# Operations Presentations

**Gerneral, Streets & Wastewater Funds**

Fiscal Year - 2020/21

# Town of Camp Verde
# Department Presentations (Day 1)
April 07, 2020

## Overview


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- General Fund Summaries pg. 3


## Presentations


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## Day 1 Wrap-Up

# Town of Camp Verde
# Department Presentations (Day 2)
April 8, 2020

## Presentations

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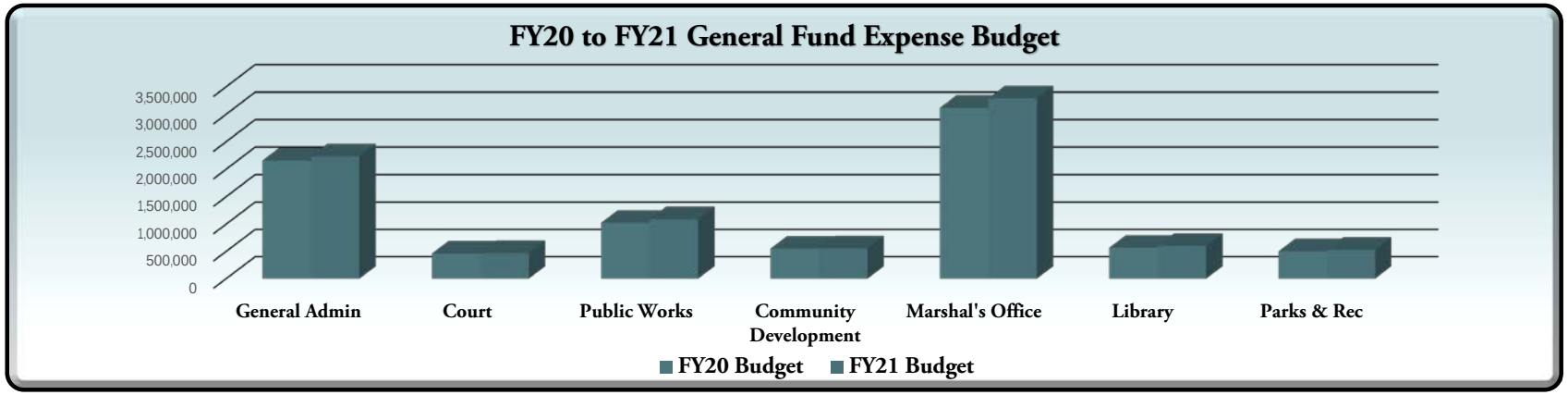
## Day 2 Wrap-Up

# General Fund
# FY21 Summary

| FUNCTIONAL AREAS | 2017-18 AUDITED ACTUAL | % Chng | 2018-19 AUDITED ACTUAL | % of Bud | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| General Admin | 1,958,896 | 7% | 2,057,928 | 98% | 2,155,510 | 1,030,392 | 48% | 2,387,780 | 11% | 232,270 | 2,232,293 | 4% | 76,783 |
| Court | 349,667 | -3% | 399,550 | 95% | 457,680 | 203,001 | 44% | 465,910 | 2% | 8,230 | 468,350 | 2% | 10,670 |
| Public Works | 915,828 | -3% | 903,373 | 96% | 1,022,345 | 431,086 | 42% | 1,110,290 | 9% | 87,945 | 1,087,000 | 6% | 64,655 |
| Community Development | 495,699 | -1% | 525,620 | 98% | 548,625 | 250,409 | 46% | 558,050 | 2% | 9,425 | 554,450 | 1% | 5,825 |
| Marshal's Office | 2,563,136 | -6% | 2,809,199 | 97% | 3,113,771 | 1,602,527 | 51% | 3,442,850 | 11% | 329,079 | 3,286,236 | 6% | 172,465 |
| Library | 481,114 | 16% | 531,499 | 95% | 564,880 | 287,772 | 51% | 662,840 | 17% | 97,960 | 598,730 | 6% | 33,850 |
| Parks & Rec | 344,225 | 11% | 392,342 | 99% | 500,165 | 259,052 | 52% | 540,855 | 8% | 40,690 | 529,815 | 6% | 29,650 |
| *Total Expenses* | 7,108,565 | 0% | 7,619,510 | 97% | 8,362,976 | 4,064,239 | 49% | 9,168,575 | 26% | 805,599 | 8,756,874 | 20% | 1,470,309 |
| REVENUES | | | | | | | | | | | | | |
| State Revenues | 3,233,989 | 4% | 3,273,231 | 100% | 3,681,920 | 1,701,809 | 46% | 3,750,250 | 2% | 68,330 | 3,750,250 | 2% | 68,330 |
| Local Taxes | 4,642,673 | 24% | 4,389,578 | 96% | 4,845,750 | 2,205,049 | 46% | 4,742,800 | -2% | -102,950 | 4,742,800 | -2% | -102,950 |
| Departmental | 701,764 | -13% | 785,579 | 93% | 856,735 | 329,506 | 38% | 842,360 | -2% | -14,375 | 851,360 | -1% | -5,375 |
| Other | 327,230 | 1% | 494,362 | 135% | 390,604 | 260,280 | 67% | 399,000 | 2% | 8,396 | 399,000 | 2% | 8,396 |
| *Total Revenues* | 8,905,656 | 12% | 8,942,750 | 99% | 9,775,009 | 4,496,644 | 46% | 9,734,410 | 17% | (40,599) | 9,743,410 | 17% | (31,599) |
| Net Operating Transfers Out | 1,374,325 | -9% | 1,680,968 | 93% | 1,947,020 | 940,972 | 48% | 1,174,630 | -40% | (772,390) | 1,174,630 | -40% | (772,390) |
| *Total General Fund* | 422,766 | N/A | (357,728) | N/A | (534,987) | (508,567) | N/A | (608,795) | | (73,808) | (188,094) | | 346,893 |



# Department Expense Summaries by Function

## General Fund

| FUNCTION / DEPARTMENT | 2017-18 AUDITED ACTUAL | % Chng | 2018-19 AUDITED ACTUAL | % of Bud | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ***General Admin*** | *1,958,896* | *7%* | *2,057,928* | *98%* | *2,155,510* | *1,030,392* | *48%* | *2,387,780* | *11%* | *232,270* | *2,232,293* | *4%* | *76,783* |
| Mayor & Council | | | | | | | | | | | | | |
| Wages & ERE | 24,355 | -1% | 24,272 | 98% | 24,690 | 12,117 | 49% | 24,685 | 0% | ($5) | 24,569 | 0% | ($121) |
| Operations | 16,990 | -30% | 21,967 | 90% | 24,500 | 6,042 | 25% | 24,700 | 1% | $200 | 24,700 | 1% | $200 |
| Town Manager | | | | | | | | | | | | | |
| Wages & ERE | 158,074 | 3% | 163,732 | 99% | 165,560 | 82,274 | 50% | 166,605 | 1% | $1,045 | 171,390 | 4% | $5,830 |
| Operations | 15,236 | 26% | 9,086 | 62% | 10,100 | 5,408 | 54% | 6,550 | -35% | ($3,550) | 5,650 | -44% | ($4,450) |
| Town Clerk | | | | | | | | | | | | | |
| Wages & ERE | 169,278 | 33% | 173,929 | 101% | 174,305 | 79,519 | 46% | 243,130 | 39% | $68,825 | 187,160 | 7% | $12,855 |
| Operations | 13,362 | -56% | 31,508 | 64% | 18,200 | 4,932 | 27% | 28,200 | 55% | $10,000 | 38,200 | 110% | $20,000 |
| Finance | | | | | | | | | | | | | |
| Wages & ERE | 214,714 | 4% | 219,579 | 97% | 232,150 | 117,240 | 51% | 282,491 | 22% | $50,341 | 235,260 | 1% | $3,110 |
| Operations | 91,374 | -1% | 94,986 | 97% | 101,735 | 77,665 | 76% | 105,130 | 3% | $3,395 | 103,600 | 2% | $1,865 |
| Human Resources | | | | | | | | | | | | | |
| Wages & ERE | 123,257 | 25% | 144,996 | 101% | 186,115 | 86,882 | 47% | 221,910 | 19% | $35,795 | 221,900 | 19% | $35,785 |
| Operations | 17,579 | 14% | 16,743 | 78% | 31,900 | 13,265 | 42% | 23,650 | -26% | ($8,250) | 23,650 | -26% | ($8,250) |
| Risk Management | | | | | | | | | | | | | |
| Wages & ERE | 94,219 | 3% | 100,264 | 96% | 105,190 | 52,043 | 49% | 106,440 | 1% | $1,250 | 106,385 | 1% | $1,195 |
| Operations | 232,907 | -5% | 257,542 | 101% | 254,135 | 131,938 | 52% | 263,384 | 4% | $9,249 | 263,384 | 4% | $9,249 |
| Economic Development | | | | | | | | | | | | | |
| Wages & ERE | 189,784 | 6% | 198,128 | 98% | 213,695 | 95,302 | 45% | 199,215 | -7% | ($14,480) | 199,155 | -7% | ($14,540) |
| Operations | 95,209 | 37% | 91,107 | 103% | 73,000 | 22,071 | 30% | 69,600 | -5% | ($3,400) | 69,600 | -5% | ($3,400) |
| Information Technology | | | | | | | | | | | | | |
| Wages & ERE | 0 | N/A | 0 | N/A | 0 | 0 | N/A | 0 | N/A | $0 | 0 | N/A | $0 |
| Operations | 210,603 | 9% | 209,010 | 120% | 208,700 | 101,149 | 48% | 281,400 | 35% | $72,700 | 217,000 | 4% | $8,300 |
| Non Departmental | | | | | | | | | | | | | |
| Operations | 291,955 | 10% | 301,080 | 90% | 331,535 | 142,545 | 43% | 340,690 | 3% | $9,155 | 340,690 | 3% | $9,155 |

| FUNCTION / DEPARTMENT | 2017-18 AUDITED ACTUAL | % Chng | 2018-19 AUDITED ACTUAL | % of Bud | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ***Court*** | *349,667* | *-3%* | *399,550* | *95%* | *457,680* | *203,001* | *44%* | *465,910* | *2%* | *8,230* | *468,350* | *2%* | *10,670* |
| Magistrate Court | | | | | | | | | | | | | |
| Wages & ERE | 316,360 | -5% | 360,733 | 96% | 409,800 | 182,914 | 45% | 415,715 | 1% | $5,915 | 418,155 | 2% | $8,355 |
| Operations | 33,307 | 21% | 38,817 | 86% | 47,880 | 20,087 | 42% | 50,195 | 5% | $2,315 | 50,195 | 5% | $2,315 |
| ***Public Works*** | *915,828* | *-3%* | *903,373* | *96%* | *1,022,345* | *431,086* | *42%* | *1,110,290* | *9%* | *87,945* | *1,087,000* | *6%* | *$64,655* |
| Engineering | | | | | | | | | | | | | |
| Wages & ERE | 115,404 | 21% | 106,308 | 103% | 103,480 | 51,431 | 50% | 106,890 | 3% | $3,410 | 106,500 | 3% | $3,020 |
| Operations | 5,657 | -67% | 8,208 | 88% | 10,150 | 1,394 | 14% | 7,250 | -29% | ($2,900) | 7,250 | -29% | ($2,900) |
| Stormwater | | | | | | | | | | | | | |
| Wages & ERE | 89,709 | -3% | 93,865 | 101% | 93,555 | 45,816 | 49% | 101,460 | 8% | $7,905 | 95,360 | 2% | $1,805 |
| Operations | 33,690 | -73% | 45,776 | 124% | 46,250 | 17,524 | 38% | 53,050 | 15% | $6,800 | 53,050 | 15% | $6,800 |
| Maintenance | | | | | | | | | | | | | |
| Wages & ERE | 495,610 | 7% | 513,609 | 96% | 587,505 | 241,465 | 41% | 632,555 | 8% | $45,050 | 620,755 | 6% | $33,250 |
| Operations | 175,758 | 15% | 135,607 | 82% | 181,405 | 73,456 | 40% | 209,085 | 15% | $27,680 | 204,085 | 13% | $22,680 |
| ***Community Dev*** | *495,699* | *-1%* | *525,620* | *98%* | *548,625* | *250,409* | *46%* | *558,050* | *2%* | *9,425* | *554,450* | *1%* | *$5,825* |
| Admin | | | | | | | | | | | | | |
| Wages & ERE | 96,511 | -27% | 101,710 | 99% | 103,075 | 51,165 | 50% | 129,690 | 26% | $26,615 | 129,305 | 25% | $26,230 |
| Operations | 25,767 | 115% | 23,792 | 92% | 25,985 | 14,348 | 55% | 24,260 | -7% | ($1,725) | 24,260 | -7% | ($1,725) |
| Building | | | | | | | | | | | | | |
| Wages & ERE | 226,934 | -3% | 230,277 | 97% | 242,150 | 111,425 | 46% | 259,620 | 7% | $17,470 | 259,115 | 7% | $16,965 |
| Operations | 7,438 | -28% | 16,340 | 94% | 18,775 | 8,542 | 45% | 19,570 | 4% | $795 | 18,570 | -1% | ($205) |
| Planning & Zoning | | | | | | | | | | | | | |
| Wages & ERE | 69,083 | 42% | 70,515 | 99% | 73,265 | 36,425 | 50% | 29,730 | -59% | ($43,535) | 29,510 | -60% | ($43,755) |
| Operations | 2,474 | -37% | 3,689 | 59% | 2,830 | 720 | 25% | 3,385 | 20% | $555 | 3,385 | 20% | $555 |
| Code Enforcement | | | | | | | | | | | | | |
| Wages & ERE | 38,897 | -9% | 53,478 | 99% | 56,390 | 23,544 | 42% | 67,195 | 19% | $10,805 | 67,705 | 20% | $11,315 |
| Operations | 28,595 | 68% | 25,819 | 109% | 26,155 | 4,240 | 16% | 24,600 | -6% | ($1,555) | 22,600 | -14% | ($3,555) |

| FUNCTION / DEPARTMENT | 2017-18 AUDITED ACTUAL | % Chng | 2018-19 AUDITED ACTUAL | % of Bud | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ***Marshal's Office*** | *2,563,136* | *-6%* | *2,809,199* | | *3,113,771* | *1,602,527* | | *3,442,850* | *11%* | *$329,079* | *3,286,236* | *6%* | *$172,465* |
| Marshal | | | | | | | | | | | | | |
| Wages & ERE | 2,276,584 | -2% | 2,484,603 | 96% | 2,801,470 | 1,403,222 | 50% | 3,086,715 | 10% | $285,245 | 2,920,046 | 4% | $118,576 |
| Operations | 254,198 | -22% | 270,151 | 114% | 245,941 | 179,920 | 73% | 279,985 | 14% | $34,044 | 289,985 | 18% | $44,044 |
| Animal Control | | | | | | | | | | | | | |
| Wages & ERE | 23,521 | -48% | 46,592 | 91% | 50,025 | 17,362 | 35% | 60,310 | 21% | $10,285 | 60,365 | 21% | $10,340 |
| Operations | 8,833 | -52% | 7,852 | 47% | 16,335 | 2,023 | 12% | 15,840 | -3% | ($495) | 15,840 | -3% | ($495) |
| ***Library*** | *481,114* | *16%* | *531,499* | *95%* | *564,880* | *287,772* | *51%* | *662,840* | *17%* | *$97,960* | *598,730* | *6%* | *$33,850* |
| Library | | | | | | | | | | | | | |
| Wages & ERE | 390,893 | 17% | 431,848 | 92% | 471,660 | 229,589 | 49% | 572,040 | 21% | $100,380 | 507,330 | 8% | $35,670 |
| Operations | 90,221 | 14% | 99,651 | 110% | 93,220 | 58,183 | 62% | 90,800 | -3% | ($2,420) | 91,400 | -2% | ($1,820) |
| ***Parks & Rec*** | *344,225* | *11%* | *392,342* | *99%* | *500,165* | *259,052* | *52%* | *540,855* | *8%* | *$40,690* | *529,815* | *6%* | *$29,650* |
| Parks & Rec | | | | | | | | | | | | | |
| Wages & ERE | 104,415 | 17% | 93,717 | 101% | 87,210 | 43,354 | 50% | 89,045 | 2% | $1,835 | 88,820 | 2% | $1,610 |
| Operations | 49,080 | 7% | 49,937 | 92% | 54,815 | 28,956 | 53% | 61,415 | 12% | $6,600 | 56,965 | 4% | $2,150 |
| Events | | | | | | | | | | | | | |
| Wages & ERE | 0 | N/A | 0 | N/A | 53,765 | 26,899 | N/A | 54,680 | N/A | $915 | 54,520 | N/A | $755 |
| Operations | 0 | N/A | 0 | N/A | 37,080 | 18,454 | N/A | 43,100 | N/A | $6,020 | 43,100 | N/A | $6,020 |
| Pool | | | | | | | | | | | | | |
| Wages & ERE | 83,015 | 12% | 97,503 | 109% | 93,320 | 59,115 | 63% | 106,170 | 14% | $12,850 | 105,845 | 13% | $12,525 |
| Operations | 26,987 | -10% | 34,694 | 120% | 30,070 | 21,474 | 71% | 38,585 | 28% | $8,515 | 33,085 | 10% | $3,015 |
| Children's Rec | | | | | | | | | | | | | |
| Wages & ERE | 42,577 | 10% | 79,399 | 90% | 114,205 | 53,053 | 46% | 118,160 | 3% | $3,955 | 117,780 | 3% | $3,575 |
| Operations | 38,151 | 19% | 37,092 | 86% | 29,700 | 7,747 | 26% | 29,700 | 0% | $0 | 29,700 | 0% | $0 |
| ***Total General Fund*** | *7,108,565* | *0%* | *7,619,510* | *97%* | *8,362,976* | *4,064,239* | *49%* | *9,168,575* | *10%* | *$805,599* | *8,756,874* | *5%* | *$393,898* |
| Wages & ERE | 5,343,194 | 2% | 5,789,057 | 97% | 6,442,580 | 3,102,156 | 48% | 7,074,451 | 10% | $631,871 | 6,726,930 | 4% | $284,350 |
| Operations | 1,765,371 | -4% | 1,830,453 | 98% | 1,920,396 | 962,083 | 50% | 2,094,124 | 9% | $173,728 | 2,029,944 | 6% | $109,548 |

# WASTEWATER

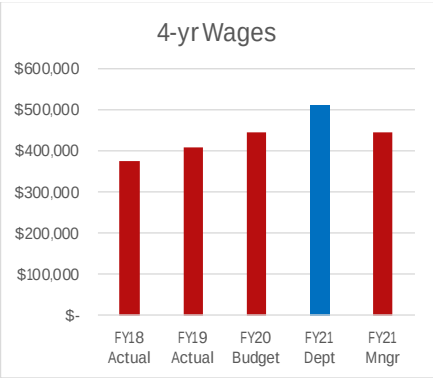
## Budget

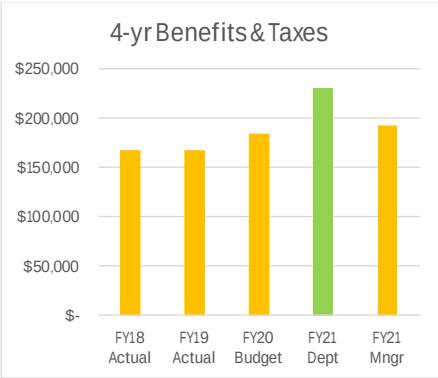
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 375,662 | $ 408,231 | $ 445,380 | $ 283,727 | 64% | $ 511,904 | 15% | $ 66,524 | $ 445,345 | 0% | $ (35) |
| Taxes & Benefits | $ 167,111 | $ 166,946 | $ 183,995 | $ 118,543 | 64% | $ 230,085 | 25% | $ 46,090 | $ 193,040 | 5% | $ 9,045 |
| Operations | $ 617,010 | $ 610,918 | $ 660,204 | $ 489,360 | 74% | $ 691,800 | 5% | $ 31,596 | $ 684,800 | 4% | $ 24,596 |
| Capital | $ 594,197 | $ 1,502,519 | $ 5,830,727 | $ 697,422 | 12% | $ 556,000 | -90% | $ (5,274,727) | $ 756,000 | -87% | $ (5,074,727) |
| Depreciation, Debt, Other | $ 894,311 | $ 964,670 | $ 1,246,495 | $ 193,067 | 15% | $ 212,825 | -83% | $ (1,033,670) | $ 212,825 | -83% | $ (1,033,670) |
| Net Expenses | $ 2,648,291 | $ 3,653,284 | $ 8,366,801 | $ 1,782,119 | 21% | $ 2,202,614 | -74% | $ (6,164,187) | $ 2,292,010 | -73% | $ (6,074,791) |
| **REVENUES** | | | | | | | | | | | |
| Monthly User Fees | $ 872,680 | $ 1,062,916 | $ 1,151,400 | $ 826,482 | 72% | $ 1,300,000 | 13% | $ 148,600 | $ 1,300,000 | 13% | $ 148,600 |
| Other Fees | $ 213,098 | $ 365,731 | $ 299,200 | $ 284,983 | 95% | $ 453,600 | 52% | $ 154,400 | $ 453,600 | 52% | $ 154,400 |
| Other Revenues | $ 476,490 | $ 814,922 | $ 6,638,533 | $ 235,669 | 4% | $ 809,200 | -88% | $ (5,829,333) | $ 809,200 | -88% | $ (5,829,333) |
| Total Department Cost | 1,086,023 | 1,409,715 | 277,668 | 434,985 | 157% | (360,186) | -230% | $ (637,854) | (270,790) | -198% | $ (548,458) |

