200	61,200	61,200
6003 Uniform Allowance	28,740	27,390	29,190	22,200	22,500	22,500
6010 FICA	147,812	150,198	138,878	140,781	142,531	144,775
6011 Medicare	48,036	48,087	45,875	45,435	46,003	46,528
6012 Retirement	347,005	344,451	333,017	311,210	319,439	319,440
6013 Unemployment Insurance	6,336	6,267	6,184	5,798	6,327	6,645
6014 Workman's Compensation	101,184	99,873	97,757	74,868	50,300	51,769
6020 Health, Dental, Life & STD Insurance	393,041	385,973	361,376	349,065	379,033	379,033
Total Salary Related Expenditures	\$ 4,336,843	\$ 4,330,838	\$ 4,141,225	\$ 4,217,061	\$ 4,106,263	\$ 4,147,017

Operational Expenditures

7010 Training	38,787	28,602	24,900	23,800	30,800	33,760
7015 Travel	26,350	18,500	15,395	16,550	16,550	20,590
7020 Uniforms	5,800	5,800	4,113	4,900	4,900	4,900
7030 Office Supplies	43,500	37,409	34,343	37,150	36,550	36,550
7031 Fax Supplies	200	200	0	0	0	0
7032 Copier Paper	5,000	5,000	5,000	5,000	5,000	5,000
7035 Subscriptions/Memberships	16,950	14,550	14,715	15,550	15,450	15,450
7036 Books/Tapes/Publications	51,250	49,229	43,416	49,150	23,150	23,150
7037 Printing	8,950	7,750	7,234	7,925	7,925	7,925
7038 Advertising	20,900	15,350	12,779	10,601	10,601	10,601
7039 Postage	23,085	23,085	21,669	21,685	17,151	17,151
7040 Computer Services/Software	35,200	20,850	17,834	27,325	27,325	27,325
7050 Auto Repair/Maintenance	52,000	48,000	47,768	50,600	45,600	45,600
7055 Fuel/Oil/Lube	100,400	92,684	74,036	67,850	65,150	65,150
7060 Electric	88,485	88,485	87,836	96,326	95,226	96,226
7061 Gas/Propane	48,779	48,780	46,206	43,097	33,081	43,081
7062 Water	10,746	11,106	13,485	11,624	11,574	11,574
7063 Sewer	5,118	5,117	7,931	6,659	6,950	6,950
7064 Waste Removal	6,820	6,819	6,732	6,790	5,899	6,579
7065 Telephone	32,552	32,552	26,142	28,970	26,258	27,158
7066 Cell Phone	10,282	8,582	7,338	7,486	7,483	7,483
7067 Pest Control	2,970	2,970	3,877	2,782	2,728	2,728
7100 Consulting Services	358,000	181,000	175,114	288,573	238,573	88,573
7110 Legal Services	118,275	163,578	165,949	98,350	38,350	38,350
7120 Contract Labor/Services	116,800	115,800	119,440	119,625	119,625	119,625
7130 Equipment Rental	5,000	4,500	3,800	0	0	0
7200 Service Charges	4,500	4,530	6,524	10,024	10,024	10,024
7210 Credit Card Processing Fees	5,650	5,650	3,541	3,900	3,900	3,900
7220 Liability Insurance	201,285	183,094	183,094	183,094	183,094	183,094
7300 Commission Expense	5,150	3,200	736	1,201	1,000	1,000
7500-7999 Department Specific Expenditures	856,760	793,411	400,664	834,785	804,755	806,839
Total Operational Expenditures	\$ 2,305,544	\$ 2,026,183	\$ 1,581,611	\$ 2,081,372	\$ 1,894,673	\$ 1,766,337

Equipment/Capital Expenditures

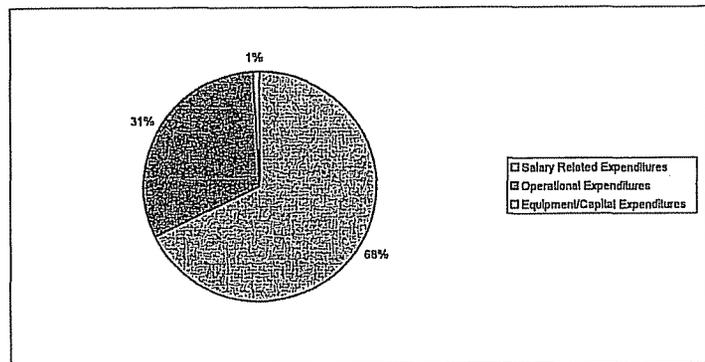
8000 Office Equipment/Furniture	6,900	3,075	1,621	2,000	2,000	2,000
8010 Computer Equipment	12,500	6,000	3,320	4,900	4,900	4,900
8020 Equipment Lease	43,688	39,168	38,958	25,233	25,473	25,473
8030 Maintenance Equipment	6,600	6,600	4,600	4,500	4,500	4,500
8040 Structural	20,000	20,000	12,000	10,000	10,000	10,000
8050 Parks & Recreation Equipment	3,000	3,000	3,000	200	200	200
8055 Light Recreational Equipment	1,500	1,500	920	0	0	0
Total Equipment/Capital Expenditures	\$ 94,188	\$ 79,343	\$ 64,419	\$ 46,833	\$ 47,073	\$ 47,073

Total General Fund Expenditures

Total General Fund Expenditures	\$ 6,736,575	\$ 6,436,364	\$ 5,787,255	\$ 6,345,266	\$ 6,048,009	\$ 5,960,427
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A graphical depiction of the expenditure categories is shown in the pie chart to the right. As shown, the percentage of total General Fund expenditures that each category consumes is as follows:

- Salary Related Expenditures - 68%
- Operational Expenditures - 31%
- Equipment/Capital Expenditures - 1%



Mayor & Council

Our Mission

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

Department Duties/Description

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

Department Staffing:

All positions are elected by the citizens of the Town of Camp Verde
Mayor (1)
Vice Mayor (1) - Annual appointment by the Council
Councilors (5)

Accomplishments for the Fiscal Year 2008/2009:

1. Appointed Carol German to fill Councilor Charlie German's seat.
2. Approved a balanced budget for FY 08/09.
3. Approved a Position Classification and Salary Plan for Town Employees.
4. Worked with businesses on signage issues.
5. Approved a design/build process for the Community Park.
6. Legislative Issues Watch - prevented the immediate closure of Fort Verde State park and provided support for SR 260
7. Approved the Non-Profit Funding Policies & Procedures and the application process.
8. Fiscal Responsibility Assurance - made necessary cuts to ensure the health of the Town's finances.
9. Approved changes to the Town's Financial Operations.
10. Approved expenditures for the Town Site Improvement Project & the new restroom facility at Town Hall Park.
11. Adopted a Code of Conduct for all elected and appointed positions.
12. Approved grant match for Transit Voucher System.
13. Approved agreements to open a satellite branch of the Camp Verde Library in the Beaver Creek community.
14. Transferred events to private parties to save tax payer funds while continuing support of the events.

Performance Objectives for Fiscal Year 2009/2010:

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

Significant Expenditure Changes:

- * Legal Services (7110) includes a reduction of expenditures from \$50,000 to \$5,000 due to transferring litigation expenditures to the Legal Department and the reduction of the Town Attorney's attendance at Council meetings..
- * Training (7010) provides for training for the Newly Elected Officials training for the four (4) new Council Members as well as all seven (7) Council Members to attend the League of Arizona Cities and Towns Conference.
- * Televised Council Meetings (7574) is being discontinued due to the limited number of residents that have access to the cable television station and the audio from the meetings being available on the Town's website.

Mayor & Council
Fund 01-20-10

Expenditures		2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
ACCOUNT NUMBERS	ACCOUNT TITLE						
6000	Salaries	4,200	4,200	4,200	4,200	4,200	4,200
6010	FICA	260	260	260	260	260	260
6011	Medicare	61	61	61	61	61	61
6013	Unemployment	41	41	41	41	41	41
6014	Workman's Compensation	17	17	17	308	191	191
	Total Salary Expenditures	\$ 4,580	\$ 4,579	\$ 4,579	\$ 4,870	\$ 4,753	\$ 4,753
Operating Expenditures							
7010	Training	2,000	1,500	2,785	2,000	2,000	3,960
7015	Travel	2,000	800	800	1,500	1,500	5,540
7030	Office Supplies	500	100	-	-	100	100
7035	Subscriptions/Memberships	300	100	175	200	100	100
7055	Fuel/Oil/Lube	2,000	1,284	400	500	500	500
7060	Electric	1,632	1,632	1,632	1,700	1,600	1,600
7061	Gas/Propane	309	309	309	325	309	309
7062	Water	150	150	150	200	150	150
7063	Sewer	92	92	380	380	380	380
7064	Waste Removal	214	214	214	220	155	155
7066	Cell Phone	432	432	432	435	432	432
7067	Pest Control	59	59	59	60	35	35
7110	Legal Services	50,000	50,000	25,000	15,000	5,000	5,000
7570	Security System	300	300	300	300	300	300
7571	Public Relations	1,500	900	300	1,000	500	500
7572	Special Committee Assignments	300	50	12	100	50	50
7573	Dinner/Reception Expense	3,000	2,000	2,000	2,000	2,000	2,000
7574	Televised Council Meetings	3,780	3,780	5,376	3,780	-	-
	Total Operating Expenditures	\$ 68,568	\$ 63,702	\$ 40,324	\$ 29,700	\$ 15,111	\$ 21,111
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	-	-	-	-	-	-
8010	Computer Equipment	-	-	-	-	-	-
	Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ 73,148	\$ 68,281	\$ 44,903	\$ 34,570	\$ 19,864	\$ 25,864
Revenues							
Mayor & Council Revenues							
	N/A	-	-	-	-	-	-
	Total Departmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ (73,148)	\$ (68,281)	\$ (44,903)	\$ (34,570)	\$ (19,864)	\$ (25,864)

Town Manager

Our Mission

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

Department Duties/Description

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

Department Staffing:

Town Manager/Interim Finance Director (0.80)
Special Projects Director (0)
Assistant to the Town Manager (1)

Accomplishments for the Fiscal Year 2008/2009:

1. Initiated the implementation of a fiber optic system for improved data transmission.
2. Initiated a program to network the Town's computers.
3. Managed the financial affairs of the Town of Camp Verde in a fiscally prudent manner.
4. Developed and implemented an in-service training program for the employee workforce.
5. Implemented a Risk Management Program in order to more adequately protect the Town's assets.

Performance Objectives for Fiscal Year 2009/2010:

1. To continue to refine the general management practices and the overall financial management of the Town of Camp Verde.
2. To acquire and implement a state-of-the-art software system in order to improve the efficiency with which we deliver our services.
3. To work with the newly seated Town Council on the goal of forming a cohesive leadership team whose primary objective will be to develop and implement a strategic vision for Camp Verde's future.
4. To form partnerships with the business community in order to improve the manner with which we collectively address the challenges which lay ahead.

Significant Expenditure Changes:

- * No significant changes are anticipated in the Town Manager's Fiscal Year 2009-2010 Budget.

Town Manager
Fund 01-20-11

Expenditures	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
	6000	Salaries	147,143	148,629	147,143	137,619	137,619	137,619
	6010	FICA	9,123	9,215	9,123	8,532	8,532	8,532
	6011	Medicare	2,134	2,156	2,134	1,995	1,995	1,995
	6012	Retirement	13,905	14,045	13,905	12,936	12,936	12,936
	6013	Unemployment Insurance	137	137	137	123	123	123
	6014	Workman's Compensation	600	605	600	301	301	301
	6020	Health, Dental, Life & STD Insurance	11,495	11,499	11,495	10,745	10,745	10,745
		Total Salary Expenditures	\$ 184,537	\$ 186,286	\$ 184,537	\$ 172,251	\$ 172,252	\$ 172,252
Operating Expenditures								
	7010	Training	500	290	280	400	400	400
	7015	Travel	300	300	425	500	500	500
	7030	Office Supplies	2,000	1,000	700	1,800	1,800	1,800
	7035	Subscriptions/Memberships	1,350	1,350	1,270	1,300	1,300	1,300
	7036	Books/Tapes/Publications	200	10	0	200	200	200
	7037	Printing	500	200	170	500	500	500
	7039	Postage	0	0	0	0	75	75
	7040	Computer Services/Software	1,000	0	0	1,000	1,000	1,000
	7060	Electric	1,049	1,049	1,049	1,049	1,049	1,049
	7061	Gas/Propane	199	199	199	199	199	199
	7062	Water	97	97	97	97	97	97
	7063	Sewer	59	59	294	59	250	250
	7064	Waste Removal	137	137	137	137	110	110
	7065	Telephone	0	0	0	0	0	0
	7066	Cell Phone	480	480	680	800	800	800
	7067	Pest Control	38	38	38	38	30	30
	7110	Legal Services	6,000	3,000	3,000	0	0	0
	7571	Public Relations	500	500	450	500	500	500
		Total Operating Expenditures	\$ 14,409	\$ 8,709	\$ 8,789	\$ 8,579	\$ 8,810	\$ 8,810
Equipment/Capital Expenditures								
	8000	Office Equipment/Furniture	300	0	0	0	0	0
	8010	Computer Equipment	1,000	0	450	0	0	0
	8020	Equipment Lease	0	0	0	0	0	0
		Total Equipment/Capital Expenditures	\$ 1,300	\$ -	\$ 450	\$ -	\$ -	\$ -
Total Expenditures			\$ 200,245	\$ 194,995	\$ 193,776	\$ 180,830	\$ 181,062	\$ 181,062
Revenues								
Town Manager Revenues								
	N/A		0	0	0	0	0	0
	Total Departmental Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net <Subsidy From>/Contribution To General Purpose Revenues			\$ (200,245)	\$ (194,995)	\$ (193,776)	\$ (180,830)	\$ (181,062)	\$ (181,062)

Town Clerk

Our Mission

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

Department Duties/Description

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

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

Department Staffing:

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

Accomplishments for the Fiscal Year 2008/2009:

1. Completed the primary and general elections for Mayor and 4 Council members.
2. Updated the web page to include Spanish translation, the latest election laws, and other helpful information.
3. Developed an inventory of Town-owned real property and fixed assets.
4. Updated the web page with fillable forms such as vendor, business license & casual business license application forms.
5. Met customer service objectives including improving accessibility (posting audios of the entire meetings to the web).
6. Posted the candidates' Campaign Finance information to the web site as per statutory requirements.
7. Completed COB projects - Town Site Improvements and Town Hall ADA improvements including the new restroom facility outside the gymnasium.
8. Hyperlinked documents to agendas.
9. Improved methods for tracking agreements and other documents requiring recurrent actions.
10. Updated the Town Code relative to elections and other matters.
11. Provided Commission and staff training on records management, open meeting law, web page, etc.
12. Instituted energy conservation steps such as turning lights out and moving to paperless system as much as possible.

Performance Objectives for Fiscal Year 2009/2010:

1. Streamline the complaint and permitting procedures.
2. Complete the Special Events handbook and permitting procedure.
3. Move towards digitizing records as the budget allows, targeting goals of preservation and cost-savings.
4. Maintain focus on customer service.
5. Continue to improve accessibility and ease of use on the Clerk's Office web page.
6. Continue to implement energy conservation measures and reduction of paper.

Significant Expenditure Changes:

- * Decrease in Elections (7580) due to no scheduled elections in the fiscal year 2009-2010.
- * Decrease of \$5,000 in Legal Services (7110) due to transfer of litigation expenditures to the Legal Department.
- * Decrease of \$500 in Travel (7015). Employees willing to pay for travel costs related to training.
- * Decrease of \$1,500 in Overtime (6001); employees will receive Comp Time in lieu of overtime payment.

Department Statistics for the Fiscal Year 2008/2009:

* Business Licenses on File	573	* Council Meetings (July 1, 2008 - April 2009)	
* Information/Customer Service Requests	374	Regular Sessions	23
* Formal Citizen Complaints	1	Special Sessions	28
* New Ordinances Processed	11	Work Sessions	4
* New Resolutions Processed	16	Executive Sessions	16

Town Clerk
Fund 01-20-12

EXPENDITURES	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
	6000	Salaries	163,822	165,525	163,822	169,667	163,155	163,155
	6001	Overtime	3,000	3,000	2,500	1,500	1,500	1,500
	6010	FICA	10,343	10,449	10,343	10,519	10,209	10,209
	6011	Medicare	2,419	2,444	2,419	2,460	2,387	2,387
	6012	Retirement	14,016	14,177	14,016	14,210	14,351	14,351
	6013	Unemployment Insurance	274	274	274	206	274	274
	6014	Workman's Compensation	680	686	680	600	359	359
	6020	Health, Dental, Life & STD Insurance	16,943	16,947	16,943	16,733	17,909	17,909
		Total Salary Expenditures	\$ 211,498	\$ 213,502	\$ 210,997	\$ 215,895	\$ 210,143	\$ 210,143
Operating Expenditures								
	7010	Training	3,000	2,000	1,200	1,500	1,500	1,500
	7015	Travel	2,000	0	1,038	1,000	1,000	1,000
	7030	Office Supplies	2,500	2,500	2,000	2,000	2,000	2,000
	7035	Subscriptions/Memberships	1,000	1,000	700	1,000	1,000	1,000
	7036	Books/Tapes/Publications	0	0	0	0	0	0
	7037	Printing	0	0	168	0	0	0
	7038	Advertising	5,000	5,000	4,000	4,000	4,000	4,000
	7039	Postage	0	0	0	0	1,313	1,313
	7040	Computer Services/Software	6,000	1,000	500	1,000	1,000	1,000
	7055	Fuel/Oil/Lube	500	500	100	100	100	100
	7060	Electric	1,982	1,982	1,982	2,000	2,000	2,000
	7061	Gas/Propane	375	375	375	400	400	400
	7062	Water	183	183	183	200	200	200
	7063	Sewer	112	112	336	400	500	500
	7064	Waste Removal	259	259	259	259	140	140
	7067	Pest Control	71	71	71	71	50	50
	7110	Legal Services	20,000	20,000	4,500	5,000	5,000	5,000
	7580	Election (3)	28,000	20,000	17,500	1	1	1
	7581	Recording Fees	200	200	50	50	50	50
	7582	Records Destruction	500	0	0	0	0	0
		Total Operating Expenditures	\$ 71,682	\$ 55,182	\$ 34,962	\$ 18,981	\$ 20,254	\$ 20,254
Equipment/Capital Expenditures								
	8000	Office Equipment/Furniture	1,000	0	0	0	0	0
	8010	Computer Equipment	2,000	0	0	0	0	0
		Total Equipment/Capital Expenditures	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures			\$ 286,180	\$ 268,684	\$ 245,959	\$ 234,876	\$ 230,398	\$ 230,398
Revenues								
Town Clerk Revenues								
	40-12-4100	Copies	20	20	-	20	20	20
	40-12-4120	Business License	16,000	16,000	20,000	20,000	20,000	20,000
	40-12-4121	Liquor License				200	200	200
		Special Event Permit				500	500	500
		Total Departmental Revenues	\$ 16,020	\$ 16,020	\$ 20,000	\$ 20,720	\$ 20,720	\$ 20,720
Net <Subsidy From>/Contribution To General Purpose Revenues			\$ (270,160)	\$ (252,664)	\$ (225,959)	\$ (214,156)	\$ (209,678)	\$ (209,678)

Finance Department

Our Mission

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

Department Duties/Description

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

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

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

Department Staffing:

Town Manager/Interim Finance Director (0.2)
Senior Accountant (1)
Accountant (1)

Accomplishments for the Fiscal Year 2008/2009:

1. Developed and implemented the Financial Operations Guide.
2. Developed and implemented an Investment Policy, Fiscal Policy, Debt Service Policy, and Budget Policy.
3. Established a Whistleblower Hotline for confidential reporting of fraudulent activities.
4. Provided financial updates to Council and departments.
5. Completed the 2007-2008 fiscal year audit.
6. Contracted with Heinfeld, Meech & Co. PC to conduct a Cost Allocation Study to assist in the proper setting of Town fees.
7. Continued to streamline the Town's budget process with an eye towards improving accountability and transparency.
8. Implemented new procedures to satisfy the items reported in the Internal Control Report.
9. Contracted with Don Zelechowski, CPA for the purpose of establishing a Town Sales Tax educational and auditing program.
10. Informed Council and departments of the 2008-2009 budget shortfalls, took corrective action to mitigate the deficiencies and kept Council and departments informed of the Town's financial position for the 2008-2009 fiscal year.
11. Continued to pursue professional growth and development opportunities in the fields of accounting and finance.
12. Completed a compliance review with the Arizona Department of Revenue Unclaimed Property Division.
13. Opened a payroll imprest account to increase fraud protection.
14. Began "reverse positive pay" for all distributions wherein the Senior Accountant must verify checks presented for payment against the Town's bank account; verifying the payer, amount, and endorsement of the payer. This procedure was instituted as an additional fraud detection/deterant method.
15. Decreased the number of credit cards and charge accounts from 78 credit cards with 12 institutions to 15 credit cards with 7 institutions.

Performance Objectives for Fiscal Year 2009/2010:

1. To oversee the compilation of the Town's 2009-2010 budget document.
2. Insure that the execution of the Town's 2009-2010 budget comports with the vision of the Town Council.
3. To acquire and implement a state of the art financial software system.
4. To complete the 2008-2009 audit.
5. Complete the Town's first CAFR (Consolidated Annual Financial Report).
6. Continue the improvements to the budget process and budget document.
7. Update the Financial Operations Guide upon implementation of the new financial software system.
8. Continue training and professional development.
9. Ladder the Town's monies in approved investments in order to increase the interest earnings received by the Town.

Significant Expenditure Changes:

- * Increase in Salary related items due to the increase in the Accountant position from part time to full time and the allocation of 20% of the Town Manager/Interim Finance Director's salary.
- * Training (7010) reduction due to tuition reimbursement expenditures being transferred to Human Resources.

Fiscal Notes

- * Upon departure of the Finance Director, the Town contracted with Heinfeld, Meech & Co. to provide consulting services for duties normally provided by the Finance Director. Staff feels that this agreement has served the Town very well. Rather than hiring a full-time Finance Director, Staff recommends continuing the contract with Heinfeld, Meech & Co. This agreement is beneficial to the Town in that the Town receives the services needed and incurs a decreased amount of overall expenditures. The appropriation for this contract is included in Consulting Services (7100) in the amount of \$53,000, a \$40,000 reduction from FY2008-2009.
- * Consulting Services (7100) also contains \$10,000 for the Sales Tax Auditing Program and \$2,073 for the Whistleblower Hotline services.
- * Contract Labor/Services (7120) consists of \$25,000 budgeted for the Annual Financial Audit and the Town's first Consolidated Annual Financial Report (CAFR).

Finance Department
Fund 01-20-13

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	81,081	83,400	77,079	114,554	114,554	114,554
6001	Overtime	250	250	0	250	250	250
6010	FICA	5,043	5,187	4,779	7,118	7,118	7,118
6011	Medicare	1,179	1,213	1,118	1,665	1,665	1,665
6012	Retirement	7,686	7,905	7,284	10,792	10,792	10,792
6013	Unemployment Insurance	137	137	137	151	151	151
6014	Workman's Compensation	332	340	273	251	251	251
6020	Health, Dental, Life & STD Insurance	11,147	11,155	9,397	13,133	13,133	13,133
	Total Salary Expenditures	\$ 106,855	\$ 109,587	\$ 100,066	\$ 147,914	\$ 147,913	\$ 147,914
Operating Expenditures							
7010	Training	6,787	6,787	5,600	1,000	1,000	1,000
7015	Travel	1,000	1,000	1,100	1,000	1,000	1,000
7030	Office Supplies	1,700	1,700	1,700	2,000	2,000	2,000
7035	Subscriptions/Memberships	200	200	200	200	200	200
7036	Books/Tapes/Publications	500	500	764	100	100	100
7037	Printing	2,000	2,000	1,250	1,500	1,500	1,500
7038	Advertising	200	200	3,000	3,000	3,000	3,000
7039	Postage	0	0	0	0	963	963
7040	Computer Services/Software	2,200	2,200	100	2,000	2,000	2,000
7055	Fuel/Oil/Lube	1,000	1,000	0	0	0	0
7060	Electric	695	695	550	600	600	600
7061	Gas/Propane	363	363	60	75	75	75
7062	Water	128	128	90	100	100	100
7063	Sewer	44	44	80	100	100	100
7064	Waste Removal	43	43	52	50	50	50
7065	Telephone	528	528	450	500	500	500
7067	Pest Control	13	13	10	15	15	15
7100	Consulting Services	93,000	76,000	93,900	65,073	65,073	65,073
7110	Legal Services	1,000	1,000	1,000	1,000	1,000	1,000
7120	Contract Labor/Services	20,000	20,000	25,000	25,000	25,000	25,000
	Total Operating Expenditures	\$ 131,402	\$ 114,401	\$ 134,906	\$ 103,313	\$ 104,276	\$ 104,276
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	500	500	0	0	0	0
8010	Computer Equipment	1,500	1,500	320	400	400	400
8020	Equipment Lease	1,700	1,700	1,790	1,800	1,800	1,800
	Total Equipment/Capital Expenditures	\$ 3,700	\$ 3,700	\$ 2,110	\$ 2,200	\$ 2,200	\$ 2,200
Total Expenditures		\$ 241,957	\$ 227,688	\$ 237,082	\$ 253,427	\$ 254,389	\$ 254,390
Revenues							
Finance Revenues							
N/A		-	-	-	-	-	-
Total Departmental Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ (241,957)	\$ (227,688)	\$ (237,082)	\$ (253,427)	\$ (254,389)	\$ (254,390)

Human Resources

Our Mission

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

Department Duties/Description

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

Department Staffing:

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

Accomplishments for the Fiscal Year 2008/2009:

1. Updated and revised the annual Performance Review process to include goal driven evaluation forms.
2. Provided training to all supervisors and managers on proper objective evaluation techniques.
3. Updated all current job descriptions.
4. Completed the compensation and classification study.
5. Updated and recommended revisions to the Town's Personnel Manual.

Performance Objectives for Fiscal Year 2009/2010:

1. Centralize all Town employee's training records.
2. Provide training to all employees on various topics (i.e. Violence in the Workplace, Sexual Harassment, etc.).
3. Computer interface H.R. with Finance.
4. Continue to assist all Town Departments with personnel issues.

Significant Expenditure Changes:

- * Increase in Training (7010) is due to the consolidation of employee tuition reimbursement incentives from the individual departments to the Human Resources Department.

