



**AGENDA**  
**WORK SESSION**  
**MAYOR AND COMMON COUNCIL**  
**Of the TOWN OF CAMP VERDE**  
**COUNCIL CHAMBERS · 473 S. Main Street, Room #106**  
**FRIDAY, MAY 9, 2014 at 8:00 a.m.**

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

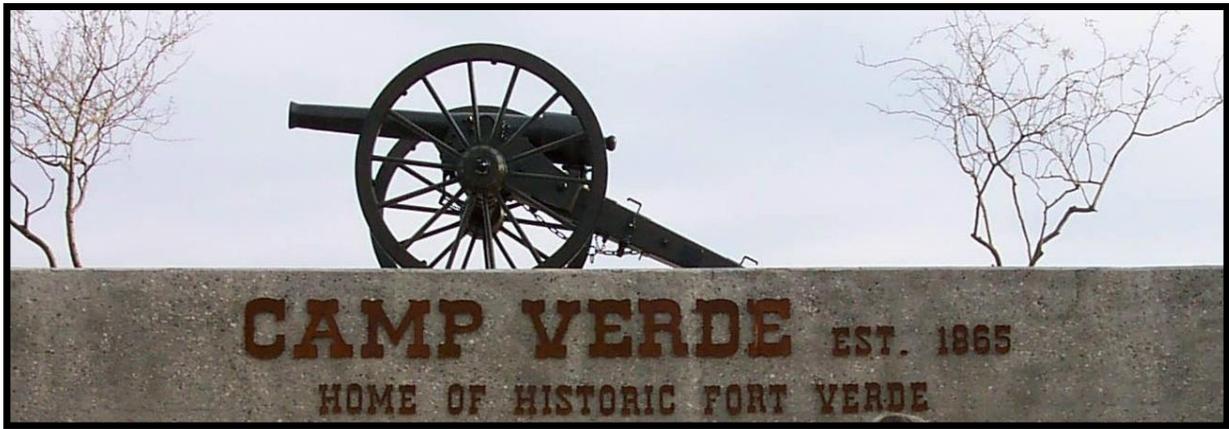
1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance:**
4. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2014/15 Tentative Budget. Discussion may include, in no particular order, and not limited to the following budget units. Note: Any items not addressed at this meeting may be carried over to a subsequent meeting.**
  - a. Revenues
  - b. General Government
    - Municipal Court
    - Library
    - Economic Development
    - Risk Management
    - Non-departmental
    - Finance
    - Mayor & Council
    - Clerk
    - Town Manager
    - HR
    - IT
    - Public Works
      - ✓ Public Works
      - ✓ Stormwater Management
      - ✓ Wastewater/Sewer
      - ✓ Maintenance
      - ✓ Parks & Recreation
        - Parks & Recreation
        - Pool
        - Programs
      - ✓ HURF – Streets
    - Community Development
      - ✓ Community Development
      - ✓ Planning & Zoning
      - ✓ Building
      - ✓ Code Enforcement
    - Marshal's Office
      - ✓ Marshal's Office
      - ✓ Animal Control
  - c. Capital Improvements

**Adjournment**

Posted by: *J. Jones* Date/Time: *5-5-2014 9:30 a.m.*

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

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



**It's in Your Hands**  
**Build a Stronger Community**  
**Shop Locally**

**Proposed General Fund Budget**  
**for Fiscal Year**  
**2014-15**

**Town of Camp Verde, Arizona**

473 S Main Street  
Camp Verde, AZ 86322  
(928) 554-0000  
[www.campverde.az.gov](http://www.campverde.az.gov)

The Center Of It All

# Table of Contents

---

Budget Adjustments	1
General Purpose Revenues	2
Dept. Summaries & Transfers	3
Expenditures by Category	4
General Government	
-Mayor & Council	6
-Clerk	8
-Town Manager	10
-Finance	12
-HR	13
-Risk Management	14
-Economic Development	16
-IT	19
-Non Departmental	20
Municipal Court	22
Public Works	
-Engineering	24
-Stormwater	26
-Maintenance	28
Community Development	
-Admin	32
-Building	34
-Planning & Zoning	36
-Code Enforcement	38
Marshal's Office	
-Marshal's Office	40
-Animal Control	43
Library	
-Library	44
Parks & Rec	
-Parks & Rec	46
-Pool	48
-Programs	50
Separate Operating Funds	
-HURF	52
-Sewer	55
Further Considerations	58