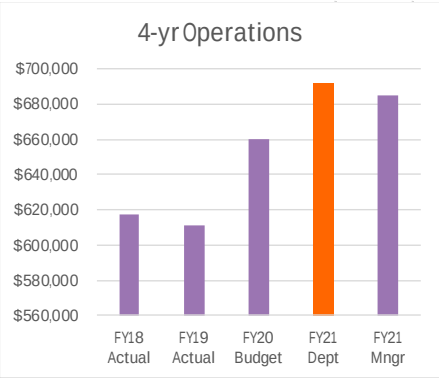
## Staffing

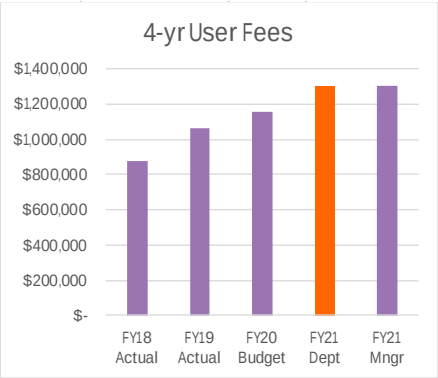
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 8.4 | 8.5 | 8.5 | 8.5 | 10.5 | 8.5 |
| FT Positions | 10 | 10 | 10 | 10 | 12 | 10 |
| PT Positions | 0 | 0 | 0 | 0 | 0 | 0 |
| Seasonal | 0 | 0 | 0 | 0 | 0 | 0 |

## Graphs



# PUBLIC WORKS DEPARTMENT
# WASTEWATER DIVISION

## *Accomplishments for the Fiscal Year 2019-2020*

1. Work continuing on the WIFA projects
    a. Solar Panels Operational
    b. Wastewater Plant has new lighting
    c. Disk Filter and UV Disinfection units are operational.
    d. Main Lift Station has 100 HP backup pump installed to allow overhaul of #1 pump
2. The plant remains in compliance with our Aquifer Protection Permit
3. Camera Van and Vacuum Truck in operation
4. Rebuilt water truck in use for dust control
5. Used Backhoe received from Streets department
6. Lift Station #2 installed
7. Applied for an Aquifer Protection Permit Amendment to produce treated effluent to a standard for use as Park irrigation
8. Continued to serve the community in a safe and professional manner
9. All Certified Operators received the Professional Development Hours required for the year

## *Performance Objectives for Fiscal Year 2020-2021*

1. Continue to maintain the plant and collection system to ensure safe and efficient operations
2. Complete sludge drying beds
3. Build Lift Station #3 at Rezzonico Park
4. Increase operation of new Vacuum Truck and Camera Van
5. Receive an Aquifer Protection Permit Amendment to produce treated effluent to a standard for use as Park irrigation
6. Staff will continue to work on additional certifications and training to earn their Professional Development Hours

## *Department Statistics*

- 1043 sewer connections. Approximately 700 connections pending with Red Moon and other developments.
- Permit allows 260,000 gallons per day for half the plant. Our average is 220,000. 85% of capacity for one side of Plant.
- 93.6 million gallons of sewage processed annually
- 2,843,000 gallons B+ water processed per year
- 33.8 miles of sewer pipe
- 16 tons of ammonia removed annually

# MUNICIPAL COURT

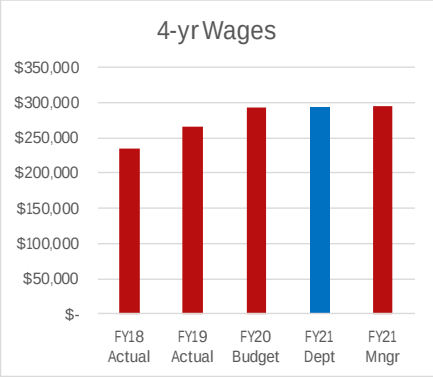
## *Budget*

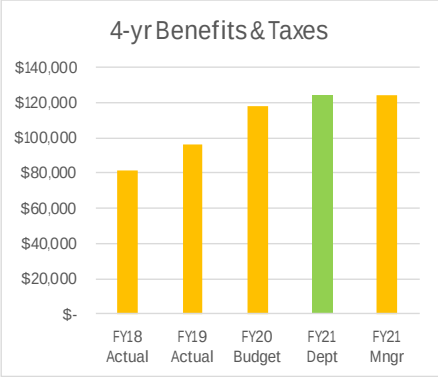
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 235,087 | $ 264,632 | $ 292,015 | $ 133,114 | 46% | $ 291,875 | 0% | $ (140) | $ 293,955 | 1% | $ 1,940 |
| Taxes & Benefits | $ 81,273 | $ 96,101 | $ 117,785 | $ 49,800 | 42% | $ 123,840 | 5% | $ 6,055 | $ 124,200 | 5% | $ 6,415 |
| Operations | $ 33,307 | $ 38,817 | $ 47,880 | $ 20,087 | 42% | $ 50,195 | 5% | $ 2,315 | $ 50,195 | 5% | $ 2,315 |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 349,667 | $ 399,550 | $ 457,680 | $ 203,001 | 44% | $ 465,910 | 2% | $ 8,230 | $ 468,350 | 2% | $ 10,670 |
| Revenues | $ 133,345 | $ 177,237 | $ 155,000 | $ 87,173 | 56% | $ 155,000 | 0% | $ - | $ 165,000 | 6% | $ 10,000 |
| Total Department Cost | 216,322 | 222,313 | 302,680 | 115,828 | 38% | 310,910 | 3% | $ 8,230 | 303,350 | 0% | $ 670 |

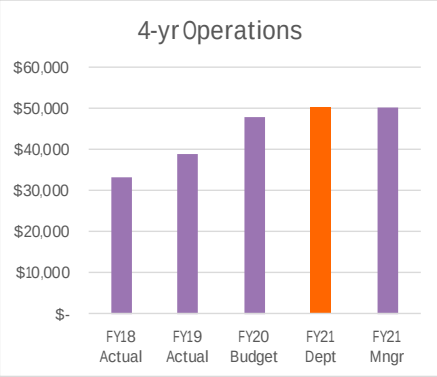
## *Staffing*

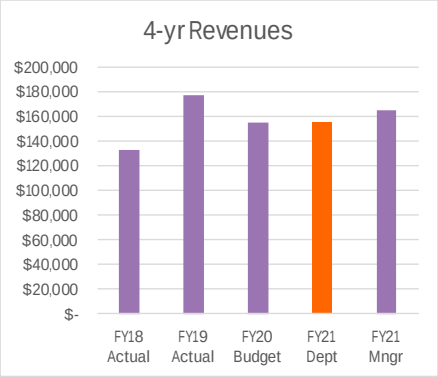
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 4.7 | 5.7 | 6.2 | 6.2 | 6.2 | 6.2 |
| FT Positions | 4 | 5 | 5 | 5 | 5 | 5 |
| PT Positions | 1 | 1 | 2 | 2 | 2 | 2 |
| Seasonal | 0 | 0 | 0 | 0 | 0 | 0 |

## *Graphs*



# MUNICIPAL COURT

## *Accomplishments for the Fiscal Year 2019-20*

1. Continued to work on the phased implementation of security standards; year 3 -Governance & Administration. –Security Officer hire and entry way screening.
2. Implemented the State wide AZPoint project for online petitions for Order of Protections/Injunctions against harassments.
3. PayNearMe initiave was launched for pay with cash at local convenient stores, ie., Family Dollar, CVS, 711.
4. All staff complied with yearly mandate of 16 Hr. COJET education and training.
5. Hired and filled part time Security Officer for the Court and complied with training for part of the final phase of year 3 Security Officer training/ firearms training
6. The court was awarded and received a state grant request. Court Screening Magnetometer and hand wand was purchased to comply with Court entry screening measure.

## *Performance Objectives for Fiscal Year 2020-21*

1. Continue to work towards the final phase of security standards of year 3; Security Officer, training for security drills and testing of security equipment as well as working to finalizing entryway screening. – remodel of court entryway.
2. Continue the work on New Hire training- annual court employee training; task specific training and Facilities, specific mandatory 16 hrs. COJET
3. Remain in compliance with state law, Administrative Orders and Rules of Court both on a local and state level.
4. Keep an active watch on legislative matters with potential impact to the Town of Camp Verde Local Court as well as on a State level.

## *Department Statistics*

| | 2018 | 2019 | 2020 (8mn) |
|---|---|---|---|
| Misdemeanor/FTA | 368 | 674 | 562 |
| DUI | 50 | 59 | 57 |
| Serious Traffic | 8 | 8 | 2 |
| Criminal Traffic | 65 | 89 | 90 |
| Civil Traffic | 830 | 992 | 875 |
| Harassment Injunction | 54 | 37 | 26 |
| Order of Protection | 18 | 25 | 14 |

# MARSHAL'S OFFICE

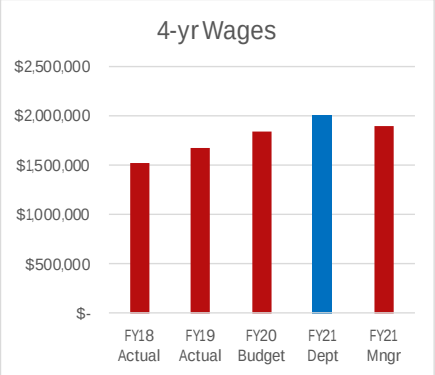
## *Budget*

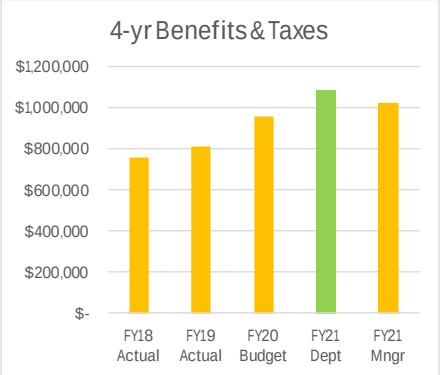
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 1,521,542 | $ 1,674,098 | $ 1,845,220 | $ 951,092 | 52% | $ 2,003,460 | 9% | $ 158,240 | $ 1,898,975 | 3% | $ 53,755 |
| Taxes & Benefits | $ 755,042 | $ 810,505 | $ 956,250 | $ 452,130 | 47% | $ 1,083,255 | 13% | $ 127,005 | $ 1,021,071 | 7% | $ 64,821 |
| Operations | $ 254,198 | $ 270,151 | $ 245,941 | $ 178,574 | 73% | $ 279,985 | 14% | $ 34,044 | $ 289,985 | 18% | $ 44,044 |
| Capital | $ - | $ - | $ - | $ 1,346 | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 2,530,782 | $ 2,754,754 | $ 3,047,411 | $ 1,583,142 | 52% | $ 3,366,700 | 10% | $ 319,289 | $ 3,210,031 | 5% | $ 162,620 |
| Revenues | $ 160,503 | $ 158,791 | $ 201,800 | $ 22,009 | 11% | $ 201,800 | 0% | $ - | $ 201,800 | 0% | $ - |
| Total Department Cost | 2,370,279 | 2,595,963 | 2,845,611 | 1,561,133 | 55% | 3,164,900 | 11% | $ 319,289 | 3,008,231 | 6% | $ 162,620 |

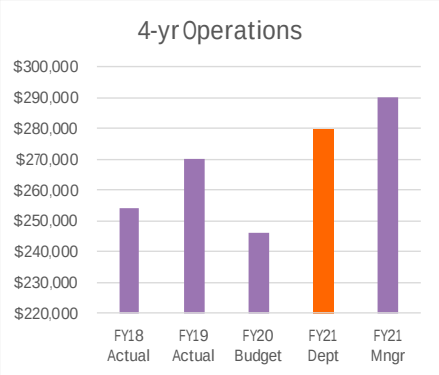
## *Staffing*

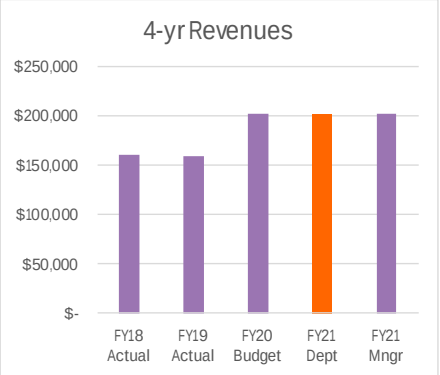
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 31.6 | 33.5 | 35.0 | 35.0 | 38.3 | 36.0 |
| Sworn | 20 | 21 | 22 | 22 | 25 | 23 |
| Non-sworn | 11 | 13 | 13 | 13 | 14 | 13 |
| Part-time | 1 | 0 | 0 | 0 | 0 | 0 |

## *Graphs*



# MARSHAL'S DEPARTMENT

## *Accomplishments for the Fiscal Year 2019-2020*

1. Purchase Single purpose narcotics dog
2. Upgrade and replace outdated in-car radios
3. Implement E-ticket warning/repair order forms
4. Implement Physical Fitness standards for sworn personnel
5. Create a new job classification to add a patrol lieutenant position
6. Purchase equipment surplus for the city in the amount of 500,000.00
7. Added eleven AED's for patrol
8. VIP's Increased Volunteer hours by 2000 hours this years for total 4328 hours

## *Performance Objectives for Fiscal Year 2020-2021*

1. Complete Accreditation Process
2. Upgrade Command post
3. Go Paperless Department wide
4. Complete Audit of Property/Evidence
5. Obtain Grant for School Resource Officer
6. Begin Process for Public Safety Building

| *Department Statistics* | *FY18* | *FY19* | *FY20 (8 months)* |
|---|---|---|---|
| Calls into Dispatch | | 40,000 | 32,000 |
| Officer Reports Taken | 9829 | 9914 | 6053 |
| Arrests | 395 | 425 | 275 |
| Traffic Citations | 2096 | 2472 | 1567 |
| Traffic Collisions Investigated | 203 | 201 | 142 |
| Domestic Violence Calls | 178 | 199 | 143 |

# ANIMAL CONTROL

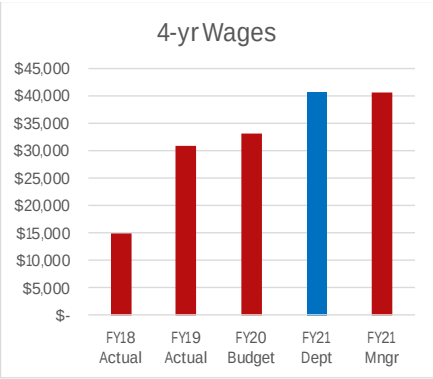
## *Budget*

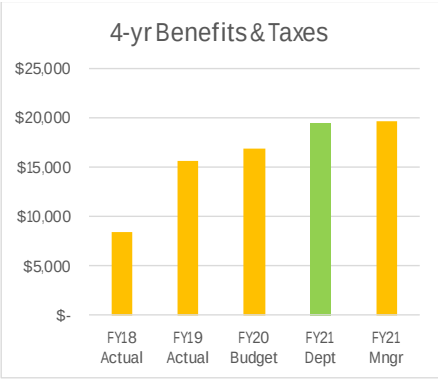
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 15,056 | $ 30,889 | $ 33,110 | $ 11,328 | 34% | $ 40,740 | 23% | $ 7,630 | $ 40,740 | 23% | $ 7,630 |
| Taxes & Benefits | $ 8,465 | $ 15,703 | $ 16,915 | $ 6,034 | 36% | $ 19,570 | 16% | $ 2,655 | $ 19,625 | 16% | $ 2,710 |
| Operations | $ 8,833 | $ 7,852 | $ 16,335 | $ 2,023 | 12% | $ 15,840 | -3% | $ (495) | $ 15,840 | -3% | $ (495) |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 32,354 | $ 54,444 | $ 66,360 | $ 19,385 | 29% | $ 76,150 | 15% | $ 9,790 | $ 76,205 | 15% | $ 9,845 |
| Revenues | $ 6,985 | $ 5,515 | $ 7,000 | $ 701 | 10% | $ 7,500 | 7% | $ 500 | $ 6,500 | -7% | $ (500) |
| Total Department Cost | 25,369 | 48,929 | 59,360 | 18,684 | 31% | 68,650 | 16% | $ 9,290 | 69,705 | 17% | $ 10,345 |

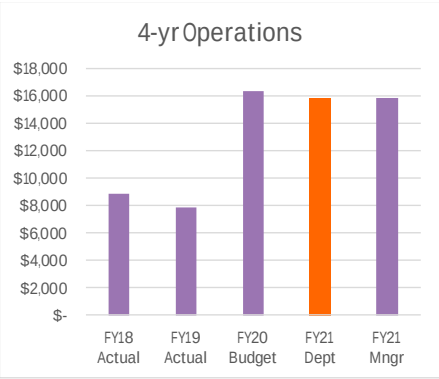
## *Staffing*

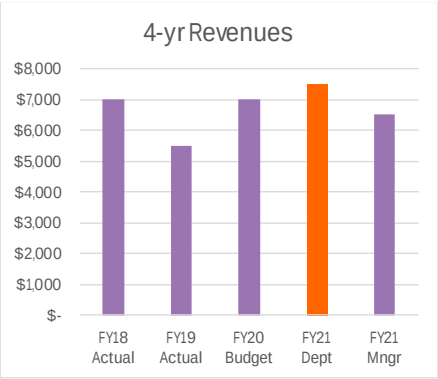
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 0.3 | 0.8 | 1.0 | 1.0 | 1.0 | 1.0 |
| FT Positions | 1 | 1 | 1 | 1 | 1 | 1 |
| PT Positions | 0 | 0 | 0 | 0 | 0 | 0 |
| Seasonal | 0 | 0 | 0 | 0 | 0 | 0 |

## *Graphs*



# ANIMAL CONTROL

## Accomplishments for the Fiscal Year 2019-2020

1. Train VIPs for animal control pickup
2. Create partnership with Pet Return. chapter for animal impounds
3. Continued TNR (trap neuter release) program for feral cats in Camp Verde.
4. Built Protective Awnings for outside kennels
5. Upgrade mulch in animal recreation yard

## Performance Objectives for Fiscal Year 2020-2021

1. Continue to educate the citizens on town ordinances through the CVMO website, social media, and public outreach
2. Provide responsible pet ownership education at special events and during citizen contacts
3. To Partner with YAPD to provide backup and relief to CVMO ACO
4. Continual efforts to the TNR (trap neuter release) program for feral cats in Camp Verde.

| *Department Statistics* | *FY18* | *FY19* | *FY20 (8 Months)* |
|---|---|---|---|
| Total Number of complaints | 816 | 717 | 508 |
| Number of Animal Bites | 39 | 37 | 21 |
| Number of Animal Abuse Calls | 15 | 12 | 13 |
| Number of Animal Noise Calls | 103 | 129 | 45 |
| Dogs impounded- | 134 | 136 | 105 |
| Dogs to rescue- | 56 | 58 | 50 |
| Dogs returned to owner- | 78 | 72 | 50 |