Fiscal Notes

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

Human Resources
Fund 01-20-14

Expenditures	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
	6000	Salaries	13,726	13,726	13,726	26,230	26,230	26,230
	6010	FICA	851	851	851	1,626	1,626	1,626
	6011	Medicare	199	199	199	380	380	380
	6012	Retirement	0	0	0	2,466	2,466	2,466
	6013	Unemployment Insurance	0	0	0	27	27	27
	6014	Workman's Compensation	548	548	548	885	547	547
	6020	Health, Dental, Life & STD Insurance	0	0	0	2,263	2,388	2,388
		Total Salary Expenditures	\$ 15,324	\$ 15,324	\$ 15,324	\$ 33,877	\$ 33,664	\$ 33,664
		Operational Expenditures						
	7010	Training	2,000	1,000	1,000	2,000	10,000	10,000
	7030	Office Supplies	1,000	500	250	500	500	500
	7038	Advertising	5,000	2,500	1,500	2,500	2,500	2,500
	7110	Legal Services	3,000	3,000	3,000	3,000	3,000	3,000
	7520	Personnel	4,000	4,000	4,000	2,000	2,000	2,000
	7521	Employee Safety Program	500	500	500	500	500	500
	7522	Recruitment Expenses	5,000	3,500	2,500	3,500	3,500	3,500
	7523	Employee Recognition Program	2,000	1,000	950	1,000	1,000	1,000
		Total Operational Expenditures	\$ 22,500	\$ 16,000	\$ 13,700	\$ 15,000	\$ 23,000	\$ 23,000
		Total Expenditures	\$ 37,824	\$ 31,324	\$ 29,024	\$ 48,877	\$ 56,664	\$ 56,664
		Revenues						
		Human Resources Revenues						
		N/A	-	-	-	-	-	-
		Total Departmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Net <Subsidy From>/Contribution To General Purpose Revenues	\$ (37,824)	\$ (31,324)	\$ (29,024)	\$ (48,877)	\$ (56,664)	\$ (56,664)

Housing Department

Our Mission

The Town of Camp Verde's Housing Department's mission is to promote and preserve community enhancement through comprehensive neighborhood revitalization efforts; and to provide and advocate for the availability and preservation of decent, safe and attainable housing for all Camp Verde citizens.

Department Duties/Description

- * Implementation and revision of General Plan Housing Element and Housing Strategy.
- * Manage the Owner Occupied Home Rehabilitation Program for low income persons to maintain and preserve existing attainable housing inventory.
- * Develop housing strategies for new attainable housing opportunities for low and moderate income persons.
- * Promote fair housing awareness through affirmatively furthering fair housing initiatives.
- * Provide educational opportunities for public to learn about the benefits of housing strategies and programs.
- * Participate in housing efforts on a regional scale through Verde Valley Housing Taskforce.
- * Promote homebuyer and personal finance management education opportunities.
- * Provide direct support to Town Council and Housing Commission in the preparation of meeting agendas and provide technical support on housing and neighborhood revitalization items.
- * Conduct and supervise housing studies in the community to gather data for evaluating current and proposed neighborhood revitalization plans.

Accomplishments for the Fiscal Year 2008/2009:

1. Completion of the HOME Grant 07-08.
2. The Performance Objectives established in the 2008-2009 adopted budget were not completed as the Department was closed during the year.

Fiscal Notes

- * The Housing Department was closed in the 2008-2009 Fiscal Year after the HOME Grant was completed.

Housing Department
Fund 01-20-15

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	81,630	81,630	31,338	0	0	0
6010	FICA	5,061	5,061	1,869	0	0	0
6011	Medicare	1,184	1,184	437	0	0	0
6012	Retirement	7,714	7,714	2,961	0	0	0
6013	Unemployment Insurance	137	137	50	0	0	0
6014	Workman's Compensation	333	333	41	0	0	0
6020	Health, Dental, Life & STD Insurance	8,536	8,536	2,150	0	0	0
8818	Transfer Out to Housing Grant Fund	(12,482)	(12,482)	0	0	0	0
Total Salary Expenditures		\$ 92,113	\$ 92,113	\$ 38,845	\$ -	\$ -	\$ -
Operating Expenditures							
7010	Training	3,500	3,500	1,646	0	0	0
7015	Travel	2,000	2,000	0	0	0	0
7030	Office Supplies	1,000	1,000	452	0	0	0
7035	Subscriptions/Memberships	600	600	553	0	0	0
7038	Advertising	3,000	3,000	226	0	0	0
7040	Computer Services/Software	1,000	1,000	7	0	0	0
7055	Fuel/Oil/Lube	1,000	1,000	20	0	0	0
7060	Electric	816	816	558	0	0	0
7061	Gas/Propane	154	154	134	0	0	0
7062	Water	75	75	45	0	0	0
7063	Sewer	46	46	87	0	0	0
7064	Waste Removal	107	107	53	0	0	0
7066	Cell Phone	450	450	333	0	0	0
7067	Pest Control	29	29	15	0	0	0
7110	Legal Services	8,500	8,500	537	0	0	0
7300	Commission Expense	1,000	1,000	100	0	0	0
7571	Public Relations	200	200	0	0	0	0
Total Operating Expenditures		\$ 23,477	\$ 23,477	\$ 4,764	\$ -	\$ -	\$ -
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	500	500	0	0	0	0
8010	Computer Equipment	1,000	1,000	0	0	0	0
Total Equipment/Capital Expenditures		\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ 117,090	\$ 117,090	\$ 43,610	\$ -	\$ -	\$ -
Revenues							
General Fund Housing Revenues							
N/A		0	0	0	0	0	0
Total Departmental Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ (117,090)	\$ (117,090)	\$ (43,610)	\$ -	\$ -	\$ -

Legal

Department Duties/Description

The Legal expense account is used to track the payments on the contract for the Town's Prosecution Contract for the Camp Verde Municipal Court. The prosecution contract is not coded to the Camp Verde Municipal Court's budget as it is a conflict of interest for the Court to manage the prosecutor's contract.

Department Staffing:

Town Prosecutor (Contract)
Civil Hearing Officer

Fiscal Notes

- * The Prosecution Contract was previously budgeted under the Non-Departmental budget unit, however, the nature of the expenditure does not correspond with the Non-Departmental expense criteria and, therefore, is being reclassified to the Legal budget unit.
- * The Civil Hearing Officer provides services for the Community Development Department regarding issues of code non-compliance and discrepancies
- * Legal Fees of \$50,000 were included to cover litigation expenses.

Legal
Fund 01-20-16

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	1,000	1,000	1,300	1,000	1,000	1,000
6010	FICA	62	62	81	62	62	62
6011	Medicare	15	15	19	15	15	15
6013	Unemployment Insurance	10	10	9	10	10	10
6014	Workman's Compensation	4	4	3	2	2	2
Total Salary Expenditures		\$ 1,090	\$ 1,091	\$ 1,411	\$ 1,089	\$ 1,088	\$ 1,088
Operational Expenditures							
7110	Legal Services - Litigation Expenses	0	0	0	50,000	0	0
7120	Prosecution Contract	71,000	71,000	71,000	71,000	71,000	71,000
Total Operation Expenditures		\$ 71,000	\$ 71,000	\$ 71,000	\$ 121,000	\$ 71,000	\$ 71,000
Total Expenditures		\$ 72,090	\$ 72,091	\$ 72,411	\$ 122,089	\$ 72,088	\$ 72,088
Revenues							
Legal Revenues							
	N/A	-	-	-	-	-	-
Total Departmental Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ (72,090)	\$ (72,091)	\$ (72,411)	\$ (122,089)	\$ (72,088)	\$ (72,088)

Non-Department Expenditures

Departmental Duties/Description

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

Significant Expenditure Changes:

- * Removal of appropriation for Newspaper Town Page (7038) due to the cancellation of the Town's Page in the local newspapers.
- * Removal of appropriation for Rio Verde Plaza Utility Expenses (7068) due to the vacancy and future demolition of the building.
- * Removal of appropriation for Legal Services (7110) due to the expenses being appropriated to individual departments.
- * Increase in Service Fees (7200) due to the decline in the earnings credit rating that is used to offset the fees charged by the bank for processing the Town's financial transactions.
- * Removal of appropriation for Organizational Donations (7900) due to lack of monies available.
- * Removal of appropriation for Natural Resources Committee (7920) due to funding restrictions.
- * Addition of Water Adjudication (7940) to secure water rights existing on current Town property, under roadways, etc.
- * Removal of appropriation for Verde River Basin Partnership (7970) due to no current projects needing funding.

Fiscal Notes

- * Subscriptions/Memberships (7035) consists of \$2,000 for NACOG's portion of the Rural Transportation Liaison and Economic Development Administration for the regional planning grant and \$7,360 for the Town's annual dues to the League of Arizona Cities and Towns.
- * Postage (7039) has been allocated out to the various Town departments as recorded by the Town Clerk's Department during the months of July 2008 through March 2009.
- * Utility Expenditures are for those buildings/services that are not allocable to any one department.
- * Consultant Services (7100) in the amount of \$12,000 is to fund the Technology Services Contract with Four-D LLC. This contract will provide for an assessment of the Town's computer networking and telecommunications infrastructure needs for the next one to five years and assistance with the implementation of the Incode Software system.
- * Chamber of Commerce (7800) has been revised to a performance based contract rather than a set amount being given to the Chamber of Commerce annually. In the fiscal year 2009-2010, the Town will support the Chamber of Commerce with \$70,000. As an incentive, the Chamber will be eligible to receive 50% of the increase in the Town's Accommodation Tax received during the fiscal year 2008-2009 in excess of the \$135,000 budgeted with a limit not to exceed \$20,000.
- * Chamber of Commerce-AOT (Team) Grant (7801) are monies for the match portion of the grant.
- * LTAF Cultural Expenses (7820) are monies allocated in the event that the Arizona Lottery reaches \$23 million thus allowing 10% of the Local Transportation Assistance Fund monies to be used for cultural, educational, historical, recreational or scientific facilities or programs. Before this percentage may be spent, an equal match must be obtained from non-public monies. In the past, these monies have been used to support the Missoula Children's Theater. FY2009-2010 has a zero (0) appropriation for this line item as Staff does not believe that the Arizona Lottery will reach the \$23 million threshold that allows for distribution. As of April 23, 2009, the FY2008-2009 collections do not portray that the threshold will be reached.
- * LTAF II Grant Match (7821) are monies allocated to help fund the Transit Voucher Program typically funded in the State Grants Fund.
- * Recycling (7840) is the monies allocated to fund the community recycling centers currently located in the front parking lot of the Outpost Mall Shopping Center and at the Camp Verde Heritage Pool.
- * Emergency Services Agreement (7850) is an Inter-Governmental Agreement with Yavapai County for coordination of emergency services in the event of a large emergency.
- * Organizational Donations (7900) consists of donation requests from the Camp Verde Children's Theatre-Missoula (\$1,750) and Verde Valley Farmers' Market (\$1,000).
- * Stewards of Public Lands (7910) are monies allocated to assist the Stewards of Public Lands volunteer group with their public land clean-up projects for needed supplies, dump fees, etc.
- * Natural Resources Committee (7920) is a regional committee that meets monthly to learn about and discuss issues regarding water and other natural resources that affect communities in our region. The monies allocated to the Natural Resources Committee are used to fund studies important to the committee's objective.
- * Verde Valley Senior Center (7930) are monies to help fund the Verde Valley Senior Center's operations including the Meals-On-Wheels program that services residents of Camp Verde.
- * Water Adjudication (7940) is an appropriation for water right acquisition. Expenses would include items such as legal, hydrologist and engineer studies, etc.
- * Youth Count (7950) is an organization that establishes and manages community programs that serve youth, individuals, and families in Yavapai County. The monies provided by the Town of Camp Verde are used to fund these activities.
- * Yavapai County Water Advisory Committee (7960) is a committee of local communities and stakeholders committed to preserving sustainable water resources within Yavapai County by developing and enacting a total water management strategy. Monies provided to this committee are used to fund studies used in developing the management strategy.
- * Verde River Basin Partnership (7970) is a partnership of local agencies and Verde watershed stakeholders that collaborate in the development of a coordinated approach to water management and consider critical questions relating to water allocation and environmental protection. Any monies allocated for the partnership are used to fund studies on local water resources. There are no anticipated studies needing funding in the FY2009-2010.

Non-Departmental
Fund 01-20-17

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
7031	Fax Supplies	200	200	0	0	0	0
7032	Copier Paper	5,000	5,000	5,000	5,000	5,000	5,000
7035	Subscriptions/Memberships	9,360	9,360	9,360	9,360	9,360	9,360
7038	Newspaper Town Page	3,000	500	2,928	0	0	0
7039	Postage	18,000	18,000	18,000	18,000	12,515	12,515
7041	Internet Wireless Access	14,961	14,961	16,209	14,961	14,961	14,961
7042	IT System Maintenance/Anti-Virus	16,316	16,316	16,316	16,316	16,316	16,316
7050	Auto Repair/Maintenance	2,000	2,000	3,600	3,600	3,600	3,600
7055	Fuel/Oil/Lube	1,000	1,000	300	3,000	300	300
7060	Electric	7,343	7,343	7,343	7,343	7,343	7,343
7061	Gas/Propane	5,437	5,437	5,437	5,437	5,437	5,437
7062	Water	1,166	1,166	3,700	1,166	1,166	1,166
7063	Sewer	570	570	1,511	570	570	570
7064	Waste Removal	145	145	208	208	208	208
7065	Telephone	15,814	15,814	12,000	12,000	10,188	10,188
7067	Pest Control	662	662	884	804	804	804
7068	Rlo Verde Plaza Utility Expenses	2,717	2,717	468	0	0	0
7100	Consultant Services	10,000	10,000	16,214	12,000	12,000	12,000
7110	Legal Services	0	13,116	14,636	0	0	0
7200	Service Charges	4,500	4,500	6,500	10,000	10,000	10,000
7220	Liability Insurance	201,285	183,094	183,094	183,094	183,094	183,094
7519	Equipment Maintenance-Office Equipment	1,000	1,000	65	1,000	1,000	1,000
7800	Chamber of Commerce	70,000	70,000	70,000	70,000	70,000	70,000
7801	Chamber of Commerce - AOT (Team) Grant	36,000	16,261	16,261	35,000	35,000	35,000
7802	Chamber of Commerce-Pest Control	300	300	0	300	300	300
7820	LTAF Cultural Expense	5,000	5,000	0	0	0	0
7821	LTAF II Grant Match-Transit Voucher Program	18,300	5,184	5,184	5,184	5,184	5,184
7840	Recycling	7,200	7,200	7,200	7,200	7,200	7,200
7850	Emergency Services Agreement	4,500	4,500	3,969	4,500	4,500	4,500
7900	Organizational Donations	5,000	5,000	3,625	2,750	0	0
7910	Stewards of Public Lands	1,500	1,500	1,000	1,500	1,500	1,500
7920	Natural Resources Committee	5,100	5,100	3,017	0	0	0
7930	Verde Valley Senior Center	10,000	10,000	10,000	12,500	12,500	12,500
7940	Water Adjudication	1	1	0	25,000	25,000	25,000
7950	Youth Count	6,000	6,000	6,000	6,000	6,000	6,000
7960	Yavapai County Water Advisory Committee	10,000	10,000	10,000	10,000	10,000	10,000
7970	Verde River Basin Partnership	12,000	12,000	0	0	0	0
	Conference Room Supplies (P&R Building)	0	0	0	300	300	300
		\$ 511,377	\$ 470,947	\$ 460,028	\$ 484,093	\$ 471,346	\$ 471,346
Equipment/Capital Expenditures							
8020	Equipment Lease (copy machine)	14,000	14,000	14,000	14,000	14,000	14,000
8020	Equipment Lease (postage meter)	1,128	1,128	1,128	1,128	1,128	1,128
Total Equipment/Capital Expenditures		\$ 15,128	\$ 15,128	\$ 15,128	\$ 15,128	\$ 15,128	\$ 15,128
Total Expenditures		\$ 526,505	\$ 486,075	\$ 475,156	\$ 499,221	\$ 486,474	\$ 486,474
Revenues							
Non-Departmental Revenues							
N/A							
Total Departmental Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ (526,505)	\$ (486,075)	\$ (475,156)	\$ (499,221)	\$ (486,474)	\$ (486,474)

Maintenance

Our Mission

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

Department Duties/Description

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

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

Department Staffing:

Parks & Recreation Director
Maintenance Foreman (1)
Parks Lead Worker (1)

Maintenance Worker (2) * 1 vacant position
Parks Maintenance Worker (2) *1 vacant position
Janitor (2)

Accomplishments for the Fiscal Year 2008/2009:

1. Completed Rezzonico Park Restroom and Trail.
2. Installed new BBQ at Town Ramada.
3. Made aesthetic improvements at Butler Park.
4. Installation of fiber optic.
5. Installed new pool heater.
6. Remodeled Library office.
7. Prepared Teen Center for opening.
8. Installed new steel doors on Weight Room and Adult Reading Room.
9. Installed ADA water fountain in gym.
10. Refurbished Butler Park field.
11. Installed new lighting at Butler Park concession and announcers stand.
12. Established ADA parking on Hollamon Street.
13. Installed lighting on Ramada.
14. Refurbished Town Hall flag pole.
15. Updated Town's MSDS program.
16. Changed Town's trash service to save money.
17. Addressed safety issues throughout Town departments.
18. Moved Beaver Creek Library.
19. Rebuilt drip system at Marshal's Office.
20. Removed graffiti on private buildings.
21. Hired company to spray weeds at Marshal's Office, Skate Park, and Circle K hill.
22. Remodeled rooms 206 and 207.
23. Raised Skate Park fence to keep bikes out.
24. Remodeled Council's office.
25. Assisted in Town Hall remodel.
26. Held Town auction.
27. Re-installed book drop at Library.
28. Repaired roofs throughout Town buildings.
29. Installed new exit lighting at Town Hall.
30. Staff attended the following trainings:
 - * FEMA Emergency Management
 - * Performance Evaluation Training
 - * Fire Extinguisher Training
 - * Asbestos Institute
 - * Hazard Recognition Training
 - * Personal Protective Equip Training
 - * Blue Stake
 - * Hazard Communication
 - * Blood Borne Pathogens
 - * APRA Conf - Maintenance Classes

Performance Objectives for Fiscal Year 2009/2010:

1. Set new BBQs at Butler Park and Arturo Park.
2. Complete sprinkler system on Town grounds.
3. Remodel back side of Chamber of Commerce building.
4. Remodel and repair pump house.
5. Install smoke alarms in Town offices.
6. Install weed barriers in Main St planters.

Significant Expenditure Changes:

- * Auto Repair/Maintenance (7050) includes \$2,000 to paint one of the Maintenance work trucks.
- * Building Maintenance (7510) increase of \$10,000 due to high maintenance costs of old buildings and air/heating units.
- * OSHA Medical Supplies (7513) increase of \$2,300 to cover cost of fit tests and hepatitis shots for Maintenance staff.
- * Parks Facilities Maintenance (7516) changed to Parks Equipment Maintenance and increased to \$3,000 to cover cost of repair and supplies for mowers, weed eaters, etc.
- * Grounds Maintenance (7517) increase of \$30,616 to add weed fabric to the Main Street landscape planters at a cost of \$12,916 and \$17,700 for monthly maintenance on the Main Street planters including pre-emergent spraying every three (3) months. The Town Manager's Recommendation includes \$12,916 for the addition of weed fabric but does not include the \$17,700 for the monthly maintenance. Council's Approved amount includes \$17,700 for the monthly maintenance but does not include \$12,216 for the weed fabric.
- * Fertilizer/Herbicides (7518) increase of \$1,000 due to services of Verde Weed Control to spray the Marshal's Office, Skate Park, and the hill behind Circle K.
- * Janitorial Supplies (7530) Increase of \$1,000 due to the addition of supplies for the Teen Center and cost increases.
- * Structural (8040) decrease of \$10,000 to transfer monies to Building Maintenance (7510).

Maintenance Department
Fund 01-20-20

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	211,564	214,799	211,564	191,169	191,169	191,169
6001	Overtime	2,200	2,200	2,200	2,200	2,200	2,200
6010	FICA	13,253	13,454	13,253	11,989	11,989	11,989
6011	Medicare	3,100	3,147	3,100	2,804	2,804	2,804
6012	Retirement	19,783	20,089	19,783	18,177	18,177	18,177
6013	Unemployment Insurance	523	523	523	412	412	412
6014	Workman's Compensation	14,082	14,264	14,082	7,847	7,817	7,817
6020	Health, Dental, Life & STD Insurance	38,613	38,622	38,613	32,880	35,817	35,817
	Total Salary Expenditures	\$ 303,119	\$ 307,097	\$ 303,119	\$ 267,478	\$ 270,385	\$ 270,385
Operational Expenditures							
7010	Training	3,000	3,000	2,430	1,000	1,000	1,000
7015	Travel	1,000	1,000	1,337	500	500	500
7020	Uniforms	3,200	3,200	1,703	2,500	2,500	2,500
7030	Office Supplies	500	500	973	300	300	300
7036	Books/Tapes/Publications	200	200	0	0	0	0
7050	Auto Repair/Maintenance	7,000	7,000	4,997	4,000	4,000	4,000
7055	Fuel/Oil/Lube	10,400	10,400	6,111	8,000	8,000	8,000
7060	Electric	2,897	2,897	2,897	2,897	2,897	2,897
7061	Gas/Propane	1,475	1,475	475	475	475	475
7062	Water	524	524	524	524	524	524
7063	Sewer	182	182	182	182	182	182
7064	Waste Removal	189	189	189	189	189	189
7066	Cell Phone	1,800	1,800	1,450	1,500	1,500	1,500
7067	Pest Control	55	55	55	55	55	55
7120	Contract Labor/Services	500	500	0	0	0	0
7510	Building Maintenance	20,000	20,000	20,000	30,000	30,000	30,000
7511	Rio Verde Plaza-Maint Exps	12,000	12,000	600	0	0	0
7512	Safety Equipment	2,000	2,000	1,200	2,000	2,000	2,000
7513	OSHA Medical Supplies	700	700	700	3,000	3,000	3,000
7514	Graffiti Clean-Up	500	500	0	500	500	500
7515	Fire Extinguishers	2,500	2,500	2,500	2,500	2,500	2,500
7516	Park Equipment Maintenance	2,000	2,000	1,000	5,000	5,000	5,000
7517	Grounds Maintenance	4,000	4,000	4,000	34,616	16,916	14,000
7518	Fertilizer/Herbicides	5,000	5,000	5,000	6,000	6,000	6,000
7530	Janitorial Supplies	9,000	9,000	9,000	10,000	10,000	10,000
7531	Town Mats & Rugs	2,800	2,800	1,820	2,000	2,000	2,000
	Total Operational Expenditures	\$ 93,422	\$ 93,422	\$ 69,143	\$ 117,738	\$ 100,038	\$ 97,122
Equipment/Capital Expenditures							
8030	Maintenance Equipment	6,600	6,600	4,600	4,500	4,500	4,500
8040	Structural	20,000	20,000	12,000	10,000	10,000	10,000
	Total Equipment/Capital Expenditures	\$ 26,600	\$ 26,600	\$ 16,600	\$ 14,500	\$ 14,500	\$ 14,500
Total Expenditures		\$ 423,141	\$ 427,119	\$ 388,862	\$ 399,716	\$ 384,923	\$ 382,007
Revenues							
Maintenance Department Revenues							
40-20-4700	Facilities Rentals	6,000	6,000	3,000	3,000	3,000	3,000
	Total Departmental Revenues	\$ 6,000	\$ 6,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ (417,141)	\$ (421,119)	\$ (385,862)	\$ (396,716)	\$ (381,923)	\$ (379,007)

Municipal Court

Our Mission

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

Department Duties/Description

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

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

Department Staffing:

Magistrate (1)
Assistant Magistrates (2-PT)
Court Supervisor (1)
Court Clerks (4)

Accomplishments for the Fiscal Year 2008/2009:

1. Reduced expenses to adjust to declining economy.
2. Completed external audit successfully.
3. Completed mandatory COJET training.
4. Collected, to date, 26% of old money sent to collections.
5. Implemented video conferencing of prisoners for IA/ARR hearings. As a result, helped reduce some security issues.
6. Successfully upheld the independence of the judiciary and remained accountable while working with the Town to adjust expenditures to fall in line with the declining economy.
7. Judge Overholser completed New Judge Orientation at the Supreme Court.
8. Established contracts for indigent defense attorneys to control costs.

Performance Objectives for Fiscal Year 2009/2010:

1. Expedition in case processing and timeliness in the implementation of new law and procedures.
2. Independence and accountability.
3. Public trust and confidence.
4. Bolster court security.
5. Continue to insure that all court orders are complied with, including collections.

Significant Expenditure Changes:

- * Recording System (7559), Security System (7570), and Equipment Lease (8020) are being moved to the Magistrate's Special Revenue Fund (Fund 05).
- * Two clerk positions are being moved into the Municipal Court's General Fund budget from the Magistrate's Special Revenue Fund budget (Fund 05).
- * Increase in Telephone (7065) for the addition of DSL internet service for court video conferencing.

Fiscal Notes

- * Contract Labor/Services (7120) consists of \$3,500 for the Court's annual financial audit and \$1,000 for interpreters.

Department Statistics FY 2007-2008

During the Fiscal Year 2008-2009 from July 1, 2009 through February 28, 2009, the Municipal Court processed the following:

- * Misdemeanor/FTA (366)
- * Civil Traffic (413)
- * DUI Filings (67)
- * Harassment Injunction (39)
- * Serious Traffic (12)
- * Order of Protection (34)
- * Criminal Traffic (280)

Municipal Court
Fund 01-20-30

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	224,552	225,969	202,695	253,525	253,525	253,525
6000	Salaries	10,000	10,000	7,000	10,000	10,000	10,000
6010	FICA	14,542	14,630	13,001	16,339	16,339	16,339
6011	Medicare	3,401	3,422	3,041	3,821	3,821	3,821
6012	Retirement	21,220	21,354	19,155	23,831	23,831	23,831
6013	Unemployment Insurance	441	441	441	549	549	549
6014	Workman's Compensation	744	748	293	448	448	448
6020	Health, Dental, Life & STD Insurance	27,983	27,987	17,058	27,896	29,848	29,848
	Total Salary Expenditures	\$ 302,884	\$ 304,551	\$ 262,683	\$ 336,409	\$ 338,360	\$ 338,360

Operational Expenditures

7010	Training	2,000	2,000	500	2,000	2,000	2,000
7015	Travel	3,000	3,000	2,500	2,500	2,500	2,500
7030	Office Supplies	4,100	4,100	4,100	4,100	4,100	4,100
7035	Subscriptions/Memberships	500	200	125	200	200	200
7036	Books/Tapes/Publications	1,200	1,200	1,000	1,000	1,000	1,000
7037	Printing	1,500	1,000	1,000	1,000	1,000	1,000
7039	Postage	0	0	0	0	1,282	1,282
7040	Computer Services/Software	0	0	0	0	0	0
7060	Electric	3,148	3,148	3,252	3,250	3,250	3,250
7061	Gas/Propane	596	596	365	365	365	365
7062	Water	290	290	193	193	193	193
7063	Sewer	178	178	607	607	607	607
7064	Waste Removal	412	412	205	205	205	205
7065	Telephone	0	-	-	480	480	480
7067	Pest Control	113	113	78	80	80	80
7120	Contract Labor/Services	5,300	5,300	3,400	4,500	4,500	4,500
7210	Credit Card Processing Fees	3,000	3,000	1,786	2,000	2,000	2,000
7555	Court Appointed Attorneys	28,500	28,500	28,500	28,500	28,500	28,500
7558	Jury Fees	500	500	200	200	200	200
7559	Recording System	500	500	500	0	0	0
7570	Security System	300	300	312	0	0	0
	Total Operational Expenditures	\$ 55,137	\$ 54,337	\$ 48,623	\$ 51,180	\$ 52,462	\$ 52,462

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	1,500	1,125	1,243	1,000	1,000	1,000
8020	Equipment Lease	5,000	5,000	4,585	0	0	0
8020	Equipment Lease	9,000	9,000	8,625	0	0	0
	Total Equipment/Capital Expenditures	\$ 15,500	\$ 15,125	\$ 14,453	\$ 1,000	\$ 1,000	\$ 1,000

Total Expenditures

\$ 373,520	\$ 374,013	\$ 325,759	\$ 388,589	\$ 391,823	\$ 391,823
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Revenues

Municipal Court Revenues

40-30-4130	Fines/Fees & Forfeitures	321,403	321,403	207,207	246,940	246,940	246,940
40-30-4310	Court Appt Attorney Reimb	26,000	26,000	20,617	21,605	21,605	21,605
40-30-4110	Credit Card Fees Collected	0	0	0	0	0	0
	Total Departmental Revenues	\$ 347,403	\$ 347,403	\$ 227,824	\$ 268,545	\$ 268,545	\$ 268,545

Net <Subsidy From>/Contribution To General Purpose Revenues

\$ (26,117)	\$ (26,610)	\$ (97,935)	\$ (120,044)	\$ (123,278)	\$ (123,278)
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Public Works Department

Our Mission

The Town of Camp Verde's Public Works Department's mission is to provide storm water protection, environmental management, professional engineering services and project management while supporting economic growth. The Department provides effective street maintenance, environmental services, and project management for Town projects.