# TOWN OF CAMP VERDE

## Adjustments to the Manager Recommended Budget

<b>Original Surplus Amount:</b>	<b>(\$8,156)</b>
<b>Adjustments:</b>	
<b>All Depts</b>	
Increased Worker's Comp Rates	\$26,246
<b>Clerk's Office</b>	
Move B. Bridge to FT	\$15,640
<b>Finance</b>	
Correction to Finance Wages	\$275
<b>Risk Management</b>	
Add Risk Management shared position	\$15,000
<b>Economic Development</b>	
Add budget back to Economic Development	\$13,500
<b>Court</b>	
Add back Travel & Training amounts	\$1,000
<b>Public Works</b>	
Add boot allowance into Maint Wages	\$1,075
Add PT grounds help in Maint	\$12,480
Add back full Extinguisher amount in Maint	\$600
Easement purchases in Stormwater	\$7,500
<b>Marshal's Office</b>	
Remove extra COLA from CVMO	(\$15,401)
Reduction in CVMO equipment	(\$28,500)
Increase Legal to full request	\$5000
Adjustment to Animal Control Wages	(\$735)
<b>Library</b>	
Fix Library Revenue error	(\$5,100)
Increase Books to full request	\$4000
<b>Parks &amp; Rec</b>	
Add back Legal	\$500
<b>Non-Departmental</b>	
Remove portion of Contingency	<u>(\$50,000)</u>
<b>Net Reduction to Surplus Amount</b>	<b><u>\$3,080</u></b>
<b>New Surplus Amount:</b>	<b><u>(\$5,076)</u></b>

**General Fund  
General Purpose Revenues**

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH DEC 2013	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Local Revenues</b>							
<b>Sales Taxes</b>							
Town Sales Tax	2,176,612	2,467,921	1,089,056	44%	2,321,200	-5.9%	2,396,100
Accomodation Tax	131,748	120,000	67,143	56%	134,000	11.7%	126,145
Construction Tax (2% CIP)	157,408	144,000	52,633	37%	151,200	5.0%	151,190
Construction Tax (1% Debt)	78,704	72,000	26,316	37%	75,600	5.0%	75,590
<b>Total Sales Taxes</b>	<b>\$ 2,544,472</b>	<b>\$ 2,803,921</b>	<b>\$ 1,235,148</b>	<b>44%</b>	<b>\$ 2,682,000</b>	<b>-4.3%</b>	<b>\$ 2,749,025</b>
<b>Franchise Fees</b>							
APS Franchise Fee	209,946	210,000	119,201	57%	220,000	4.8%	220,000
Camp Verde Water Franchise Fee	21,862	22,050	11,094	50%	22,000	-0.2%	22,000
NPG Cable Franchise Fee	10,567	10,500	5,493	52%	11,000	4.8%	11,000
UNS Gas Franchise Fee	7,951	8,400	2,526	30%	8,000	-4.8%	8,000
<b>Total Franchise Fees</b>	<b>\$ 250,326</b>	<b>\$ 250,950</b>	<b>\$ 138,314</b>	<b>55%</b>	<b>\$ 261,000</b>	<b>4.0%</b>	<b>\$ 261,000</b>
<b>Miscellaneous</b>							
Yavapai County - Fort Verde IGA	0	0	20,000	#DIV/0!	0	#DIV/0!	0
Refunds & Reimbursements	28,867	0	3,448	N/A	0	#DIV/0!	0
Miscellaneous	965	0	136	N/A	0	#DIV/0!	0
Surplus Property Sales	(229)	0	7,708	N/A	0	#DIV/0!	0
Proceeds from Sale of Assets		0	0	N/A	0	#DIV/0!	0
Scrap Sales	80	0	312	N/A	0	#DIV/0!	0
Interest	16,276	25,000	9,721	39%	20,000	-20.0%	20,000
<b>Total Miscellaneous</b>	<b>\$ 45,959</b>	<b>\$ 25,000</b>	<b>\$ 41,325</b>	<b>100%</b>	<b>\$ 20,000</b>	<b>-20.0%</b>	<b>\$ 20,000</b>
<b>Total Local Revenues</b>	<b>\$ 2,840,757</b>	<b>\$ 3,079,871</b>	<b>\$ 1,414,787</b>	<b>46%</b>	<b>\$ 2,963,000</b>	<b>-3.8%</b>	<b>\$ 3,030,025</b>
<b>Intergovernmental Revenues</b>							
Urban Revenue Sharing	1,110,654	1,213,000	606,524	50%	1,316,000	8.5%	1,316,000
State Sales Tax	889,975	915,000	449,409	49%	980,000	7.1%	980,000
Vehicle License Tax	567,262	565,000	294,313	52%	600,000	6.2%	600,000
<b>Total Intergovernmental Revenues</b>	<b>\$ 2,567,891</b>	<b>\$ 2,693,000</b>	<b>\$ 1,350,246</b>	<b>50%</b>	<b>\$ 2,896,000</b>	<b>7.5%</b>	<b>\$ 2,896,000</b>
<b>Total General Purpose Revenues</b>	<b>\$ 5,408,648</b>	<b>\$ 5,772,871</b>	<b>\$ 2,765,033</b>	<b>48%</b>	<b>\$ 5,859,000</b>	<b>1.5%</b>	<b>\$ 5,926,025</b>