# LIBRARY

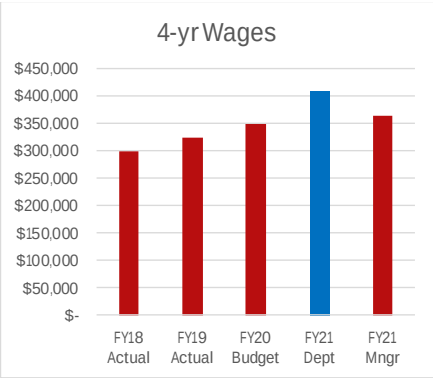
## *Budget*

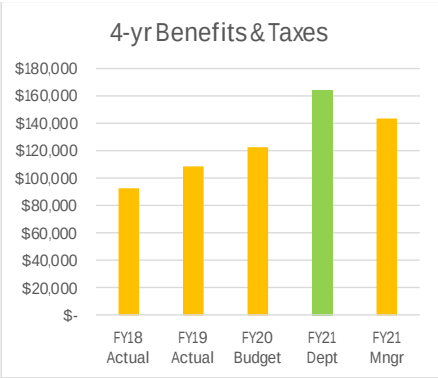
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 297,979 | $ 322,955 | $ 349,475 | $ 171,437 | 49% | $ 408,005 | 17% | $ 58,530 | $ 363,785 | 4% | $ 14,310 |
| Taxes & Benefits | $ 92,914 | $ 108,893 | $ 122,185 | $ 58,152 | 48% | $ 164,035 | 34% | $ 41,850 | $ 143,545 | 17% | $ 21,360 |
| Operations | $ 90,221 | $ 99,651 | $ 93,220 | $ 58,183 | 62% | $ 90,800 | -3% | $ (2,420) | $ 91,400 | -2% | $ (1,820) |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 481,114 | $ 531,499 | $ 564,880 | $ 287,772 | 51% | $ 662,840 | 17% | $ 97,960 | $ 598,730 | 6% | $ 33,850 |
| Revenues | $ 81,905 | $ 83,681 | $ 84,500 | $ 44,492 | 53% | $ 70,000 | -17% | $ (14,500) | $ 70,000 | -17% | $ (14,500) |
| Total Department Cost | 399,209 | 447,818 | 480,380 | 243,280 | 51% | 592,840 | 23% | $ 112,460 | 528,730 | 10% | $ 48,350 |

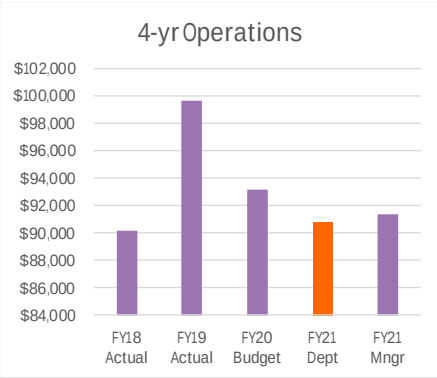
## *Staffing*

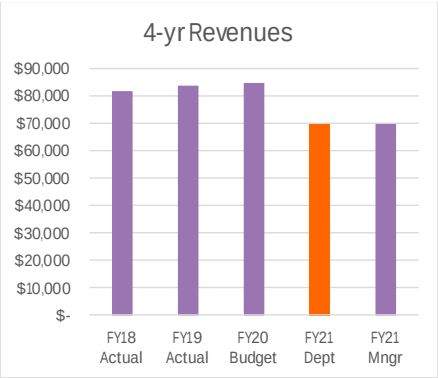
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 7.5 | 8.3 | 8.8 | 9.3 | 10.3 | 9.3 |
| FT Positions | 4 | 6 | 6 | 7 | 8 | 7 |
| PT Positions | 7 | 5 | 6 | 5 | 5 | 5 |
| Seasonal | 0 | 0 | 0 | 0 | 0 | 0 |

## *Graphs*



# LIBRARY

## *Accomplishments for the Fiscal Year 2019-20*

1. Played a key role in and hosted the Smithsonian Water|Ways Exhibition AND the Smithsonian Voices and Votes: Democracy in America Exhibition.
2. Minimized use of disposable water bottles, reduced the number of receipts and routing slips we print, and have stocked the kitchens with dishes and utensils to allow groups to reduce the use of paper plates, cups and dinnerware to be more environmentally responsible.
3. Partnered with Cottonwood Public Library to survey the Verde Valley Spanish-speaking community to determine how to better serve this population.
4. Removed barriers to community members using the library by going to fine-free library services.
5. Hosted our First Annual Game Con for all ages in the Verde Valley.

## *Performance Objectives for Fiscal Year 2020-21*

1. Translate fliers, brochures, policies, etc. to Spanish and add a Spanish collection of books for adults.
2. Restructure staff positions to better meet the needs of an active library environment, create opportunities for advancement and plan for succession.
3. Create emergency preparedness kits covering, identifying and enhancing the library's role in disaster planning.
4. Seek State Grants in Aide construction grant with the aim of getting the sound absorbing system installed in the building.
5. Expand access to community resources that help individuals with housing, behavioral, economic, medical needs, etc.

## *Department Statistics*

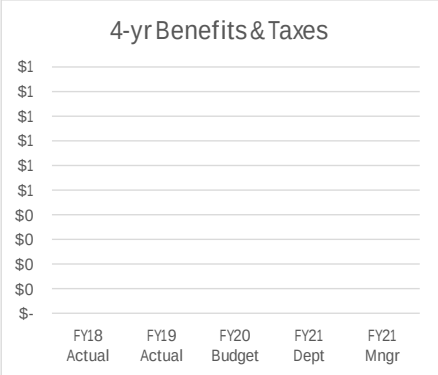
| | FY18 | FY19 | FY20 (6mn) |
|---|---|---|---|
| Public PC Use | 18,992 | 18,829 | 7,066 |
| Traffic Count | 95,490 | 101,854 | 51,526 |
| Total Circulation | 133,135 | 130,713 | 70,183 |
| A/V Media Circulation | 32,312 | 33,007 | 14,261 |
| Total New Items | 2,302 | 2,932 | 1,732 |
| Programs | 492 | 596 | 366 |
| Program Attendance | 4,440 | 6,116 | 5,209 |
| Volunteer Hours | 6,809 | 6,420 | 2,712 |

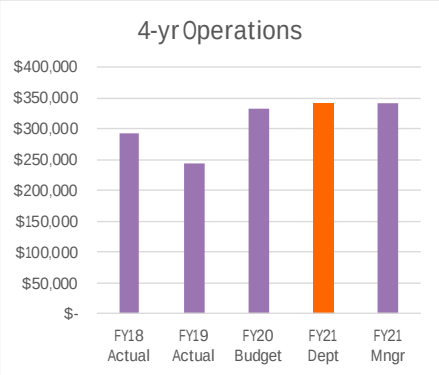
# NON-DEPARTMENTAL

## *Budget*

| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Taxes & Benefits | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Operations | $ 291,955 | $ 243,273 | $ 331,535 | $ 142,545 | 43% | $ 340,690 | 3% | $ 9,155 | $ 340,690 | 3% | $ 9,155 |
| Capital | $ - | $ 57,807 | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 291,955 | $ 301,080 | $ 331,535 | $ 142,545 | 43% | $ 340,690 | 3% | $ 9,155 | $ 340,690 | 3% | $ 9,155 |
| Revenues | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Total Department Cost | 291,955 | 301,080 | 331,535 | 142,545 | 43% | 340,690 | 3% | $ 9,155 | 340,690 | 3% | $ 9,155 |

## *Graphs*



# HUMAN RESOURCES

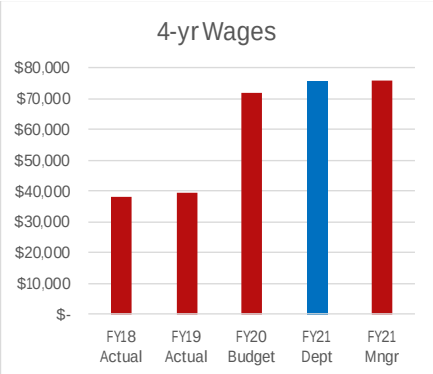
## *Budget*

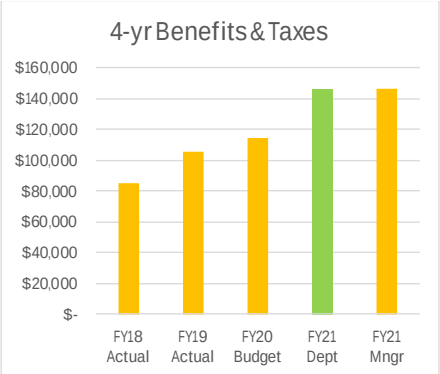
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 38,320 | $ 39,642 | $ 71,760 | $ 23,626 | 33% | $ 75,715 | 6% | $ 3,955 | $ 75,715 | 6% | $ 3,955 |
| Taxes & Benefits | $ 84,937 | $ 105,354 | $ 114,355 | $ 63,256 | 55% | $ 146,195 | 28% | $ 31,840 | $ 146,185 | 28% | $ 31,830 |
| Operations | $ 17,579 | $ 16,743 | $ 31,900 | $ 13,265 | 42% | $ 23,650 | -26% | $ (8,250) | $ 23,650 | -26% | $ (8,250) |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 140,836 | $ 161,739 | $ 218,015 | $ 100,147 | 46% | $ 245,560 | 13% | $ 27,545 | $ 245,550 | 13% | $ 27,535 |
| Revenues | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Total Department Cost | 140,836 | 161,739 | 218,015 | 100,147 | 46% | 245,560 | 13% | $ 27,545 | 245,550 | 13% | $ 27,535 |

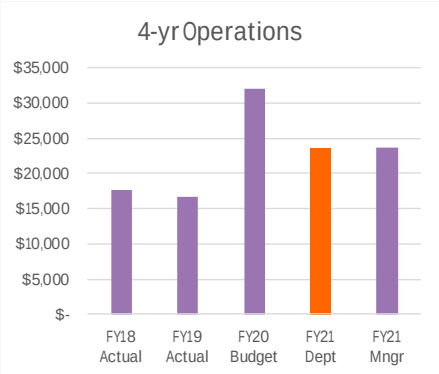
## *Staffing*

| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| FT Positions | 1 | 1 | 1 | 1 | 1 | 1 |
| PT Positions | 0 | 0 | 0 | 0 | 0 | 0 |
| Seasonal | 0 | 0 | 0 | 0 | 0 | 0 |

## *Graphs*



# HUMAN RESOURCES

## *Accomplishments for the Fiscal Year 2019-2020*

1. Completed All Hands Training November 2019-Team Building/Sent out information for April 2020 meeting
2. Implementing Employee Engagement Opportunities (Valentine's Day), 1000th Employee (News Article), Email Recognition of Departments of Individuals who go above and beyond
3. Prepared Service Awards 2019, ordered and assisted in Christmas Party Planning
4. Added to committee for Social Media/Communications and New Website
5. Attended many council meetings for better understanding of government processes/procedures
6. Attended PSPRS/Kairos/AMRRP Risk Trainings to keep up to date on compliance, employment laws and HR Costs
7. Participated in Risk Pool Discussions on completion of Renewal Process/Additions & Deletions of Equipment on policy
8. Participated in Workers Comp Discussions, Trainings on Daily Risk Manager Duties, SOP's, Contacts for AMRRP, Town Attorney and Risk Pool Attorneys
9. Received all information on PSPRS Local Board (Board Secretary) to get this back up and running properly
10. Collaborated with Risk Manager to add FMLA as Safe Personnel Training for February 2020
11. Collaborated with KAIROS Coordinator for benefits Open Enrollment Planning for March 2020 (Contacted Nationwide, Wells Fargo, and AFLAC to attend)
12. Completed Salary surveys from League of Cities/NACOG to maintain/achieve competitive wages
13. Collaborated with Parks & Rec, Library for development of New Volunteer Process/Procedures for 2020
14. Completed NEOGov Trainings & In-process on implementation for fiscal year 2020-2021
15. Collaborated with Department Heads on hiring practices/interviewing techniques, attended most interview processes
16. Completed Job Description Updates for all departments and salary range changes that were approved by Council on Feb 5, 2020.
17. Utilizing Facebook (Updated), Yavapai and Coconino College, Employment Network, NEW Employment Opportunity Flyer as a source of recruitment AND Community engagement.

## *Performance Objectives for Fiscal Year 2020-21*

1. Develop Curriculum for a Management Leadership Program
2. Implement Management Leadership Program by January 2021
3. Develop/Implement a Monthly New Hire Orientation Program by July 2020
4. Continue to elevate our All Hands Programming/Design
5. Implement Benefits/HR Quarterly Newsletter by Fall 2020
6. Continue to elevate employee culture thru engagement and recognition (Monthly/Quarterly)
7. Meet compliance standards as well as extend recruitment efforts with online application system and social media (Full Implementation of NEOGov)
8. Implement Employee Engagement Surveys (July 2020) on a 12 month basis for analysis
9. Accurately report and track Applications, New Hires, Terms, Retention, Turnover Rates
10. Implement New Candidate Report Tracking for Managers (When NeoGov is Implemented)
11. Continue to participate in salary surveys to maintain/achieve competitive wages
12. Work in partnership with Northern Arizona Human Resources (Virtual Board Member) and facilitate college trainings
13. Attend trainings (ie-webinars, free workshops) to maintain and keep updated with employment & Risk Pool laws
14. Maintain SHRM Membership for the latest updates and information of the HR world.

## *Budget Points of Interest*

1. 10% increase in Medical and 3% increase in Dental coverage premiums for 2020-2021 Enrollment Period with KAIROS
2. Additional Full Time HR Staff Member Requested

## *Department Statistics*

| | 2018 | 2019 July-February | 2020 Jan-February |
|---|---|---|---|
| Applications Processed | 225 | 697 | 148 |
| New Hires | 15 | 9 | 6 |
| Terminations (Seasonal not included) | 8 | 11 | 4 |
| Retention Rate | 88.4% | 87.4% | 96.5% |
| Turnover Rate | 11.6% | 12.6% | 3.5% |

# RISK MANAGEMENT

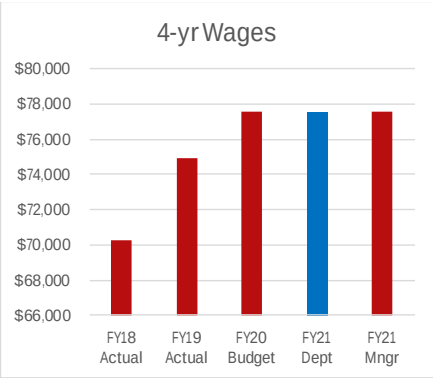
## *Budget*

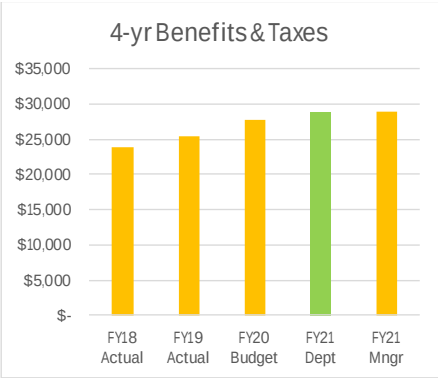
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 70,292 | $ 74,951 | $ 77,550 | $ 38,452 | 50% | $ 77,530 | 0% | $ (20) | $ 77,530 | 0% | $ (20) |
| Taxes & Benefits | $ 23,927 | $ 25,313 | $ 27,640 | $ 13,591 | 49% | $ 28,910 | 5% | $ 1,270 | $ 28,855 | 4% | $ 1,215 |
| Operations | $ 232,907 | $ 257,542 | $ 254,135 | $ 131,938 | 52% | $ 263,384 | 4% | $ 9,249 | $ 263,384 | 4% | $ 9,249 |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 327,126 | $ 357,806 | $ 359,325 | $ 183,981 | 51% | $ 369,824 | 3% | $ 10,499 | $ 369,769 | 3% | $ 10,444 |
| Revenues | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Total Department Cost | 327,126 | 357,806 | 359,325 | 183,981 | 51% | 369,824 | 3% | $ 10,499 | 369,769 | 3% | $ 10,444 |

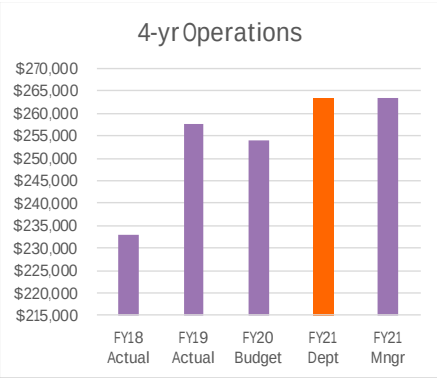
## *Staffing*

| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 1.1 | 1.2 | 1.2 | 1.2 | 1.2 | 1.2 |
| FT Positions | 2 | 2 | 2 | 2 | 2 | 2 |
| PT Positions | 0 | 0 | 0 | 0 | 0 | 0 |
| Seasonal | 0 | 0 | 0 | 0 | 0 | 0 |

## *Graphs*



# RISK MANAGEMENT

## *Accomplishments for the Fiscal Year 2019-20*

1. Completed Continuity of Operations Plan (COOP); written plan guiding Town before/during/after a hazard/disaster.
2. Completed Risk Register; this document will be an ongoing record of solutions to mitigate risk.
3. Partnered with Marshal Rowley to enhance Emergency Operation Center capabilities and conduct exercise(s).
4. Low E-mod - .73; savings in workers' compensation premiums.

## *Performance Objectives for the Fiscal Year 2020-21*

1. Retain dedicated, risk manager's position to ensure streamlined risk services in order to proactively manage risk.
2. Continue efforts to keep Workers' Compensation e-mod low in order to use unencumbered funding to hire exemplary employees and complete capital improvement projects.
3. Continue supporting Enterprise Risk Management (ERM) as this is a team effort to provide the best level of PREVENTION in all areas.
4. Encourage a Town councilmember to apply for the Arizona Municipal Risk Retention Pool Board of Trustees in the annual call for board members.

## *Budget Points of Interest*

1. Increased deductible threshold for one line of insurance coverage; planned risk financing

## *Department Statistics*

| | 2018 | 2019 | 2020 (6mn) |
|---|---|---|---|
| Worker's Comp Loss Ratio | .2% | .2% | .2% |
| Worker's Comp E-mod | .74 | .71 | .73 |
| Work Related Injuries | 9 | 6 | 3 |
| Certificates of Liability Ins./ Endorsements | 179 | 185 | 68 |

# Risk Manager's Hub and Spoke Relationship

# Risk Management
## FY 21 Budget Presentation

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | **STAFFING FOR RISK MGMT./HR** | | | | | | | | | |
| 5 | **AND ATTORNEY** | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | **Sister City Resources** | | | | | | | | | |
| 8 | Attoney **F-T** 3 X CV's expense | | | | | | | | | |
| 9 | HR Dir. **F-T** | | | | | | | | | |
| 10 | HR Spec. **F-T** | | | | | | | | | |
| 11 | Procurement Officer **F-T** | | | | | | | | | |
| 12 | Admin. Assist. **1/2 time** | | | | | | | | | |
| 13 | Safety Officer - **P-T** | | | | | | | | | |
| 14 | | | | | | | | | | |
| 15 | **Camp Verde Resources** | | | | | | | | | |
| 16 | Attoney **P-T** expenses below | | | | | | | | | |
| 17 | HR Dir. **F-T** | | | | | | | | | |
| 18 | Risk Mgr. **F-T** | | | | | | | | | |
| 19 | Safety Officer **P-T** | | | | | | | | | |
| 20 | | | | | | | | | | |
| 21 | **OPTIMIZED RISK** | **FY 2012** | **FY 2013** | **FY 2014** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **FY 2020** |
| 22 | Workers' Compensation | $ 77,705 | $ 81,369 | no data | $ 90,369 | $ 106,826 | $ 110,856 | $ 78,737 | $ 74,794 | $ 76,901 |
| 23 | savings v. 2017 | | | | | | | **$ 32,119** | **$ 36,062** | **$ 33,955** |
| 24 | E-MOD | 1.16 | 1.13 | 1.27 | 0.88 | 1.19 | 0.91 | 0.74 | 0.71 | 0.73 |
| 25 | Funds Collected | | | | | | | $ 452,692 | $ 72,458 | $ 14,569 |
| 26 | Claims against the Town | 1 | 3 | 0 | 1 | 1 | 0 | 2 | 0 | 0 |
| 27 | Litigation | | | | | | | $ 0.50 | | |
| 28 | Attorney Fees | data unav. | $ 25,039 | $ 33,673 | $ 50,897 | $ 42,266 | $ 22,919 | $ 35,947 | $ 28,374 | $ 21,021 |

# FINANCE

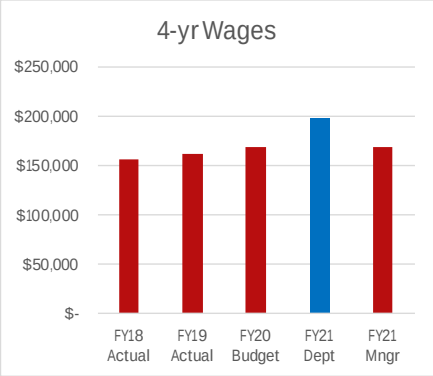
## *Budget*

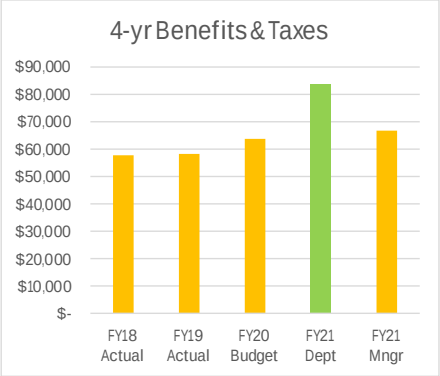
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 156,981 | $ 161,312 | $ 168,480 | $ 85,697 | 51% | $ 198,640 | 18% | $ 30,160 | $ 168,480 | 0% | $ - |
| Taxes & Benefits | $ 57,733 | $ 58,267 | $ 63,670 | $ 31,543 | 50% | $ 83,851 | 32% | $ 20,181 | $ 66,780 | 5% | $ 3,110 |
| Operations | $ 91,374 | $ 94,986 | $ 101,735 | $ 77,665 | 76% | $ 105,130 | 3% | $ 3,395 | $ 103,600 | 2% | $ 1,865 |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 306,088 | $ 314,565 | $ 333,885 | $ 194,905 | 58% | $ 387,621 | 16% | $ 53,736 | $ 338,860 | 1% | $ 4,975 |
| Revenues | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Total Department Cost | 306,088 | 314,565 | 333,885 | 194,905 | 58% | 387,621 | 16% | $ 53,736 | 338,860 | 1% | $ 4,975 |

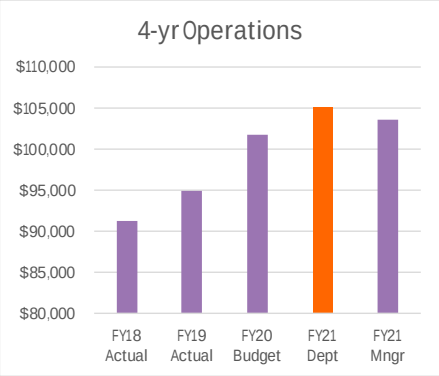
## *Staffing*

| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 3.0 | 3.0 | 3.0 | 3.0 | 4.0 | 3.0 |
| FT Positions | 3 | 3 | 3 | 3 | 4 | 3 |
| PT Positions | 0 | 0 | 0 | 0 | 0 | 0 |
| Seasonal | 0 | 0 | 0 | 0 | 0 | 0 |

## *Graphs*



# FINANCE

## *Accomplishments for the Fiscal Year 2016-17*

1. Received an Unqualified opinion for FY19 CAFR.
2. Received the GFOA CAFR award for FY18; 6-time recipient.
3. Received the GFOA Budget award for FY19; 4-time recipient.