Department Duties/Description

The Public Works Department is a recent addition to the Town's organization. It currently encompasses three divisions: Streets, Storm Water and Engineering. Future plans may include a fourth division, Utilities.

The Town Engineer oversees Streets, Storm Water as well as Public Engineering responsibilities. The Department works closely with Community Development to provide Plan and Engineering Design Review for public improvements and Town projects along with maintaining the Standards, Codes, and Ordinances to use as a guide for current and future development. The Department is currently working with a consultant to complete a Small Area Transportation Study that will identify our current and future transportation needs.

During the 2009-2010 fiscal year, Public Works is moving the equipment yard from Industrial Drive to the Camp Verde Sanitary District 15 acre parcel. It is anticipated that the design work for Finnie Flat Sidewalk Improvement Grant will be complete and ready to move to construction in 2011. This project will be funded through an ADOT Transportation Enhancement Grant. Construction must be coordinated with ADOT's larger project along Hwy 260.

Department Staffing:

Director/Engineer (0.70)	Administrative Assistant (0.40)
Special Projects Coordinator (0.125)	Streets Inspector (0.10)

Accomplishments for the Fiscal Year 2008/2009:

1. Kick-off meeting with ADOT for Finnie Flat Sidewalk: Design work at 30% and Environmental Clearance obtained.
2. Small Area Transportation Study (SATS) at 93% completion. Final public meeting is scheduled and target date for final draft.
3. Participation in local, regional and state transportation planning through VVTPD, NACOG, CTLU, BQAZ RTAT.
4. Survey complete for 15 acre Public Works Yard at the Camp Verde Sanitary District Waste Water Treatment Plant.
5. Established Encroachment Permit process.

Performance Objectives for Fiscal Year 2009/2010:

1. Completion of design of Finnie Flat Sidewalk and continued coordination with ADOT to begin construction in 2011.
2. Completion of Small Area Transportation Study (SATS) and receipt of final draft.
3. Complete move of Equipment Yard from Industrial Drive to 15 acre Camp Verde Sanitary District site. The monies fund the preparation of the Camp Verde Sanitary District site are included in the Capital Improvement Projects Fund.
4. Participate in transportation planning.
5. Complete Encroachment Permits for all buildings on Main Street.
6. Prepare and obtain approval for Adequate Public Improvements Ordinance.
7. Adoption of Engineering Standards and Permit & Review Fees.

Significant Expenditure Changes:

- * Transfer of applicable staff time and salaries to Storm Water Management division.
- * Computer Equipment (8010) includes the purchase of a laptop for Director. Results in a net savings in cellular telephone costs.
- * Addition of Main Street Surveys & Encroachment Easements to cover Right-of-Way Easements for 15 properties on Main Street.
- * Transfer of County Flood Control Items (7590 and 40-40-4320) to Storm Water Management division.

Fiscal Notes

- * Consulting Services (7100) in the amount of \$20,000 is requested to provide language and drawings for the Engineering and Construction Standards, Engineering Plan Review Fees, and the Adequate Public Improvement Ordinance. Also to provide any engineering or other professional services that may be needed such as structural plan reviews, design work and specifications.
- * "Main Street Encroachments" in the amount of \$25,000 is requested to fulfill the requirements set forth in Ordinance 2002-A226 adopted by Council in 2002 which requires the Town to issue encroachment permits to fifteen (15) parcels that were affected in the Main Street Improvements Program. Portions of each parcel lay in the Town's Right-Of-Way (ROW). Surveys of each parcel and recording fees will be incurred.
- * Engineering Plan Review Fees (4140) - the preparation of the Engineering Plan Review Fees includes researching other communities' plan review fees throughout the State. The Public Works Department has compiled all of the information and is currently reviewing the fees and adjusting them to be appropriate for Camp Verde. The other consideration prior to seeking Council approval for the fees is the ongoing preparation of the Engineering Construction Standards and an Adequate Public Improvements Ordinance. Because of the inter-relationship between these three documents (which all require Council approval and adoption), the Public Works Department plans to submit all three together for approval assuring that they work in concert with each other. The Public Works Department is scheduling to have all three documents ready for Council review by April 2010.

Public Works/Engineer
Fund 01-20-40

ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
6000	Salaries	102,381	102,381	61,708	131,683	82,607	82,607
6010	FICA	6,348	6,426	3,826		5,122	5,122
6011	Medicare	1,485	1,503	895		1,198	1,198
6012	Retirement	9,675	9,794	5,831		7,765	7,765
6013	Unemployment Insurance	126	126	63		1,009	1,009
6014	Workman's Compensation	2,430	2,454	1,172		1,153	1,153
6020	Health, Dental, Life & STD Insurance	10,348	10,351	3,903		7,910	7,910
	Total Salary Expenditures	\$ 132,792	\$ 133,036	\$ 77,399	\$ 131,683	\$ 106,764	\$ 106,764
Operational Expenditures							
7010	Training	1,500	0	0	500	500	500
7015	Travel	1,250	1,000	75	500	500	500
7030	Office Supplies	1,500	559	559	700	700	700
7035	Subscriptions/Memberships	300	100	100	400	400	400
7036	Books/Tapes/Publications	500	219	219	250	250	250
7037	Printing	300	300	200	200	200	200
7040	Computer Services/Software	1,500	650	650	1,000	1,000	1,000
7060	Electric	1,158	1,158	1,072	1,206	1,206	1,206
7061	Gas/Propane	605	605	105	200	200	200
7062	Water	214	214	148	250	250	250
7063	Sewer	73	73	135	140	140	140
7064	Waste Removal	72	72	90	90	90	90
7065	Telephone	500	500	0	480	480	480
7066	Cell Phone	1,000	0	0	0	0	0
7067	Pest Control	21	21	13	21	21	21
7100	Consulting Services	25,000	21,000	12,566	20,000	20,000	20,000
7110	Legal Services	1,500	1,500	1,500	2,500	2,500	2,500
7590	County Flood Control Items	335,524	335,524	0	0	0	0
	Total Operational Expenditures	\$ 372,518	\$ 363,495	\$ 17,432	\$ 28,437	\$ 28,437	\$ 28,437
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	500	250	250	250	250	250
8010	Computer Equipment	1,500	500	500	1,500	1,500	1,500
	Main Street Surveys & Encroachment Easements	0	0	0	25,000	25,000	25,000
	Total Equipment/Capital Expenditures	\$ 2,000	\$ 750	\$ 750	\$ 26,750	\$ 26,750	\$ 26,750
Total Expenditures		\$ 507,310	\$ 497,281	\$ 95,581	\$ 186,870	\$ 161,951	\$ 161,951
Revenues							
Public Works/Engineer Revenues							
40-40-4320	County Flood Control Items	335,524	335,524	0	0	0	0
40-40-4140	Engineer Plan Review Fees	35,000	0	0	0	0	0
	Total Departmental Revenues	\$ 370,524	\$ 335,524	\$ -	\$ -	\$ -	\$ -
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ (136,786)	\$ (161,757)	\$ (95,581)	\$ (186,870)	\$ (161,951)	\$ (161,951)

Storm Water Management

Our Mission

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

Department Duties/Description

The Storm Water Management Division is a new division of the Public Works Department. The duties of Storm Water Management have been part of the Public Works Department for the last three years but the first year it has its own fund. It is the responsibility of Storm Water Management to ensure that the public and private facilities within the Town's corporate boundary are compliant with all applicable floodplain and storm water regulations, policies and design criteria. Storm Water Management works closely with the Yavapai County Flood Control District to establish and maintain consistent policies and criteria that ensures the uniform construction of all drainage infrastructure within the Town of Camp Verde.

Department Staffing:

Director/Engineer (0.10)	Heavy Equipment Operator (0) *vacant position
Special Projects Coordinator (0.10)	Medium Equipment Operator 1 (0.04)
Administrative Assistant (0.10)	Medium Equipment Operator 2 (0.04)
Streets Inspector (0.10)	Streets Laborer (0.04)
Streets Foreman (0.04)	

Accomplishments for the Fiscal Year 2008/2009:

1. Started Cliffs Drainage Design Work. Complete to 60% of design phase.
2. Clean-up/maintenance of 5 acres of property in The Cliffs owned by the Town of Camp Verde Housing Department.
3. Appliance pick up of unwanted small appliances.
4. Continued support of Stewards of Public Lands. Worked or provided equipment on four clean-up events.
5. 260 hours of street sweeping.

Performance Objectives for Fiscal Year 2009/2010:

1. Complete Cliffs Drainage Design and construct improvements.
2. Design and prepare Storm Water Pollution Protection Plan for contractors/builders doing work in Camp Verde.
3. Develop a master list of all Town maintained storm water infrastructure.
4. Regrade and construct a retaining wall in the Cliffs Parkway Drainage Basin to increase storage capacity.
5. Perform scheduled maintenance on Town storm water infrastructure.

Significant Expenditure Changes:

- * Storm Water Management is a new budgetary unit. Therefore, all expenditure changes are significant.

Fiscal Notes

- * It is critical that a new position be filled within the next year or two at the maximum. The position is technical in nature and would be compensated at a Senior Planner level starting salary of \$45,000 - \$50,000 per year. Responsibilities would be split between Storm Water Management (developing and implementing critical Storm Water activities) and assisting with Plan Review in the Public Works Department. In 1972, the Federal Clean Water Act was passed. As stewards of approximately 18.5 miles of the Verde River, we can expect closer scrutiny from Federal and State agencies. Current staff has limited time to fully develop and carry out the important responsibilities of Storm Water. Staff time requested is the absolute minimum required but does not come close to fulfilling our mandated responsibilities under this Act.
- * Street Crew time is required to maintain tasks specific to Storm Water construction and management. General funds should be provided to cover these critical needs. Minimal staff and Street Crew time is reflected in salaries.
- * Consulting Services (7100) in the amount of \$1,500 is requested to provide engineering, hydrolic and other professional consulting necessary to correct the stormwater problems and maintain the infrastructure to meet regulatory requirements as well as the annual ADEQ Report.
- * Yavapai County Flood Control Items (7590) and Yavapai County Flood Control IGA (40-41-4320) are comprised of monies provided by Yavapai County for the first portion of the Cliffs/Finnie Flat Drainage Channel. This amount may not contain sufficient funds to fully mitigate the storm water/drainage flows in the Cliffs subdivision and the Outpost Mall and Town Homes. Funds for this grant may not be used to support departmental needs. All reimbursements must be for actual work done for scoping, design and construction of the Channel.

Storm Water Management

Fund 01-20-41

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	0	0	0	37,790	25,262	25,262
6010	FICA	0	0	0		1,566	1,566
6011	Medicare	0	0	0		366	366
6012	Retirement	0	0	0		2,375	2,375
6013	Unemployment Insurance	0	0	0		38	38
6014	Workman's Compensation	0	0	0		671	671
6020	Health, Dental, Life & STD Insurance	0	0	0		3,343	3,343
	Total Salary Expenditures	\$ -	\$ -	\$ -	\$ 37,790	\$ 33,622	\$ 33,621
Operational Expenditures							
7010	Training	0	0	0	200	200	200
7015	Travel	0	0	0	50	50	50
7030	Office Supplies	0	0	0	50	50	50
7035	Subscriptions/Memberships	0	0	0	100	100	100
7036	Books/Tapes/Publications	0	0	0	100	100	100
7037	Printing	0	0	0	200	200	200
7040	Computer Services/Software	0	0	0	0	0	0
7100	Consulting Services	0	0	0	1,500	1,500	1,500
7110	Legal Services	0	0	0	500	500	500
7590	Yavapai County Flood Control Items	0	0	0	373,874	373,874	373,874
	Total Operational Expenditures	\$ -	\$ -	\$ -	\$ 376,574	\$ 376,574	\$ 376,574
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	0	0	0	0	0	0
8010	Computer Equipment	0	0	0	0	0	0
	Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ -	\$ -	\$ -	\$ 414,364	\$ 410,196	\$ 410,195
Revenues							
Storm Water Management Revenues							
40-41-4320	Yavapai County Flood Control - IGA	0	0	0	373,874	373,874	373,874
	Total Departmental Revenues	\$ -	\$ -	\$ -	\$ 373,874	\$ 373,874	\$ 373,874
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ -	\$ -	\$ -	\$ (40,490)	\$ (36,322)	\$ (36,321)

Community Development

Our Mission

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

Department Duties/Description

The Community Development Department oversees the development process within the Town of Camp Verde to ensure compliance with development objectives of the Town. This division of the Department performs the management activities and is responsible for the supervision of work and establishment of operation policies for the Department. It is also responsible for participation in community outreach and economic development activities. It provides support to the Council on any Land Use activity within the Town.

Department Staffing:

Community Development Director (0.20)
Senior Planner (0.05)
Assistant Planner/Administrative Assistant (0.05)

Accomplishments for the Fiscal Year 2008/2009:

1. Participated in Management Team review of the following:
 - * Review of Town Code amendments.
 - * Personnel Manual revision.
 - * Budget re-organization.
 - * Job Classification and Salary Analysis.
 - * Software application analysis of data tracking.
2. Restructure of job assignments to cover job vacancies.
3. Completed the selection process of hiring a consultant to provide Building Official services.
4. Development Agreement between Dugan McDonald and the Town for development of Ringo Rio Grading.
5. Meetings attended:
 - * Director - 75
 - * Senior Planner - 9
6. Customer service:
 - * Customers helped at counter - 2,676
 - * Phone calls taken - 8,238
7. Training
 - * Emergency Management Training
 - * IS-100.A (Director and Senior Planner)
 - * IS-200.A (Director)
 - * IS-700.A (Director and Senior Planner)
 - * IS-800.B (Director)
 - * AMRRP - Blood Borne Pathogens (Director, Senior Planner and Assistant Planner/Administrative Assistant)
 - * CPR and First Aid (Director, Senior Planner and Assistant Planner/Administrative Assistant)
 - * Performance Evaluation Training (Director)

Performance Objectives for Fiscal Year 2009/2010:

1. Management of Building Department, Current Planning, Long Range Planning, and Code Enforcement Divisions.
2. Continued participation in Regional Planning efforts and Management Team planning for the Town.

Significant Expenditure Changes:

- * The Community Development Department has been re-organized into five divisions to clarify the work activity. These divisions are as follows:
 - * Building Department
 - * Community Development
 - * Current Planning
 - * Long Range Planning
 - * Code Enforcement

Fiscal Notes

- * The General Fund subsidy amount allocated to the Community Development divisions by the Town Manager of \$250,000 has been exceeded due to the requests of \$200,000 for a consultant to aide in the code revisions and \$23,875 for a part time Code Enforcement Official.
- * All utility expenditures for the following departments are included in the Community Development Department:
 - Current Planning
 - Long Range Planning
 - Code Enforcement

Community Development
Fund 01-20-50

EXPENDITURES	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
	6000	Salaries	182,870	187,494	163,038	25,471	18,361	18,361
	6010	FICA	11,338	11,625	9,884	1,579	1,138	1,138
	6011	Medicare	2,652	2,719	2,290	369	266	266
	6012	Retirement	17,281	17,718	15,407	2,394	1,726	1,726
	6013	Unemployment Insurance	491	491	491	27	82	82
	6014	Workman's Compensation	1,944	1,973	1,002	132	66	66
	6020	Health, Dental, Life & STD Insurance	21,493	21,505	18,884	2,278	7,163	7,163
		Total Salary Expenditures	\$ 238,069	\$ 243,525	\$ 210,996	\$ 32,250	\$ 28,803	\$ 28,802

Operational Expenditures

7010	Training	2,000	500	350	200	200	200
7015	Travel	2,000	500	306	200	200	200
7030	Office Supplies	4,000	4,000	3,164	525	525	525
7035	Subscriptions/Memberships	1,600	500	964	657	657	657
7036	Books/Tapes/Publications	550	300	292	25	25	25
7037	Printing	500	100	184	25	25	25
7038	Advertising	3,000	3,000	530	100	100	100
7039	Postage	2,000	2,000	935	100	1,051	1,051
7040	Computer Services/Software	2,000	500	584	500	500	500
7050	Auto Repair/Maintenance	2,500	1,500	1,671	1,000	1,000	1,000
7055	Fuel/Oil/Lube	3,000	1,500	750	850	850	850
7060	Electric	1,399	1,399	1,263	1,399	1,399	1,399
7061	Gas/Propane	265	265	236	265	265	265
7062	Water	129	129	103	129	129	129
7063	Sewer	79	79	316	79	79	79
7064	Waste Removal	183	183	154	183	183	183
7066	Cell Phone	370	370	1	1	1	1
7067	Pest Control	50	50	35	50	50	50
7100	Consulting Services	200,000	40,000	40,000	0	0	0
7110	Legal Services	25,000	65,000	105,000	4,000	4,000	4,000
7300	Commission Expense	3,000	2,000	607	0	0	0
7512	Safety Equipment	250	50	50	50	50	50
7560	Maps/Cartography	500	250	83	25	25	25
7561	General Plan	2,500	1,500	250	250	250	250
7581	Recording Fees	400	400	50	0	0	0
	Total Operational Expenditures	\$ 257,275	\$ 126,075	\$ 157,878	\$ 10,613	\$ 11,564	\$ 11,564

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	600	100	39	100	100	100
8010	Computer Equipment	3,000	1,500	50	1,000	1,000	1,000
8020	Equipment Lease	1,500	1,500	1,860	142	142	142
	Total Equipment/Capital Expenditures	\$ 5,100	\$ 3,100	\$ 1,949	\$ 1,242	\$ 1,242	\$ 1,242

Total Expenditures

\$ 500,444	\$ 372,700	\$ 370,823	\$ 44,105	\$ 41,609	\$ 41,608
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Revenues

Community Development Revenues

40-50-4141	Permit Fees	25,000	10,000	10,200	0	0	0
40-50-4142	Zoning Fines	1,000	1,500	5,600	0	0	0
40-50-4100	Copies	250	300	260	0	0	0
40-50-4144	Recording Fees	400	400	34	0	0	0
	Total Departmental Revenues	\$ 26,650	\$ 12,200	\$ 16,094	\$ -	\$ -	\$ -

Net <Subsidy From>/Contribution To General Purpose Revenues

\$ (473,794)	\$ (360,500)	\$ (354,729)	\$ (44,105)	\$ (41,609)	\$ (41,608)
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Building Department

Our Mission

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

Department Duties/Description

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

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

Department Staffing:

Community Development Director (0.10)
Chief Building Official (Contracted Service)
Building Inspector (0.50)
Administrative Assistant (1)

Accomplishments for the Fiscal Year 2008/2009:

1. Established better reporting practices of monthly permit information, ensuring all monies are accounted for.
2. Created monthly and quarterly reporting for collection and disbursement of fire review fees.
3. Revised permit applications providing simplicity of use to meet the needs of our customers, including updating all forms within.
4. Provided permit applications on our website for ease of access (In progress).
5. Created and updated building procedures manual (In progress).
6. Acquired labeling software and implemented new filing system.
7. Adopted 2006 International Building Codes.
8. Staff attended Blood Borne Pathogens and CPR trainings.
9. Staff attended Arizona Building Official (AZBO) Spring Institute in Prescott and attended the following classes:
 - * 2006 International Mechanical Code (Robert Foreman)
 - * 2006 International Plumbing Code (Robert Foreman)
 - * 2008 National Electric Code (2 days) (Robert Foreman)
 - * Residential Plans Review (Becky Olum)
 - * Basic Overview of Non-Structural Provisions of the IBC (Becky Olum)
10. Additional training was attended by Building Inspector Robert Foreman:
 - * Commercial Plan Review
 - * Residential Building Inspection - Course Version 3
 - * IBC Building Inspector Practice Course
 - * Understanding Soils
 - * 2006 IBC Significant Changes
 - * 2006 IBC Fundamentals
 - * Residential Structural Engineering
 - * Building Inspection Workshop
11. The following certifications were acquired by Building Inspector Robert Foreman:
 - * Commercial Plans Examiner
 - * Building Official - Legal/Management Module #1 (at his expense)
 - * Building Official - Technology Module #2 (at his expense)

Performance Objectives for Fiscal Year 2009/2010:

1. Renew consultant contract for Building Departmental Services.

Significant Expenditure Changes:

- * Reduction of \$45,000 in Consulting Services (7100) due to the decreased utilization of the consultants performing the Chief Building Official duties.

Fiscal Notes

- * Consulting Services (7100) in the amount of \$10,000 is requested to complete the contract with Stantec for providing Building Official services to the Town of Camp Verde in lieu of hiring a full time Chief Building Official.

Department Statistics 2008/2009 (as of March 2009):

- * Permits (270)
- * Inspections (889)
- * Plan Reviews (141)
- * Phone Calls (1380)
- * Customers (701)

Building Department
Fund 01-20-51

Expenditures ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
6000	Salaries	53,747	54,691	53,747	71,625	60,661	60,661
6010	FICA	3,332	3,391	3,332	4,441	3,761	3,761
6011	Medicare	779	793	779	1,039	880	880
6012	Retirement	5,079	5,168	5,079	6,733	5,702	5,702
6013	Unemployment Insurance	126	126	126	137	110	110
6014	Workman's Compensation	559	570	559	760	304	304
6020	Health, Dental, Life & STD Insurance	10,146	10,148	10,146	11,677	9,551	9,551
	Total Salary Expenditures	\$ 73,768	\$ 74,887	\$ 73,768	\$ 96,412	\$ 80,969	\$ 80,969

Operating Expenditures

7010	Training	1,300	400	400	1,000	1,000	1,000
7015	Travel	500	100	92	100	100	100
7030	Office Supplies	2,500	2,500	2,000	2,000	2,000	2,000
7035	Subscriptions/Memberships	300	100	100	250	250	250
7036	Books/Tapes/Publications	2,300	1,000	1,000	250	250	250
7037	Printing	250	250	362	350	350	350
7038	Advertising	200	150	0	50	50	50
7039	Postage	500	500	150	100	100	100
7040	Computer Services/Software	1,500	500	0	500	500	500
7050	Auto Repair/Maintenance	1,000	1,000	1,000	1,000	1,000	1,000
7055	Fuel/Oil/Lube	3,000	2,500	1,875	2,400	2,400	2,400
7060	Electric	1,516	1,516	1,120	1,516	1,516	1,516
7061	Gas/Propane	287	287	287	287	287	287
7062	Water	140	140	140	140	140	140
7063	Sewer	86	86	448	500	500	500
7064	Waste Removal	198	198	198	198	198	198
7066	Cell Phone	600	600	525	600	600	600
7067	Pest Control	55	55	36	55	55	55
7100	Consulting Services	55,000	55,000	25,000	10,000	10,000	10,000
7110	Legal Services	5,000	1,500	2,500	2,500	2,500	2,500
7210	Credit Card Processing Fees	2,000	2,000	1,105	1,250	1,250	1,250
7512	Safety Equipment	200	150	50	50	50	50
	Total Operating Expenditures	\$ 78,432	\$ 70,532	\$ 38,388	\$ 25,096	\$ 25,096	\$ 25,096

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	500	100	89	100	100	100
8010	Computer Equipment	1,500	500	0	500	500	500
8020	Equipment Lease	1,500	1,500	1,870	1,500	1,500	1,500
	Total Equipment/Capital Expenditures	\$ 3,500	\$ 2,100	\$ 1,959	\$ 2,100	\$ 2,100	\$ 2,100

Total Expenditures

\$ 155,700	\$ 147,519	\$ 114,115	\$ 123,608	\$ 108,165	\$ 108,165
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Revenues

Building Department Revenues

40-51-4143	Building Permits	80,000	80,000	105,000	72,900	72,900	72,900
40-51-4141	Permit Fees	25,000	25,000	21,531	14,175	14,175	14,175
40-51-4140	Plan Review Fees	50,000	50,000	54,226	39,500	39,500	39,500
40-51-4110	Credit Card Fees Collected	0	0	0	0	0	0
	Total Departmental Revenues	\$ 155,000	\$ 155,000	\$ 180,757	\$ 126,575	\$ 126,575	\$ 126,575

Net <Subsidy From>/Contribution To General Purpose Revenues

\$ (700)	\$ 7,481	\$ 66,642	\$ 2,967	\$ 18,410	\$ 18,410
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Current Planning

Our Mission

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

Department Duties/Description

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

Department Staffing:

Community Development Director (0.30)
Senior Planner (0.55)
Assistant Planner/Administrative Assistant (0.80)

Accomplishments for the Fiscal Year 2008/2009:

1. Staff has processed the following applications:
 - * Zoning Map Change - 1
 - * Use Permits - 2
 - * Minor Land Division - 1
 - * Design Reviews - 36
 - * Code Amendment (Section 118 Signs) - 1
2. Board meetings facilitated by Staff:
 - * Design Review Board - 6
 - * Planning and Zoning Commission - 8
 - * Council Hears Planning and Zoning - 6
3. Meetings attended:
 - * Director - 55
 - * Senior Planner - 65
 - * Assistant Planner/Administrative Assistant - 15
4. Training
 - * Governor's Rural Development Conference

Performance Objectives for Fiscal Year 2009/2010:

1. Keep the "boat afloat"!

Significant Expenditure Changes:

- * Participation in the purchase of software for tracking permits.
- * Current Planning is a new division of the Community Development Department, therefore, all expenditure changes are significant.

Fiscal Notes

- * Workman's Compensation calculations include 10.5 volunteers per month calculated at a \$400 value per volunteer per month. This value is then multiplied by the rates set by the worker's compensation provider to find the actual premium paid. The volunteers include the Design Review Board, and 50% of the Planning & Zoning Commission members.