## General Fund Departmental Expense Summaries & Operating Transfers

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>General Fund Net Department Cost</b>							
Mayor & Council	20,131	44,004	30,985	70%	48,280	9.7%	48,280
Town Manager	186,837	207,545	151,166	73%	195,175	-6.0%	190,600
Town Clerk	181,682	193,615	127,877	66%	259,035	33.8%	206,980
Finance	184,799	220,847	170,193	77%	228,530	3.5%	224,815
Human Resources	14,862	27,565	21,298	77%	68,095	147.0%	25,390
Risk Management	272,869	273,040	165,556	61%	330,094	20.9%	314,940
Economic Development	165,292	171,415	93,363	54%	172,640	0.7%	152,775
Information Technology	213,358	130,635	127,147	97%	131,220	0.4%	141,315
Magistrate Court	86,326	64,315	129,217	100%	147,905	130.0%	122,905
Public Works Engineer	85,238	109,955	78,897	72%	120,075	9.2%	115,575
Storm Water	28,604	93,295	52,099	56%	334,540	258.6%	126,230
Maintenance	441,363	488,425	360,672	74%	580,275	18.8%	530,640
Community Development	67,918	119,510	82,959	69%	118,755	-0.6%	115,755
Building	(46,963)	3,580	(37,322)	N/A	(11,890)	-432.1%	(32,790)
Planning & Zoning	39,758	55,820	22,473	40%	48,820	-12.5%	41,470
Code Enforcement	91,550	62,245	48,020	77%	86,460	38.9%	70,110
Marshal	1,971,961	2,087,903	1,422,726	68%	2,487,545	19.1%	2,284,195
Animal Control	77,645	71,550	76,347	100%	75,320	5.3%	66,420
Library	246,188	258,340	157,560	61%	289,225	12.0%	286,635
Parks & Rec	118,721	127,438	91,338	72%	148,108	16.2%	144,270
Pool	24,455	56,882	31,616	56%	76,465	34.4%	76,465
Children's Rec	2,990	8,015	4,485	56%	10,780	34.5%	8,980
Non Departmental	150,556	334,450	83,736	25%	343,210	2.6%	285,745
<b>Total Net Departmental Costs</b>	<b>\$ 4,626,140</b>	<b>\$ 5,210,389</b>	<b>\$ 3,492,408</b>	<b>67%</b>	<b>\$ 6,288,662</b>	<b>20.7%</b>	<b>\$ 5,547,700</b>

### Non-Departmental Operating Transfers

Transfer In from Y-A Gaming Fund		0	0		0	#DIV/0!	0
Transfer In from Fed Grants Fund		0	0		(12,316)	#DIV/0!	(12,316)
Transfer Out to CIP Fund	157,408	163,000	74,991		0	-100.0%	0
Transfer Out to Non-Fed Grants Fund		0	0		0	#DIV/0!	0
Transfer Out to Fed Grants Fund		14,210	0		0	-100.0%	0
Transfer Out to Debt Serv. (All Const Tax)		0	0		226,800	#DIV/0!	226,780
Transfer Out to Debt Service Fund	289,661	385,272	333,916		158,765	-58.8%	158,785
Transfer Out to Library Bldg Fund		0	0		0	#DIV/0!	0
<b>Total Non-Departmental Operating Transfers</b>	<b>\$ 447,069</b>	<b>\$ 562,482</b>	<b>\$ 408,907</b>		<b>\$ 373,249</b>	<b>-33.6%</b>	<b>\$ 373,249</b>

### Net Effect on General Fund Balance

General Revenues	(5,408,648)	(5,772,871)	(4,197,087)	73%	(5,859,000)	1.5%	(5,926,025)
Net Departmental Costs & Transfers	5,073,209	5,772,871	3,901,315	68%	6,661,911	15.4%	5,920,949
Use of / (Surplus to) Fund Balance	<b>\$ (335,439)</b>	<b>\$ -</b>	<b>\$ (295,772)</b>		<b>\$ 802,911</b>		<b>\$ (5,076)</b>