## *Performance Objectives for Fiscal Year 2017-18*

1. Continued recipient of GFOA CAFR & Budget Awards.
2. Work with Department Heads to fully implement digital media storage Town-wide.
3. Roll-out credit card processing capabilities to all departments including online, recurring and event based payments.

## *Points of Interest*

1. Request for new Finance Employee position – Finance Clerk.

## *Statistics*

| | FY18 | FY19 | FY20 (as of Feb) |
|---|---|---|---|
| •Regular AP Checks | 2,486 | 2,412 | 1,565 |
| •Total AP Credit Card Use | 701 | 797 | 1,999 |
| •Avg# of Ee's per month | 109 | 115 | 112 |

# MAYOR & COUNCIL

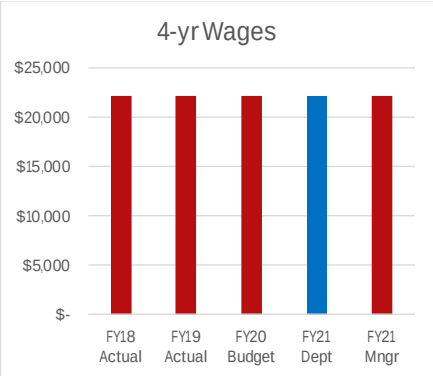
## *Budget*

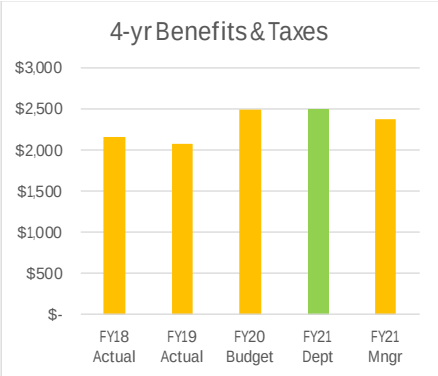
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 22,200 | $ 22,200 | $ 22,200 | $ 11,100 | 50% | $ 22,200 | 0% | $ - | $ 22,200 | 0% | $ - |
| Taxes & Benefits | $ 2,155 | $ 2,072 | $ 2,490 | $ 1,017 | 41% | $ 2,485 | 0% | $ (5) | $ 2,369 | -5% | $ (121) |
| Operations | $ 16,990 | $ 21,967 | $ 24,500 | $ 6,042 | 25% | $ 24,700 | 1% | $ 200 | $ 24,700 | 1% | $ 200 |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 41,345 | $ 46,239 | $ 49,190 | $ 18,159 | 37% | $ 49,385 | 0% | $ 195 | $ 49,269 | 0% | $ 79 |
| Revenues | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Total Department Cost | 41,345 | 46,239 | 49,190 | 18,159 | 37% | 49,385 | 0% | $ 195 | 49,269 | N/A | $ 79 |

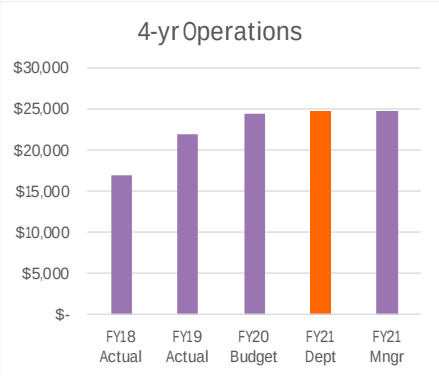
## *Staffing*

| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| Council Members | 7 | 7 | 7 | 7 | 7 | 7 |

## *Graphs*



# TOWN COUNCIL

## *Accomplishments for the Fiscal Year 2019-20*

1. Held a strong commitment to citizen satisfaction.
2. Maintained a balanced budget while completing capital projects.
3. Worked collaboratively with ADOT through the widening of Highway 260.
4. Maintained an active watch on legislation.
5. Development of community recreational open space, including completion of Phase I of the Sports Complex.

## *Performance Objectives for Fiscal Year 2020-21*

1. Continue our commitment to fiscal responsibility. We will maintain a balanced budget to the extent possible, without eliminating services.
2. Continue our strong commitment to citizen satisfaction.
3. Continue development of community recreational open space including Phase II of the Sports Complex.
4. Keep an active watch on legislative matters with potential impact to the Town of Camp Verde.
5. Work actively with the Yavapai-Apache Nation and local businesses to develop and maintain a strong, sustainable and healthy economy.
6. On-going evaluation of Town Codes and Policies for best practices and legislative adjustments.
7. Work on drainage and storm-water solutions.

## *Budget Points of Interest*

1. $25,000 Capital Improvement Project – Improve Council Chambers

## *Department Statistics*

| | 2018 | 2019 | 2020 (6mn) |
|---|---|---|---|
| Business Licenses on File | 820 | 803 | 807 |
| New Resolutions & Ord's | 41 | 29 | 25 (13 Ordinances 12 Resolutions) |
| New Liquor Permits | 25 | 25 | 20 |
| Total Council Meetings | 58 | 51 | 64 |

# TOWN CLERK

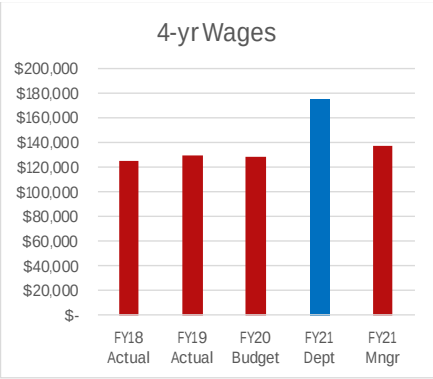
## *Budget*

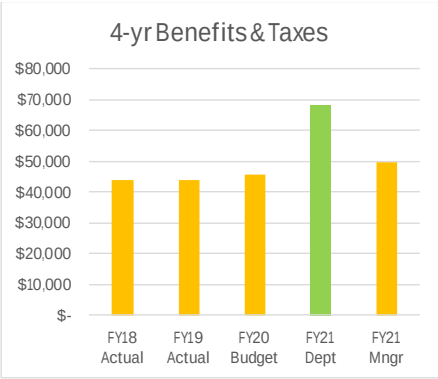
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 125,605 | $ 129,862 | $ 128,590 | $ 60,228 | 47% | $ 175,015 | 36% | $ 46,425 | $ 137,575 | 7% | $ 8,985 |
| Taxes & Benefits | $ 43,673 | $ 44,067 | $ 45,715 | $ 19,291 | 42% | $ 68,115 | 49% | $ 22,400 | $ 49,585 | 8% | $ 3,870 |
| Operations | $ 13,362 | $ 31,508 | $ 18,200 | $ 4,932 | 27% | $ 28,200 | 55% | $ 10,000 | $ 38,200 | 110% | $ 20,000 |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 182,640 | $ 205,437 | $ 192,505 | $ 84,451 | 44% | $ 271,330 | 41% | $ 78,825 | $ 225,360 | 17% | $ 32,855 |
| Revenues | $ 28,057 | $ 24,367 | $ 27,800 | $ 11,000 | 40% | $ 27,500 | -1% | $ (300) | $ 27,500 | -1% | $ (300) |
| Total Department Cost | 154,583 | 181,070 | 164,705 | 73,451 | 45% | 243,830 | 48% | $ 79,125 | 197,860 | 20% | $ 33,155 |

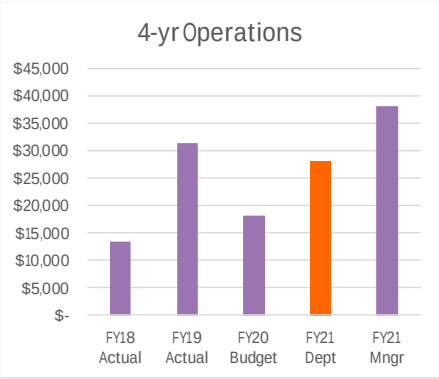
## *Staffing*

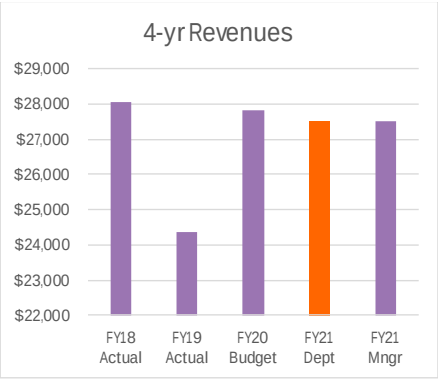
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 2.0 | 2.0 | 2.0 | 2.0 | 3.0 | 2.0 |
| FT Positions | 2.0 | 2.0 | 2.0 | 2.0 | 3.0 | 2.0 |
| PT Positions | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Seasonal | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

## *Graphs*



# TOWN CLERK

## *Accomplishments for the Fiscal Year 2019-20*

1. Trainings/Conferences: Elections Training, Athenian Dialogue, AZ League Conference, Three (3) Region I Meetings.
2. Worked with IT to incorporate new changes to the Council Chambers to include: Power Point clicker and a conduit used to capture sound to the laptop for presentations.
3. Assisted with the new rollout of the Towns upcoming website design
4. Incorporated new administrative practices to capture agenda items, changed the face of the Council Agenda.

## *Performance Objectives for Fiscal Year 2020-21*

1. Successfully conduct Candidate Elections – Primary and General.
2. Digitize all Records within the Town Clerk's Office.
3. Develop Public Records Management Training/Orientation for Employees.
4. Attend Elections Training/Clerk's Academy and Best Practices Trainings.
5. Conduct OML/Policies Rules and Procedures training for Council Members.

## *Budget Points of Interest*

1. $40,000 One (1) Full-Time Executive Assistant
2. $20,000 Elections

## *Department Statistics*

| | 2018 | 2019 | 2020 (6mn) |
|---|---|---|---|
| Business Licenses on File | 820 | 803 | 807 |
| New Resolutions & Ord's | 41 | 29 | 25 (13 Ordinances 12 Resolutions) |
| New Liquor Permits | 25 | 25 | 20 |
| Total Council Meetings | 58 | 51 | 64 |

# INFORMATION TECHNOLOGY

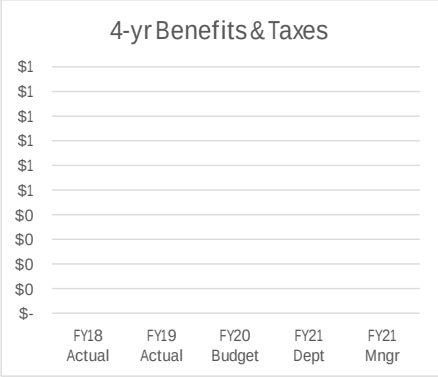
## *Budget*

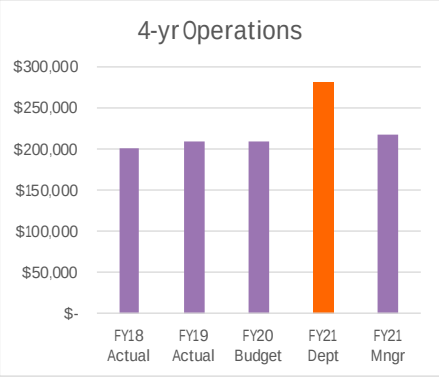
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Taxes & Benefits | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Operations | $ 200,732 | $ 209,010 | $ 208,700 | $ 101,149 | 48% | $ 281,400 | 35% | $ 72,700 | $ 217,000 | 4% | $ 8,300 |
| Capital | $ 9,871 | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 210,603 | $ 209,010 | $ 208,700 | $ 101,149 | 48% | $ 281,400 | 35% | $ 72,700 | $ 217,000 | 4% | $ 8,300 |
| Revenues | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Total Department Cost | 210,603 | 209,010 | 208,700 | 101,149 | 48% | 281,400 | 35% | $ 72,700 | 217,000 | 4% | $ 8,300 |

## *Staffing*

| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | Outsourced | Outsourced | Outsourced | Outsourced | Outsourced | Outsourced |
| FT Positions | | | | | | |
| PT Positions | | | | | | |
| Seasonal | | | | | | |

## *Graphs*



# INFORMATION TECHNOLOGY

## *Accomplishments for the Fiscal Year 2019-2020*

1. Upgraded a portion of computers throughout organization.
2. Implemented additional building security throughout Town Hall campus.
3. Continue upgrades with consistent hardware baseline for all Town workstations and provide a Five-year procurement schedule for all Town PC Workstations and Laptops.

## *Performance Objectives for Fiscal Year 2020-2021*

1. Continue upgrades with consistent hardware baseline for all Town workstations and provide a Five-year procurement schedule for all Town PC Workstations and Laptops.
2. Continue progress on campus-wide Security upgrades.
3. Begin considering on-site full-time IT staff

## *Department Statistics*

None

# TOWN MANAGER

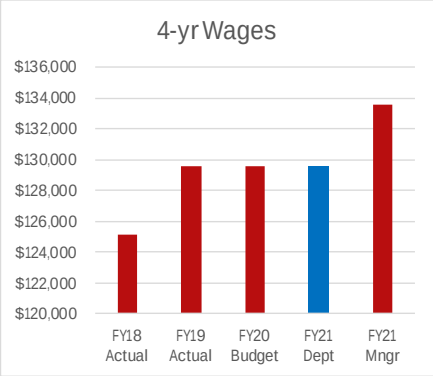
## *Budget*

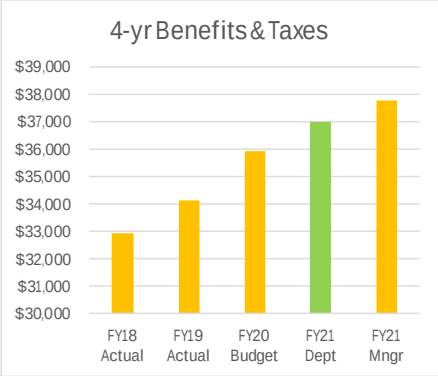
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 125,133 | $ 129,605 | $ 129,605 | $ 64,802 | 50% | $ 129,605 | 0% | $ - | $ 133,600 | 3% | $ 3,995 |
| Taxes & Benefits | $ 32,941 | $ 34,127 | $ 35,955 | $ 17,472 | 49% | $ 37,000 | 3% | $ 1,045 | $ 37,790 | 5% | $ 1,835 |
| Operations | $ 15,236 | $ 9,086 | $ 10,100 | $ 5,408 | 54% | $ 6,550 | -35% | $ (3,550) | $ 5,650 | -44% | $ (4,450) |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 173,310 | $ 172,818 | $ 175,660 | $ 87,682 | 50% | $ 173,155 | -1% | $ (2,505) | $ 177,040 | 1% | $ 1,380 |
| Revenues | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Total Department Cost | 173,310 | 172,818 | 175,660 | 87,682 | 50% | 173,155 | -1% | $ (2,505) | 177,040 | 1% | $ 1,380 |

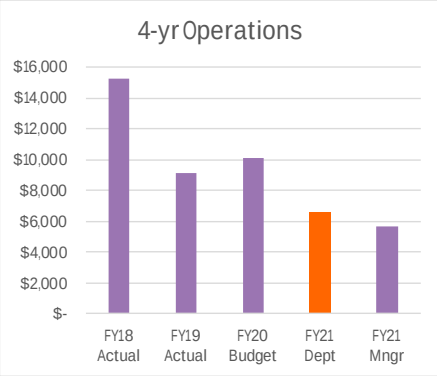
## *Staffing*

| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| FT Positions | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| PT Positions | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Seasonal | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

## *Graphs*



# TOWN MANAGER

## *Accomplishments for the Fiscal Year 2019-2020*

1. Upgraded HR services/management and transitioned 3 department managers.
2. Continued development of long-term plan for sewer.
3. Completed nearly all required Sewer Improvement projects from WIFA loan.
4. Completed initial phase of Park development.

## *Performance Objectives for Fiscal Year 2020-2021*

1. Update HR Policies and procedures.
2. Work to secure our water future through due diligence on water company purchase.
3. Develop long-term financing plan for Capital Projects
4. Complete first phase of Park development.
5. Complete Sewer Improvement projects.

## *Department Statistics*

None

# COMMUNITY DEVELOPMENT

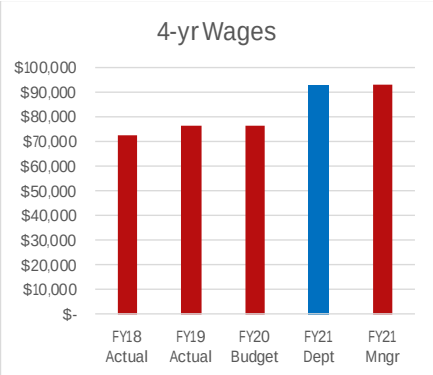
## *Budget*

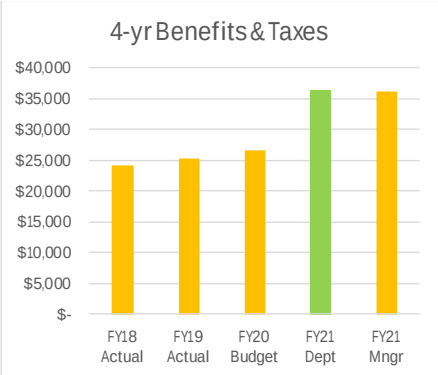
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 72,342 | $ 76,540 | $ 76,540 | $ 38,220 | 50% | $ 93,290 | 22% | $ 16,750 | $ 93,290 | 22% | $ 16,750 |
| Taxes & Benefits | $ 24,169 | $ 25,170 | $ 26,535 | $ 12,945 | 49% | $ 36,400 | 37% | $ 9,865 | $ 36,015 | 36% | $ 9,480 |
| Operations | $ 23,629 | $ 21,824 | $ 23,225 | $ 13,388 | 58% | $ 22,260 | -4% | $ (965) | $ 22,260 | -4% | $ (965) |
| Capital | $ 2,138 | $ 1,968 | $ 2,760 | $ 960 | 35% | $ 2,000 | -28% | $ (760) | $ 2,000 | -28% | $ (760) |
| Net Expenses | $ 122,278 | $ 125,502 | $ 129,060 | $ 65,513 | 51% | $ 153,950 | 19% | $ 24,890 | $ 153,565 | 19% | $ 24,505 |
| Revenues | $ 27 | $ 13 | $ - | $ 72 | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Total Department Cost | 122,251 | 125,489 | 129,060 | 65,441 | 51% | 153,950 | 19% | $ 24,890 | 153,565 | 19% | $ 24,505 |

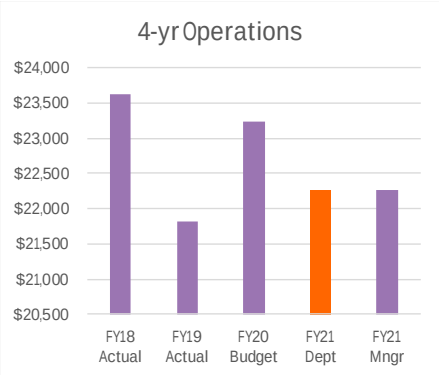
## *Staffing*

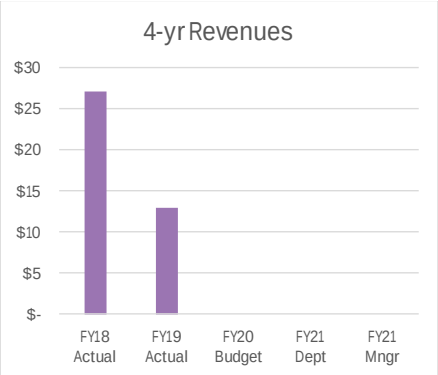
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 1.0 | 1.0 | 1.0 | 1.0 | 1.5 | 1.5 |
| FT Positions | 1 | 1 | 1 | 1 | 2 | 2 |
| PT Positions | 0 | 0 | 0 | 0 | 0 | 0 |
| Seasonal | 0 | 0 | 0 | 0 | 0 | 0 |

## *Graphs*



# COMMUNITY DEVELOPMENT

## *Accomplishments for the Fiscal Year 2019-20*

1. Maintained a strong commitment to citizen satisfaction.
2. Continued to improve technology to be more efficient.
3. Continued to improve development by proposing code amendments based on changing social, economic and governmental trends.
4. Continued to promote quality development by adhering to adopted codes.
5. Implemented and expanded the department permit program with IWorq, which has increased efficiency, documentation, and overall tracking.