Current Planning
Fund 01-20-52

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	0	0	0	79,211	77,370	77,370
6010	FICA	0	0	0	4,911	4,797	4,797
6011	Medicare	0	0	0	1,149	1,122	1,122
6012	Retirement	0	0	0	7,446	7,273	7,273
6013	Unemployment Insurance	0	0	0	113	113	113
6014	Workman's Compensation	0	0	0	739	739	739
6020	Health, Dental, Life & STD Insurance	0	0	0	9,261	9,850	9,850
	Total Salary Expenditures	\$ -	\$ -	\$ -	\$ 102,830	\$ 101,264	\$ 101,264
Operational Expenditures							
7010	Training	0	0	0	200	200	200
7015	Travel	0	0	0	200	200	200
7030	Office Supplies	0	0	0	2,100	2,100	2,100
7035	Subscriptions/Memberships	0	0	0	0	0	0
7036	Books/Tapes/Publications	0	0	0	100	100	100
7037	Printing	0	0	0	600	600	600
7038	Advertising	0	0	0	200	200	200
7039	Postage	0	0	0	200	200	200
7040	Computer Services/Software	0	0	0	1,350	1,350	1,350
7100	Consulting Services	0	0	0	0	0	0
7110	Legal Services	0	0	0	2,650	2,650	2,650
7300	Commisssion Expense	0	0	0	700	700	700
7560	Maps/Cartography	0	0	0	150	150	150
7581	Recording Fees	0	0	0	50	50	50
	Total Operational Expenditures	\$ -	\$ -	\$ -	\$ 8,500	\$ 8,500	\$ 8,500
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	0	0	0	0	0	0
8010	Computer Equipment	0	0	0	0	0	0
8020	Equipment Lease	0	0	0	1,302	1,302	1,302
	Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ 1,302	\$ 1,302	\$ 1,302
	Total Expenditures	\$ -	\$ -	\$ -	\$ 112,632	\$ 111,066	\$ 111,066
Revenues							
Community Development Revenues							
40-52-4141	Permit Fees	0	0	0	5,000	5,000	5,000
40-52-4100	Copies	0	0	0	0	0	0
40-52-4144	Recording Fees	0	0	0	50	50	50
	Total Departmental Revenues	\$ -	\$ -	\$ -	\$ 5,050	\$ 5,050	\$ 5,050
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ -	\$ -	\$ -	\$ (107,582)	\$ (106,016)	\$ (106,016)

Long Range Planning

Our Mission

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

Department Duties/Description

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

Department Staffing:

Community Development Director (0.20)
Senior Planner (0.20)
Assistant Planner/Administrative Assistant (0.10)
Special Projects Director (1)
Special Projects Coordinator (0.25)

Accomplishments for the Fiscal Year 2008/2009:

1. Smart Growth Score Card submittal.
2. Small Area Transit Study by the Town.
3. Regional Transportation Plan by Regional Planning Group.
4. Amendment of Section 118 of the Planning and Zoning Ordinance.
5. Amendment of Section 124 of the Planning and Zoning Ordinance.
6. Meetings attended:
Director - 12
Senior Planner - 13
Assistant Planner/Administrative Assistant - 1

Performance Objectives for Fiscal Year 2009/2010:

1. Development of Engineer Standards and adoption of Public Improvement Ordinance.
2. Complete Revision and update of Planning and Zoning Ordinance, Subdivision Regulations and Town Code.

Significant Expenditure Changes:

- * Increase of \$200,000 in Consulting Services (7100) is requested to contract with a consultant to work on the code revisions.
- * Long Range Planning is a new division of the Community Development Department, therefore, all expenditure changes are significant.

Fiscal Notes

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

Long Range Planning
Fund 01-20-53

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	0	0	0	28,348	93,340	93,340
6010	FICA	0	0	0	1,758	5,787	5,787
6011	Medicare	0	0	0	411	1,353	1,353
6012	Retirement	0	0	0	2,665	8,774	8,774
6013	Unemployment Insurance	0	0	0	34	120	120
6014	Workman's Compensation	0	0	0	267	403	403
6020	Health, Dental, Life & STD Insurance	0	0	0	2,829	10,447	10,447
	Total Salary Expenditures	\$ -	\$ -	\$ -	\$ 36,312	\$ 120,224	\$ 120,224
Operational Expenditures							
7010	Training	0	0	0	800	800	800
7015	Travel	0	0	0	50	50	50
7030	Office Supplies	0	0	0	175	175	175
7035	Subscriptions/Memberships	0	0	0	0	0	0
7036	Books/Tapes/Publications	0	0	0	300	300	300
7037	Printing	0	0	0	25	25	25
7038	Advertising	0	0	0	250	250	250
7039	Postage	0	0	0	100	100	100
7040	Computer Services/Software	0	0	0	925	925	925
7100	Consulting Services	0	0	0	200,000	150,000	0
7110	Legal Services	0	0	0	2,400	2,400	2,400
7560	Maps/Cartography	0	0	0	125	125	125
7561	General Plan	0	0	0	500	500	500
	Total Operational Expenditures	\$ -	\$ -	\$ -	\$ 205,650	\$ 155,650	\$ 5,650
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	0	0	0	25	25	25
8010	Computer Equipment	0	0	0	500	500	500
8020	Equipment Lease	0	0	0	722	722	722
	Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ 1,247	\$ 1,247	\$ 1,247
Total Expenditures		\$ -	\$ -	\$ -	\$ 243,209	\$ 277,121	\$ 127,121
Revenues							
Community Development Revenues		0	0	0	0	0	0
Total Departmental Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ -	\$ -	\$ -	\$ (243,209)	\$ (277,121)	\$ (127,121)

Code Enforcement

Our Mission

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

Department Duties/Description

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

Department Staffing:

Community Development Director (0.20)
Senior Planner (0.20)
Building Inspector (0.50)
Assistant Planner/Administrative Assistant (0.05)

Accomplishments for the Fiscal Year 2008/2009:

1. Conducted 670 site visits.
2. Processed 242 complaints.
3. Issued 23 citations.
4. Testified at 21 hearings.
5. Completed 220 Zoning Clearances.
6. Reviewed 286 Business Licenses.
7. Sent out 52 Notices of Violations.
8. Closed 174 cases.
9. Board of Adjustment meetings - 3
10. Verification of Legal Non-Conforming Use - 1
11. Meetings Attended:
Director - 8
Senior Planner - 22
Assistant Planner/Administrative Assistant - 3

Performance Objectives for Fiscal Year 2009/2010:

1. Initiate certification training for Code Enforcement Official.
2. Conduct an analysis of current Land Use Codes.
3. Participate in code revision process.

Significant Expenditure Changes:

- * Code Enforcement is a new division of the Community Development Department, therefore, all expenditures changes are significant.

Fiscal Notes

- * Workman's Compensation calculations include 7 volunteers per month calculated at a \$400 value per volunteer per month. This value is then multiplied by the rates set by the worker's compensation provider to find the actual premium paid. The volunteers include the Board of Adjustment members.
- * A part-time Code Enforcement Official was requested by the Department for 24 hours/week. These calculations are included in the Department Requested column under salary projections but are not included in the Manager's Recommendation column.

Code Enforcement
Fund 01-20-54

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	0	0	0	46,577	44,420	44,420
6010	FICA	0	0	0	2,888	2,754	2,754
6011	Medicare	0	0	0	675	644	644
6012	Retirement	0	0	0	4,378	4,175	4,175
6013	Unemployment Insurance	0	0	0	99	65	65
6014	Workman's Compensation	0	0	0	641	372	372
6020	Health, Dental, Life & STD Insurance	0	0	0	2,552	5,671	5,671
Total Salary Expenditures		\$ -	\$ -	\$ -	\$ 57,810	\$ 58,102	\$ 58,101
Operational Expenditures							
7010	Training	0	0	0	100	100	100
7015	Travel	0	0	0	50	50	50
7030	Office Supplies	0	0	0	700	700	700
7035	Subscriptions/Memberships	0	0	0	243	243	243
7036	Books/Tapes/Publications	0	0	0	25	25	25
7037	Printing	0	0	0	25	25	25
7038	Advertising	0	0	0	50	50	50
7039	Postage	0	0	0	600	600	600
7040	Computer Services/Software	0	0	0	50	50	50
7050	Auto Repair/Maintenance	0	0	0	500	500	500
7055	Fuel/Oil/Lube	0	0	0	700	700	700
7066	Cell Phone	0	0	0	600	600	600
7100	Consulting Services	0	0	0	0	0	0
7110	Legal Services	0	0	0	4,000	4,000	4,000
7300	Commission Expense	0	0	0	300	300	300
Total Operational Expenditures		\$ -	\$ -	\$ -	\$ 7,943	\$ 7,943	\$ 7,943
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	0	0	0	25	25	25
8010	Computer Equipment	0	0	0	500	500	500
8020	Equipment Lease	0	0	0	259	259	259
Total Equipment/Capital Expenditures		\$ -	\$ -	\$ -	\$ 784	\$ 784	\$ 784
Total Expenditures		\$ -	\$ -	\$ -	\$ 66,537	\$ 66,829	\$ 66,828
Revenues							
Community Development Revenues							
40-54-4141	Permit Fees	0	0	0	5,000	5,000	5,000
40-54-4142	Zoning Fines	0	0	0	1,500	1,500	1,500
Total Departmental Revenues		\$ -	\$ -	\$ -	\$ 6,500	\$ 6,500	\$ 6,500
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ -	\$ -	\$ -	\$ (60,037)	\$ (60,329)	\$ (60,328)

Marshal's Department

Our Mission

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

Department Duties/Description

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

Department Staffing:

Town Marshal/Human Resource Director (0.80)	Dispatch Supervisor (1)
Lieutenant (1)	Dispatcher (6) *1 vacant position
Sergeant (4)	Marshal's Department/Human Resources Admin Assistant (0.80)
Deputy (14) *2 vacant positions	Records Supervisor (1)
Detective (1)	Records Clerk (1)

Accomplishments for the Fiscal Year 2008/2009:

1. CVMO employees received 945 hours of training.
2. Dispatch received an upgrade to the enhanced 911 system and mapping system from Qwest.
3. Volunteers (VIPS) contributed over 1,947 hours assisting the Marshal's Office.
4. Established designated patrol areas for Deputies, which increased visibility and reduced response times.
5. Conducted 7 narcotic search warrants, 7 consent searches, and 1 probation search that resulted in 34 narcotic arrests.
6. Conducted a Public Safety fair at Bashas parking lot that included Fire Dept, DPS, Marshal's and other law enforcement personnel.

Performance Objectives for Fiscal Year 2009/2010:

1. Continue to support our crime prevention programs (i.e. Safety Fairs, watch programs, and other crime education programs).
2. Continue to staff an officer in PANT and ensure illegal drug/narcotic enforcement is a top priority.
3. Continue to review/update all current policies of the Marshal's Office in consideration of proven best practices, liability, and innovation.
4. Ensure members of the Marshal's Office receive all required training to maintain their certifications and level of proficiency.
5. Be immediately responsive to requests from citizens in matters dealing with crime and public safety.

Significant Expenditure Changes:

- * Auto Repair/Maintenance (7050) was reduced by \$5,000 contingent upon the purchase of four (4) new patrol vehicles requested in the Capital Improvement Projects (CIP) Fund.

Fiscal Notes

- * Workman's Compensation calculations include 21 volunteer per month calculated at \$400 value per month.
- * Expenditures for the officer assigned to PANT are budgeted in the State Grants Fund as they are reimbursable through the grant received by the City of Sedona.
- * Expenditures for the officer assigned to School Resource Officer are budgeted in the State Grants Fund as they are reimbursable through the grant received by Camp Verde Unified School District.
- * Computer Services/Software (7040) includes the costs associated with maintaining the Records Management System and Computer Aided Dispatch "SPILLMAN" and the office computers.
- * Patrol/Investigation Equipment/Supplies (7540) includes costs for drug test kits, crime scene supplies, evidence collection, flares, ammunition, batteries, intoxilyzer supplies, latex gloves, ballistic vests, etc.
- * Equipment Lease (8020) is allocated for the lease of a new copy machine.

Department Statistics FY 2008-2009

- | | |
|-----------------------------|---------------------------|
| * Homicides (0) | * Domestic Violence (155) |
| * Sexual Assaults (2) | * DUI Arrests (70) |
| * Residential Burglary (34) | * Juvenile Arrests (56) |
| * Commercial Burglary (21) | * Adult Arrests (443) |
| * Thefts (152) | * Traffic Accidents (178) |
| * Motor Vehicle Theft (8) | * Citations Issued (656) |

Marshal's Department
Fund 01-20-60

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
6000	Salaries	1,395,190	1,374,100	1,395,190	1,286,561	1,297,218	1,297,218
6001	Overtime	55,000	50,000	45,000	50,000	50,000	50,000
6002	Holiday Pay	60,000	60,000	60,000	60,000	60,000	60,000
6003	Uniform Allowances	27,840	26,040	27,840	20,400	20,700	20,700
6010	FICA	37,772	38,219	37,682	34,359	34,359	34,359
6011	Medicare	22,301	21,897	22,229	20,546	20,705	20,705
6012	Retirement	191,977	186,542	191,334	163,533	165,021	165,021
6013	Unemployment Insurance	2,195	2,126	2,195	1,893	1,893	1,893
6014	Workman's Compensation	66,049	64,357	65,854	51,161	31,355	31,355
6020	Health, Dental, Life & STD Insurance	180,774	173,632	180,774	152,398	167,951	167,951
8888	Transfer out of wages to State Grants-SRO	(60,142)	(60,142)	(60,142)	0	0	0
Total Salary Expenditures		\$ 1,978,956	\$ 1,936,771	\$ 1,967,956	\$ 1,840,851	\$ 1,849,203	\$ 1,849,202

Operational Expenditures

7010	Training	10,000	8,000	8,000	8,000	8,000	8,000
7015	Travel	10,000	8,000	6,000	6,000	6,000	6,000
7020	Uniforms	2,400	2,400	2,400	2,400	2,400	2,400
7030	Office Supplies	12,000	10,000	10,000	10,000	10,000	10,000
7035	Subscriptions/Memberships	740	740	740	740	740	740
7036	Books/Tapes/Publications	800	800	800	800	800	800
7037	Printing	3,400	3,400	3,400	3,000	3,000	3,000
7039	Postage	0	0	0	0	851	851
7040	Computer Services/Software	20,000	15,000	15,000	18,000	18,000	18,000
7050	Auto Repair/Maintenance	35,000	35,000	35,000	40,000	35,000	35,000
7055	Fuel/Oil/Lube	75,000	70,000	60,000	50,000	50,000	50,000
7060	Electric	24,500	24,500	24,500	24,500	24,500	24,500
7061	Gas/Propane	4,500	4,500	4,500	4,500	4,500	4,500
7062	Water	2,700	2,700	2,700	2,700	2,700	2,700
7063	Sewer	1,400	1,400	1,400	1,400	1,400	1,400
7064	Waste Removal	1,600	1,600	1,600	1,600	1,600	1,600
7065	Telephone	9,100	9,100	9,100	9,100	9,100	9,100
7066	Cell Phone	4,000	4,000	3,500	3,400	3,400	3,400
7067	Pest Control	315	315	315	315	315	315
7110	Legal Services	3,000	3,000	3,000	3,000	3,000	3,000
7519	Equipment Maint-Comp Repair/Replace/Maint	3,500	2,000	2,000	3,100	3,100	3,100
7540	Patrol/Investigation Equipment/Supplies	12,500	7,500	7,500	9,500	9,500	9,500
7541	Patrol/Investigation Equipment Maintenance	3,900	2,900	2,900	3,000	3,000	3,000
7542	Communication Equipment/Supplies	750	250	250	500	500	500
7543	Communication Equipment Maintenance	6,700	6,700	6,700	3,000	3,000	3,000
7544	Repeater/Generator Maintenance	1,500	1,500	1,500	1,400	1,400	1,400
7546	Silent Witness	500	500	500	0	0	0
7547	Crime Prevention	2,500	1,500	1,000	1,000	1,000	1,000
7548	Advocacy Center	2,700	2,646	2,646	2,700	2,700	2,700
7549	Medical Supplies	1,000	1,000	1,000	1,000	1,000	1,000
7552	K-9 Vet/Supplies	2,300	2,300	2,300	1,500	1,500	1,500
Total Operational Expenditures		\$ 258,305	\$ 233,251	\$ 220,251	\$ 216,155	\$ 212,006	\$ 212,006

Equipment/Capital Expenditures

8010	Computer Equipment	0	0	0	0	0	0
8020	Equipment Lease	6,120	3,600	3,600	3,650	3,650	3,650
Total Equipment/Capital Expenditures		\$ 6,120	\$ 3,600	\$ 3,600	\$ 3,650	\$ 3,650	\$ 3,650

Total Expenditures

\$ 2,243,381	\$ 2,173,622	\$ 2,191,807	\$ 2,060,656	\$ 2,064,859	\$ 2,064,858
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Revenues

Marshal's Department Revenues

40-60-4100	CVMO - Reports	1,500	1,500	1,700	1,500	1,500	1,500
40-60-4150	Fingerprinting	1,500	1,500	1,000	1,000	1,000	1,000
40-60-4400	Yavapai Apache Dispatch	68,370	68,370	68,370	70,000	70,000	70,000
40-60-4800	CVMO Miscellaneous Revenues	3,000	3,000	1,200	1,000	1,000	1,000
Total Departmental Revenues		\$ 74,370	\$ 74,370	\$ 72,270	\$ 73,500	\$ 73,500	\$ 73,500

Net <Subsidy From>/Contribution To General Purpose Revenues

\$ (2,169,011)	\$ (2,099,252)	\$ (2,119,537)	\$ (1,987,156)	\$ (1,991,359)	\$ (1,991,358)
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Animal Control

Our Mission

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

Department Duties/Description

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

Department Staffing:

Animal Control Officer (2)

Accomplishments for the Fiscal Year 2008/2009:

1. Held four (4) rabies clinics.
2. Sponsored six (6) spay/neuter clinics which resulted in 156 animals being spayed/neutered.
3. Created a database of previously issued dog licenses and mailed reminders for renewals.
4. Implemented a spay and neuter financial assistance program which resulted in 20 people receiving assistance.
5. Adopted out 132 animals and returned 89 animals to their owner.
6. Reclassified staff to allow for an Animal Control Officer presence seven (7) days a week.

Performance Objectives for Fiscal Year 2009/2010:

1. Recruit additional volunteers for the animal shelter.
2. Continue with Animal Welfare programs such as the rabies clinics and spay/neuter clinics.
3. Continue communication with animal rescue groups and animal assistance groups to assist with adoptions.
4. Continue relationships with donation programs such as Wal-Mart that provide free dog and cat food.

Fiscal Notes

- * Workman's Compensation calculations include 2 volunteers per month calculated at \$400 value per month.
- * Animal Control Equipment/Supplies (7550) covers expenditures for bleach/cleaning supplies (\$900), dog tags (\$250), euthanasia (\$450), syringes (\$200), cat litter (\$250).
- * Animal Shelter Lease payments (7553) covers costs associated with the Animal Shelter building (rent and utilities). The rental contract has been changed to \$1,500 a month for rent plus 2% rental tax. In addition, the Town is now responsible for the utilities separate from the utilities being included in the monthly rent amount.
- * Staff has had conversations with Yavapai County with the focus of transferring the Animal Control functions to Yavapai County. Initial conversations indicate that a savings of approximately \$37,205 could be realized if the transfer was completed. The projected date of transfer for discussion purposes is October 1, 2009.

Animal Control
Fund 01-20-61

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
6000	Salaries	61,036	62,783	61,036	65,366	65,366	65,366
6001	Overtime	2,000	2,000	2,000	2,000	2,000	2,000
6002	Holiday Pay	1,200	1,200	1,200	1,200	1,200	1,200
6003	Uniform Allowances	900	1,350	1,350	1,800	1,800	1,800
6010	FICA	4,038	4,146	4,038	4,363	4,363	4,363
6011	Medicare	944	969	944	1,020	1,020	1,020
6012	Retirement	6,070	6,235	6,070	6,445	6,445	6,445
6013	Unemployment Insurance	137	137	137	137	137	137
6014	Workman's Compensation	2,324	2,370	2,324	1,914	1,154	1,154
6020	Health, Dental, Life & STD Insurance	11,042	11,047	11,042	11,126	11,939	11,939
	Total Salary Expenditures	\$ 89,691	\$ 92,238	\$ 90,141	\$ 95,371	\$ 95,425	\$ 95,425

Operational Expenditures

7010	Training	1,000	500	500	500	500	500
7015	Travel	1,000	500	500	500	500	500
7030	Office Supplies	500	250	250	500	500	500
7035	Subscriptions/Memberships	50	50	50	50	50	50
7036	Books/Tapes/Publications	0	0	0	0	0	0
7037	Printing	500	500	500	500	500	500
7040	Computer Services/Software	0	0	0	0	0	0
7041	Internet Wireless Access	0	0	0	0	0	0
7050	Auto Repair/Maintenance	500	500	500	500	500	500
7055	Fuel/Oil/Lube	3,500	3,500	3,500	2,000	2,000	2,000
7060	Electric	0	0	0	2,700	2,700	2,700
7061	Gas/Propane	0	0	0	1,700	1,700	1,700
7062	Water	0	0	0	600	600	600
7065	Telephone	500	500	500	500	500	500
7110	Legal Services	1,000	1,000	1,000	1,000	1,000	1,000
7120	Contract Labor/Services	0	0	0	0	0	0
7550	Animal Control Equipment/Supplies	3,000	2,500	2,500	2,530	2,530	2,530
7551	Animal Cremations	2,500	1,500	1,500	1,000	1,000	1,000
7553	Animal Shelter Lease Payments	19,705	19,705	19,705	18,400	18,400	18,400
	Total Operational Expenditures	\$ 33,755	\$ 31,005	\$ 31,005	\$ 32,980	\$ 32,980	\$ 32,980

Equipment/Capital Expenditures

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

Total Expenditures

\$ 123,446	\$ 123,243	\$ 121,146	\$ 128,351	\$ 128,405	\$ 128,405
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Revenues

Marshal's Department Revenues

40-61-4160	Dog Licenses	4,200	4,200	4,200	4,200	4,200	4,200
40-61-4161	Impound Fees	2,500	3,000	3,200	3,000	3,000	3,000
40-61-4162	Adoption Fees	1,500	2,000	2,500	2,000	2,000	2,000
	Total Departmental Revenues	\$ 8,200	\$ 9,200	\$ 9,900	\$ 9,200	\$ 9,200	\$ 9,200

Net <Subsidy From>/Contribution To General Purpose Revenues

\$ (115,246)	\$ (114,043)	\$ (111,246)	\$ (119,151)	\$ (119,205)	\$ (119,205)
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Camp Verde Community Library

Our Mission

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

Department Duties/Description

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

Department Staffing:

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

Accomplishments for the Fiscal Year 2008/2009:

1. Held first "Read-In" to promote reading and community involvement in the Library.
2. Held a series of events for National Library Week to show appreciation to our users.
3. Predict circulation of over 80,000 items this year. This represents a 14% increase and is another all time record.
4. Generated over \$1,000 through the sale of valuable book donations on Amazon.com.
5. Increased the number of adult scrapbooking programs from 37 to 48 (30% increase).

Performance Objectives for Fiscal Year 2009/2010:

1. Set up a WiFi hotspot at the Library. Estimated costs are between \$500 to \$600.
2. Replace public photo copier. Estimated cost \$2,500.
3. Increase hours of Library service to the public. This would necessitate adding 10 additional staff hours to the current staffing levels. Exact costs would depend on which employee received the increase in hours.

Significant Expenditure Changes:

- * The Children's Library division was established in fiscal year 2009/2010 thus reducing expenditures listed under the Camp Verde Community Library division.
- * Additional of Amazon.com Book Sales (4810) revenue line item to track book sales online.

Fiscal Notes

- * Workman's Compensation calculations include 27 volunteers per month calculated at \$400 value per month. This includes 7 Library Commission members.
- * Performance Objectives for Fiscal Year 2009/2010 are contingent upon an increase in the General Fund Subsidy for the Library.
- * Contract Labor/Services (7120) is used for courier services for inter-library loans and for the collection agency.
- * Library Programs (7640) current consists of scrapbooking programs.

Camp Verde Community Library
Fund 01-20-70

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	203,530	207,472	206,486	155,930	105,615	105,615
6001	Overtime	500	500	0	500	500	500
6010	FICA	12,650	12,894	12,802	9,699	6,579	6,579
6011	Medicare	2,958	3,015	2,994	2,268	1,539	1,539
6012	Retirement	19,281	19,624	19,513	14,704	9,108	9,108
6013	Unemployment Insurance	492	492	492	320	202	202
6014	Workman's Compensation	972	986	1,575	1,288	667	667
6020	Health, Dental, Life & STD Insurance	27,873	27,881	26,709	23,878	14,327	14,327
	Total Salary Expenditures	\$ 268,256	\$ 272,864	\$ 270,572	\$ 208,587	\$ 138,537	\$ 138,537
Operational Expenditures							
7010	Training	600	600	325	450	450	450
7015	Travel	1,300	1,300	627	750	750	750
7030	Office Supplies	7,500	6,500	5,847	6,500	6,500	6,500
7035	Subscriptions/Memberships	350	350	431	350	350	350
7036	Books/Tapes/Publications	45,000	45,000	39,341	31,000	13,500	13,500
7038	Advertising	500	400	448	1	1	1
7039	Postage	2,500	2,500	2,564	2,500	2,500	2,500
7040	Computer Services/Software	1,000	1,000	1,000	1,000	1,000	1,000
7060	Electric	7,500	7,500	7,510	5,000	5,000	5,000
7061	Gas/Propane	3,000	3,000	2,134	2,000	2,000	2,000
7062	Water	800	800	1,061	733	733	733
7064	Waste Removal	666	666	725	500	500	500
7065	Telephone	2,917	2,917	2,522	1,944	1,944	1,944
7067	Pest Control	315	315	1,128	210	210	210
7110	Legal Services	1,850	537	888	900	900	900
7120	Contract Labor/Services	5,000	4,000	5,040	5,000	5,000	5,000
7200	Service Charges	0	30	24	24	24	24
7300	Commission Expense	250	0	0	1	0	0
7519	Equipment Maintenance	500	500	718	500	500	500
7613	Volunteer Expenses	1,250	1,250	417	1,200	1,200	1,200
7640	Library Programs	8,500	8,500	6,556	2,125	2,125	2,125
7641	Amigo/Aznet-Lib Database Access	3,000	2,500	2,500	2,000	2,000	2,000
7642	Dynix-Lib Automation Program	12,500	10,500	11,117	8,600	8,600	8,600
	Total Operational Expenditures	\$ 106,798	\$ 100,665	\$ 92,923	\$ 73,288	\$ 55,787	\$ 55,787
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	2,000	1,000	0	500	500	500
8020	Equipment Lease	2,000	0	0	730	730	730
	Total Equipment/Capital Expenditures	\$ 4,000	\$ 1,000	\$ -	\$ 1,230	\$ 1,230	\$ 1,230
Total Expenditures		\$ 379,054	\$ 374,529	\$ 363,495	\$ 283,105	\$ 195,554	\$ 195,554
Revenues							
Library Revenues							
40-70-4100	Library Copies	0	0	1,071	1,071	1,071	1,071
40-70-4130	Library Fines/Fees	4,200	4,200	6,176	6,176	6,176	6,176
43-70-4025	Library District	80,718	80,718	80,718	80,718	80,718	80,718
40-70-4810	Amazon.com Book Sales	0	0	0	1,000	1,000	1,000
	Total Departmental Revenues	\$ 84,918	\$ 84,918	\$ 87,965	\$ 88,965	\$ 88,965	\$ 88,965
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ (294,136)	\$ (289,611)	\$ (275,530)	\$ (194,140)	\$ (106,589)	\$ (106,589)

Beaver Creek Library

Our Mission

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

Department Duties/Description

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

Department Staffing:

Library Director (0.10)
Library Assistant (0.40)

Accomplishments for the Fiscal Year 2008/2009:

1. Continued steady upgrowth pattern. In the last half of the 2007 calendar year, 1,809 items were checked out. In calendar year 2008, 6,393 items were checked out. This results in approximately a 75% increase.
2. Moved the branch to a better location while paying less rent.
3. Added internet access for patrons.

Performance Objectives for Fiscal Year 2009/2010:

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

Significant Expenditure Changes:

- * The increase in salary related items is due to the proper allocation of the Camp Verde Library Director's time spent administrating the activities of the Beaver Creek Library branch.