## *Performance Objectives for Fiscal Year 2020-21*

1. Evaluate departmental workflows to reorganize staffing, to improve efficiencies in service to Customers and promote public awareness
2. Continue our commitment to fiscal responsibility. We will maintain a balanced budget to the extent possible without eliminating services.
3. Continue our strong commitment to citizen satisfaction.
4. Work actively toward a building a strong economy through quality development.
5. Work actively with the residents and local businesses to cultivate and maintain sustainable development.

## *Budget Points of Interest*

1. Implement department reorganization and conduct public awareness campaigns.

## *Department Statistics*

| | FY18 | FY19 | FY20 (6mn) |
|---|---|---|---|
| Permits Issued | 449 | 480 | 193 |
| P&Z Sessions | 11 | 8 | 3 |
| Board of A&A Sessions | 2 | 1 | 0 |
| Council Sessions | 5 | 8 | 3 |

# BUILDING

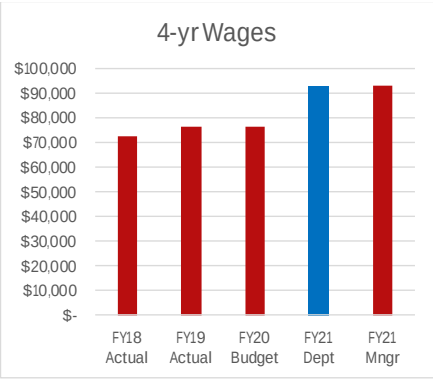
## *Budget*

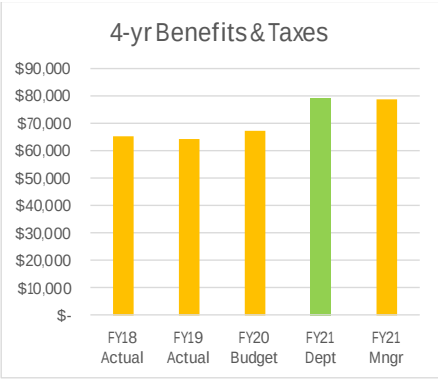
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 161,587 | $ 166,213 | $ 175,015 | $ 79,201 | 45% | $ 180,125 | 3% | $ 5,110 | $ 180,125 | 3% | $ 5,110 |
| Taxes & Benefits | $ 65,347 | $ 64,064 | $ 67,135 | $ 32,224 | 48% | $ 79,493 | 18% | $ 12,358 | $ 78,990 | 18% | $ 11,855 |
| Operations | $ 7,438 | $ 16,340 | $ 18,775 | $ 8,542 | 45% | $ 19,570 | 4% | $ 795 | $ 18,570 | -1% | $ (205) |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 234,372 | $ 246,617 | $ 260,925 | $ 119,967 | 46% | $ 279,188 | 7% | $ 18,263 | $ 277,685 | 6% | $ 16,760 |
| Revenues | $ 183,048 | $ 220,635 | $ 210,000 | $ 97,383 | 46% | $ 216,300 | 3% | $ 6,300 | $ 216,300 | 3% | $ 6,300 |
| Total Department Cost | 51,324 | 25,982 | 50,925 | 22,584 | 44% | 62,888 | 23% | $ 11,963 | 61,385 | N/A | $ 10,460 |

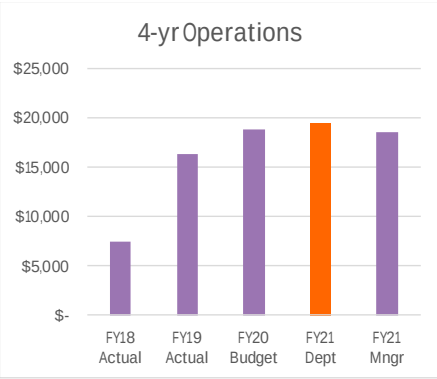
## *Staffing*

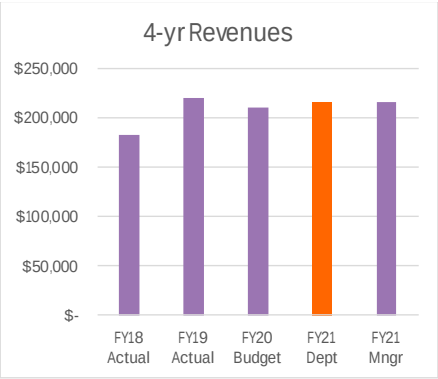
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 3.9 | 3.8 | 3.8 | 3.8 | 3.8 | 3.8 |
| FT Positions | 4 | 4 | 4 | 4 | 4 | 4 |
| PT Positions | 0 | 0 | 0 | 0 | 0 | 0 |
| Seasonal | 0 | 0 | 0 | 0 | 0 | 0 |

## *Graphs*



# BUILDING

## *Accomplishments for the Fiscal Year 2019-20*

1. Worked with local contractors and developers on the implementation of the 2018 Building Codes.
2. Upgraded iWorQ's software to allow for online application submittals.
3. Increased customer satisfaction by adding a desk in our lobby for them to sit at and complete paperwork.
4. Added an additional computer at the front desk to speed up customer wait time.
5. Created fillable applications for ease-of-use.
6. Worked with Yavapai College on 3D printing.
7. Attended the Fall AZBO training for Building Division staff.

## *Performance Objectives for Fiscal Year 2020-21*

1. Keep our strong commitment to citizen satisfaction and maintain a high level of customer service by delivering timely and accurate information and permit processing.
2. Educate the public on new technology and services.
3. Continue to develop and cross train staff according to need, interest and skill level; acquiring certifications, as required.
4. Work closely with and assist the Town Risk Manager on Town employee safety.
5. Continue to cooperate and work closely with outside agencies; adapting to new technologies and ensuring compliance with IGA/ISA agreements.

## *Department Statistics*

| | FY18 | FY19 | FY20 (6 mn) |
|---|---|---|---|
| Permits Applied for | 436 | 442 | 179 |
| Permits Issued | 428 | 408 | 166 |
| Inspections | 1.333 | 2,010 | 829 |

# PLANNING & ZONING

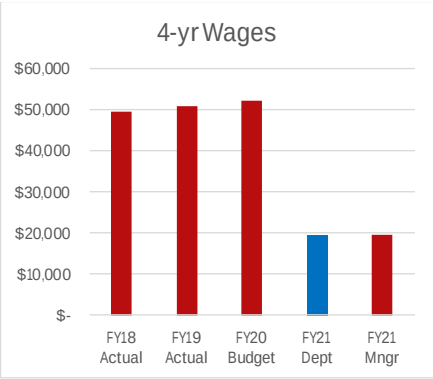
## *Budget*

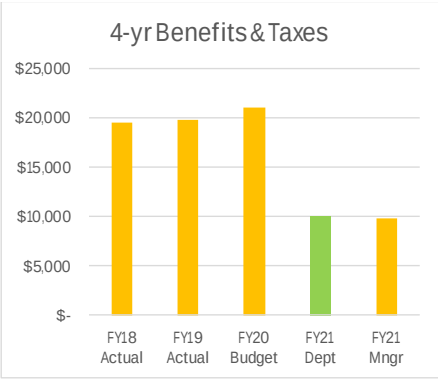
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 49,587 | $ 50,686 | $ 52,205 | $ 26,052 | 50% | $ 19,660 | -62% | $ (32,545) | $ 19,660 | -62% | $ (32,545) |
| Taxes & Benefits | $ 19,496 | $ 19,829 | $ 21,060 | $ 10,373 | 49% | $ 10,070 | -52% | $ (10,990) | $ 9,850 | -53% | $ (11,210) |
| Operations | $ 2,474 | $ 3,689 | $ 2,830 | $ 720 | 25% | $ 3,385 | 20% | $ 555 | $ 3,385 | 20% | $ 555 |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 71,557 | $ 74,204 | $ 76,095 | $ 37,145 | 49% | $ 33,115 | -56% | $ (42,980) | $ 32,895 | -57% | $ (43,200) |
| Revenues | $ 45,189 | $ 41,996 | $ 50,000 | $ 20,878 | 42% | $ 41,200 | -18% | $ (8,800) | $ 41,200 | -18% | $ (8,800) |
| Total Department Cost | 26,368 | 32,208 | 26,095 | 16,267 | 62% | (8,085) | -131% | $ (34,180) | (8,305) | -132% | $ (34,400) |

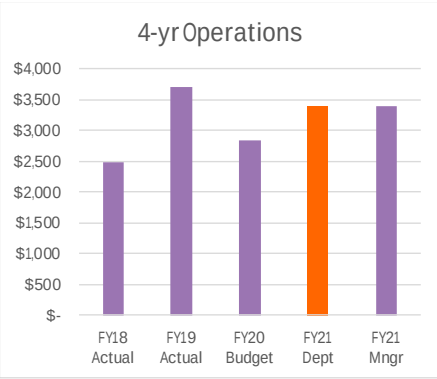
## *Staffing*

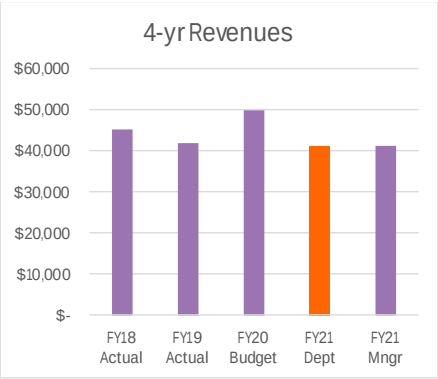
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 1.0 | 1.0 | 1.0 | 1.0 | 0.5 | 0.5 |
| FT Positions | 1 | 1 | 1 | 1 | 1 | 1 |
| PT Positions | 0 | 0 | 0 | 0 | 0 | 0 |
| Seasonal | 0 | 0 | 0 | 0 | 0 | 0 |

## *Graphs*



# PLANNING & ZONING

## *Accomplishments for the Fiscal Year 2019-20*

1. In addition to the statistics provided below, Current Planning is experiencing an increase in Pre-Development meeting requests for both commercial and residential. We continue to see changes in properties through Minor Land Divisions and Lot Line Adjustments, and requests for Temporary Use Permits. Accessory Dwelling Unit Rental permits have slowed down; it appears the existing stock of units has been covered. There continue to be increases in the number of walk-in customers and phone calls, which are expected to continue through this fiscal year. The Planning & Zoning Division is facilitated Zoning Code Amendments, including a Sign Ordinance Update, to reflect current trends in development and remove extra layers of government processes.
2. Working to integrate GIS mapping for Addressing, Streets, Zoning, and Land Use.

## *Performance Objectives for Fiscal Year 2020-21*

1. Continue research potential updates to the Planning & Zoning Ordinance addressing clarifications to improve enforcement. Specific areas of concern are enforcement of the new sign code, lighting ordinance, parking lot standards, and updates to landscape/screening standards.
2. Process Annexations to include Town properties that house Town facilities, and for Alcantara Vineyards/Thousand Trails RV Park.
3. Provide assistance with rezoning of properties along Aultman Parkway for better development potential, due to recent street right-of-way dedications and improvements.

## *Budget Points of Interest*

1. Adjustments to Planning, Zoning, and Land Use fees to align with actual processes.
2. Reorganize department workflows for processing of Planning, Zoning, and Land Use applications.

## *Department Statistics*

| | FY18 | FY19 | FY20 (6 months) |
|---|---|---|---|
| Permits Issued | 21 | 44 | 27 |
| Ord's & Resolutions | 13 | 9 | 6 |
| Res. Zoning Clearances | 152 | 160 | 80 |
| Comm. Zoning Clearances | 51 | 39 | 27 |

# CODE ENFORCEMENT

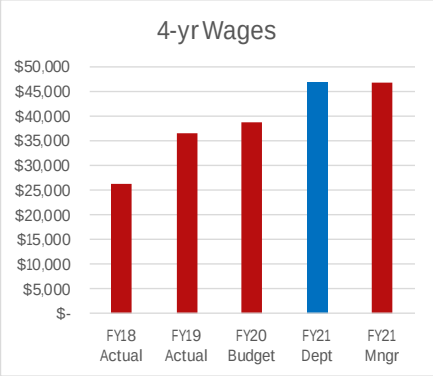
## *Budget*

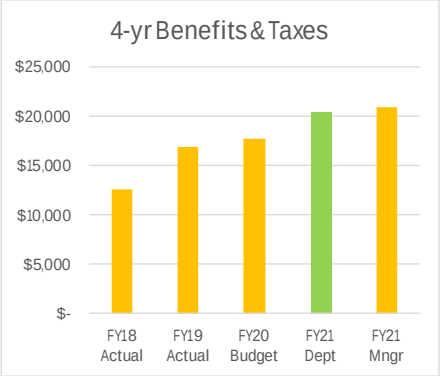
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 26,264 | $ 36,577 | $ 38,665 | $ 15,749 | 41% | $ 46,800 | 21% | $ 8,135 | $ 46,800 | 21% | $ 8,135 |
| Taxes & Benefits | $ 12,633 | $ 16,901 | $ 17,725 | $ 7,795 | 44% | $ 20,395 | 15% | $ 2,670 | $ 20,905 | 18% | $ 3,180 |
| Operations | $ 28,595 | $ 25,819 | $ 26,155 | $ 4,240 | 16% | $ 24,600 | -6% | $ (1,555) | $ 22,600 | -14% | $ (3,555) |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 67,492 | $ 79,297 | $ 82,545 | $ 27,784 | 34% | $ 91,795 | 11% | $ 9,250 | $ 90,305 | 9% | $ 7,760 |
| Revenues | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Total Department Cost | 67,492 | 79,297 | 82,545 | 27,784 | 34% | 91,795 | 11% | $ 9,250 | 90,305 | 9% | $ 7,760 |

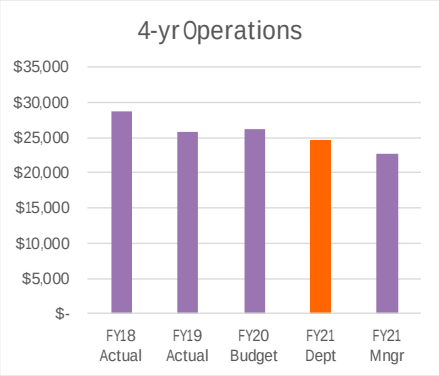
## *Staffing*

| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 0.6 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| FT Positions | 0 | 1 | 1 | 1 | 1 | 1 |
| PT Positions | 2 | 0 | 0 | 0 | 0 | 0 |
| Seasonal | 0 | 0 | 0 | 0 | 0 | 0 |

## *Graphs*



# CODE COMPLIANCE

## *Accomplishments for the Fiscal Year 2019-20*

1. Continue to improve usage of IWORQ permitting software.
2. Acquired drone and have licensed two staff members with a third pending.
3. Accumulating property maintenance equipment to assist residents with cleanup.
4. Scheduled and attended Code Enforcement training.
5. Continue to pursue citations and coordinate follow up with the municipal court system towards total compliance.
6. Developing public outreach materials for improved awareness of Town nuisance codes.

## *Performance Objectives for Fiscal Year 2020-21*

1. Keep our strong commitment to citizen satisfaction and maintain a high level of efficient and professional customer service.
2. Work with other agencies to coordinate community cleanup efforts with.
3. Cross train to improve department efficiencies.
4. Have public outreach meetings to inform about Town code requirements.
5. Continue working with the building division on joint enforcement of the building Codes adopted by the Town.
6. Implement programs to assist property owners and the community as a whole with cleanup.

## *Budget Points of Interest*

1. Performing public awareness campaigns and implemented a program to assist residents with nuisance abatement. The department also has been receiving donations or tools and time from residents to help with this program.

## *Department Statistics*

| | FY18 | FY19 | FY20 (6 mn) |
|---|---|---|---|
| Open Cases | 310 | 26 | 18 |
| Closed Cases | 303 | 153 | 41 |
| Total Violations | 438 | 179 | 59 |

# Town of Camp Verde

## Community Development Department

♦ 473 S. Main Street, Suite 108 ♦ Camp Verde, Arizona 86322 ♦
♦ Telephone: 928.554.0050 ♦ www.campverde.az.gov ♦


April 2, 2020

Mayor Charlie German
Vice Mayor Dee Jenkins
Town Council Members

**Re: Community Development Proposed Budget for FY21**

Recent changes in the staffing for our department have provided an opportunity to reorganize various responsibilities and redistribute some funding line items. Thank you for your consideration of the proposed budget, as summarized below:

Staff Changes

The change of Community Development Director opened up the position of Planner within the department. However, after consideration of the current and expected workflow for the department, it was decided to utilize the existing position of Assistant Planner/Administrative Assistant to a greater extent. This will allow the Director to continue to handle the major planning functions of the department and designate a staff member to assist with the administrative processes associated with planning and land use applications. Bobbi Webb, previously the department Permit Technician, was promoted into this role. She will begin to share in the role of address management and train to utilize the GIS mapping system, as it relates to land use, planning, and zoning. She will also provide the administrative/clerical function of the department, which includes duties such as managing finances, supply inventory, correspondence, and scheduling for training and travel.

With the expected increase in building permit applications, a Plans Examiner position was established, and Roxanne Jasman, who had already been promoted from her entry level role of Permit Technician to Assistant Planner/Administrative Assistant, was promoted into this new role. She will be able to focus on the review process of our permits, checking both building and zoning compliance. This will also provide an opportunity for her to expand her ability to assist with field inspections, with the intent to receive certifications at various levels to increase her knowledge and skillset. She will continue to manage the technical aspects of the iWorQ permit system and begin training on the GIS mapping system, as it relates to building, field inspections, and zoning compliance.

The open position of Permit Technician has been advertised, and will be filled as soon as the opportunity to do so returns. This position will fill the role of intake of all permits, checking for completeness and accepting payments, inputting them into the system, tracking the routing as they flow through the review processes, issuing the permits and associated inspections, and closing out the file when they have been completed.

Budget Adjustments

The changes in positions changed the budget structure somewhat.

The request for training at $1,000 per person and travel at $750 per person is reflected in each department based on staffing. To provide consistency, I respectfully ask that these items in the Building section be kept as requested. Each staff member has been asked to consider their requests for training, exams (certifications and CE credits), and associated travel, based on their equal allotments.

- The main heading of Community Development now includes the salary for the Director, half of the salary for the Assistant Planner/Administrative Assistant and allotment for applicable membership dues. Training and travel are for the Director only, as these items are noted under the Planning & Zoning budget for the Assistant Planner function. There were some line items that were combined from the other categories under this main one, such as uniforms, printing, and advertising. This was done to allow for flexibility in how we can allocate these funds for the department as a whole. The larger printing budget is in anticipation of having to scan or print larger documents at an outside source. Items such as postage and uniform allowance were removed, as they were not being utilized.
- The other half of the salary for the Assistant Planner/Administrative Assistant position was placed under Planning & Zoning. Minimal line items such as training, travel, cell phone, and legal services were kept here for activities specifically related to P&Z.
- The Building Department category retained the bulk of staffing and operational expenses. There are four staff members working primarily with building-related issues, and a portion of the costs for the permitting system were placed here. The consulting fees for this section remained, with the knowledge that our current Building Official intends to retire by the end of 2020. Retaining outside assistance relating to this position will be necessary until their replacement is able to resume those roles.
- Code Enforcement (or now referred to as "Code Compliance") retained separate line items in some areas to allow us to track expenses for this particular function. The iWorQ system is also being used for code enforcement duties and reflects a portion of these costs. There was a request to add in funding for the maintenance of the drone under "Equipment Maintenance Agreements" to make sure it is available for use in emergency situations. Continued funding for nuisance abatement and abatement of dangerous buildings are outlined here.