Fiscal Notes

- * Yavapai County Library District funds a majority of the expenditures for the Beaver Creek Library Site. The revenue titled IGA with Yavapai County Library District is the funding from Yavapai County Library District.
- * The Library Director is meeting with the Library Aide and the volunteers at the Beaver Creek Library Site to solicit donations to cover the remaining General Fund Subsidy amount of \$6,338 and eliminating the need for Camp Verde taxpayers to subsidize this activity.

Beaver Creek Library
Fund 01-20-71

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	7,533	7,999	8,349	8,553	14,295	14,295
6001	Overtime	0	0	0	0	0	0
6010	FICA	467	496	518	530	886	886
6011	Medicare	109	116	121	124	207	207
6012	Retirement	0	0	0	0	540	540
6013	Unemployment Insurance	69	69	69	69	75	75
6014	Workman's Compensation	31	33	127	30	140	140
6020	Health, Dental, Life & STD Insurance	0	0	0	0	597	597
Total Salary Expenditures		\$ 8,209	\$ 8,712	\$ 9,184	\$ 9,306	\$ 16,741	\$ 16,741
Operational Expenditures							
7010	Training	0	0	0	500	500	500
7015	Travel	0	0	0	500	500	500
7030	Office Supplies	700	700	300	1,400	700	700
7039	Postage	85	85	20	85	85	85
7061	Gas/Propane	500	500	855	0	0	0
7062	Water	0	360	171	0	0	0
7065	Telephone	1,693	1,693	0	1,693	1,693	1,693
7067	Pest Control	300	300	252	0	0	0
7553	Library Facility Rent	15,000	15,000	13,250	6,250	6,000	6,000
7570	Security System	0	0	0	600	600	600
7641	Amlgo/Aznet-Lib Database Access	0	0	0	500	500	500
7642	Dynix-Lib Automation Program	0	0	0	3,000	3,000	3,000
Total Operational Expenditures		\$ 18,278	\$ 18,638	\$ 14,848	\$ 14,528	\$ 13,578	\$ 13,578
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	0	0	0	0	0	0
8020	Equipment Lease	240	240	0	0	240	240
Total Equipment/Capital Expenditures		\$ 240	\$ 240	\$ -	\$ -	\$ 240	\$ 240
Total Expenditures		\$ 26,727	\$ 27,590	\$ 24,032	\$ 23,834	\$ 30,559	\$ 30,559
Revenues							
Beaver Creek Library Revenues							
40-71-4100	Copies	0	0	1	2	2	2
40-71-4130	Fees/Fines	0	0	260	260	260	260
40-71-4350	IGA with Yavapai County Library District	26,727	26,727	23,959	23,959	23,959	23,959
Total Departmental Revenues		\$ 26,727	\$ 26,727	\$ 24,220	\$ 24,221	\$ 24,221	\$ 24,221
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ -	\$ (863)	\$ 188	\$ 387	\$ (6,338)	\$ (6,338)

Camp Verde Children's Library

Our Mission

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

Department Duties/Description

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

Department Staffing:

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

Accomplishments for the Fiscal Year 2008/2009:

1. Repaired and remodeled the Children's Librarian's Office.
2. Increased the number of Children's programs from 105 to 126 (20% increase).
3. Contributed to increases in the overall Library circulation of library materials.
4. Offered two additional teen programs.
5. Did all of the above within the current reduced library budget.

Performance Objectives for Fiscal Year 2009/2010:

1. Offer more programs for teenagers.

Significant Expenditure Changes:

- * The Children's Library is a new division of the Camp Verde Library. Therefore, all expenditure changes are significant.

Fiscal Notes

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

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

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	0	0	0	56,393	70,750	70,750
6001	Overtime	0	0	0	0	0	0
6010	FICA	0	0	0	3,496	4,386	4,386
6011	Medicare	0	0	0	818	1,026	1,026
6012	Retirement	0	0	0	5,301	6,650	6,650
6013	Unemployment Insurance	0	0	0	137	154	154
6014	Workman's Compensation	0	0	0	199	155	155
6020	Health, Dental, Life & STD Insurance	0	0	0	5,970	7,462	7,462
	Total Salary Expenditures	\$ -	\$ -	\$ -	\$ 72,315	\$ 90,583	\$ 90,583
Operational Expenditures							
7010	Training	0	0	0	150	150	150
7015	Travel	0	0	0	250	250	250
7036	Books/Tapes/Publications	0	0	0	15,000	6,500	6,500
7060	Electric	0	0	0	2,500	2,500	2,500
7061	Gas/Propane	0	0	0	1,000	1,000	1,000
7062	Water	0	0	0	367	367	367
7064	Waste Removal	0	0	0	250	250	250
7065	Telephone	0	0	0	973	973	973
7067	Pest Control	0	0	0	105	105	105
7640	Library Programs	0	0	0	6,375	6,375	6,375
	Total Operational Expenditures	\$ -	\$ -	\$ -	\$ 26,970	\$ 18,470	\$ 18,470
Equipment/Capital Expenditures							
8000	Office Equipment/Furniture	0	0	0	0	0	0
8020	Equipment Lease	0	0	0	0	0	0
	Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ -	\$ -	\$ -	\$ 99,285	\$ 109,053	\$ 109,053
Revenues							
Children's Library Revenues							
40-72-4100	Library Copies	0	0	0	0	0	0
40-72-4130	Library Fines/Fees	0	0	0	0	0	0
43-72-4025	Library District	0	0	0	0	0	0
	Total Departmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ -	\$ -	\$ -	\$ (99,285)	\$ (109,053)	\$ (109,053)

Parks and Recreation

Our Mission

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

Department Duties/Description

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

- * Planning and implementing community events and programs.
- * Scheduling and rental of facilities and ball fields.
- * Scheduling ball field lights.
- * Working with Little League, AYSO and Youth Football on the organization of field usage.
- * Three commissions which include the Parks and Recreation Commission, Trails and Pathways Commission and Youth Commission.
- * The Camp Verde Recycle Center.
- * Oversee six neighborhood parks, skate park, pool and weight room.
- * Supervise part-time employees that include: referees, scorekeepers, umpires, seasonal teen employees at the pool and parks, and summer program staff.

Department Staffing:

Director (0.755)
Recreation Supervisor (0)
Administrative Assistant (1) *vacant
Receptionist (0.70)
Special Projects Coordinator (0.175)

Accomplishments for the Fiscal Year 2008/2009:

1. Developed master plan for the Community Park.
2. Established Parks & Recreation Logo
3. Hired employee through Vocational Rehab to serve as Recreation Assistant for 15 weeks.
4. Updated Five-Year Plan.
5. Decreased the number of events hosted by the Town.
6. Established operating means for the Teen Center.
7. Staff attended the following trainings:
 - * FEMA Emergency Management
 - * APRA Classes
 - * Bloodborne Pathogens
 - * Performance Evaluation Training
 - * Fire Extinguisher Training

Performance Objectives for Fiscal Year 2009/2010:

1. Establish Parks & Recreation Policies and Procedures.
2. Establish an e-newsletter on our website.
3. Redo website to make it more user friendly.

Significant Expenditure Changes:

- * Decrease in all expenditures due to the creation of the Children's Recreational Programs, Adult Recreational Programs, Senior Recreational Programs, and Community Programs divisions of Parks & Recreation.

Fiscal Notes

- * The utility calculations (7060-7067) include the Parks & Recreation Offices along with the Community Center Gym, the Ramada, Butler Park, the Skate Park, the Teen Center, and Hallet Plaza.
- * Workman's Compensation calculations include 14 volunteers per month calculated at \$400 value per month. This includes 7 Parks & Recreation and 7 Trails Commission members.

Parks & Recreation
Fund 01-20-80

ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
6000	Salaries	107,471	115,587	134,265	114,613	69,161	69,161
6000	Seasonal & Summer Help	9,456	9,456		0	0	0
6001	Overtime	0	0	113	0	0	0
6010	FICA	7,249	7,753	8,331	7,726	4,288	4,288
6011	Medicare	1,695	1,813	1,948	1,807	1,003	1,003
6012	Retirement	10,156	10,923	11,294	10,774	6,501	6,501
6013	Unemployment Insurance	367	367	367	372	112	112
6014	Workman's Compensation	2,756	2,807	3,720	2,584	154	154
6020	Health, Dental, Life & STD Insurance	16,647	16,664	12,877	16,432	5,552	5,552
	Total Salary Expenditures	\$ 155,798	\$ 165,369	\$ 172,917	\$ 154,308	\$ 86,771	\$ 86,771

Operational Expenditures

7010	Training	2,000	1,300	805	300	300	300
7015	Travel	1,000	1,000	595	400	400	400
7020	Uniforms	200	200	10	0	0	0
7030	Office Supplies	2,500	2,500	2,500	1,800	1,800	1,800
7035	Subscriptions/Memberships	900	500	500	500	500	500
7038	Advertising	2,000	1,100	1,100	500	500	500
7039	Postage	0	0	0	0	716	716
7040	Computer Services/Software	0	0	0	0	0	0
7050	Auto Repair/Maintenance	4,000	1,000	1,000	0	0	0
7055	Fuel/Oil/Lube	1,000	1,000	1,000	300	300	300
7060	Electric	33,666	33,666	33,666	33,666	33,666	33,666
7061	Gas/Propane	7,869	7,869	7,869	7,869	7,869	7,869
7062	Water	4,225	4,225	4,225	4,225	4,225	4,225
7063	Sewer	2,242	2,242	2,242	2,242	2,242	2,242
7064	Waste Removal	1,821	1,821	1,821	1,821	1,821	1,821
7065	Telephone	0	0	70	100	100	100
7066	Cell Phone	1,600	900	750	750	750	750
7067	Pest Control	588	588	588	588	588	588
7110	Legal Services	925	925	925	900	900	900
7120	Contract Labor/Services	15,000	15,000	15,000	0	0	0
7130	Equipment Rental	500	0	0	0	0	0
7210	Credit Card Processing Fees	650	650	650	650	650	650
7300	Commission Expense	400	200	89	100	0	0
7301	Youth Commission	1,500	1,000	40	100	0	0
7512	Safety Equipment	200	0	0	0	0	0
7610	Recreational Programs	10,000	10,000	10,000	0	0	0
7612	Recreation Program Sponsorships	25,000	25,000	25,000	0	0	0
7613	Volunteer Expenses	0	0	0	0	0	0
7614	Reimbursements/Refunds	0	0	0	0	0	0
7620	Summer Program	0	0	140	0	0	0
7630	Special Olympics Donations	500	500	0	0	0	0
	Recreation Start Banks	800	0	0	0	0	0
	Total Operational Expenditures	\$ 121,086	\$ 113,186	\$ 110,585	\$ 56,811	\$ 57,327	\$ 57,327

Equipment/Capital Expenditures

8010	Computer Equipment	2,000	2,000	2,000	500	500	500
8020	Equipment Lease	1,500	1,500	1,500	0	0	0
8050	Parks & Rec Equipment	3,000	3,000	3,000	0	0	0
8055	Light Recreational Equipment	1,500	1,500	920	0	0	0
	Total Equipment/Capital Expenditures	\$ 8,000	\$ 8,000	\$ 7,420	\$ 500	\$ 500	\$ 500

Total Expenditures

\$ 284,884	\$ 286,555	\$ 290,922	\$ 211,619	\$ 144,597	\$ 144,597
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Revenues

Parks & Recreation Revenues

40-80-4210	Recreational Programs	20,000	20,000	12,676	0	0	0
40-80-4215	Summer Program	3,000	3,000	1,730	0	0	0
40-80-4230	Recreational Program Sponsorships	25,000	25,000	16,713	0	0	0
	Total Departmental Revenues	\$ 48,000	\$ 48,000	\$ 31,119	\$ -	\$ -	\$ -

Net <Subsidy From>/Contribution To General Purpose Revenues

\$ (236,884)	\$ (238,555)	\$ (259,804)	\$ (211,619)	\$ (144,597)	\$ (144,597)
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Special Events

Our Mission

The Town of Camp Verde's Parks and Recreation Department's mission for Special Events is to strive to provide cost effective, wholesome, family oriented events that enhance the quality of life for the citizens of Camp Verde.

Department Duties/Description

The Special Events budget covers six (6) events. Those events include:

- * Pecan, Wine & Antique Festival - wine sampling from Arizona wineries, local pecan farm products and antiques.
- * Easter Egg Hunt - small community event geared towards children ages 2-10 years of age.
- * Cornfest - fun, family oriented event that is enjoyed by all ages and takes place annually in July.
- * Fort Verde Days - celebration of the Town's heritage.
- * Trick or Treat Main Street - safe, well lit area for trick or treating for the children of the community.
- * Christmas Craft Bazaar, Breakfast with Santa, and Parade of Lights - family oriented events that include a craft sale; pancakes, sausage and pictures with Santa; light parade.

The department has cut back from ten (10) events a year to six (6). These six (6) events are community and family oriented events. By cutting back the number of events, the Town will see a savings of approximately \$90,000 from what was needed in the 2007-2008 Fiscal Year Budget.

Department Staffing:

- * Pecan, Wine & Antique Festival - event organization (5 months) - Admin Assist; event set up (one week) - 5 Maint; event staffing (3 days) - 1 full time staff, 2 Maint, 72 volunteer hours; event tear down (one week) - 5 Maintenance.
- * Easter Egg Hunt - event organization (50% of two weeks) - Admin Assist; event staffing (1 day) - Admin Assist, 2 Maintenance, 24 volunteer hours.
- * Cornfest - event organization (2 months) - Admin Assist; event staffing (1 day) - Admin Assist, 6 Maintenance, 56 volunteer hours.
- * Fort Verde Days - event organization (4 months) - Admin Assist; event set up (75% of 1 week) - 6 Maintenance; event staffing (3 days) - all Parks & Recreation and Maintenance staff, 20 volunteer hours; event tear down (75% of one week) - 6 Maintenance.
- * Trick or Treat Main Street - event organization (2 months) - Admin Assistant, Main Street Merchants, churches, civic groups, Youth Commission; event staffing (1 day) -
- * Christmas Craft Bazaar, Breakfast with Santa and Parade of Lights - event organization (2 months) - Admin Assist; Craft Bazaar set up (5 hours) - 6 Maintenance; Breakfast with Santa set up (75% of 3 days) - 2 Maintenance; Parade of Lights set up (5 hours) - all Parks & Recreation and Maintenance staff; 48 volunteer hours.

Accomplishments for the Fiscal Year 2008/2009:

1. Hosted the Pecan, Wine & Antique Festival. Attendance was down and there were issues with vendor fees. Overall, the event was successful.
2. Hosted the Easter Egg Hunt with approximately 250 children. Because of the weather, the event was moved to the gym. The event was successful and enjoyed by everyone in attendance.
3. Hosted Fort Verde Days. Vendor attendance was down due to the insurance requirements. The event was successful.
4. Hosted Trick or Treat Main Street. Large donations of candy were received. The community as a whole was involved.
5. Hosted the Christmas Craft Bazaar, Breakfast with Santa, and the Parade of Lights. The local churches have taken over the program following the parade.

Significant Expenditure Changes:

- * The Town will no longer host special events including the Pecan, Wine & Antique Festival, Cornfest, and Fort Verde Days. Trick or Treat Main Street, Easter Egg Hunt, and Breakfast with Santa have been moved to the Children's Recreation Department. The Parade of Lights and Christmas Craft Bazaar have been moved to Community Programs.

Special Events
Fund 01-20-81

Expenditures	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
	6000	Salaries	28,148	28,148	11,311	0	0	0
	6001	Overtime	5,314	5,314	3,336	0	0	0
	6010	FICA	2,075	2,075	901	0	0	0
	6011	Medicare	485	485	211	0	0	0
	6012	Retirement	3,162	3,162	1,385	0	0	0
	6013	Unemployment Insurance	0	0	0	0	0	0
	6014	Workman's Compensation	1,892	1,892	0	0	0	0
	6020	Health, Dental, Life & STD Insurance	0	0	1,385	0	0	0
		Total Salary Expenditures	\$ 41,076	\$ 41,076	\$ 18,528	\$ -	\$ -	\$ -
		Operational Expenditures						
	7038	Advertising	5,000	3,000	2,201	0	0	0
	7110	Legal Services	0	0	0	0	0	0
	7130	Equipment Rental	4,500	4,500	3,800	0	0	0
	7640	Special Event Supplles	10,000	10,000	3,970	0	0	0
	7641	Entertainment	6,000	6,000	5,300	0	0	0
	7642	Food	2,500	2,500	1,353	0	0	0
	7643	Lodging	250	160	155	0	0	0
	7644	Security	1,400	1,400	1,230	0	0	0
	7645	Judges	350	350	350	0	0	0
	7646	Banners	1,000	1,000	279	0	0	0
	7647	State Sales Tax	2,500	2,500	1,623	0	0	0
	7848	Wine Reimbursements	0	0	3,605	0	0	0
		Total Operational Expenditures	\$ 33,500	\$ 31,410	\$ 23,866	\$ -	\$ -	\$ -
		Total Expenditures	\$ 74,576	\$ 72,486	\$ 42,394	\$ -	\$ -	\$ -
		Revenues						
		Special Events Revenues						
	40-81-4220	Special Events	42,000	42,000	24,469	0	0	0
	40-81-4230	Special Event Sponsorships	4,000	4,000	3,789	0	0	0
		Total Departmental Revenues	\$ 46,000	\$ 46,000	\$ 28,257	\$ -	\$ -	\$ -
		Net <Subsidy From>/Contribution To General Purpose Revenues	\$ (28,576)	\$ (26,486)	\$ (14,136)	\$ -	\$ -	\$ -

Pool

Our Mission

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

Department Duties/Description

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

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

Department Staffing:

Manager (1)	Lifeguard (15)
Assistant Manager (1)	Cashier (5)
Maintenance Worker (.08) + 3 Workers at 40 hours for initial pool opening preparation (.02 each)	

Accomplishments for the Fiscal Year 2008/2009:

1. In conjunction with Parks & Recreation, provided two Family Fun Nights for the community.
2. Installed new pool heater.
3. Worked closely with ADEQ and Yavapai County Health Department to ensure the facility is sanitary and safe for the public.
4. Had a safe, accident free swim season.

Performance Objectives for Fiscal Year 2009/2010:

1. Promote water safety.
2. Surveillance of the water is our primary objective.
3. Act professional in every situation.
4. Provide the community with a safe, accident free swim season.

Significant Expenditure Changes:

- * The "Department Requested" column projects the pool opening for the regular season of Memorial Day weekend through Labor Day weekend in both the 2009 and 2010 seasons with the regular operating hours of:

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

- * The "Manager's Recommendation" column projects a decrease in the swim season from 13 weeks to 6 weeks due to budgetary constraints. The Town Manager's recommendation is as follows:
 - * The pool is projected to be opened on July 1, 2009 and closed on August 7, 2009 for the 2009 season and begin pool preparation in June 2010 for July 1, 2010 opening of the 2010 season.
 - Pool hours would include:

Monday - Thursday	
7:00am - 9:00am	Lap Swim, Water Aerobics, Arthritis Aerobics
9:00am - 11:00am	Swim Lessons
11:30am - 5:00pm	Open Swim
5:00pm - 6:30pm	Swim Team (Monday - Wednesday)
5:00pm - 6:00pm	Special Olympics (Thursday only)
- * To open the pool, certain capital improvements must be made to the pool facility. The costs that are projected to be incurred in the 2008-2009 fiscal year for the capital improvements are \$13,900 plus staff time for 3 employees for one week. These costs would cover installing an electric meter loop, chemicals, roof repair, and propane. These costs are in addition to the normal operating costs of the pool.
- * Salary expenditures include Maintenance staff time to prepare the pool for opening based on three (3) Maintenance Workers spending 40 hours. Salary expenditures also include one (1) Maintenance Worker at two (2) hours per day throughout the season to maintain the pool.

Pool
Fund 01-20-82

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	64,600	64,600	64,600	68,587	32,389	68,587
6010	FICA	4,005	4,005	4,005	4,252	2,008	4,252
6011	Medicare	937	937	937	995	470	995
6013	Unemployment	633	633	633	637	317	637
6014	Workman's Comp	4,887	4,887	4,887	2,783	1,314	2,783
6020	Health, Dental, Life & STD Ins	0	0	0	1,019	1,019	1,019
	Total Salary Expenditures	\$ 75,062	\$ 75,062	\$ 75,062	\$ 78,273	\$ 37,518	\$ 78,273
Operational Expenditures							
7010	Training	1,100	725	725	1,000	0	1,000
7060	Electric	0	0	0	5,000	4,000	5,000
7061	Gas/Propane	23,000	23,000	23,000	18,000	8,000	18,000
7062	Water	0	0	0	0	0	0
7063	Sewer	0	0	0	0	0	0
7064	Waste Removal	880	880	880	880	200	880
7065	Telephone	1,500	1,500	1,500	1,200	300	1,200
7067	Pest Control	315	315	315	315	315	315
7600	Pool Chemicals	12,000	12,000	12,000	10,000	5,000	10,000
7601	Pool Supplies	4,000	2,200	2,200	500	500	500
7602	Pool Equipment Maintenance/Repair	5,000	4,000	4,000	2,000	2,000	2,000
7603	Pool Concession Supplies	200	200	0	200	200	200
7604	Permits	400	400	0	0	0	0
7605	Swim Team	500	500	431	0	0	0
	Total Operational Expenditures	\$ 48,895	\$ 45,720	\$ 45,051	\$ 39,095	\$ 20,515	\$ 39,095
	Total Expenditures	\$ 123,957	\$ 120,782	\$ 120,113	\$ 117,368	\$ 58,033	\$ 117,368
Revenues							
Pool Revenues							
40-82-4170	Pool-User Fees	20,000	20,000	8,000	15,000	8,000	15,000
40-82-4360	C.V.U.S.D. Pool Reimbursement	19,500	19,500	0	0	0	0
	Total Departmental Revenues	\$ 39,500	\$ 39,500	\$ 8,000	\$ 15,000	\$ 8,000	\$ 15,000
	Net <Subsidy From>/Contribution To General Purpose Revenues	\$ (84,457)	\$ (81,282)	\$ (112,113)	\$ (102,368)	\$ (50,033)	\$ (102,368)

Children's Recreational Programs

Our Mission

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

Department Duties/Description

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

- * Grasshopper Basketball
- * Easter Egg Hunt
- * Summer Program
- * Soccer Camp
- * Hunter Education
- * Trick or Treat Main Street
- * Breakfast With Santa
- * Golf Lessons

Department Staffing:

Parks & Recreation Director (0.075)
Recreation Supervisor (0.375)
Summer Program Instructors
Summer Program Aides
Scorekeeper

Accomplishments for the Fiscal Year 2008/2009:

1. Opened Teen Center.
2. Increased the number of children in the Summer Program from 30 to 70.
3. Increased the number of children enrolled in Grasshopper Basketball.
4. Established Parks & Recreation presence on the "MySpace" social networking website.
5. Established sustainable funding mechanism for the Teen Center.
6. Secured \$19,500 grant through Yavapai County Community Foundation and United Way for Teen Center.
7. Held Town Hall Forum with Youth Count for community awareness on youth development.
8. Hosted Hunter Education with Arizona Game and Fish with 55 children enrolled.

Performance Objectives for Fiscal Year 2009/2010:

1. Make Summer Program more cost effective.
2. Establish youth activities to accommodate school breaks.
3. Increase the number of teens in the Youth Committee.
4. Secure future sustainable means for operation of the Teen Center.

Significant Expenditure Changes:

- * The Children's Recreational Programs division of Parks & Recreation is a new division therefore, all expenditure changes are significant.
- * The Yavapai-Apache Nation provides funding for the Children's Programs through Proposition 202, Gaming Compact revenue distributions.

Department Statistics FY 2008-2009

	<u># Teams</u>	<u># Games</u>
* Grasshopper Basketball	28	163
* Summer Program	70	
* Hunter Education	55	
* Golf Lessons		
* Soccer Camp		
* Teen Center		

Children's Recreational Programs
Fund 01-20-83

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	0	0	0	39,117	39,117	39,117
6010	FICA	0	0	0	2,425	2,425	2,425
6011	Medicare	0	0	0	567	567	567
6012	Retirement	0	0	0	1,714	1,714	1,714
6013	Unemployment	0	0	0	236	236	236
6014	Workman's Comp	0	0	0	1,004	1,004	1,004
6020	Health, Dental, Life & STD Insurance	0	0	0	2,686	2,686	2,686
	Total Salary Expenditures	\$ -	\$ -	\$ -	\$ 47,750	\$ 47,750	\$ 47,750
Operational Expenditures							
7120	Contract Labor/Services	0	0	0	10,000	10,000	10,000
7130	Equipment Rental	0	0	0	0	0	0
7610	Recreational Programs	0	0	0	1,950	1,950	1,950
7612	Recreational Program Sponsorships	0	0	0	6,000	6,000	6,000
7620	Summer Program	0	0	0	7,200	7,200	7,200
	Total Operational Expenditures	\$ -	\$ -	\$ -	\$ 25,150	\$ 25,150	\$ 25,150
Equipment/Capital Expenditures							
8050	Parks & Rec Equipment	0	0	0	0	0	0
8055	Light Recreational Equipment	0	0	0	0	0	0
	Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ -	\$ -	\$ -	\$ 72,900	\$ 72,900	\$ 72,900
Revenues							
Children's Recreational Program Revenues							
40-83-4210	Children's Recreational Programs	0	0	0	4,500	4,500	4,500
40-83-4215	Summer Program	0	0	0	3,900	3,900	3,900
40-83-4230	Sponsorships	0	0	0	6,000	6,000	6,000
40-83-7707	Operating Transfers In - Yavapai-Apache Gaming	0	0	0	24,437	24,437	24,437
	Total Departmental Revenues	\$ -	\$ -	\$ -	\$ 38,837	\$ 38,837	\$ 38,837
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ -	\$ -	\$ -	\$ (34,063)	\$ (34,063)	\$ (34,063)

Adult Recreational Programs

Our Mission

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

Department Duties/Description

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

- * Golf League
- * Fort Verde Days Softball Tournament
- * 3 on 3 Basketball League
- * Co-Rec Softball

Department Staffing:

Recreation Supervisor (0.375)
Scorekeepers

Accomplishments for the Fiscal Year 2008/2009:

1. Completed successful adult recreation programs throughout the year.
2. Number of teams and players have held steady even in the declining economy.

Performance Objectives for Fiscal Year 2009/2010:

1. Re-evaluate all adult leagues for cost effectiveness.
2. Due to budget constraints, Co-Rec Volleyball, and Men's Basketball League have been removed from the calendar in the FY2009-2010.
3. Try to increase sponsorship to assist in making sure that Adult Recreation is self supporting.

Significant Expenditure Changes:

- * The Adult Recreational Programs division of the Parks and Recreation Department is a new division, therefore all expenditure changes are significant.