Other adjustments to the line items overall where based on an evaluation of actual expenditures in recent years, or anticipated expenses in the upcoming year. Increases related to the improvement of the department's technological capabilities are expected to be covered by the 3% technology fee, which we have been collecting since July of 2018. We have replaced outdated computer workstations, initiated the GIS mapping system with a dedicated laptop, upgraded (and continue to improve) our permit system, and have provided staff with iPads for use in the office and field inspections. These same iPads are now being used for remote desktops as we find ourselves working from our homes! Other changes include a large wall monitor and desktop conference phone for meetings held in our office.

Thank you for your careful consideration of our department's budget, as requested. Please contact me directly if you wish to discuss any of these items specifically.

Respectfully,

Melinda Lee
Community Development Director
Office: (928)554-0053
Cell: (928)554-5384

# ECONOMIC DEVELOPMENT

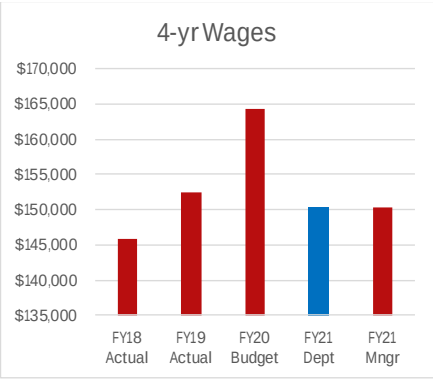
## *Budget*

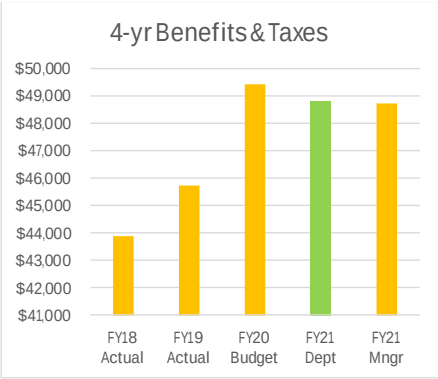
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 145,880 | $ 152,418 | $ 164,270 | $ 74,290 | 45% | $ 150,405 | -8% | $ (13,865) | $ 150,405 | -8% | $ (13,865) |
| Taxes & Benefits | $ 43,904 | $ 45,710 | $ 49,425 | $ 21,012 | 43% | $ 48,810 | -1% | $ (615) | $ 48,750 | -1% | $ (675) |
| Operations | $ 95,209 | $ 91,107 | $ 73,000 | $ 22,071 | 30% | $ 69,600 | -5% | $ (3,400) | $ 69,600 | -5% | $ (3,400) |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 284,993 | $ 289,235 | $ 286,695 | $ 117,373 | 41% | $ 268,815 | -6% | $ (17,880) | $ 268,755 | -6% | $ (17,940) |
| Revenues | $ 10,838 | $ 10,272 | $ 10,000 | $ 62 | 1% | $ 7,100 | -29% | $ (2,900) | $ 7,100 | -29% | $ (2,900) |
| Total Department Cost | 274,155 | 278,963 | 276,695 | 117,311 | 42% | 261,715 | -5% | $ (14,980) | 261,655 | -5% | $ (15,040) |

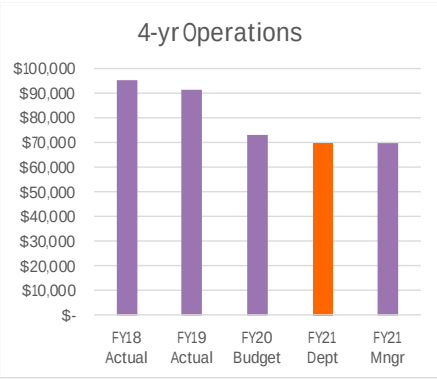
## *Staffing*

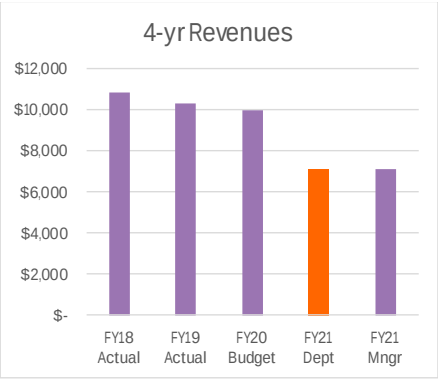
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 3.2 | 2.9 | 3.1 | 3.1 | 3.1 | 3.1 |
| FT Positions | 2 | 2 | 2 | 2 | 2 | 2 |
| PT Positions | 4 | 3 | 3 | 3 | 3 | 3 |
| Seasonal | 0 | 0 | 0 | 0 | 0 | 0 |

## *Graphs*



# ECONOMIC DEVELOPMENT DEPARTMENT

## *Accomplishments for the Fiscal Year 2019-2020*

1. Launched the Verde Grown campaign from the 5-year marketing plan
2. Launched the town's comprehensive Urban-Upland Trail Plan
3. Saw the opening of a $12 million RV park in August and the opening of an $80 million manufactured home community in March
4. Awarded four grants totaling $225,000
5. Partnered on an additional $1.8 million in  outside funding
6. Completed the Homestead Parkway Project
7. Completed Ryal Canyon Trailhead Project

## *Performance Objectives for Fiscal Year 2020-2021*

1. Submit an EDA grant application for the SR260 sewer expansion project
2. Recruit at least one major employer in warehousing or light manufacturing
3. Open White Hawk Business Park
4. Begin local agriculture branding campaign "Verde Grown"
5. Initiate a strategic planning process for CDD and EDD
6. Continue to provide stellar business and development services while investing in creative placemaking projects

## *Department Statistics*

1. Construction Tax Revenue: First Half FY2020: $183,602.10
2. Accommodation Tax Revenue: First Half FY2020: $127,316.03
3. Visitor Center Count: First Half FY2020:

# ENGINEERING

## PUBLIC WORKS

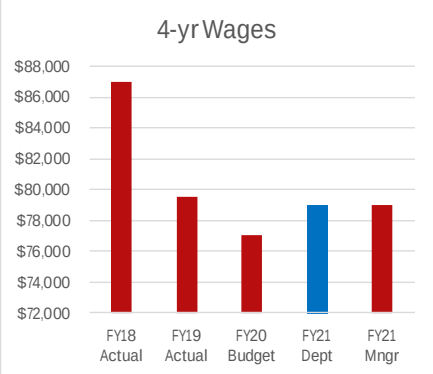
### *Budget*

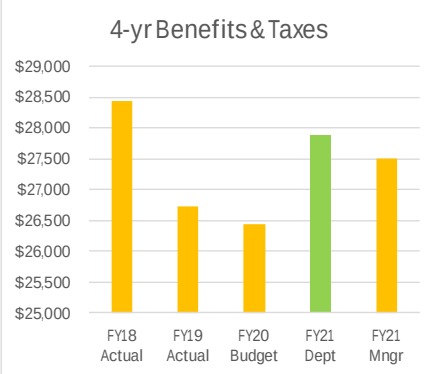
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 86,976 | $ 79,573 | $ 77,040 | $ 38,520 | 50% | $ 79,000 | 3% | $ 1,960 | $ 79,000 | 3% | $ 1,960 |
| Taxes & Benefits | $ 28,428 | $ 26,735 | $ 26,440 | $ 12,911 | 49% | $ 27,890 | 5% | $ 1,450 | $ 27,499 | 4% | $ 1,059 |
| Operations | $ 5,657 | $ 8,208 | $ 10,150 | $ 1,394 | 14% | $ 7,250 | -29% | $ (2,900) | $ 7,250 | -29% | $ (2,900) |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 121,061 | $ 114,516 | $ 113,630 | $ 52,825 | 46% | $ 114,140 | 0% | $ 510 | $ 113,749 | 0% | $ 119 |
| Revenues | $ 2,005 | $ 1,100 | $ 2,000 | $ 3,750 | 188% | $ 2,000 | 0% | $ - | $ 2,000 | 0% | $ - |
| Total Department Cost | 119,056 | 113,416 | 111,630 | 49,075 | 44% | 112,140 | 0% | $ 510 | 111,749 | 0% | $ 119 |

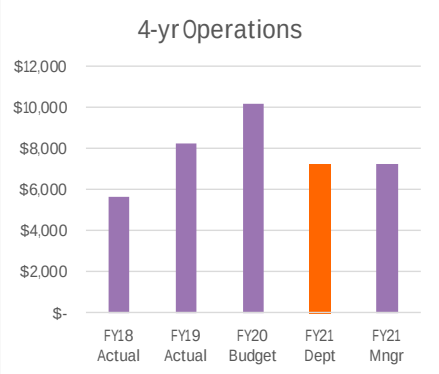
### *Staffing*

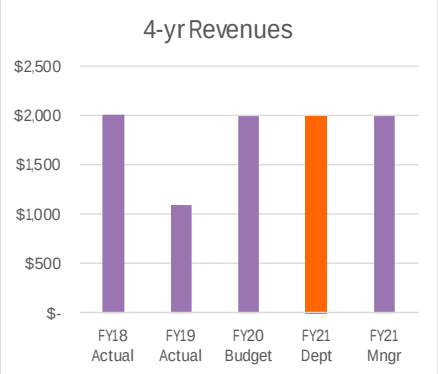
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 1.3 | 1.2 | 1.0 | 1.0 | 1.0 | 1.0 |
| FT Positions | 3 | 4 | 3 | 3 | 3 | 3 |
| PT Positions | 0 | 0 | 0 | 0 | 0 | 0 |
| Seasonal | 0 | 0 | 0 | 0 | 0 | 0 |

### *Graphs*



# PUBLIC WORKS

## ENGINEERING DIVISION

### *Accomplishments for the Fiscal Year 2019-20*

1. Provided Engineering support to Community Development for private development and public improvements projects.
2. Worked with Rick Engineering to Design the Hollamon & 7th Street Sidewalk Improvements
3. Worked with Kimley – Horn Engineering to design the sports complex fields & appurtenances
4. Served on the NACOG Technical Subcommittee and the Verde Valley Transportation Organization (CVVTPO)
5. Attended the Emergency Operations Center training for the Town of Camp Verde.

### *Performance Objectives for Fiscal Year 2020-21*

6. Continue the Sports Complex design/construction of fields and appurtenances
7. Seek funding for re-construction of Old-279 with an improved crossing of the Cherry Creek Wash and connectivity to SR-260
8. Work with Rick Engineering to Design the Hollamon & 7th Street Sidewalk Improvements
9. Develop a solution for the flooding issue in Verde Lakes

### *Department Statistics*

| | 2018 | 2019 | 2020 (6mn) |
|---|---|---|---|
| None | | | |

# STORMWATER

## PUBLIC WORKS

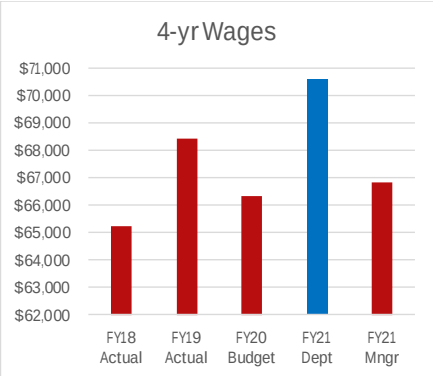
### *Budget*

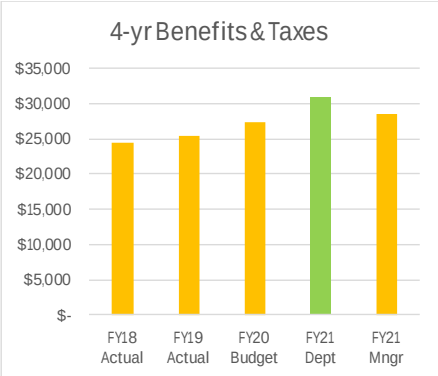
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 65,229 | $ 68,435 | $ 66,315 | $ 33,206 | 50% | $ 70,595 | 6% | $ 4,280 | $ 66,850 | 1% | $ 535 |
| Taxes & Benefits | $ 24,480 | $ 25,430 | $ 27,240 | $ 12,610 | 46% | $ 30,865 | 13% | $ 3,625 | $ 28,510 | 5% | $ 1,270 |
| Operations | $ 32,676 | $ 31,402 | $ 46,250 | $ 17,524 | 38% | $ 53,050 | 15% | $ 6,800 | $ 53,050 | 15% | $ 6,800 |
| Capital | $ 1,014 | $ 14,374 | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 123,399 | $ 139,641 | $ 139,805 | $ 63,340 | 45% | $ 154,510 | 11% | $ 14,705 | $ 148,410 | 6% | $ 8,605 |
| Revenues | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Total Department Cost | 123,399 | 139,641 | 139,805 | 63,340 | 45% | 154,510 | 11% | $ 14,705 | 148,410 | 6% | $ 8,605 |

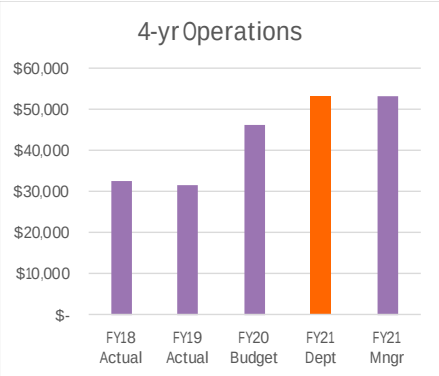
### *Staffing*

| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 1.2 | 1.2 | 1.3 | 1.3 | 1.5 | 1.3 |
| FT Positions | 9 | 9 | 9 | 9 | 10 | 9 |
| PT Positions | 0 | 0 | 0 | 0 | 0 | 0 |
| Seasonal | 0 | 0 | 0 | 0 | 0 | 0 |

### *Graphs*



# PUBLIC WORKS

## STORMWATER DIVISION

### *Accomplishments for the Fiscal Year 2019-20*

1. Completed Drainage Improvements in Pioneer Acres.
2. Kept up with MS-4 Permit and annual report. Entered entire MS4 into "MyDEQ" Online Portal.
3. Maintenance on Town drainage structures, culverts, washes, etc.
4. Repaired Verde Lakes Drive Crossing.
5. Purchased Walk-Behind track loader to clean Box-culverts.

### *Performance Objectives for Fiscal Year 2020-21*

1. Seek funding, manpower, equipment, software required to complete the work of a functioning Stormwater Division
2. Continue work on numerous drainage issues at Verde Lakes and begin work for Verde Lakes Drive at West Clear Creek.
3. Maintenance on Town infrastructure

### *Budget Points of Interest*

1. Purchase of Culvert Package for Verde Lakes Drive crossing at West Clear Creek.

### *Department Statistics*

| | 2018 | 2019 | 2020 (6mn) |
|---|---|---|---|
| # of completed projects | 2 | 2 | |
| # of ongoing projects | 1 | 3 | 3 |

# HURF / STREETS

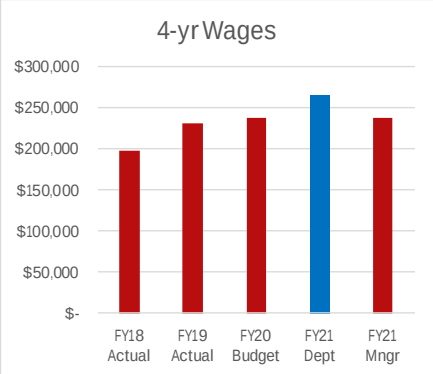
## *Budget*

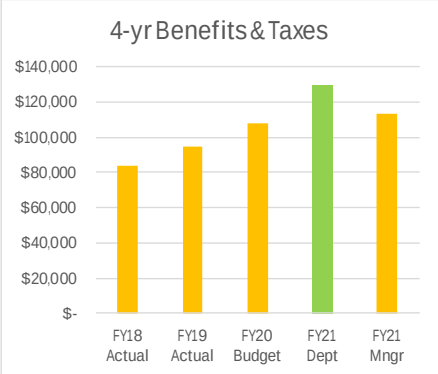
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 198,267 | $ 230,701 | $ 237,670 | $ 113,350 | 48% | $ 265,745 | 12% | $ 28,075 | $ 238,290 | 0% | $ 620 |
| Taxes & Benefits | $ 83,365 | $ 94,952 | $ 107,460 | $ 47,548 | 44% | $ 129,505 | 21% | $ 22,045 | $ 113,125 | 5% | $ 5,665 |
| Operations | $ 342,763 | $ 436,389 | $ 354,400 | $ 146,366 | 41% | $ 421,460 | 19% | $ 67,060 | $ 404,960 | 14% | $ 50,560 |
| Capital | $ 6,390 | $ 59,892 | $ 12,500 | $ 1,299 | 10% | $ 25,000 | 100% | $ 12,500 | $ 20,000 | 60% | $ 7,500 |
| Net Expenses | $ 630,785 | $ 821,934 | $ 712,030 | $ 308,563 | 43% | $ 841,710 | 18% | $ 129,680 | $ 776,375 | 9% | $ 64,345 |
| Revenues | $ 956,951 | $ 994,330 | $ 982,200 | $ 692,532 | 71% | $ 1,021,535 | 4% | $ 39,335 | $ 1,021,535 | 4% | $ 39,335 |
| Operating Transfers | $ (404,017) | $ (678,619) | $ (225,850) | $ (192,980) | 85% | $ (245,415) | 9% | $ (19,565) | $ (245,415) | 9% | $ (19,565) |
| Total Department Cost | 77,851 | 506,223 | (44,320) | (190,989) | 431% | 65,590 | -248% | $ 109,910 | 255 | -101% | $ 44,575 |

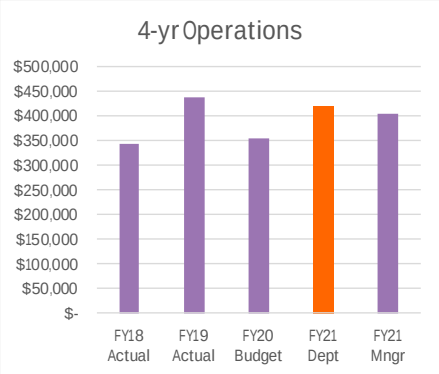
## *Staffing*

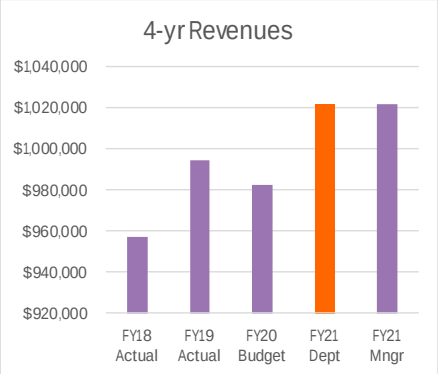
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 4.9 | 5.0 | 4.9 | 4.9 | 5.8 | 4.9 |
| FT Positions | 8 | 8 | 8 | 8 | 9 | 8 |
| PT Positions | 0 | 0 | 0 | 0 | 0 | 0 |
| Seasonal | 1 | 1 | 1 | 1 | 1 | 1 |

## *Graphs*



# PUBLIC WORKS
# STREETS DIVISION

## *Accomplishments for the Fiscal Year 2019-20*

1. Work on drainage issues on Mckracken area, Beaver, Peach, Pioneer, SGT Woodall.
2. Clean by Windy Point on Salt mine Rd
3. Build new gates for Verde Lakes Dr at Clear Creek
4. Clean box culverts in Faulkner wash
5. Move gate from in town to Parsons Park
6. Re-built numerous road shoulders with asphalt millings.
7. Build parking area at Ryal Canyon trail

   **See Stormwater for additional projects completed by Streets Crews*

## *Performance Objectives for Fiscal Year 2020-21*

1. Continue to complete road and road side repairs with millings and/or concrete as needed, crack seal, procure a contractor and manage the chip seal project
2. Continue to keep a smooth millings surface on Old HWY 279.
3. Hire Street Laborer position
4. Continue road maintenance repairs as necessary to keep Town Roads serviceable to the Community.
5. Work with Stormwater Division and Yavapai County Flood Control to repair Verde Lakes Drive
6. Maintain equipment and facilities' to keep them operating and functioning in good condition.

## *Department Statistics*

| | 2018 | 2019 | 2020 (6mn) |
|---|---|---|---|
| Work orders completed | 177 | 152 | 23 |
| Right of Way Permits issued | 55 | 95 | 5 |
| Culvert Permits issued | 25 | 20 | 4 |

# MAINTENANCE

## PUBLIC WORKS

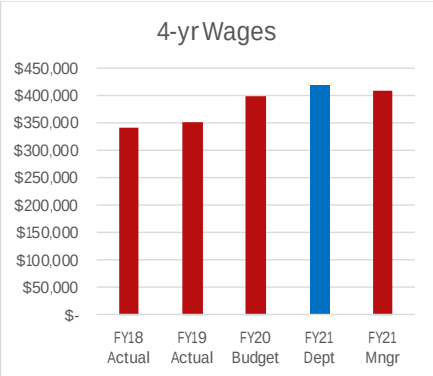
### *Budget*

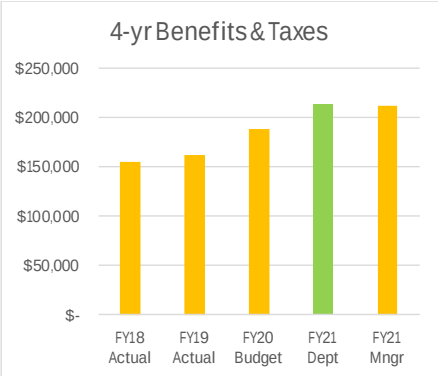
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 341,024 | $ 352,277 | $ 399,210 | $ 164,911 | 41% | $ 419,440 | 5% | $ 20,230 | $ 408,440 | 2% | $ 9,230 |
| Taxes & Benefits | $ 154,586 | $ 161,332 | $ 188,295 | $ 76,554 | 41% | $ 213,115 | 13% | $ 24,820 | $ 212,315 | 13% | $ 24,020 |
| Operations | $ 175,758 | $ 132,252 | $ 181,405 | $ 73,456 | 40% | $ 209,085 | 15% | $ 27,680 | $ 204,085 | 13% | $ 22,680 |
| Capital | $ - | $ 3,355 | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 671,368 | $ 649,216 | $ 768,910 | $ 314,921 | 41% | $ 841,640 | 9% | $ 72,730 | $ 824,840 | 7% | $ 55,930 |
| Revenues | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Total Department Cost | 671,368 | 649,216 | 768,910 | 314,921 | 41% | 841,640 | 9% | $ 72,730 | 824,840 | 7% | $ 55,930 |

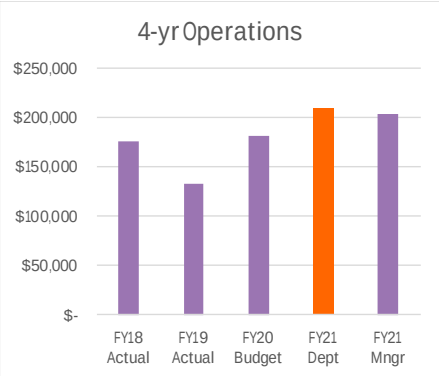
### *Staffing*

| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 9.1 | 9.6 | 10.5 | 10.5 | 11.5 | 11.0 |
| FT Positions | 11 | 12 | 13 | 13 | 14 | 14 |
| PT Positions | 1 | 0 | 0 | 0 | 0 | 0 |
| Seasonal | 1 | 1 | 1 | 1 | 1 | 0 |

### *Graphs*



# PUBLIC WORKS – MAINTENANCE DIVISION

## *Accomplishments for the Fiscal Year 2019-2020*

1. Kitchen Remodel Completed.
2. Council Chambers Remodel
3. Reroof Pool
4. Front Part of Public Works Building-Reroofed
5. Economic Development Remodel
6. Com-Dev Remodel
7. Complete Rekey system for Town Facilities'
8. Lower Maintenance Shop-Revamp.

## *Performance Objectives for Fiscal Year 2020-21*

1. Build H.R. Office
2. Design and Build Conference Room.
3. Revamp Gazebo.
4. Continue work at Rezzonico Park and Library
5. Work with Tree Advisory Committee
6. Re-Model Town Hall Restrooms
7. Replace Ceiling tiles in Council Chambers
8. Upgrade power to Town Hall Building
9. Continue Roof Work on 300 Building.

## *Department Statistics*

| | 2018 | 2019 | 2020 (6mn) |
|---|---|---|---|
| Maintained Park Acreage | | 21 | 134 |
| Square footage of Town Facilities | 81,962 | 81,962 | 81,962 |
| Work orders completed | 376 | 372 | 372 |
| Man-hours on work orders | 940 | 936 | 938 |

# PARKS & REC

## PUBLIC WORKS

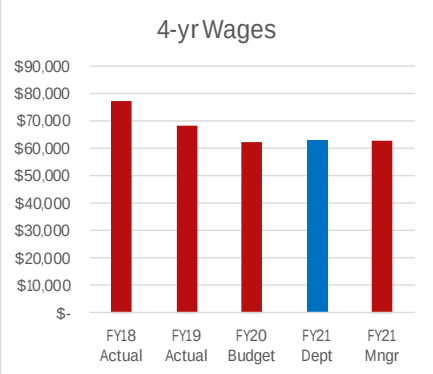
### *Budget*

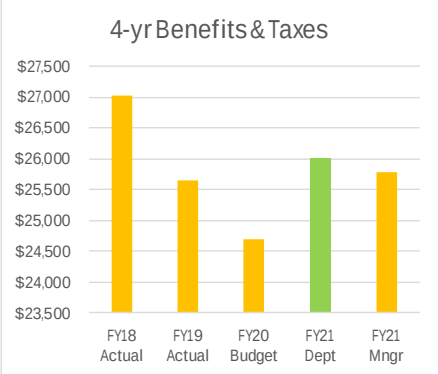
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 77,399 | $ 68,058 | $ 62,510 | $ 31,653 | 51% | $ 63,045 | 1% | $ 535 | $ 63,045 | 1% | $ 535 |
| Taxes & Benefits | $ 27,016 | $ 25,659 | $ 24,700 | $ 11,701 | 47% | $ 25,999 | 5% | $ 1,299 | $ 25,774 | 4% | $ 1,074 |
| Operations | $ 49,080 | $ 49,937 | $ 54,815 | $ 28,956 | 53% | $ 61,415 | 12% | $ 6,600 | $ 56,965 | 4% | $ 2,150 |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 153,495 | $ 143,654 | $ 142,025 | $ 72,310 | 51% | $ 150,459 | 6% | $ 8,434 | $ 145,784 | 3% | $ 3,759 |
| Revenues | $ 3,203 | $ 3,706 | $ 3,000 | $ 1,825 | 61% | $ 3,000 | 0% | $ - | $ 3,000 | 0% | $ - |
| Total Department Cost | 150,292 | 139,948 | 139,025 | 70,485 | 51% | 147,459 | 6% | $ 8,434 | 142,784 | 3% | $ 3,759 |

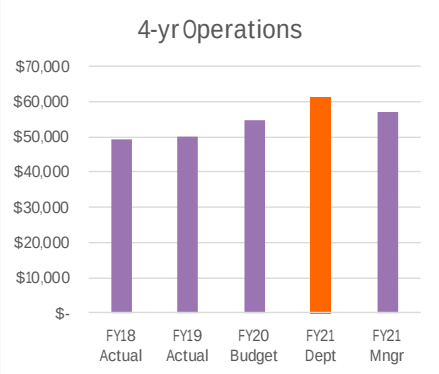
### *Staffing*

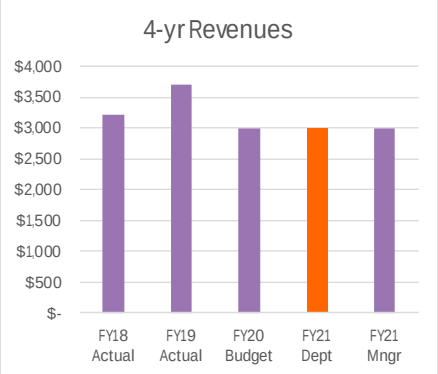
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 1.2 | 1.2 | 1.2 | 1.2 | 1.2 | 1.2 |
| FT Positions | 5 | 5 | 5 | 5 | 5 | 5 |
| PT Positions | 0 | 0 | 0 | 0 | 0 | 0 |
| Seasonal | 0 | 0 | 0 | 0 | 0 | 0 |

### *Graphs*



# PARKS & REC ADMIN

## *Accomplishments for the Fiscal Year 2019-2020*

1. Completed, with Public Works Engineer, amenity design, bid process and construction start for next phase of Sports Complex
2. Completion of multi-use trail and support amenities around Sports Complex using Arizona State Parks grant and Town match
3. Successfully resumed responsibility for operation of Special Events including restarting Corn Fest, partnering with Verde Valley Wine Consortium for Pecan & Wine Festival, increasing sponsorships and meeting budget projections.
4. Added 1 additional full time staff member to meet needs of events planning and operation as well as adding capacity for other programs.
5. Increased Summer Camp attendance by 65% over the previous season and received RAIN grant to support STEM projects at camp.

## *Performance Objectives for Fiscal Year 2020-2021*

1. Complete, with Public Works Engineer, the construction and opening of fields, sports courts and support facilities at Sports Complex.
2. Manage new Sports Complex for additional public use including tournaments
3. Continue to pursue grant opportunities for the Camp Verde Sports Complex, expanding programming, and special events funding

## *Department Statistics*

| | FY18 | FY19 | FY20 (6mn) |
|---|---|---|---|
| Public Shower Usage | 350 | 313 | 336 |
| Meeting Room Usage | 823 | 663 | 773 |
| Gym Usage (Non-program) | 600 | 385 | 680 |
| Kitchen Usage | 117 | 82 | 136 |
| Ramada Usage | 186 | 150 | 189 |

# EVENTS

## PUBLIC WORKS

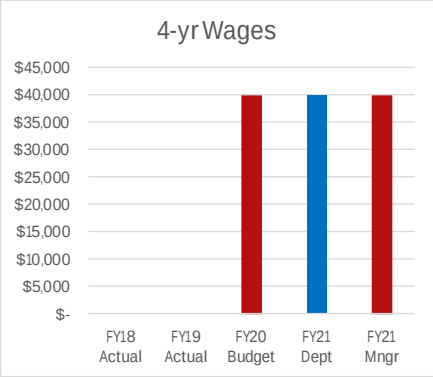
### *Budget*

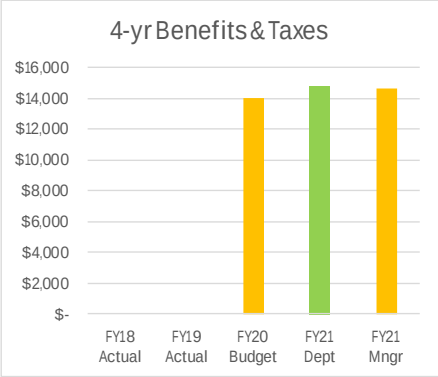
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ - | $ - | $ 39,790 | $ 19,967 | 50% | $ 39,890 | 0% | $ 100 | $ 39,890 | 0% | $ 100 |
| Taxes & Benefits | $ - | $ - | $ 13,975 | $ 6,932 | 50% | $ 14,790 | 6% | $ 815 | $ 14,630 | 5% | $ 655 |
| Operations | $ - | $ - | $ 37,080 | $ 18,454 | 50% | $ 43,100 | 16% | $ 6,020 | $ 43,100 | 16% | $ 6,020 |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ - | $ - | $ 90,845 | $ 45,353 | 50% | $ 97,780 | 8% | $ 6,935 | $ 97,620 | 7% | $ 6,775 |
| Revenues | $ - | $ - | $ 41,885 | $ 17,967 | 43% | $ 47,210 | 13% | $ 5,325 | $ 47,210 | 13% | $ 5,325 |
| Total Department Cost | 0 | 0 | 48,960 | 27,386 | 56% | 50,570 | 3% | $ 1,610 | 50,410 | 3% | $ 1,450 |

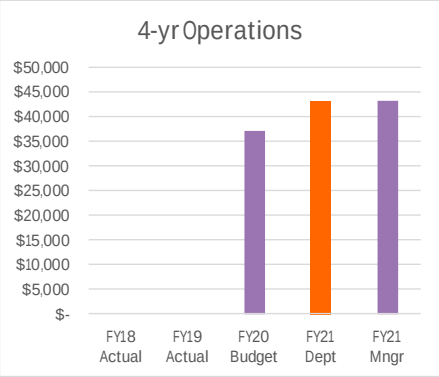
### *Staffing*

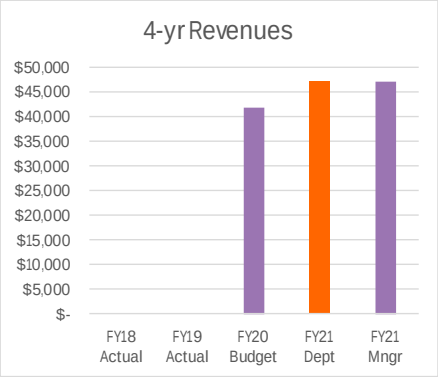
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 0.0 | 0.0 | 0.8 | 0.8 | 0.8 | 0.8 |
| FT Positions | 0 | 0 | 3 | 3 | 3 | 3 |
| PT Positions | 0 | 0 | 1 | 1 | 1 | 1 |
| Seasonal | 0 | 0 | Flexible | Flexible | Flexible | Flexible |

### *Graphs*



# EVENTS

## *Accomplishments for the Fiscal Year 2019-2020*

1. Successfully restarted Corn Fest in a new one-day format with 3500 attendees.
2. Successfully transitioned to planning and operation of Fort Verde Days and Pecan & Wine Festival within projected financial levels.
3. Obtained over 50% more in sponsorships for Special Events than originally budgeted.
4. Continued to operate and improve Trunk or Treat and Christmas Craft Bazaar and Parade of Lights while supporting other smaller special events.
5. Integrated the planning and operations of events and an additional full time staff position into Division operations while maintaining or increasing existing programming.

## *Performance Objectives for Fiscal Year 2020-2021*

1. Institute positive improvements to Special Events based on experience and feedback.
2. Continue to improve community involvement and support for non-profits with Special Events.
3. Continue to gather data on crowd size and finances for events.

## *Department Statistics*

| | 2018 | 2019 | 2020 (6mn) |
|---|---|---|---|
| Corn Fest Attendance | N/A | N/A | 3,500 |
| Corn Fest Vendors | N/A | N/A | 48 |
| Ft. Verde Days Attendance | N/A | N/A | 6,500 |
| Ft. Verde Days Vendors | N/A | N/A | 51 |
| Pecan & Wine Attendance | N/A | N/A | |
| Pecan & Wine Vendors | N/A | N/A | |
| Non-profit fundraiser/profit share | N/A | N/A | $2,200 |
| (Meals on Wheels, Verde Valley Rangers Sheriff's Posse) | | | |

# POOL

## PUBLIC WORKS

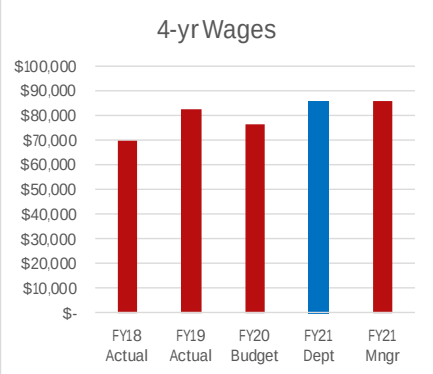
### *Budget*

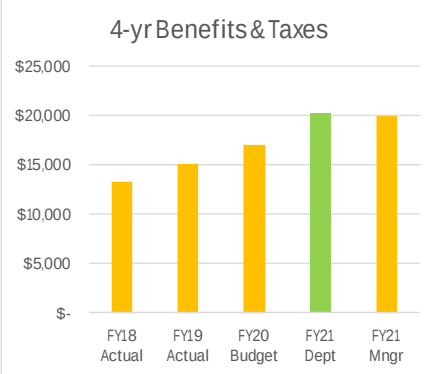
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 69,758 | $ 82,475 | $ 76,230 | $ 50,231 | 66% | $ 85,905 | 13% | $ 9,675 | $ 85,905 | 13% | $ 9,675 |
| Taxes & Benefits | $ 13,257 | $ 15,028 | $ 17,090 | $ 8,884 | 52% | $ 20,265 | 19% | $ 3,175 | $ 19,940 | 17% | $ 2,850 |
| Operations | $ 26,987 | $ 34,694 | $ 30,070 | $ 21,474 | 71% | $ 38,585 | 28% | $ 8,515 | $ 33,085 | 10% | $ 3,015 |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 110,002 | $ 132,197 | $ 123,390 | $ 80,589 | 65% | $ 144,755 | 17% | $ 21,365 | $ 138,930 | 13% | $ 15,540 |
| Revenues | $ 17,558 | $ 20,919 | $ 23,500 | $ 9,381 | 40% | $ 23,500 | 0% | $ - | $ 23,500 | 0% | $ - |
| Total Department Cost | 92,444 | 111,278 | 99,890 | 71,208 | 71% | 121,255 | 21% | $ 21,365 | 115,430 | 16% | $ 15,540 |

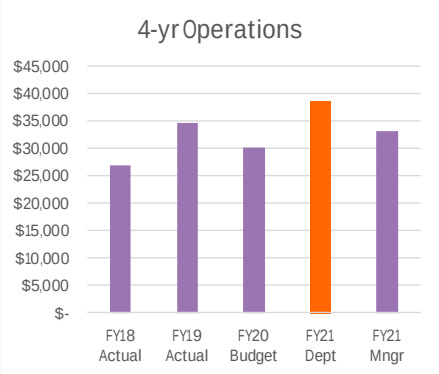
### *Staffing*

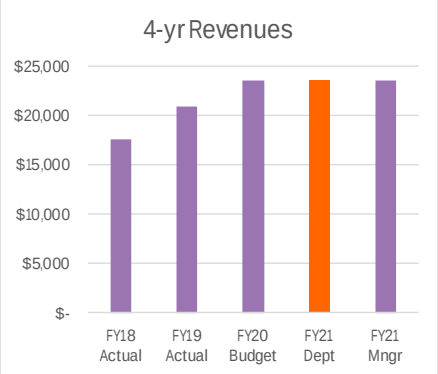
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 2.2 | 2.6 | 2.6 | 2.6 | 2.6 | 2.6 |
| FT Positions | 5 | 5 | 6 | 6 | 6 | 6 |
| PT Positions | 0 | 0 | 0 | 0 | 0 | 0 |
| Seasonal | 14 | 14 | 14 | 14 | 14 | 14 |

### *Graphs*



# PARKS & REC POOL

## *Accomplishments for the Fiscal Year 2019 -2020*

1. Provided a safe, fun swim season for nearly 8,500 visitors, the vast majority of them children
2. Provided swim lessons to 173 children in 3 two week sessions.
3. Piloted an evening swim lesson session for older kids starting August 5 which had 6 kids ages 8-14 learn to swim
4. Obtained internet connection at pool allowing use of on-line registration and credit cards as well as weather access.
5. Continued to provide Aqua Zumba and Water Aerobics through partners and volunteers
6. Continued to improve pool supervisor position to improve pool operations
7. Hosted and 3 sponsored free themed pool days focusing on water safety with over 230 kids participating.
8. Transitioned our lifeguard training from Red Cross to StarGuard which requires annual certification for our lifeguards.
9. Shawna completed the training/certification as a Program Manager for the Starfish Aquatics program.