Department Statistics FY 2008-2009

	<u># Teams</u>	<u># Games</u>
* Men's League Basketball	11	71
* Co-Rec Softball	8	71
* Fort Verde Days Softball Tournament	8	19
* 3 on 3 Basketball	15	121
* Co-Rec Volleyball	4	25

Adult Recreational Programs
Fund 01-20-84

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	0	0	0	15,520	15,520	15,520
6010	FICA	0	0	0	962	962	962
6011	Medicare	0	0	0	225	225	225
6012	Retirement	0	0	0	1,278	1,278	1,278
6013	Unemployment	0	0	0	45	45	45
6014	Workman's Comp	0	0	0	448	448	448
6020	Health, Dental, Life & STD Insurance	0	0	0	2,239	2,239	2,239
	Total Salary Expenditures	\$ -	\$ -	\$ -	\$ 20,716	\$ 20,716	\$ 20,716
Operational Expenditures							
7120	Contract Labor/Services	0	0	0	4,125	4,125	4,125
7130	Equipment Rental	0	0	0	0	0	0
7610	Recreational Programs	0	0	0	2,800	2,800	2,800
7612	Recreational Program Sponsorships	0	0	0	0	0	0
	Total Operational Expenditures	\$ -	\$ -	\$ -	\$ 6,925	\$ 6,925	\$ 6,925
Equipment/Capital Expenditures							
8050	Parks & Rec Equipment	0	0	0	0	0	0
8055	Light Recreational Equipment	0	0	0	0	0	0
	Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ -	\$ -	\$ -	\$ 27,641	\$ 27,641	\$ 27,641
Revenues							
Adult Recreational Program Revenues							
40-84-4210	Adult Recreational Programs	0	0	0	5,100	5,100	5,100
40-84-4230	Sponsorships	0	0	0	0	0	0
	Total Departmental Revenues	\$ -	\$ -	\$ -	\$ 5,100	\$ 5,100	\$ 5,100
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ -	\$ -	\$ -	\$ (22,541)	\$ (22,541)	\$ (22,541)

Senior Recreational Programs

Our Mission

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

Department Duties/Description

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

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

Department Staffing:

Parks & Recreation Director (0.07)

Accomplishments for the Fiscal Year 2008/2009:

1. The Senior Recreational Programs division is a new division and therefore has no prior accomplishments.

Performance Objectives for Fiscal Year 2009/2010:

1. Establish Senior activities.
2. Establish a Senior Social Club that meets on a regular basis for recreational and social activities.

Significant Expenditure Changes:

- * The Senior Recreational Programs division of the Parks and Recreation Department is a new division, therefore all expenditure changes are significant.

Senior Recreational Programs
Fund 01-20-85

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	0	0	0	5,499	4,329	4,329
6010	FICA	0	0	0		268	268
6011	Medicare	0	0	0		63	63
6012	Retirement	0	0	0		407	407
6013	Unemployment	0	0	0		5	5
6014	Workman's Comp	0	0	0		9	9
6020	Health, Dental, Life & STD Insurance	0	0	0		418	418
	Total Salary Expenditures	\$ -	\$ -	\$ -	\$ 5,499	\$ 5,499	\$ 5,499
Operational Expenditures							
7120	Contract Labor/Services	0	0	0	0	0	0
7130	Equipment Rental	0	0	0	0	0	0
7610	Recreational Programs	0	0	0	2,000	2,000	2,000
7612	Recreational Program Sponsorships	0	0	0	0	0	0
	Total Operational Expenditures	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
Equipment/Capital Expenditures							
8050	Parks & Rec Equipment	0	0	0	0	0	0
8055	Light Recreational Equipment	0	0	0	0	0	0
	Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ -	\$ -	\$ -	\$ 7,499	\$ 7,499	\$ 7,499
Revenues							
Senior Recreational Program Revenues							
40-85-4210	Senior Recreational Programs	0	0	0	0	0	0
40-85-4230	Sponsorships	0	0	0	0	0	0
	Total Departmental Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net <Subsidy From>/Contribution To General Purpose Revenues		\$ -	\$ -	\$ -	\$ (7,499)	\$ (7,499)	\$ (7,499)

Community Programs

Our Mission

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

Department Duties/Description

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

- * AZ Game and Fish Clinic
- * Bus trips
- * Family Fun Night Swim and Skate Party
- * Father/Child Golf Tournament
- * Movies in the Park
- * Christmas Craft Bazaar and Parade of Lights
- * Canoe Challenge

Department Staffing:

Parks & Recreation Director (0.10)
Recreation Supervisor (0.25)

Accomplishments for the Fiscal Year 2008/2009:

1. Added Movies in the Park.

Performance Objectives for Fiscal Year 2009/2010:

1. Establish Earth Day event.
2. Establish free or inexpensive community activities as time and budget permits.

Significant Expenditure Changes:

- * The Community Programs division of the Parks and Recreation Department is a new division, therefore all expenditure changes are significant.
- * Due to budget constraints and low participation, the Montezuma Castle 10K Run removed from the calendar.

Department Statistics FY 2008-2009

	<u># Participants</u>
* Diamondbacks Baseball Games (two)	51
* Family Fun Nights (two)	100
* Canoe Challenge	250
* Montezuma 10K Run	45
* Father/Child Golf Tournament	68
* AZ Game and Fish Clinic	150

Community Programs
Fund 01-20-86

Expenditures	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
	6000	Salaries	0	0	0	15,246	15,246	15,246
	6010	FICA	0	0	0	945	945	945
	6011	Medicare	0	0	0	221	221	221
	6012	Retirement	0	0	0	1,433	1,433	1,433
	6013	Unemployment	0	0	0	24	24	24
	6014	Workman's Comp	0	0	0	275	275	275
	6020	Health, Dental, Life & STD Insurance	0	0	0	2,089	2,089	2,089
		Total Salary Expenditures	\$ -	\$ -	\$ -	\$ 20,234	\$ 20,234	\$ 20,234
Operational Expenditures								
	7120	Contract Labor/Services	0	0	0	0	0	0
	7130	Equipment Rental	0	0	0	0	0	0
	7610	Recreational Programs	0	0	0	17,000	17,000	17,000
	7612	Recreational Program Sponsorships	0	0	0	10,300	10,300	10,300
		Total Operational Expenditures	\$ -	\$ -	\$ -	\$ 27,300	\$ 27,300	\$ 27,300
Equipment/Capital Expenditures								
	8050	Parks & Rec Equipment	0	0	0	200	200	200
	8055	Light Recreational Equipment	0	0	0	0	0	0
		Total Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ 200	\$ 200	\$ 200
Total Expenditures			\$ -	\$ -	\$ -	\$ 47,734	\$ 47,734	\$ 47,734
Revenues								
Senior Recreational Program Revenues								
	40-86-4210	Community Programs	0	0	0	13,460	13,460	13,460
	40-86-4230	Sponsorships	0	0	0	11,050	11,050	11,050
		Total Departmental Revenues	\$ -	\$ -	\$ -	\$ 24,510	\$ 24,510	\$ 24,510
Net <Subsidy From>/Contribution To General Purpose Revenues			\$ -	\$ -	\$ -	\$ (23,224)	\$ (23,224)	\$ (23,224)

Capital Improvement Projects

Department Duties/Description

The Town of Camp Verde's Capital Improvement Projects Fund was established to provide for the infrastructure and capital needs of the departments of the Town of Camp Verde. A portion of the Town's Sales Tax collections are used to fund the Capital Improvement Projects Fund.

Accomplishments for the Fiscal Year 2008/2009:

1. Purchased two (2) new patrol vehicles for the Marshal's Department.
2. Purchased and installed a new pool heater at the Heritage Pool.
3. Networked the Town's computers by installing fiber optic cabling and new servers.
4. Purchased a 2005 Kick Broom for the HURF/Streets Department.
5. Transferred monies to the General Fund to help fund various projects.
6. Transferred monies to the Parks Fund to fund infrastructure design work for the Community Park.
7. Transferred monies to the HURF/Streets fund to help fund various streets projects.

Performance Objectives for Fiscal Year 2009/2010:

1. Please see the list of requested projects for the 2009-2010 fiscal year below.

Significant Expenditure Changes:

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

Fiscal Notes

- * Staff is requesting a policy decision by Council to reallocate 2 cents of the 3 cent Construction Sales Tax to fund the Capital Improvement Projects (CIP) Fund. As Construction Sales Tax is a non-recurring revenue, Staff feels it is proper to use these revenues solely for non-recurring (non-operating) expenditures such as capital projects. The remaining 1 cent of the Construction Tax is allocated to the Debt Service Fund to fund the GADA loan payment.

Five (5) Year Capital Improvement Project Forecast

Description	Department	Fiscal Year				
		2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
1. Replacement Patrol Vehicles and Emergency Equipment	Marshal	-	-	-	-	-
FY2009-2010 - Requested 4 vehicles @ \$33,450 each		133,800	-	-	-	-
FY2010-2011 - Requested 3 vehicles @ \$32,000 each		-	86,000	-	-	-
FY2011-2012 - Requested 4 vehicles @ \$32,000 each		-	-	128,000	-	-
FY2012-2013 - Requested 3 vehicles @ \$32,000 each		-	-	-	96,000	-
FY2013-2014 - Requested 3 vehicles @ \$32,000 each		-	-	-	-	96,000
2. Replacement Administration Vehicles (two vehicles)	Town Manager	30,000	-	-	-	-
3. Computer/networking infrastructure upgrades	Town Manager	50,000	-	-	-	-
4. Incode Software	Town Manager	60,000	60,000	60,000	60,000	60,000
5. Replace & Upgrade Culverts on Verde Lakes Drive	Storm Water	80,000	-	-	-	-
6. Howards Road Drainage Improvements	Storm Water	-	120,000	-	-	-
7. Cliffs/Finnie Flat Drainage Project	Storm Water	-	200,000	-	-	-
8. Public Works Yard at Camp Verde Sanitary District Site	Public Works	-	-	-	-	-
FY2009-2010 - Survey, Rough Grading, Site Development, Ph I Fence		129,100	-	-	-	-
FY2010-2011 - Ph II Fence, Surface Prep, Finish Grade, Equip Pad, Mixing Table		-	250,000	-	-	-
FY2011-2012 - Building Site Prep, Building Design, Underground Utilities		-	-	150,000	-	-
FY2012-2013 - Complete Site Prep, 5000 Sq Ft Pre-Mfg Steel Building		-	-	-	250,000	-
FY2013-2014 - Delivery & Construction of Bldg, Complete Utility & Site Work		-	-	-	-	375,000
9. Public Works Department Office	Public Works	-	165,000	-	-	-
10. Small Passenger Car (shared between Public Works & Parks and Recreation)	Public Wks/P&R	18,000	-	-	-	-
11. Streets Department Equipment/Vehicle	HURF/Streets	-	-	-	-	-
FY2009-2010 - 1-Ton Chasis & 9-Wheel Roller		40,000	-	-	-	-
FY2010-2011 - 1/5 Ton Insp Truck, Double Drum Vib/Roller, Crack Seal Mch.		-	78,000	-	-	-
FY2011-2012 - Dump Truck/Sander, Chlpper		-	-	93,000	-	-
FY2012-2013 - Road Side Mower		-	-	-	80,000	-
FY2013-2014 - Foreman's Truck		-	-	-	-	35,000
12. Finnie Flat Sidewalk Transportation Enhancement	HURF/Streets	-	-	-	-	-
FY2009-2010 - Right-of-Way Acquisition		45,000	-	-	-	-
FY2010-2011 - Labor and Construction Increased Costs		-	150,000	-	-	-
13. Howards Road Reconstruction	HURF/Streets	-	-	-	-	-
FY2009-2010 - Right-of-Way Acquisition		-	-	-	-	-
FY2011-2012 - Reconstruct & Reprofile 1/2 of Howards Road		-	-	850,000	-	-
FY2012-2013 - Reconstruct & Reprofile 1/2 of Howards Road		-	-	-	850,000	-
14. Montezuma Castle Hwy Left Turn Access Improvement	HURF/Streets	-	-	-	-	-
FY2011-2012 - Cliff House Drive to Charolals		-	-	180,000	-	-
15. Road Improvement/Construction & Pavement Preservation	HURF/Streets	-	-	-	-	-
FY2009-2010 - Tres Rios - Culvert, Widen & Reconstruct Verde Ditch		45,000	-	-	-	-
FY2010-2011 - Finnie Flat Road - Mill & Resurface at SR 260		-	225,000	-	-	-
FY2011-2012 - Reeves Arena - Chip Seal		-	-	60,000	-	-
FY2012-2013 - Princess Road - Chip Seal		-	-	-	60,000	-
FY2013-2014 - Zachary Road - Chip Seal		-	-	-	-	60,000
16. Main Street Traffic Circle	HURF/Streets	-	-	-	-	-
FY2009-2010 - Right-of-Way Acquisition @ \$10,000		10,000	-	-	-	-
FY2010-2011 - Construct Traffic Circle @ \$150,000		-	150,000	-	-	-
17. Sidewalk, Pathways, and Bike Trails	HURF/Streets	-	-	-	-	-
FY2009-2010 - Trail Way on Finnie Flat Rd to Montezuma Castle Hwy		10,000	-	-	-	-
FY2010-2011 - Continuation of E Main Street Sidewalk		-	25,000	-	-	-
FY2011-2012 - Historic Urban Trail - West Side of Montezuma Castle Hwy		-	-	225,000	-	-
FY2012-2013 - Cliffs Parkway Sidewalk - Completion of West Side		-	-	-	200,000	-
FY2013-2014 - Hollamon Street Sidewalk - North Side		-	-	-	-	54,000
		650,900	1,509,000	1,746,000	1,596,000	680,000

CIP Fund
Fund 03-00-00

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
5080	CVMO Vehicles	72,000	72,000	70,444	133,800	100,350	100,350
5087	Pool Heater	20,000	20,000	15,124	0	0	0
5121	Library Enhancement	10,000	10,000	86	0	0	0
5300	Computer/networking infrastructure upgrades	50,000	50,000	56,103	52,509	52,509	52,509
5310	Incode Software	60,000	60,000	0	60,000	60,000	60,000
5400	Public Works Yard Construction	129,100	129,100	0	129,100	129,100	129,100
5410	Streets Inspector Truck	32,000	0	0	0	0	0
	Streets 2005 Kick Broom	0	32,000	21,126	0	0	0
	Administration Vehicles	0	0	0	30,000	30,000	30,000
	Verde Lakes Drive Culverts	0	0	0	80,000	80,000	80,000
	Public Works/Parks & Rec Vehicle	0	0	0	18,000	18,000	18,000
	Streets Department Equipment/Vehicle	0	0	0	40,000	40,000	40,000
	Finne Flat Sidewalk Transportation Enhancement	0	0	0	45,000	45,000	45,000
	Road Improvement/Construction & Pavement	0	0	0	45,000	45,000	45,000
	Main Street Traffic Circle	0	0	0	10,000	10,000	10,000
	Sidewalk, Pathways, and Bike Trails	0	0	0	10,000	10,000	10,000
	Total Requested Projects	\$ 373,100	\$ 373,100	\$ 162,882	\$ 653,409	\$ 619,959	\$ 619,959
Operating Transfers							
8801	Operating Transfer Out - General Fund	86,300	86,300	86,300	0	0	0
8804	Operating Transfer Out - Parks Fund	0	100,000	100,000	0	0	0
8820	Operating Transfer Out - Streets/HURF Fund	271,346	271,346	271,346	0	0	0
	Total Operating Transfers	\$ 271,346	\$ 457,646	\$ 457,646	\$ -	\$ -	\$ -
Total Expenditures		\$ 644,446	\$ 830,746	\$ 620,528	\$ 653,409	\$ 619,959	\$ 619,959
Revenues							
CIP Fund Revenues							
40-00-7701	Operating Transfer In - General Fund	0	0	0	80,000	80,000	80,000
	Total Departmental Revenues	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ 80,000
Net <Subsidy From>/Contribution To CIP Fund Balance		\$ (644,446)	\$ (830,746)	\$ (620,528)	\$ (573,409)	\$ (539,959)	\$ (539,959)
Prior Year Ending CIP Fund Balance		\$ 1,212,018	\$ 1,212,018	\$ 1,212,018	\$ 591,490	\$ 591,490	\$ 591,490
Estimated Ending CIP Fund Balance (deficit)		\$ 567,572	\$ 381,272	\$ 591,490	\$ 18,080	\$ 51,530	\$ 51,531

Parks Fund

Our Mission

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

Department Duties/Description

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

Accomplishments for the Fiscal Year 2008/2009:

1. Installed BBQ grill at Town Ramada.
2. Developed Community Park Master Plan for 118 acre park site.
3. Raised fence at Skate Park to keep bikes out.
4. Completed road and restroom enclosure at Rezzonico Park.

Performance Objectives for Fiscal Year 2009/2010:

1. Install fence at Rezzonico Park.
2. Install BBQ grills at Arturo Park and Butler Park.

Significant Expenditure Changes:

*

Fiscal Notes

- * \$5,000 in Local Park Improvements (5130) is to cover any unexpected repair of equipment.
- * \$30,000 in Rezzonico Park (5160) is allocated for the park fence. The monies were not spent in FY2009-2010 and are being requested in FY2009-2010 to complete the project.

Parks Fund
Fund 04-00-00

ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
5050	Sunnyside park	300	300	0	0	0	0
5120	Community Park Development		100,000	0	100,000	100,000	100,000
5130	Local Park Improvements	100,000	100,000	72,690	5,000	5,000	5,000
5160	Rezzonlco Park	50,000	50,000	42,000	30,000	30,000	30,000
5170	Verde Lakes Park	500	500	0	0	0	0
8000	Interfund Loan Repayment (General Fund)	200,000	200,000	200,000	200,000	200,000	200,000
	Total Assumption Projects	\$ 350,800	\$ 450,800	\$ 314,690	\$ 335,000	\$ 335,000	\$ 335,000
Operating Transfers							
8813	Operating Transfer Out-Debt Service Fund	5,500	5,500	5,500	5,398	5,398	5,398
	Total Operating Transfers	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,398	\$ 5,398	\$ 5,398
Total Expenditures							
		\$ 356,300	\$ 456,300	\$ 320,190	\$ 340,398	\$ 340,398	\$ 340,398
Revenues							
Parks Fund Revenues							
7701	Operating Transfers In - General Fund	440,000	440,000	440,000	200,000	200,000	200,000
7703	Operating Transfers In - CIP Fund		100,000	100,000	0	0	0
	Total Departmental Revenues	\$ 440,000	\$ 540,000	\$ 540,000	\$ 200,000	\$ 200,000	\$ 200,000
Net <Subsidy From>/Contribution To Parks Fund Balance							
		\$ 83,700	\$ 83,700	\$ 219,810	\$ (140,398)	\$ (140,398)	\$ (140,398)
Prior Year Ending Parks Fund Balance							
		\$ (744,077)	\$ (744,077)	\$ (744,077)	\$ (524,267)	\$ (524,267)	\$ (524,267)
Estimated Ending Parks Fund Balance (deficit)							
		\$ (660,377)	\$ (660,377)	\$ (524,267)	\$ (664,665)	\$ (664,665)	\$ (664,665)

Magistrate Special Revenue Fund

Department Duties/Description

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

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

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

Fill the Gap Fund is collected by the Court as per ARS 12-102.102 to allocate funds to counties for the purpose of planning and implementing collaborative projects that are designed to improve the processing of criminal cases.

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

Fiscal Notes:

- * The Local Court Enhancement Fund has paid for one Clerk for approximately two years. The fund most likely can not carry this Clerk much longer. It is more appropriate to pay for other expenditures of the Court from this fund. The Clerk will be paid through the Municipal Court's General Fund budget were it is an appropriate expenditure.
- * The Court Enhancement Fund will begin paying for the copier lease/maintenance (\$5,000), lease of Court computers and printers (\$8,250), West legal research (\$2,640), digital recording maintenance (\$500), security maintenance (\$350), and other miscellaneous expenditures (\$1,200). All of these expenditures are appropriate for this fund and the fund should be able to tolerate these amounts.

Magistrate Special Revenue Fund
Fund 05-00-00

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
30-51-6000	Fill the Gap Salaries	0	13,154	10,843	0	0	0
30-51-6010	Fill the Gap FICA	0	816	672	0	0	0
30-51-6011	Fill the Gap Medicare	0	191	157	0	0	0
30-51-6012	Fill the Gap Retirement	0	1,243	1,025	0	0	0
30-51-6013	Fill the Gap Unemployment Insurance	0	69	26	0	0	0
30-51-6014	Fill the Gap Worker's Compensation	0	46	197	0	0	0
30-51-6020	Fill the Gap Health, Dental, Life & STD Insurance	0	3,224	2,088	0	0	0
60-68-6000	Court Enhancement Salaries	26,953	27,444	27,468	0	0	0
60-68-6010	Court Enhancement FICA	1,671	1,701	1,703	0	0	0
60-68-6011	Court Enhancement Medicare	391	398	398	0	0	0
60-68-6012	Court Enhancement Retirement	2,547	2,593	2,596	0	0	0
60-68-6013	Court Enhancement Unemployment Insurance	762	762	69	0	0	0
60-68-6014	Court Enhancement Worker's Compensation	85	86	76	0	0	0
60-68-6020	Court Enhancement Health, Dental, Life & STD Insurance	5,502	5,503	5,552	0	0	0
7651	Fill the Gap	0	5,676	5,676	0	0	0
7652	Local JCEF	2,500	2,500	2,775	2,775	2,775	2,775
7653	Court Enhancement	2,000	2,000	2,500	17,950	17,950	17,950
	Total Special Fund Expenditures	\$ 42,411	\$ 67,406	\$ 63,820	\$ 20,725	\$ 20,725	\$ 20,725

Revenues

Special Fund Revenues

40-00-4131	Local JCEF	4,045	4,045	3,200	3,200	3,200	3,200
40-00-4132	Fill the Gap	6,090	6,090	4,100	4,100	4,100	4,100
40-00-4133	Court Enhancement	33,695	33,695	14,868	14,050	14,050	14,050
	Total Special Fund Revenues	\$ 43,830	\$ 43,830	\$ 22,168	\$ 21,350	\$ 21,350	\$ 21,350

Net <Subsidy From>/Contribution To Magistrate Special Revenues Fund Balance

	\$ 1,419	\$ (23,576)	\$ (41,652)	\$ 625	\$ 625	\$ 625
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Prior Year Ending Magistrate Special Revenues Fund Balance
Estimated Ending Magistrate Special Revenues Fund Balance (deficit)

	\$ 58,900	\$ 58,900	\$ 58,900	\$ 17,248	\$ 17,248	\$ 17,248
	\$ 60,319	\$ 35,324	\$ 17,248	\$ 17,873	\$ 17,873	\$ 17,873

State Grants

Department Duties/Description

The State Grants Fund tracks expenditures and revenues for grants issued by the State of Arizona. The two current grant items are the PANT Officer and the School Resource Officer. The Town of Camp Verde is not the direct grant recipient, but rather a sub-recipient as the funds are distributed to the Town of Camp Verde from the main grant recipient to reimburse the Town for actual expenditures of the Town employees that participate in the grant.

Department Staffing:

PANT Officer (1)
School Resource Officer (1)
Special Projects Coordinator (0.14)

Fiscal Notes

- * LTAF II Grant is funding for transportation related expenses. The monies are used to fund the Transit Voucher Program. Monies have been allocated to fund the expenses incurred by Town of Camp Verde Staff (Special Projects Coordinator) in administering the funding portion of this program. NACOG administers the transit portion of the program.
- * School Resource Officer Grant provides funding through the Camp Verde Unified School District that covers the expenditures of one Deputy for the months of August through May (school year) to provide services to the School and have a presence at the School.
- * PANT (Partners Against Narcotics Trafficking) Grant is a regional grant, currently administered through the City of Sedona, that provides funding for one Deputy. The officers receive specialized training and work in conjunction with other departments around the Verde Valley in narcotics related activities.
- * Yavapai County Anti-Racketeering (RICO) is monies received from Yavapai County that may be used to fund items such as (list is not all inclusive):
 - * Gang prevention programs
 - * Substance abuse prevention programs
 - * Substance abuse education programs
 - * Witness protection
 - * Investigation and prosecution of case
 - * Payment of compensation to "injured persons"
 - * Law enforcement equipment and operations
 - * Many other uses as defined in the grant paperwork.

The proposed uses of the Yavapai County Anti-Racketeering (RICO) monies in the FY2009-2010 include the purchase of in-car cameras (\$15,000), personal protection equipment (PPE), voice logger, and radios.

- * Governor's Office of Highway Safety Grant has been applied for to purchase a new speed trailer and portable breath test (PBT) equipment.

State Grants Fund
Fund 06-00-00

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
50-08-9999	Rezzonico Park Grant Expenditures	0	0	7,650	0	0	0
50-18-9999	LTAf II Grant	8,500	27,112	9,553	1,000	1,000	1,000
50-18-6000	LTAf II Salary	0	1,592	506	3,184	4,758	4,758
50-18-6010	LTAf II FICA	0	99	31	197	295	295
50-18-6011	LTAf II Medicare	0	23	7	46	69	69
50-18-6012	LTAf II Retirement	0	150	48	299	447	447
50-18-6013	LTAf II Unemployment Insurance	0	0	0	0	10	10
50-18-6014	LTAf II Worker's Compensation	0	0	0	7	10	10
50-18-6020	LTAf II Health, Dental, Life & STD Insurance	0	258	90	512	537	537
50-19-9999	School Resource Officer	60,142	60,142	54,822	0	0	0
50-19-6000	School Resource Officer Salary	0	0	0	31,973	31,973	31,973
50-19-6001	School Resource Officer Overtime	0	0	0	0	0	0
50-19-6003	School Resource Officer Uniform Allowance	0	0	0	900	900	900
50-19-6011	School Resource Officer Medicare	0	0	0	477	477	477
50-19-6012	School Resource Officer Retirement	0	0	0	4,463	4,463	4,463
50-19-6013	School Resource Officer Unemployment Insurance	0	0	0	69	69	69
50-19-6014	School Resource Officer Worker's Compensation	0	0	0	914	914	914
50-19-6020	School Resource Officer Health, Dental, Life & STD Insurance	0	0	0	4,477	4,477	4,477
50-27-6000	PANT Salary	41,233	41,760	34,362	39,649	39,649	39,649
50-27-6001	PANT Overtime	5,174	5,174	5,800	4,500	4,500	4,500
50-27-6003	PANT Uniform Allowance	1,200	1,200	1,200	1,200	1,200	1,200
50-27-6011	PANT Medicare	690	698	600	658	658	658
50-27-6012	PANT Retirement	6,618	6,693	5,727	6,163	6,163	6,163
50-27-6013	PANT Unemployment Insurance	69	69	67	69	69	69
50-27-6014	PANT Worker's Compensation	2,538	2,562	1,768	1,972	1,972	1,972
50-27-6020	PANT Health, Dental, Life & STD Insurance	5,577	5,578	5,108	5,970	5,970	5,970
50-30-9999	Yavapai County Anti-Racketeering (RICO) Expenditures	0	0	0	30,000	30,000	30,000
50-60-9999	Governor's Office of Highway Safety Grant Expenditures	0	0	0	8,082	8,082	8,082
Total State Grant Expenditures		\$ 131,741	\$ 153,110	\$ 119,690	\$ 146,781	\$ 148,661	\$ 148,661

Revenues

State Grants Fund Revenues

41-08-4335	Rezzonico Park Grant Reimbursements	0	0	7,650	0	0	0
41-19-4335	School Resource Officer Reimbursements	60,142	60,142	54,822	43,273	43,273	43,273
41-18-4335	LTAf II Grant	8,500	29,234	20,734	0	0	0
41-27-4335	PANT Reimbursements	63,099	63,735	54,632	60,180	60,180	60,180
41-30-9999	Yavapai County Anti-Racketeering (RICO)	0	0	30,000	0	0	0
41-60-4335	Governor's Office of Highway Safety Grant	0	0	0	8,082	8,082	8,082
Total State Grant Revenues		\$ 131,741	\$ 153,111	\$ 160,188	\$ 111,535	\$ 111,535	\$ 111,535

Net <Subsidy From>/Contribution To State Grants Fund Balance

\$ -	\$ 0	\$ 40,498	\$ (35,246)	\$ (37,126)	\$ (37,126)
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Prior Year Ending State Grants Fund Balance
Estimated Ending State Grants Fund Balance (deficit)

\$ 988	\$ 988	\$ 988	\$ 41,486	\$ 41,486	\$ 41,486
\$ 988	\$ 988	\$ 41,486	\$ 6,240	\$ 4,360	\$ 4,360

Designated Funds

Operating Transfer In	154	154	154	154	154	154
LTAf II Grant Funds - Transit Voucher Program	834	834	11,333	6,088	4,207	4,207
Yavapai County Anti-Racketeering (RICO) Grant Funds	0	0	30,000	0	0	0
Total State Grants Fund Fund Balance	\$ 988	\$ 988	\$ 41,487	\$ 6,242	\$ 4,361	\$ 4,361

Yavapai-Apache Gaming Compact

Department Duties/Description

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

Accomplishments for the Fiscal Year 2008/2009:

1. Provided funding for the Grasshopper Basketball program.
2. Provided funding for the "Teens a Chillin" Youth Center.
3. Provided funding for the Summer Program.
4. Transferred \$14,014.50 to South Verde High School as requested by the Yavapai-Apache Nation.
5. Transferred \$28,029.00 to Camp Verde Unified School District as requested by the Yavapai-Apache Nation.

Performance Objectives for Fiscal Year 2009/2010:

1. Provide funding to support the Children's Recreational Programs division of Parks & Recreation.
This division provides activities such as Grasshopper Basketball, the Summer Program, the Youth Center, and other recreational opportunities for youth.

Yavapai-Apache Gaming Compact
Fund 07-00-00

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
50-00-9999	Yavapai-Apache Gaming Compact Expenditures	0	0	0	0	0	0
20-80-7610	Parks & Recreation Youth Program Expenditures	31,000	31,000	15,000	0	0	0
20-80-7701	Operating Transfers Out - Gen Fund Children's Recreation	0	0	0	24,437	24,437	24,437
	Total Yavapai-Apache Gaming Expenditures	\$ 31,000	\$ 31,000	\$ 15,000	\$ 24,437	\$ 24,437	\$ 24,437

Revenues

Yavapai-Apache Gaming Compact Revenues		2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
42-4600	Yavapai-Apache Gaming Compact	46,000	46,000	14,015	14,000	14,000	14,000
	Total Yavapai-Apache Gaming Revenues	\$ 46,000	\$ 46,000	\$ 14,015	\$ 14,000	\$ 14,000	\$ 14,000

Net <Subsidy From>/Contribution To Yavapai-Apache Gaming Compact Fund Balance

\$ 15,000	\$ 15,000	\$ (986)	\$ (10,437)	\$ (10,437)	\$ (10,437)
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Prior Year Ending Yavapai-Apache Gaming Compact Fund Balance

\$ 63,158	\$ 63,158	\$ 63,158	\$ 62,173	\$ 62,173	\$ 62,173
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Estimated Ending Yavapai-Apache Gaming Compact Fund Balance (deficit)

\$ 78,158	\$ 78,158	\$ 62,173	\$ 51,736	\$ 51,736	\$ 51,736
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Designated Funds

Prior Year Ending Parks & Recreation Youth Programs Designation	37,436	37,436	37,436	36,451	36,451	36,451
Est. <Subsidy From>/Contribution To Parks & Rec Youth Programs Designation	15,000	15,000	(986)	(10,437)	(10,437)	(10,437)
Estimated Ending Parks & Recreation Youth Programs Designated Fund Balance	\$ 52,436	\$ 52,436	\$ 36,451	\$ 26,014	\$ 26,014	\$ 26,014

Undesignated Funds

Estimated Ending Undesignated Fund Balance	\$ 25,722					
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Federal Grants

Department Duties/Description

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

Department Staffing:

COPS Officer (2)

Fiscal Notes

- * The COPS Grant was applied for by the Marshal's Department to fund two (2) Deputy positions. If the grant is received, the funding provides for the base salary for the officers along with benefits. It does not cover overtime or holiday pay.
- * The Edward Byrne Memorial Justice Assistance Grant was applied for by the Marshal's Department to fund the purchase of a Voice Logger/Recorder as required by the State 9-1-1 system; to replace old malfunctioning radios; and to obtain a wireless access point for the digital in-car cameras.

Federal Grants Fund
Fund 08-00-00

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
20-60-6000	COPS Grant Salary	0	0	0	77,364	77,364	77,364
20-60-6003	COPS Grant Uniform Allowance	0	0	0	2,400	2,400	2,400
20-60-6011	COPS Grant Medicare	0	0	0	1,157	1,157	1,157
20-60-6012	COPS Grant Retirement	0	0	0	10,800	10,800	10,800
20-60-6013	COPS Grant Unemployment Insurance	0	0	0	137	137	137
20-60-6014	COPS Grant Workman's Compensation	0	0	0	2,212	2,212	2,212
20-60-6020	COPS Grant Health, Dental, Life & STD Ins	0	0	0	14,104	14,104	14,104
50-60-9999	Edwards Byrnes Memorial Justice Assistance Grant Expenditures	0	0	0	22,985	22,985	22,985
Total Federal Grant Expenditures		\$ -	\$ -	\$ -	\$ 131,159	\$ 131,159	\$ 131,159

Revenues

Federal Grants Fund Revenues							
44-62-4335	COPS Grant Revenues	0	0	0	108,174	108,174	108,174
44-60-4335	Edward Byrnes Memorial Justice Assistance Grant Revenues	0	0	0	22,985	22,985	22,985
Total Federal Grant Revenues		\$ -	\$ -	\$ -	\$ 131,159	\$ 131,159	\$ 131,159

Net <Subsidy From>/Contribution To Federal Grants Fund Balance

\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	\$ 0
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Prior Year Ending Federal Grants Fund Balance

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Estimated Ending Federal Grants Fund Balance (deficit)

\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	\$ 0
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CDBG Fund

Our Mission

To further the development of a viable and sustainable community, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.

Department Duties/Description

- * To carry out all activities related to CDBG administration and activity implementation.
- * To ensure that each project meets a National Objective.
- * To encourage maximum public participation in project selection.
- * To ensure the project has a positive impact for the citizens we serve and the community as a whole.

Department Staffing:

Town Clerk (shared position with Town Clerk's Department)
Assistant Clerk (shared position with Town Clerk's Department)

Accomplishments for the Fiscal Year 2008/2009:

1. Completed the Town Site Park Restroom Project.
2. Completed the Town Site Street Improvements & Lighting Project.
3. Completed the Town Hall ADA Improvements Project.

Performance Objectives for Fiscal Year 2009/2010:

1. Begin the Citizen Participation Process for the FY2010 Funding Cycle.
2. Select projects and prepare the FY2010 CDBG Application for Funding.

Fiscal Notes

- * Expenditures related to the FY2010 Funding Cycle will occur this fiscal year but will not be eligible for reimbursement until FY2010-2011.
- * NACOG fee estimates based on previous costs. These costs are eligible for reimbursement through the CDBG award.

CDBG Grants Fund
Fund 09-00-00

Expenditures	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
	30-9999	Hollamton Street Improvement Exps	246,000	246,000	0	0	0	0
	30-9998	Grant Administration (Hollamton St Improv)	54,000	54,000	0	0	0	0
	60-7000	Townsite Street Improvements (107-07)	272,063	272,063	289,328	0	0	0
	60-9998	Grant Administration (107-07)	50,970	50,970	16,521	0	0	0
	60-8000	Senior Center Expenses (108-07)	58,775	58,775	33,665	0	0	0
		FY2010 Funding Cycle Administration	0	0	0	5,500	5,500	5,500
		Total CDBG Grant Expenditures	\$ 681,808	\$ 681,808	\$ 339,514	\$ 5,500	\$ 5,500	\$ 5,500

Revenues

CDBG Grants Fund Revenues

42-30-4335	Hollamton Street Improvements	246,000	246,000	0	0	0	0
42-30-4336	Grant Administration (Hollamton St Improv)	54,000	54,000	0	0	0	0
42-60-4335	Townsite Street Improv Reimbs (107-07)	272,063	272,063	288,597	0	0	0
42-60-4336	Grant Administration (107-07)	50,970	50,970	17,252	0	0	0
42-68-4335	Senior Center Reimbursements (108-07)	58,775	58,775	22,675	0	0	0
	Total CDBG Grant Revenues	\$ 681,808	\$ 681,808	\$ 328,524	\$ -	\$ -	\$ -

Net <Subsidy From>/Contribution To CDBG Grants Fund Balance

\$ -	\$ -	\$ (10,990)	\$ (5,500)	\$ (5,500)	\$ (5,500)
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Prior Year Ending CDBG Fund Balance
Estimated Ending CDBG Fund Balance (deficit)

\$ -	\$ -	\$ -	\$ (10,990)	\$ (10,990)	\$ (10,990)
\$ -	\$ -	\$ (10,990)	\$ (16,490)	\$ (16,490)	\$ (16,490)

9-1-1 Fund

Department Duties/Description

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

The 9-1-1 Funds distributed are calculated using a percentage allocation of the 1% of the 9-1-1 funds collected annually by the State 9-1-1 Office within the Arizona Department of Administration.

Accomplishments for the Fiscal Year 2008/2009:

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

Performance Objectives for Fiscal Year 2009/2010:

1. No monies are anticipated to be spent in the 2009-2010 fiscal year.

Significant Expenditure Changes:

9-1-1 Fund
Fund 10-00-00

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
20-60-7010	9-1-1 Expenditures	0	0	0	0	0	0
	Total 9-1-1 Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues							
9-1-1 Fund Revenues							
40-20-4016	9-1-1 Distributions	600	600	500	500	500	500
	Total 9-1-1 Revenues	\$ 600	\$ 600	\$ 500	\$ 500	\$ 500	\$ 500
Net <Subsidy From>/Contribution To 9-1-1 Fund Balance		\$ 600	\$ 600	\$ 500	\$ 500	\$ 500	\$ 500
Prior Year Ending 9-1-1 Fund Balance		\$ 1,784	\$ 1,784	\$ 1,784	\$ 2,284	\$ 2,284	\$ 2,284
Estimated Ending 9-1-1 Fund Balance (deficit)		\$ 2,384	\$ 2,384	\$ 2,284	\$ 2,784	\$ 2,784	\$ 2,784

Debt Service Fund

Department Duties/Description

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The Town of Camp Verde currently has three (3) long-term debt obligations; the GADA loan for the Camp Verde Marshal's Office Facility, Koch Financial for the Sanitary District Funding Agreement, and Chicago Title for the soccer field at Butler Park.

Greater Arizona Development Authority (GADA)

The Town of Camp Verde obtained \$2,150,000 from the Greater Arizona Development Authority (GADA) on February 28, 2005 for the purpose of constructing a new Marshal's Department Facility. The funds received were part of an Excise Tax Revenue Bond series in which the Town agreed to use a portion of the Town Sales Taxes collected to make the required payments.

The first payment was made to US Bank on February 1, 2006. Payments are made bi-annually; one payment consists of principle and interest; the other bi-annual payment consists of only interest. The Schedule of Payments for the next five years is as follows:

Date	Amount	Interest	Principal
8/1/2009	\$ 128,300.00	\$ 43,300.00	\$ 85,000.00
2/1/2010	\$ 42,025.00	\$ 42,025.00	-
8/1/2010	\$ 127,025.00	\$ 42,025.00	\$ 85,000.00
2/1/2011	\$ 40,750.00	\$ 40,750.00	-
8/1/2011	\$ 125,750.00	\$ 40,750.00	\$ 85,000.00
2/1/2012	\$ 38,625.00	\$ 38,625.00	-
8/1/2012	\$ 128,625.00	\$ 38,625.00	\$ 90,000.00
2/1/2013	\$ 36,375.00	\$ 36,375.00	-
8/1/2013	\$ 131,375.00	\$ 36,375.00	\$ 95,000.00
2/1/2014	\$ 34,000.00	\$ 34,000.00	-

Camp Verde Sanitary District IGA (Koch Financial)

The Town of Camp Verde (Town) entered into an Intergovernmental Agreement (IGA) with the Camp Verde Sanitary District (District) on May 17, 2007 wherein the Town pledged \$135,000 per year to the District to be used in connection with the construction of a wastewater treatment plant. The District secured funding through Koch Financial. The Koch Financial Lease Purchase Agreement #2 is the lease backed by the Town.

The Town made the first payment to Koch Financial on January 1, 2008 and has continued to make the bi-annual payments as scheduled.

The Schedule of Lease Payments for the Koch Financial Lease Purchase #2 for the next five years is as follows:

Date	Amount	Interest	Principal	Outstanding Balance
7/1/2009	\$ 67,238.85	\$ 46,348.65	\$ 20,890.20	\$ 1,833,055.80
1/1/2010	\$ 67,774.40	\$ 45,826.40	\$ 21,948.00	\$ 1,811,107.80
7/1/2010	\$ 67,225.60	\$ 45,227.70	\$ 21,947.90	\$ 1,789,159.90
1/1/2011	\$ 67,788.20	\$ 44,729.00	\$ 23,059.20	\$ 1,766,100.70
7/1/2011	\$ 67,211.72	\$ 44,152.52	\$ 23,059.20	\$ 1,743,041.50
1/1/2012	\$ 67,802.84	\$ 43,576.04	\$ 24,226.80	\$ 1,718,814.70
7/1/2012	\$ 67,197.07	\$ 42,970.37	\$ 24,226.70	\$ 1,694,588.00
1/1/2013	\$ 67,818.20	\$ 42,364.70	\$ 25,453.50	\$ 1,669,134.50
7/1/2013	\$ 67,181.76	\$ 41,728.36	\$ 25,453.40	\$ 1,643,681.10
1/1/2014	\$ 67,834.23	\$ 41,092.03	\$ 26,742.20	\$ 1,616,938.90

The District is in the process of refinancing this lease with the Water Infrastructure Finance Authority (WIFA). If this refinance is completed, the projected savings is estimated to be \$15,000 per year. The District has stated that this savings will be shared with the Town. Upon refinancing, the above listed Schedule of Lease Payments will change.

Chicago Title/NoteWorld (Butler Park)

The Town of Camp Verde purchased the Butler Park Soccer Field on July 28, 1998 for the purchase price of \$42,000. Since that time, the Town has been making monthly payments to Chicago Title/NoteWorld who processes the payments to the mortgage holder.

A schedule of the remaining payments shows that the property will be paid off in July 2014. A five year payment schedule shown on a fiscal year basis is as follows:

Fiscal Year	Principal	Interest
2010	3,596	1,562
2011	3,973	1,185
2012	4,389	769
2013	4,850	309
2014	426	4

Fiscal Notes

* The decrease in FY2008-2009 Estimated Actuals in the Operating Transfers for the GADA loan is due to the carry forward of fund balance at the beginning of the year. The payment that was due August 1, 2008 had to be submitted to the loan trustee by July 1, 2008. This necessitated that the loan payment be submitted during the month of June 2008. Because the payment was not paid to the bond company until August 1, 2008, the loan is treated as a "pre-paid expense" and shown as an asset on the financials. This asset is what created the fund balance carry-forward from FY2007-2008.

Debt Service Fund
Fund 13-00-00

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
50-58-8000	Principal-GADA Loan	80,000	80,000	80,000	85,000	85,000	85,000
50-58-8001	Interest-GADA Loan	87,600	87,600	87,600	85,325	85,325	85,325
50-58-8002	Miscellaneous Charges-GADA Loan	0	0	700	700	700	700
Sanitary District Loan Expenditures							
60-00-8000	Principal-Sanitary District Loan	40,993	40,993	40,993	41,780	41,780	41,780
60-00-8001	Interest-Sanitary District Loan	94,244	94,244	94,244	93,220	93,220	93,220
Butler Park Soccer Field							
70-00-8000	Butler Park Soccer Field	5,500	5,500	5,500	5,398	5,398	5,398
Total Debt Service Fund Expenditures		\$ 308,337	\$ 308,337	\$ 309,037	\$ 311,423	\$ 311,423	\$ 311,423
Revenues							
GADA Loan Revenues							
40-50-7701	Op Transfer - GF (1 cent of 3 cent Construction Tax)	151,607	151,607	43,706	40,000	40,000	40,000
40-50-7702	Rio Verde Plaza Rents-transfer net of expenses	8,186	8,186	-	-	-	-
40-50-4900	GADA Loan Interest Revenue	500	500	370	400	400	400
40-50-7777	Operating Transfers In-from General Fund	7,233	7,233	-	130,625	130,625	130,625
Sanitary District Loan Revenues							
40-60-7701	Sanitary District Funding-GF Operating Transfer	135,237	135,237	135,237	135,000	135,000	135,000
Butler Park Soccer Field Revenues							
40-70-7704	Operating Transfers In-from Parks Fund	5,500	5,500	5,374	5,398	5,398	5,398
Total Debt Service Fund Revenues		\$ 308,263	\$ 308,263	\$ 184,687	\$ 311,423	\$ 311,423	\$ 311,423
Net <Subsidy From>/Contribution To Debt Service Fund Balance		\$ (74)	\$ (74)	\$ (124,350)	\$ -	\$ -	\$ -
Prior Year Ending Debt Service Fund Balance		\$ 124,350	\$ 124,350	\$ 124,350	\$ -	\$ -	\$ -
Estimated Ending Debt Service Fund Balance (deficit)		\$ 124,276	\$ 124,276	\$ -	\$ -	\$ -	\$ -

Library Building Fund

Department Duties/Description

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

Fiscal Note

- * Due to the decline in interest rates nationwide, the projected amount of interest revenues have been decreased accordingly.
- * The Council has approved an Operating Transfer from the General Fund to support the fundraising efforts for the building of a new Library.

Library Building Fund
Fund 15-00-00

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
50-8000	Library Master Plan Design	0	0	0	0	0	0
	Library Building Expenditures	0	0	0	0	0	0
	Total Library Building Fund Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues							
Library Building Fund Revenues							
40-4600	Donation Revenues	14,449	14,449	13,561	0	12,000	12,000
40-4900	Interest Revenues	10,000	10,000	2,842	0	1,200	1,200
	Operating Transfer In - from General Fund	0	0	0	0	0	100
	Total Library Building Fund Revenues	\$ 24,449	\$ 24,449	\$ 16,403	\$ -	\$ 13,200	\$ 13,200
Net <Subsidy From>/Contribution To Library Building Fund Balance		\$ 24,449	\$ 24,449	\$ 16,403	\$ -	\$ 13,200	\$ 13,200
Prior Year Ending Library Building Fund Balance		\$ 214,556	\$ 214,556	\$ 214,556	\$ 230,959	\$ 230,959	\$ 230,959
Estimated Ending Library Building Fund Balance (deficit)		\$ 239,005	\$ 239,005	\$ 230,959	\$ 230,959	\$ 244,159	\$ 244,159

Impact Fees

Department Duties/Description

The voters of the Town of Camp Verde approved Development Impact Fees in March 2006. The purposes and intent of the Town's Development Fee Code and procedures are:

- A. To establish uniform procedures for the imposition, calculation, collection, expenditure and administration of any development fees imposed on New Development;
- B. To implement the goals, objectives and policies of the Town of Camp Verde General Plan, as amended from time to time, to assure that New Development contributes its fair share towards the costs of providing Public Facilities or Services reasonably necessitated by such New Development;
- C. To ensure that New Development obtains a reasonable benefit by the Public Facilities or Services provided with the proceeds of Development Fees;
- D. To ensure that all applicable and appropriate legal standards and criteria relating to the imposition of Development Fees are properly incorporated into the Town Code; and
- E. To ensure that all applicable procedural requirements of A.R.S. § 9-463.05 have been met.

Impact Fee Fund
Fund 16-00-00

Expenditures		2008/2009	2008/2009	2008/2009	2009/2010	2009/2010	2009/2010
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
01-9999	General Government Expenditures	0	0	0	0	0	0
02-9999	Police Services Expenditures	0	0	0	0	0	0
03-9999	Library Expenditures	0	0	0	0	0	0
04-9999	Parks & Recreation Expenditures	0	0	0	0	0	0
Total Impact Fee Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Revenues

Impact Fee Revenues

01-4145	General Government Impact Fees	17,000	17,000	21,066	5,505	5,505	5,505
01-4900	General Government Interest	100	100	200	200	200	200
02-4145	Police Services Impact Fees	15,000	15,000	45,110	2,620	2,620	2,620
02-4900	Police Services Interest	60	60	180	180	180	180
03-4145	Library Impact Fees	13,000	13,000	5,831	5,230	5,230	5,230
03-4900	Library Interest	70	70	150	150	150	150
04-4145	Parks & Recreation Impact Fees	30,000	30,000	13,011	11,670	11,670	11,670
04-4900	Parks & Recreation Interest	250	250	350	350	350	350
Total Impact Fee Revenues		\$ 75,480	\$ 75,480	\$ 85,898	\$ 25,905	\$ 25,905	\$ 25,905

Net <Subsidy From>/Contribution To Impact Fee Fund Balance

\$ 75,480	\$ 75,480	\$ 85,898	\$ 25,905	\$ 25,905	\$ 25,905
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Prior Year Ending Impact Fee Fund Balance
Estimated Ending Impact Fee Fund Balance (deficit)

\$ 113,600	\$ 113,600	\$ 113,600	\$ 199,498	\$ 199,498	\$ 199,498
\$ 189,080	\$ 189,080	\$ 199,498	\$ 225,403	\$ 225,403	\$ 225,403

Housing Grant Fund

Our Mission

The Town of Camp Verde's Housing Grant Fund's mission is to promote and preserve community enhancement through Owner Occupied Home Rehabilitation activities to preserve decent, safe and attainable housing for low income Camp Verde citizens.

Department Staffing:

Special Projects Coordinator (0.1) or NACOG
Accountant (payment and account tracking)

Accomplishments for the Fiscal Year 2008/2009:

1. Ranked and selected applicants.
2. Project set-ups, cost estimate, etc. completed.
3. Invitation to Bid drafted and released, bids awarded.
4. Home rehabilitation construction completed.
5. Individual project close-out reports completed.
6. Home Grant 07/08 close-out report completed.

Performance Objectives for Fiscal Year 2009/2010:

1. Maintain five open loans payable to the Revolving Loan Fund.
2. Complete on-going grant applications (e.g. furthering fair housing, Revolving Loan Fund reporting, Certificate of Insurance to Arizona Department of Housing, etc.).
3. Verify owner occupancy for Home Rehabilitation Program participants.
4. Contract with NACOG to conduct home rehabilitation as Revolving Loan Fund or other grant funds are available.

Fiscal Notes

- * Revolving Loan Fund balance as of March 31, 2009 - \$35,946.16.
- * June 30, 2009 estimated Revolving Loan Fund balance - \$45,128
- * June 30, 2010 estimated Revolving Loan Fund balance - \$67,128

Housing Grant Fund
Fund 18-00-00

Expenditures	ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
	18-10-00-6000	Salaries	0	0	24,313	0	0	0
	18-10-00-6010	FICA	0	0	1,337	0	0	0
	18-10-00-6011	Medicare	0	0	313	0	0	0
	18-10-00-6012	Retirement	0	0	2,298	0	0	0
	18-10-00-6013	Unemployment Insurance	0	0	3	0	0	0
	18-10-00-6014	Workman's Compensation	0	0	1	0	0	0
	18-10-00-6020	Health, Dental, Life & STD Insurance	0	0	3,444	0	0	0
	18-10-00-9000	Home Grant Administration Exps	26,082	26,082	2,340	0	0	0
	18-10-00-9999	Home Grant Rehabilitation Exps	354,000	354,000	338,350	0	0	0
	18-50-00-9999	Local Revolving Loan Fund Exps*	210,106	210,106	171,428	67,000	62,785	62,785
		Total Housing Fund Expenditures	\$ 590,188	\$ 590,188	\$ 543,826	\$ 67,000	\$ 62,785	\$ 62,785

Revenues

Housing Fund Revenues

40-10-4335	Home Grant Rehabilitation Reimbs	354,000	354,000	338,350	0	0	0
40-10-4336	Home Grant Administration Reimbs	26,082	26,082	26,082	0	0	0
42-50-4720	Local Revolving Loan Fund Payments	21,500	21,500	15,042	22,000	18,201	18,201
42-50-4900	Local Revolving Loan Fund Interest	0	0	900	900	900	900
	Total Housing Fund Revenues	\$ 401,582	\$ 401,582	\$ 380,374	\$ 22,900	\$ 19,101	\$ 19,101

Net <Subsidy From>/Contribution To Housing Grant Fund Balance

\$ (188,606)	\$ (188,606)	\$ (163,452)	\$ (44,100)	\$ (43,684)	\$ (43,684)
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Prior Year Ending Housing Grant Fund Balance
Estimated Ending Housing Grant Fund Balance (deficit)

\$ 207,136	\$ 207,136	\$ 207,136	\$ 43,684	\$ 43,684	\$ 43,684
\$ 18,530	\$ 18,530	\$ 43,684	\$ (416)	\$ (0)	\$ (0)

Donations

Department Duties/Description

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

Fiscal Notes

- * In the 2009-2010 fiscal year, the Town Manager's Recommendation allows for the Departments to expend the prior year's fund balances along with the anticipated donation revenues in the 2009-2010 fiscal year to offset the decrease in their General Fund budgets.

Donations
Fund 19-00-00

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
50-01-9999	Animal Shelter Expenditures	2,000	2,000	695	0	11,405	11,405
50-02-9999	K-9 Expenditures	1,600	1,600	0	0	1,936	1,936
50-03-9999	General CVMO Donations	2,000	2,000	0	0	1,000	1,000
50-04-9999	Camp Verde Library Donations	4,000	4,000	0	3,907	3,907	3,907
50-05-9999	Beaver Creek Library Donations	0	0	0	520	520	520
50-06-9999	Parks & Recreation Donations	0	0	550	0	4,250	4,250
Total Donation Fund Expenditures		\$ 9,600	\$ 9,600	\$ 1,245	\$ 4,427	\$ 23,018	\$ 23,018

Revenues

Donation Fund Revenues		2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
40-01-4600	Animal Shelter Donations	2,000	2,000	4,500	0	2,000	2,000
40-02-4600	K-9 Donations	1,600	1,600	0	0	0	0
40-03-4600	General CVMO Donations	2,000	2,000	0	0	0	0
40-04-4600	Camp Verde Library Donations	4,000	4,000	1,250	0	1,250	1,250
40-05-4600	Beaver Creek Library Donations	0	0	250	0	250	250
40-06-4600	Parks & Recreation Donations	0	0	2,800	0	2,000	2,000
Total Donation Fund Revenues		\$ 9,600	\$ 9,600	\$ 8,800	\$ -	\$ 5,500	\$ 5,500

Net <Subsidy From>/Contribution To Donation Fund Balance

\$ -	\$ -	\$ 7,555	\$ (4,427)	\$ (17,518)	\$ (17,518)
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Prior Year Ending Donations Fund Balance
Estimated Ending Donations Fund Balance (deficit)

\$ 9,963	\$ 9,963	\$ 9,963	\$ 17,518	\$ 17,518	\$ 17,518
\$ 9,963	\$ 9,963	\$ 17,518	\$ 13,091	\$ -	\$ -

Fund Balance Designations

Animal Shelter Donations	5,600	9,405	0	0
K-9 Donations	1,936	1,936	0	0
General CVMO Donations	1,000	1,000	0	0
Camp Verde Library Donations	1,407	2,657	0	0
Beaver Creek Library Donations	20	270	0	0
Parks & Recreation Donations	0	2,250	0	0

Streets/HURF Fund

Our Mission

The Town of Camp Verde's Streets Department's mission is to provide and maintain, within the Town's available resources, adequate and safe transportation infrastructure, effective street maintenance, and promotion of safety.