## *Performance Objectives for Fiscal Year 2020-2021*

1. Improve swim lessons program with addition of Starfish Aquatics program.
2. Improve administrative and operational support to Pool staff as part of increased capacity because of additional full-time staff person.
3. Work to add additional programming such as kayak lessons

## *Department Statistics*

| | FY18 | FY19 | FY20 (6mn) |
|---|---|---|---|
| Pool Attendance | 9,000 | 8,500 | N/A |
| Swim Lesson Attendance | 150 | 179 | N/A |

# PROGRAMS

## PUBLIC WORKS

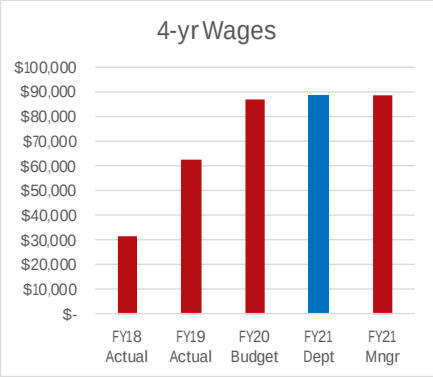
### *Budget*

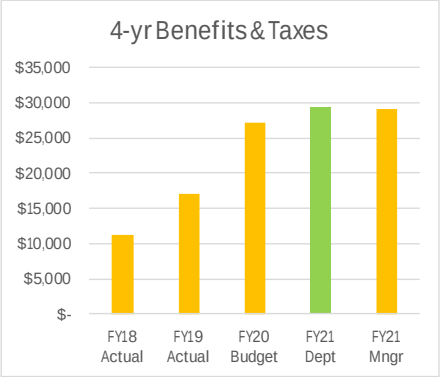
| EXPENSE TYPE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Wages | $ 31,322 | $ 62,382 | $ 86,980 | $ 40,209 | 46% | $ 88,795 | 2% | $ 1,815 | $ 88,795 | 2% | $ 1,815 |
| Taxes & Benefits | $ 11,255 | $ 17,017 | $ 27,225 | $ 12,844 | 47% | $ 29,365 | 8% | $ 2,140 | $ 28,985 | 6% | $ 1,760 |
| Operations | $ 38,151 | $ 37,092 | $ 29,700 | $ 7,747 | 26% | $ 29,700 | 0% | $ - | $ 29,700 | 0% | $ - |
| Capital | $ - | $ - | $ - | $ - | N/A | $ - | N/A | $ - | $ - | N/A | $ - |
| Net Expenses | $ 80,728 | $ 116,491 | $ 143,905 | $ 60,800 | 42% | $ 147,860 | 3% | $ 3,955 | $ 147,480 | 2% | $ 3,575 |
| Revenues | $ 29,101 | $ 37,347 | $ 40,250 | $ 12,813 | 32% | $ 40,250 | 0% | $ - | $ 40,250 | 0% | $ - |
| Total Department Cost | 51,627 | 79,144 | 103,655 | 47,987 | 46% | 107,610 | 4% | $ 3,955 | 107,230 | 3% | $ 3,575 |

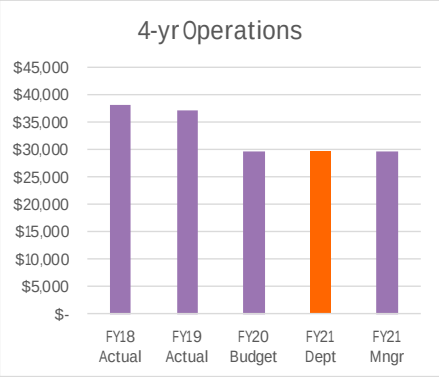
### *Staffing*

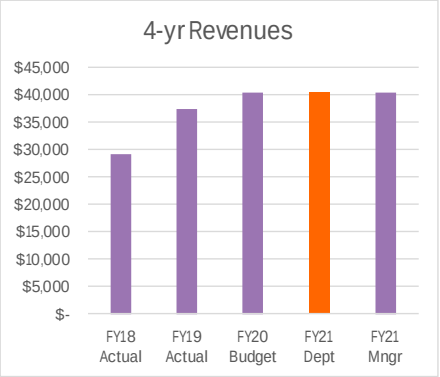
| | *FY18 Act* | *FY19 Act* | *FY20 Bud* | *FY20 Act* | *FY21 Dept* | *FY21 Mngr* |
|---|---|---|---|---|---|---|
| FTE's | 1.7 | 2.2 | 2.9 | 2.9 | 2.9 | 2.9 |
| FT Positions | 2 | 2 | 3 | 3 | 3 | 3 |
| PT Positions | 0 | 1 | 2 | 2 | 2 | 2 |
| Seasonal | 9 | 9 | 10 | 10 | 10 | 10 |

### *Graphs*



# PARKS & REC PROGRAM

## *Accomplishments for the Fiscal Year 2019-2020*

1. Increased Summer Day camp attendance by 65% and reduced per camper Town subsidy by 37%.
2. Continued to develop Friday Youth Camp offered to all 1st-8th grade children

## *Performance Objectives for Fiscal Year 2020-2021*

1. Continue to significantly increase Summer Day Camp participation and improve cost recovery
2. Develop and implement new Partner Agreements with youth sports groups and others
3. Continue to grow Pickle Ball including 1 or more fund raiser tournaments
4. Expand program offerings in conjunction with new Sports Complex
5. Obtain the "Better Sports for Quality Program Provider" designation through National Alliance for Youth Sports

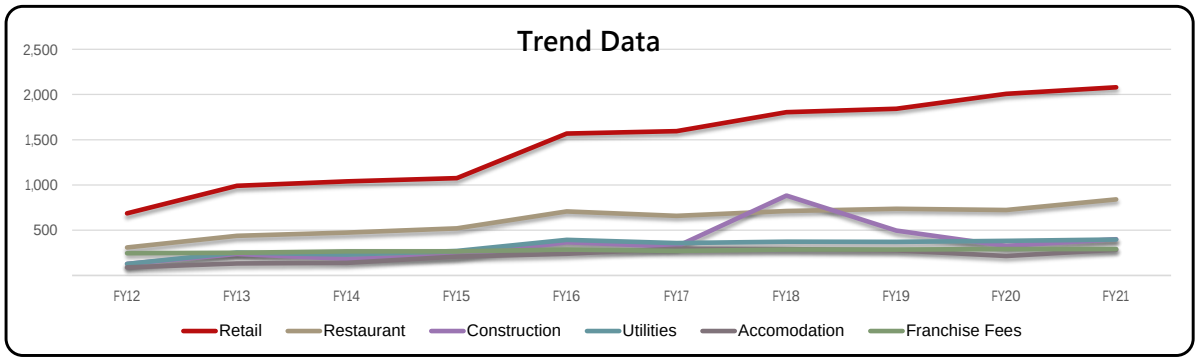
## *Department Statistics*

| Participation | FY18 | FY19 | FY20 (6mn) |
|---|---|---|---|
| Grasshopper | 156 | 140 | 148 |
| Adult Softball | 153 | 116 | 151 |
| Adult Volleyball | 55 | 0 | 0 |
| Pickleball | 1,632 | 1,862 | 1,518 |
| Diamondback Trips | 199 | 70 | 88 |
| Day Trips | 252 | 199 | 92 |
| Summer Camp | 238 | 393 | N/A |

# General Fund
# Top Revenue Catagories & Trends

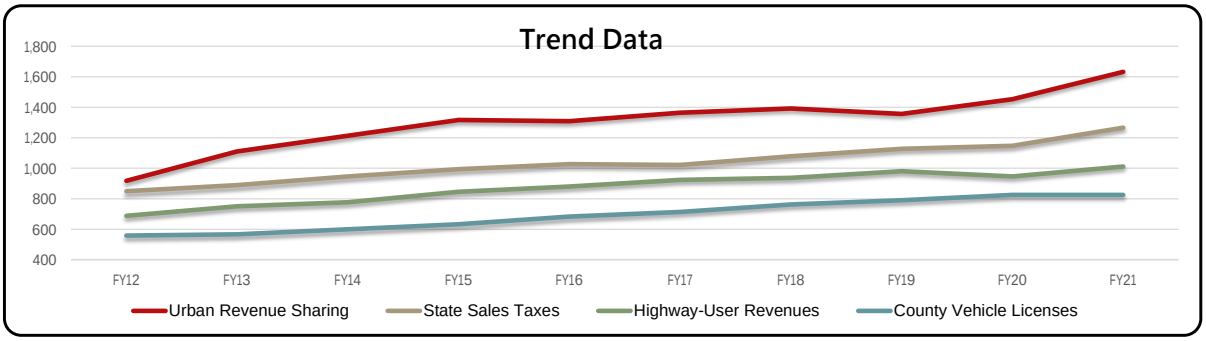
**Local Transaction Priviledge Tax Detail - Top 6 Categories** (in Thousands)

| Source | FY12 | FY13 | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
|---|---|---|---|---|---|---|---|---|---|---|
| Retail | 686 | 990 | 1,040 | 1,076 | 1,569 | 1,596 | 1,806 | 1,843 | 2,008 | 2,080 |
| Restaurant | 309 | 437 | 473 | 520 | 709 | 659 | 713 | 737 | 724 | 841 |
| Construction | 128 | 236 | 183 | 213 | 367 | 320 | 883 | 495 | 327 | 400 |
| Utilities | 127 | 252 | 231 | 270 | 394 | 358 | 373 | 370 | 381 | 397 |
| Accomodation | 89 | 132 | 139 | 208 | 239 | 295 | 292 | 278 | 215 | 285 |
| *Franchise Fees* | *246* | *250* | *267* | *266* | *286* | *271* | *286* | *287* | *292* | *292* |
| | | | | | | | | | **Est'd* | **Budget* |



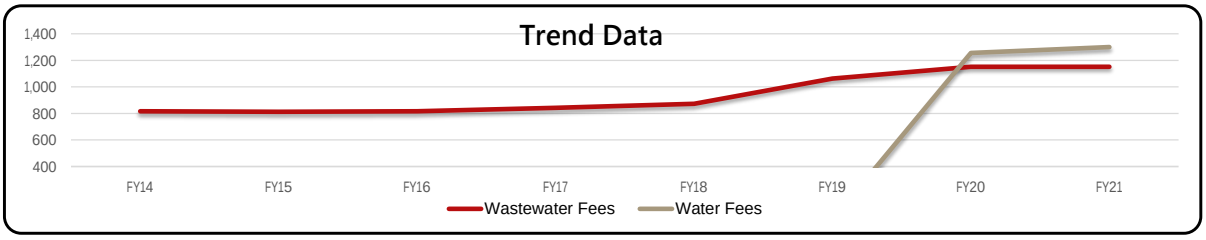

**State & County Tax Detail** (in Thousands)

| Source | FY12 | FY13 | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
|---|---|---|---|---|---|---|---|---|---|---|
| Urban Revenue Sharing | 918 | 1,111 | 1,213 | 1,316 | 1,309 | 1,365 | 1,392 | 1,356 | 1,453 | 1,632 |
| State Sales Taxes | 850 | 890 | 946 | 994 | 1,028 | 1,022 | 1,079 | 1,127 | 1,148 | 1,266 |
| Highway-User Revenues | 688 | 751 | 777 | 846 | 881 | 924 | 937 | 981 | 946 | 1,012 |
| County Vehicle Licenses | 559 | 567 | 600 | 633 | 684 | 713 | 763 | 790 | 825 | 825 |
| | | | | | | | | | **Est'd* | **Budget* |




**Enterprise Funds Fee Revenue** (in Thousands)

| Source | FY12 | FY13 | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
|---|---|---|---|---|---|---|---|---|---|---|
| Wastewater Fees | N/A | N/A | 817 | 812 | 816 | 842 | 873 | 1,063 | 1,151 | 1,151 |
| Water Fees | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 1,256 | 1,300 |
| | | | | | | | | | **Est'd* | **Budget* |



# Town of Camp Verde

Revenue Drivers

February 2019

| Sources* | Feb-20 | In/De % | Jan-20 | Dec-19 | FYTD Avg | Bud/Month | YTD Bud +/- | LYM Avg +/- | L5YM Avg +/- |
|---|---|---|---|---|---|---|---|---|---|
| City Sales Tax | 303,577 | -15% | 358,173 | 308,834 | 314,120 | 338,629 | (196,076) | 10,135 | 19,693 |
| City .65% Increase | 59,502 | -12% | 67,428 | 58,676 | 60,096 | 65,183 | (40,696) | (1,717) | 3,895 |
| State Sales Tax | 97,993 | -18% | 120,053 | 100,788 | 98,492 | 114,508 | (128,126) | 4,577 | 27,412 |
| VLT | 70,308 | -5% | 73,912 | 62,126 | 68,682 | 68,775 | (742) | 2,864 | 19,002 |
| URS | 121,114 | 0% | 121,114 | 121,114 | 121,114 | 123,544 | (19,443) | 8,077 | 29,021 |
| HURF | 81,949 | -4% | 85,707 | 77,492 | 82,155 | 80,517 | 13,105 | 411 | 18,963 |
| Sewer User Fees | 104,601 | -1% | 105,889 | 94,471 | 103,310 | 95,950 | 58,882 | 14,734 | 30,810 |
| **TOTAL** | **839,044** | | **932,276** | **823,500** | **847,969** | **887,106** | **(313,096)** | **39,082** | **148,796** |

* - The above revenue sources (less HURF & Sewer) represent approximately **87%** of the Town's General Fund operating revenues.

**FYTD Avg:** Fiscal year-to-date Average. The average monthly amount for this fiscal year.

**Bud/Month:** This year's monthly budget.

**YTD Bud +/-:** Year-to-Date Budget over/short. The cumulative amount over or short of budget for the current fiscal year.

**LYM Avg +/-:** Last year monthly average over/short. The difference between this year's *FYTD Avg* and last year's *FYTD Avg* number.

**L5YM Avg +/-:** Last five years monthly average over/short. The difference between this year's *FYTD Avg* and the average of the last 5 year's *FYTD Avg*. (L5YM Avg for .65% increase is only 3 year average).

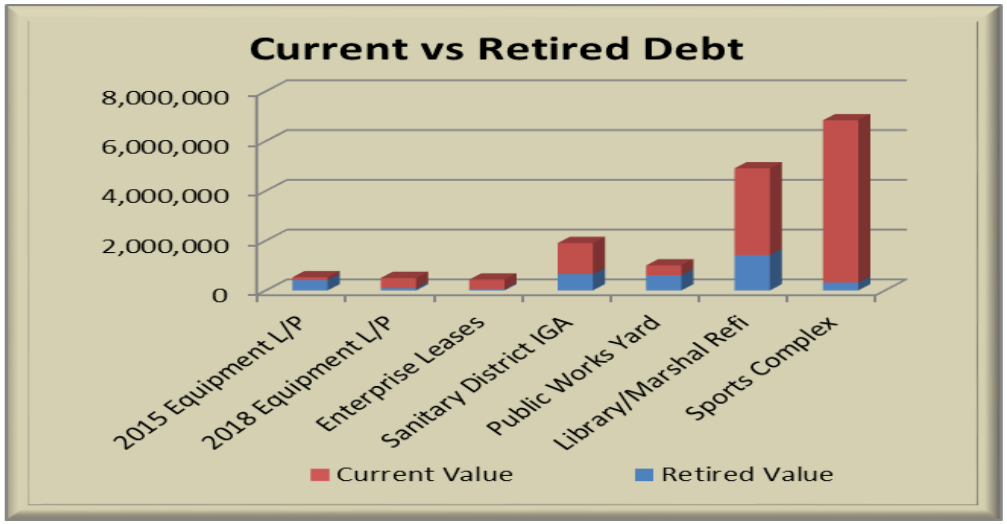
# General Purpose Revenues
## General Fund

| ACCOUNT TITLE | 2017-18 AUDITED ACTUAL | 2018-19 AUDITED ACTUAL | 2019-20 ADJUSTED BUDGET | 2019-20 THROUGH DEC-19 | % of Bud | 2020-21 DEPT REQUEST | % Chng | $ Chng | 2020-21 MANAGER RECMN'D | % Chng | $ Chng |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ***Local Revenues*** | | | | | | | | | | | |
| Sales Taxes | | | | | | | | | | | |
| Town Sales Tax | 3,890,740 | 3,647,819 | 4,070,430 | 1,813,245 | 45% | 4,002,800 | -1.7% | $ (67,630) | 4,002,800 | -1.7% | $ (67,630) |
| Est'd .65 Portion of Tax Rate | 751,933 | 741,759 | 775,320 | 391,804 | 51% | 740,000 | -4.6% | $ (35,320) | 740,000 | -4.6% | $ (35,320) |
| Total Sales Taxes | $ 4,642,673 | $ 4,389,578 | $ 4,845,750 | $ 2,205,049 | 46% | $ 4,742,800 | -2.1% | $ (102,950) | $ 4,742,800 | -2.1% | $ (102,950) |
| Franchise Fees | | | | | | | | | | | |
| APS | 260,552 | 259,112 | 264,000 | 130,202 | 49% | 264,000 | 0.0% | $ - | 264,000 | 0.0% | $ - |
| NPG Cable | 17,469 | 19,670 | 20,000 | 9,889 | 49% | 20,000 | 0.0% | $ - | 20,000 | 0.0% | $ - |
| UNS Gas | 8,321 | 8,252 | 7,500 | 4,136 | 55% | 8,000 | 6.7% | $ 500 | 8,000 | 6.7% | $ 500 |
| Total Franchise Fees | $ 286,342 | $ 287,034 | $ 291,500 | $ 144,227 | 49% | $ 292,000 | 0.2% | $ 500 | $ 292,000 | 0.2% | $ 500 |
| Miscellaneous | | | | | | | | | | | |
| Yav-Apache Gaming Funds | 17,457 | 63,051 | 18,000 | 0 | N/A | 18,000 | 0.0% | 0 | 18,000 | 0.0% | 0 |
| Wastewater Admin Fee | 0 | 57,434 | 57,104 | 35,026 | 61% | 65,000 | 13.8% | 7,896 | 65,000 | 13.8% | 7,896 |
| Refunds & Reimbursements | 6,701 | 18,612 | 8,000 | 1,440 | 18% | 8,000 | 0.0% | 0 | 8,000 | 0.0% | 0 |
| Miscellaneous | 991 | 139 | 0 | 9 | N/A | 0 | N/A | N/A | 0 | N/A | N/A |
| Surplus Property Sales | 4,229 | 925 | 0 | 0 | N/A | 0 | N/A | N/A | 0 | N/A | N/A |
| Proceeds from Sale of Assets | 8,529 | 4,600 | 0 | 69,799 | N/A | 0 | N/A | N/A | 0 | N/A | N/A |
| Interest | 2,981 | 62,567 | 16,000 | 9,779 | 61% | 16,000 | 0.0% | 0 | 16,000 | 0.0% | 0 |
| Total Miscellaneous | $ 40,888 | $ 207,328 | $ 99,104 | $ 116,053 | 100% | $ 107,000 | 8.0% | $ 7,896 | $ 107,000 | 8.0% | $ 7,896 |
| Total Local Revenues | $ 4,969,903 | $ 4,883,940 | $ 5,236,354 | $ 2,465,329 | 47% | $ 5,141,800 | -1.8% | $ (94,554) | $ 5,141,800 | -1.8% | $ (94,554) |
| ***Intergovernmental Revenues*** | | | | | | | | | | | |
| Urban Revenue Sharing | 1,391,933 | 1,356,440 | 1,482,530 | 726,683 | 49% | 1,632,365 | 10.1% | $ 149,835 | 1,632,365 | 10.1% | $ 149,835 |
| State Sales Tax | 1,079,184 | 1,126,974 | 1,374,090 | 569,887 | 41% | 1,266,185 | -7.9% | $ (107,905) | 1,266,185 | -7.9% | $ (107,905) |
| Vehicle License Tax | 762,872 | 789,817 | 825,300 | 405,239 | 49% | 851,700 | 3.2% | $ 26,400 | 851,700 | 3.2% | $ 26,400 |
| Total Intergovernmental Revenues | $ 3,233,989 | $ 3,273,231 | $ 3,681,920 | $ 1,701,809 | 46% | $ 3,750,250 | 1.9% | $ 68,330 | $ 3,750,250 | 1.9% | $ 68,330 |
| *Total General Purpose Revenues* | $ 8,203,892 | $ 8,157,171 | $ 8,918,274 | $ 4,167,138 | 47% | $ 8,892,050 | -0.3% | $ (26,224) | $ 8,892,050 | -0.3% | $ (26,224) |

# Debt Service Fund

| Debt | Fund | Budget | | Maturity | Current Balance |
|---|---|---|---|---|---|
| 2015 Equipment L/P | General, HURF | $ 55,495 | | 8/20/2020 | $ 55,000 |
| 2018 Equipment L/P | General, HURF | $ 107,915 | | 7/15/2023 | $ 356,000 |
| Entreprise Leases | General, HURF, WW | $ 117,215 | | 7/15/2023 | $ 304,932 |
| Sports Complex | General | $ 383,100 | | 7/1/2044 | $ 6,520,000 |
| Public Works Yard | HURF | $ 106,375 | | 7/1/2023 | $ 388,919 |
| New Library / CVMO Refi | General | $ 455,200 | ** | 7/1/2030* | $ 3,479,000 |
| Sanitary District IGA | General | $ 118,470 | | 7/1/2032 | $ 1,246,656 |
| | *Total Debt Payments* - | *$ 1,343,770* | | | *$ 12,350,507* |

| Funding Source | Fund | Budget |
|---|---|---|
| FY18 General Revenues | General Fund | $ 434,630 |
| FY18 .65% Tax Revenues | General Fund | $ 663,725 |
| FY18 General Revenues | HURF Fund | $ 245,415 |
| | *Total Debt Funding* - | *$ 1,343,770* |




| | |
|---|---|
| Debt Service Ratio (Debt Budget to Revenue) | 8% |
| Debt Ratio (Debt to Assets) | 45% |
| Debt per Resident (Est'd from 2019) | $ 1,106 |
| Avg. Time to Maturity | 8.4 yrs |
| Median Time to Maturity | 3.0 yrs |

*The CVMO building refinance portion of the New Library/CVMO Refi debt will be paid off reducing the annual debt payment at the original timeline of 7/1/2024.

**The Library's portion of the New Library/CVMO Refi Budget is approx. $281K while the CVMO portion is approx. $170K.