Department Duties/Description

The Streets Department is a division of the Public Works Department. With a crew of five, the Streets Department maintains over 110 miles of paved roads, as well as blading and maintaining the numerous dirt roads. Each year the Crew performs crack-seal, chip-seal, patch and pavement projects. The Crew inspects, installs and updates traffic and informational signs. The Crew also keeps the Town's Right of Way clear from tree/brush and trash; each year over 7,000 cubic yards of trimmings are cleared. On an average year, the Department issues between 25-30 Road Cut Permits and 70-80 Culvert Permits which require at least one inspection from a Crew member. The Streets Department is also responsible for street sweeping, dead animal pick up and removal of trash for Adopt-a-Road Volunteer Groups.

Department Staffing:

Public Works Director/Engineer (0.20)

Streets Foreman (0.96)

Street Inspector (0.80)

Heavy Equipment Operator (0) - vacant

Medium Equipment Operator (1.92)

Streets Laborer (0.96)

Special Projects Coordinator (0.21)

Administrative Assistant (0.50)

Accomplishments for the Fiscal Year 2008/2009:

1. Reconstruction of Reddell Ranch Acres and Fort River Caves subdivision roads after Camp Verde Sanitary District expansion.
2. Completion of 80,000 linear feet of crack seal preventive maintenance.
3. Overlay of Industrial Drive.
4. Completion of the Townsite Improvements Phase I (CDBG Grant).
5. Reconciliation of Transit Voucher Program covering the last five years to present.
6. Update Pavement Management software to include current conditions and signage.
7. Preliminary construction phase (sub-base) of Reeves Arena, Princess Lane, and Walnut Drive.

Performance Objectives for Fiscal Year 2009/2010:

1. Increase chip seal maintenance to facilitate a 15-year turn over rate at a minimum cost of \$560,000 per year.
2. Begin site improvements to new Equipment Yard at the Camp Verde Sanitary District site and transport equipment to this location.
3. Obtain CDBG funding to complete the Hollamon Street improvements portion of Townsite.
4. Begin annual project to provide connectivity which may include completing paths, bike trails, or sidewalks as funding permits.
5. Complete street construction standards for the Town Engineering Standards.
6. Build base, sub-base, and drainage on Zachary Lane.

Significant Expenditure Changes:

- * Seasonal Labor (previously 7120) is included in the salary related calculations. Amounts included are 1,440 hours at \$12.00 per hour for work such as mowing/trimming, flagging, and chip seal, and 240 hours at \$20.00 for blading work plus all applicable taxes and benefits.
- * Fuel/Oil/Lube (7055) increase due to significant projects being delayed in fiscal year 2008-2009 resulting in the appropriation not being fully utilized. Based on fiscal year 2009-2010 projects to prepare a new 15 acre Public Works Yard, overlay projects and volatile fuel costs, we have held this line item constant with the previous appropriation.
- * Street & Safety Signage (7710) - Federal mandates require State/Local agencies to improve minimum sign retroreflectivity standards by 2018. The increase in this line item keeps us on track to replace lost/stolen signs and begin upgrading warning/regulatory signs to meet the federal mandate.

Fiscal Notes

- * HURF Revenues and LTAF Revenues are restricted monies received from the State that can only be used for transportation related expenditures. The State provides annual estimates of the amounts that each municipality will receive during the fiscal year. HURF Revenues are derived from gasoline tax and a number of additional transportation related fees. One-half of monies received are distributed based on the population, the other half are allocated based on "county of origin" of gasoline sales. LTAF Revenues are derived from the State lottery. Distribution is based on population.
- * Finnie Flat Sidewalk Project (8715) is a Federal Transportation Enhancement Grant that is at the 30% scoping/design phase. An environmental assessment is underway and requires Agency hearings that should be complete within the next six (6) months. The bidding and construction phase will be managed by ADOT in coordination with a similar project along State Route 260.
- * The Chip Seal Maintenance goal of \$560,000 will update approximately 7 miles of roadway at \$80,000/mile. In fiscal year 2008-2009 this activity was restricted to the Camp Verde Sanitary District reconstruction project. It is critical to fund chip seal at this minimum level simply to maintain our existing and valuable Infrastructure.
- * Transportation Management Plan:
The Town of Camp Verde has over 105 miles of paved roadways, valued in excess of \$16,800,000. With proper maintenance and preservation work, this valuable asset has a life of 15 to 20 years. Every \$1.00 spent in the first 15 years of the service life of a paved road, saves the Town \$5.00 in future rehabilitation costs. This is based on today's costs; as fuel/oil costs increase, rehabilitation costs will increase, making maintenance even more critical. Any Transportation Maintenance Program will address each of the following:
 - * Routine maintenance such as street sweeping, clearing roadside ditches/structures, maintenance of markings and signage, crack fill, and pothole patching.
 - * Preventative maintenance is the most cost effective. It is one tenth the cost of reconstruction. Preventative maintenance includes fog seal, crack seal, chip seal, and hot mix overlay.
 - * Rehabilitation is the structural enhancement that extends the service life of existing pavement by increasing the thickness to accommodate existing and projected traffic conditions.

Streets/HURF Department
Fund 20-20-00

Expenditures ACCOUNT NUMBERS	ACCOUNT TITLE	2008/2009 COUNCIL ADOPTION	2008/2009 ADJUSTED BUDGET	2008/2009 ESTIMATED ACTUALS	2009/2010 DEPARTMENT REQUESTED	2009/2010 MANAGER RECOMMEND	2009/2010 COUNCIL ADOPTION
6000	Salaries	240,500	244,531	261,181	292,107	232,276	232,276
6001	Overtime	2,000	2,000	800		2,000	2,000
6010	FICA	15,035	15,285	16,243		14,525	14,525
6011	Medicare	3,516	3,574	3,799		3,397	3,397
6012	Retirement	22,916	23,297	24,757		19,946	19,946
6013	Unemployment Insurance	446	446	612		597	597
6014	Workman's Compensation	22,504	22,786	15,050		13,576	13,576
6020	Health, Dental, Life & STD Insurance	36,108	36,119	36,500		33,131	33,131
	Total Salary Expenditures	\$ 343,025	\$ 348,037	\$ 358,942	\$ 292,107	\$ 319,449	\$ 319,448

Operational Expenditures

7010	Training	2,500	2,000	985	1,000	1,000	1,000
7015	Travel	1,500	1,000	185	300	300	300
7020	Uniforms	3,800	3,800	3,800	4,000	4,000	4,000
7030	Office Supplies	800	800	800	800	800	800
7035	Subscriptions/Memberships	200	200	200	100	100	100
7036	Books/Tapes/Publications	400	400	400	100	100	100
7037	Printing	500	500	400	400	400	400
7038	Advertising	1,500	1,500	875	1,500	1,500	1,500
7039	Postage	0	0	0	0	54	54
7040	Computer Services/Software	3,000	3,000	3,000	3,000	3,000	3,000
7050	Auto Repair/Maintenance	35,000	35,000	30,000	37,000	37,000	37,000
7055	Fuel/Oil/Lube	50,000	50,000	28,000	50,000	50,000	50,000
7060	Electric	2,551	3,750	3,865	3,750	3,750	3,750
7061	Gas/Propane	1,845	1,845	1,145	1,000	1,000	1,000
7062	Water	2,340	2,000	2,000	1,900	1,900	1,900
7063	Sewer	73	378	378	350	350	350
7064	Waste Removal	581	581	285	175	175	175
7065	Telephone	676	576	976	876	876	876
7066	Cell Phone	2,000	1,600	1,730	1,680	1,680	1,680
7067	Pest Control	336	336	356	338	338	338
7100	Consulting Services	93,000	93,000	50,400	45,000	45,000	45,000
7110	Legal Services	2,000	2,000	2,000	2,000	2,000	2,000
7120	Contract Labor/Services	10,000	10,000	10,000	0	0	0
7130	Equipment Rental	8,000	7,000	625	1,200	1,200	1,200
7220	Liability Insurance	30,000	30,000	30,000	30,000	30,000	30,000
7513	OSHA Medical Supplies	700	700	600	700	700	700
7553	Street Yard Lease Payments	36,000	36,720	36,720	36,720	36,720	36,720
7560	Mapping	200	200	200	200	200	200
7581	Recording Fees	1,000	500	100	300	300	300
7700	Street Maintenance	40,000	40,000	35,500	48,000	48,000	48,000
7710	Street & Safety Signaling	6,000	6,000	6,000	10,000	10,000	10,000
7720	Transportation Enhancement	0	0	0	0	0	0
7730	Traffic Signal Maintenance	15,000	14,000	11,750	12,500	12,500	12,500
7735	Traffic Signal Electricity	7,200	7,200	6,900	6,700	6,700	6,700
7736	Main Street Lights/Irrigation Electricity	9,424	9,424	10,624	11,500	11,500	11,500
7740	Small Tools	1,800	1,800	1,800	1,800	1,800	1,800
7750	Litter Abatement	1,000	800	300	500	500	500
	Shop Repair/Maintenance	0	0	0	1,000	0	0
	Total Operational Expenditures	\$ 370,926	\$ 368,610	\$ 282,899	\$ 316,389	\$ 315,443	\$ 315,443

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	0	0	0	1,000	1,000	1,000
8010	Computer Equipment	1,000	500	500	500	500	500
8020	Equipment Lease	8,000	7,000	2,753	5,000	5,000	5,000
8710	Street Construction	60,000	50,000	7,000	50,000	50,000	50,000
8711	Street Stripping	30,000	25,000	13,700	25,000	25,000	25,000
8712	Right-of-Way Acquisition	1,000	1,000	300	200	200	200
8713	Chip Seal/Maintenance	675,000	614,000	307,000	560,000	195,436	195,436
8714	Street Paving	55,000	55,000	35,000	55,000	55,000	55,000
8715	Finnie Flat Sidewalk	106,810	106,810	36,810	192,774	192,774	192,774
8716	Town Site Improvements	127,408	149,938	139,495	0	0	0
	Total Equipment/Capital Expenditures	\$ 1,064,218	\$ 1,009,248	\$ 542,558	\$ 889,474	\$ 524,910	\$ 524,910

Total Expenditures

\$ 1,778,169	\$ 1,725,895	\$ 1,184,399	\$ 1,497,970	\$ 1,159,802	\$ 1,159,801
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Revenues

Streets/HURF Revenues

40-4330	Refunds/Reimbursements	47,820	47,820	450	0	3,000	3,000
40-4335	TEA Grant Reimbursements	62,164	62,164	0	0	0	0
40-20-4335	SATS Grant Reimbursements	0	0	43,138	0	0	0
40-4900	Interest	0	0	500	0	500	500
41-4030	HURF Revenue	877,186	797,186	687,099	700,000	771,100	771,100
41-4035	LTAI Revenue	46,146	46,146	52,663	45,000	50,513	50,513
40-7703	Operating Transfer In-CIP Fund	271,346	271,346	271,346	0	0	0
	LTAI II Revenue - Transportation Salary/Supplies	0	0	0	7,367	0	0
	Total Departmental Revenues	\$ 1,304,662	\$ 1,224,662	\$ 1,055,196	\$ 752,367	\$ 825,113	\$ 825,113

Net <Subsidy From>/Contribution To Streets/HURF Fund Balance

\$ (473,507)	\$ (501,233)	\$ (129,203)	\$ (745,603)	\$ (334,689)	\$ (334,688)
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Prior Year Ending Streets/HURF Fund Balance

463,892	463,892	463,892	334,689	334,689	334,689
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Estimated Ending Streets/HURF Fund Balance (deficit)

\$ (9,615)	\$ (37,341)	\$ 334,689	\$ (410,914)	\$ 0	\$ 1
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Budget Policy

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

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

Budget Philosophy

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

Balanced Budget

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

Budget Process

The budget process begins in February with an off-site retreat of Council Members and Department Heads to discuss the departments' priorities and obtain guidance from Council on strategic objectives and special funding requests.

In March, the Finance Department compiles information, makes projections, and completes non-departmental revenue estimates. Based on the revenue estimates projected, the Finance Department determines the subsidy allocation to be provided to each department through a General Fund Subsidy Allocation. These allocations are distributions of the monies provided from general purpose revenues (non-departmentally generated revenues) to help fund the department's operations. A meeting is held with the Department Heads to convey the budget direction, discuss the budget process, and explain the General Fund Subsidy Allocation amounts allocated to each department.

Department Heads develop the budgets for their departments as they best understand the operational needs of their departments. The Finance Department completes the salary related projections for the Manager's Recommendation column and will provide estimates for Department Heads relating to current and requested staffing levels.

In April, Department Heads submit their completed budget requests to the Finance Department for compilation of the budget work papers. Individual meetings are held with each of the Department Heads to discuss their budget requests and to assure that the Departments' narratives are complete.

In May, the draft budget is distributed to Council Members and Department Heads. Budget Work Sessions are held to present each budgetary unit to Council, answer questions that may arise, make adjustments as directed, and obtain Council's preliminary approval of the requests. The Finance Department makes final adjustments to the budget and verifies that all information is properly included in the budget document.

In June, the Tentative Budget is approved by Council and the budget is advertised in the local newspapers for two consecutive weeks.

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

Budget Amendment Policy

Once the tentative budget is adopted, the expenditure limitation amount is set for the fiscal year. The Town Council may not approve additional appropriations above that amount. Throughout the fiscal year, amendments may be

made to the adopted budget. All budget amendments must be approved by the Town Council. Budget amendments include, but are not limited to, transfers of appropriations between departments, transfers of appropriations from the Contingency to departments and/or funds, and transfers of appropriations between funds.

Budget Monitoring

The Finance Department, along with each Department Head, monitors the budget continuously throughout the fiscal year. The Town focuses on the object level (total salary expenditures, total operational expenditures, etc) of tracking rather than focusing on the sub-object level (each specific line item). This means that instead of tracking each line item to ensure that it remains within the budget appropriation, the focus is on whether the Department as a whole operates within its total budget appropriation.

Revenue projections are monitored monthly and statistically projected throughout the remainder of the fiscal year to determine the need to decrease expenditure appropriations in order to maintain a balanced budget.

Financial reports are given to the Town Council and Department Heads monthly detailing the status of each department and the Town as a whole. Along with these reports, the Finance Department also presents a report to Council detailing the revenue projections through the end of the fiscal year and makes recommendations as needed to decrease appropriated expenditures, as a result of any shortfall in our revenue base which may materialize.

Proposed Budget Calendar

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

Fund Accounting

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

Governmental Funds

General Fund - The General Fund is the main operating fund of the Town of Camp Verde. It accounts for the majority of the departments within the Town.

Special Revenue Fund - Special Revenue Funds are separate accounting records used to track revenues (and the related expenditures) that are legally restricted for specific purposes.

Debt Service Fund - Debt Service Fund is used to account for the funding allocations and the payments of general long-term debt principal, interest and related costs.

Capital Project Fund - Capital Project Funds are used to track the financial resources to be used for the acquisition or construction of capital assets. A capital asset is defined by the Town as any item with an extended useful life whose purchase price (or value if donated) is \$5,000 or more.

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

Fiduciary Funds

Agency Fund - The Agency Fund is used to account for monies belonging to other agencies that the Town holds in a trustee capacity. This currently consists of monies held for the Grasshopper Swim Team and Special Olympics.

All Fiduciary Funds are accounted for using the accrual basis of accounting. This method of accounting recognizes the financial effects of transactions and other events and circumstances that have cash consequences in the periods in which transactions, events, and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

Budget Basis

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



Fiscal Policy

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

General Financial Goals

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

Operating Budget Policies

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

Revenue Policies

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

Expenditure Policies

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

Capital Improvement Budget Policies

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

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

Short-Term Debt Policies

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

Long-Term Debt Policies

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

Reserve Policies

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

The primary purpose of these reserves is to protect the Town's essential service programs and funding requirements during periods of economic downturn (defined as a recession lasting two or more years), or other unanticipated or emergency expenditures that could not be reasonably foreseen during preparation of the budget.
2. The Town will establish an account to accumulate funds to be used for payment of accrued employee benefits for terminated employees. The level of this reserve will be maintained as a level at least equal to projected costs for employees who are eligible for retirement.
3. Self-insurance reserves will be maintained at a level which, together with purchased insurance policies, adequately protects the Town. The Town will maintain a reserve of three times its self-insurance retention for those claims covered by the insurance pool (of which the Town is a member). The Town will perform an analysis of past claims not covered by the insurance pool and reserve an appropriate amount to pay for uncovered claims.
4. The Town will establish a Capital Equipment Replacement Reserve and a Facilities/Maintenance Capital Asset Reserve for the accumulation of funds for the replacement of worn and obsolete equipment, other than vehicles, and for costs associated with the maintenance of all Town facilities. These reserves will be maintained at a level at least equal to the projected five-year capital asset replacement and maintenance costs.
5. The Town will establish a Fleet Replacement Reserve for costs associated with the replacement of vehicles and other rolling stock as they become unserviceable, obsolete, or reach a predetermined service life. The reserve will be maintained at a level at least equal to the projected five-year fleet replacement costs.

Investment Policies

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

Accounting, Auditing & Financial Reporting Policies

1. The Town's accounting and financial reporting systems will be maintained in conformance with Generally Accepted Accounting Principles and standards of the Government Accounting Standards Board.
2. An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Comprehensive Annual Financial Report, including an audit opinion.
3. A fixed asset system will be maintained to identify all Town assets, their condition, historical cost, replacement value and useful life.

4. Quarterly financial, Capital Improvement Program and Investment reports will be submitted to the Town Council and will be made available to the public.
5. Full and continuing disclosure will be provided in the general financial statements and bond representations.
6. Maintain a positive municipal credit rating.



Investment Policy

I. Purpose

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

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

II. Governing Authority

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

III. Approval of the Investment Policy

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

IV. Scope

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

V. Investment Policy Objectives

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

- * Safety
- * Liquidity
- * Optimal Yield
- * Collateralization

These objectives are defined below:

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

a. Credit Risk

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

- * Limiting investments in the portfolio to the asset classes designated as acceptable in A.R.S. §35-323. When possible, analysis of the credit worthiness of all individual debt issuers held in the portfolio should be conducted on an annual basis in an effort to guard against investing in weak or deteriorating credit situations;

b. Interest Rate Risk

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

- * Structuring the investment portfolio so that securities mature concurrent with the anticipated cash requirements for ongoing operations, thereby avoiding, as much as possible, the need to sell securities in an adverse market environment prior to maturity;
- * Investing funds primarily in shorter-term securities or similar investment pools and limiting the average maturity of the portfolio in accordance with the needs of the Town;
- * Utilizing external research and advice regarding the current interest rate outlook and global economic condition to optimize portfolio duration strategy.

Liquidity - The investment portfolio shall remain sufficiently liquid to meet anticipated cash flow requirements. This is to be accomplished by structuring the portfolio so that securities mature concurrent with anticipated cash flow needs (static liquidity). Furthermore, because all possible cash demands cannot be anticipated, the portfolio should consist of securities for which there exist active secondary markets (dynamic liquidity). Alternately, a portion of the portfolio may be placed in money market funds or the Local Government Investment Pool which offers same-day liquidity for short-term funds.

Optimal Yield - Return on investment is of lesser importance - compared to the safety and liquidity objectives described above. The investment portfolio shall be designed to optimize the yield the Town obtains from the portfolio taking into account the criteria of the investment policy, the dynamic liquidity needs of the Town and the current interest rate outlook/economic condition.

Collateralization - Securities will be registered in the name of the Town of Camp Verde.

VI. Investment Management Authority

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

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

Delegation of Authority - Authority to manage the investment program is granted to the Finance Director or his designee and derived from the following: A.R.S. §35-321, and §35-323. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Prudence - The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probably safety of their capital as well as the probable income to be derived."

VII. Brokers/Dealers

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

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

VIII. Portfolio Criteria

Acceptable Asset Classes

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

1. Certificates of deposit in eligible depositories.
2. Certificates of deposit in one or more Federally insured banks or savings and loan associations in accordance with the procedures prescribed in Section 35-323.01.
3. Interest bearing savings accounts in banks and savings and loan institutions doing business in this state whose accounts are insured by federal deposit insurance for their industry, but only if deposits in excess of the insured amount are secured by the eligible depository to the same extent and in the same manner as required under this article.
4. Repurchase agreements with a maximum maturity of one hundred eighty days.
5. The pooled investment funds established by the state treasurer pursuant to §35-326.
6. Obligations issued or guaranteed by the United States or any of the senior debt of its agencies, sponsored agencies, corporations, sponsored corporations or instrumentalities.
7. Bonds or other evidences of indebtedness of this state or any of its counties, incorporated cities or towns or school districts.
8. Bonds, notes, or evidences of indebtedness of any county, municipal district, municipal utility or special taxing district within this state that are payable from revenues, earnings or a special tax specifically pledged for the payment of the principal and interest on the obligations, and for the payment of which a lawful sinking fund or reserve fund has been established and is being maintained, but only if no default in payment on principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if such obligations were issued less than five years before the date of investment, no default in payment of principal or interest has occurred on the obligations to be purchased nor any other obligations of the issuer within five years of the investment.
9. Bonds, notes, or evidences of indebtedness issued by any county improvement district or municipal improvement district in this state to finance local improvements authorized by law, if the principal and interest of the obligations are payable from assessments on real property within the improvement district. An investment shall not be made if:
 - a. The face value of all such obligations, and similar obligations outstanding, exceeds fifty per cent of the market value of the real property, and if improvements on which the bonds or the assessments for the payment of principal and interest on the bonds are liens inferior only to the liens for general ad valorem taxes.
 - b. A default in payment of principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if the obligations were issued less than five years before the date of investment, a default in the payment of principal or interest has occurred on the obligations to be purchased or on any other obligation of the issuer within five years of the investment.
10. Commercial paper of prime quality that is rated "P1" by Moody's Investor Service or rated "A1" or better by Standard and Poor's rating service or their successors. All commercial paper must be issued by corporations organized and doing business in the United States.
11. Bonds, debentures and notes that are issued by corporations organized and doing business in the United States and that are rated "A" or better by Moody's Investor Service or Standard and Poor's rating service or their successors.

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

Benchmark

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

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

Maturity Parameters

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

Concentration and Diversification

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

Minimum Acceptable Credit Quality

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

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

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

Safekeeping and Custody

Delivery vs. Payment - All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

Safekeeping - Securities will be held by a custodian selected by the Town and evidenced by custodial reports. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

IX. Reporting

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

- * A list of individual securities held at the end of the reporting period;
- * The realized and unrealized gains or losses in the portfolio;
- * The duration of the portfolio and of each security held in the portfolio;
- * The maturity date of each security held in the portfolio;
- * The book value and market value of each security in the portfolio;
- * The percentage of the total portfolio market value that each security represents;
- * The yield to maturity of the portfolio and of each security held in the portfolio;
- * The periodic interest earnings of each security held in the portfolio;

- * The credit quality of each security held in the portfolio;
- * The periodic summary of portfolio transactions, including fees incurred for external management and custody services.

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

X. Ethics and Conflicts of Interest

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

XI. Policy Considerations

Exemption - Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

Any deviation from the preceding policy shall require the prior specific written authority of the Town Council or Town Administration.

XII. Investment Training

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

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

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



Debt Service Policy

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

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

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

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

improvements to their property such as roads, water lines, sewer lines, street lights, and drainage. The District must provide a specific benefit to the property owner(s). The Town will review each project through active involvement of Town staff and/or selected consultants to prepare projections, review pro-forma information and business plans, perform engineering studies, analyze minimum debt coverage and value to debt ratios, and other analyses necessary to consider the proposal against specific criteria. Both ID and CFD Bonds will be utilized only when it is expected that they will be outstanding for their full term.

7. Refunding Bonds will be measured against a standard of the net present value debt service savings exceeding 5% of the debt service amount of the bonds being refunded, or if savings exceed \$750,000, or for the purpose of modifying restrictive covenants or to modify the existing debt structure to the benefit of the Town.
- 8 The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness.
- 9 The Town shall comply with all requirements of Title 15.1 Arizona Revised Statutes and other legal requirements regarding the issuance of bonds and certificates of the Town or its debt issuing authority.
- 10 The Town will maintain regular contact with rating agencies through meetings and visits on and off-site. The Town will secure ratings on all bonds issued if economically feasible.

Glossary/Key Terms

Certificates of Deposit - A marketable receipt for funds deposited in a bank or thrift institution for a specific time period at a stated rate of interest.

Collateralized Mortgage Obligations (CMO's) - Pass-through securities collateralized by residential mortgages for which prepayments are segmented to allow for more predictable cash flows. Issuers are primarily FNMA and FHLMC (Freddie Mac).

Commerical Paper - An unsecured promissory note (maturities 1-270 days) issued by banks, corporations, public entities and finance companies.

Corporate Notes and Bonds - Corporate debt instrument. Maturities range from nine months to 30 years.

Floating Rate Securities - Corporate or Federal Agency debt in which the periodic coupon is reset based upon a formula stated at the time of issue.

Fund - a separate set of revenue, expense, asset, and liability accounts for specific functions based on the requirement to track separately due to restrictions placed on the monies requiring that they can only be used for certain functions.

Fund Balance - the excess revenues over expenditures at year end that are swept to a "savings account". These funds are accumulated to be used in times of revenue shortfalls or to fund large projects.

Funds Maximum Maturity - The longest acceptable time to maturity that any one security in the portfolio may have at the time of purchase.

General Fund Subsidy - amount of General Purpose Revenues allocated to a General Fund department to assist the department in funding its operations. The amount of the subsidy is calculated using the difference between the department's total expenditures less the department's total departmentally generated revenues.

General Purpose Revenues - monies received by the Town that are not designated for a specific purpose and/or are not allocated to any specific department or fund.

Maximum Maturity for Repurchase Agreements - The longest acceptable time to maturity that any one repurchase agreement in the portfolio may have at the time of purchase.

Municipal Obligations - Taxable or tax-exempt municipal securities typically secured by general government funds from tax revenue or a municipally operated enterprise.

Operating Transfer - moving money from one fund to another.

Operating Transfer In - money being transferred to that fund from another fund.

Operating Transfer Out - money being transferred out to another fund.

Portfolio Duration Target - Duration is the weighted average maturity of a portfolio's cash flows, where the present values of the cash flows serve as the weights. Thus, portfolio duration target is a pre-determined duration at which a portfolio is expected to be maintained.

Portfolio Duration Range - An acceptable range in which the actual portfolio duration can deviate from the Portfolio Duration Target.

Repurchase Agreements - Standardized, simultaneous purchase and sale of the same security by approved brokers/dealers. Repurchase Agreements are, in effect, short-term (overnight) loans collateralized by securities. Two types of collateral are authorized: U.S. Treasury securities and U.S. Government Agency securities.

U.S. Federal Agency Securities - Debt obligations issued by agencies of the U.S. Government such as the Federal National Mortgage Association (FNMA) and the Federal Farm Credit Bank (FFCB). While not explicitly guaranteed by the government, the securities are generally traded with an "implied" guarantee.

U.S. Treasury Bills, Notes and Bonds - U.S. Government guaranteed securities. Represent the most liquid and creditworthy security in the domestic market.