## General Fund Expenditures by Category

EXPENSE CATEGORY	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Salary Related Expenditures</b>						
Salaries	2,765,383	3,190,615	2,169,857	3,515,615	10.2%	3,362,645
Pro Tem Judges	684	2,700	152	2,700	0.0%	2,700
Overtime	72,640	41,000	46,463	62,000	51.2%	42,000
Holiday Pay	1,265	11,400	0	12,700	11.4%	12,700
Uniform Allowance	23,321	31,200	19,500	28,200	-9.6%	25,800
FICA	134,337	158,955	109,766	179,720	13.1%	176,325
Medicare	40,406	47,540	31,491	52,555	10.5%	50,010
Retirement	340,809	417,095	286,784	545,040	30.7%	511,960
Unemployment Insurance	2,344	1,140	3,279	6,520	471.9%	6,310
Workman's Compensation	69,754	78,905	71,290	118,885	50.7%	107,735
Health, Dental, Life & STD Insurance	400,760	494,870	347,187	584,570	18.1%	559,760
<b>Total Salary Related Expenditures</b>	<b>\$ 3,851,703</b>	<b>\$ 4,475,420</b>	<b>\$ 3,085,769</b>	<b>\$ 5,108,505</b>	<b>14.1%</b>	<b>\$ 4,857,945</b>
<b>Operational Expenditures</b>						
Training	20,152	31,750	13,200	35,715	12.5%	30,300
Tuition Reimbursement	0	2,500	500	2,500	0.0%	1,000
Travel	19,675	23,050	15,383	26,550	15.2%	24,300
Uniforms	6,145	2,400	3,395	4,900	104.2%	4,000
Office Supplies	27,987	24,200	17,729	23,400	-3.3%	22,100
Subscriptions/Memberships	15,783	20,355	16,405	21,845	7.3%	21,945
Books/Tapes/Publications	25,538	22,820	20,711	29,625	29.8%	29,225
Printing	3,821	7,275	3,801	8,325	14.4%	6,475
Advertising	19,844	17,200	9,747	7,625	-55.7%	6,925
Postage	4,754	7,050	4,279	7,025	-0.4%	7,025
Computer Services/Software	140,666	125,108	122,407	150,350	20.2%	148,610
Auto Repair/Maintenance	51,437	20,950	21,738	28,700	37.0%	22,600
Fuel	68,465	60,550	51,675	67,500	11.5%	61,500
Utilities	144,720	151,329	120,640	164,995	9.0%	159,830
Waste Removal	6,985	7,850	5,749	7,875	0.3%	8,475
Cell Phone	4,432	13,100	10,329	17,700	35.1%	15,400
Pest Control	2,433	3,200	1,747	2,943	-8.0%	2,455
Consulting Services	156,293	70,500	51,380	97,958	38.9%	88,500
Legal Services	38,737	42,400	30,003	54,500	28.5%	46,100
Contract Labor/Services	106,710	138,090	112,897	337,136	144.1%	149,440
Interpreters	387	500	(13)	500	0.0%	500
Equipment & Maint	28,934	32,090	22,284	38,010	18.4%	27,830
Service Charges	5,901	5,500	3,651	5,500	0.0%	5,000
Credit Card Processing Fees	1,660	1,500	1,500	0	-100.0%	0
Liability Insurance	169,528	172,200	85,481	172,200	0.0%	172,200
Legal Defense	0	15,000	0	40,015	166.8%	30,015
Safety / Security Program	4,193	5,500	2,619	5,000	-9.1%	3,000
Department Specific Expenditures	407,526	342,835	214,392	445,380	29.9%	282,170
Employee Term Payouts	0	25,000	0	25,000	0.0%	25,000
Contingency	0	200,000	0	200,000	0.0%	150,000
<b>Total Operational Expenditures</b>	<b>\$ 1,482,706</b>	<b>\$ 1,591,802</b>	<b>\$ 963,629</b>	<b>\$ 2,028,772</b>	<b>27.5%</b>	<b>\$ 1,551,920</b>
<b>Equipment/Capital Expenditures</b>						
Office Equipment/Furniture	26,093	0	23,429	10,000	#DIV/0!	10,000
Equipment Lease	7,584	5,400	5,093	5,550	2.8%	5,550
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 33,677</b>	<b>\$ 5,400</b>	<b>\$ 28,522</b>	<b>\$ 15,550</b>	<b>188.0%</b>	<b>\$ 15,550</b>
<b>Total General Fund Expenditures</b>	<b>\$ 5,368,086</b>	<b>\$ 6,072,622</b>	<b>\$ 4,077,920</b>	<b>\$ 7,152,827</b>	<b>17.8%</b>	<b>\$ 6,425,415</b>

This Page Blank

# MAYOR & COUNCIL

**Department Staffing** – All positions are elected by the citizens of Camp Verde

- Mayor
- Vice Mayor (appointed bi-annually by the Council)
- Council Members (5)

## **Accomplishments for the Fiscal Year 2013-14**

1. Maintained a balanced budget while completing capital projects such as Hollamon Street, Library design, and park improvements
2. Maintained a strong commitment to citizen satisfaction
3. Maintained active watch on legislation
4. Continued the partnership with State Parks to keep Ft. Verde State Park open
5. Continued to promote economic development through public/private partnerships with event promoters

## **Performance Objectives for Fiscal Year 2014-15**

1. Continue our commitment to fiscal responsibility. We will maintain a balanced budget to the extent possible without eliminating services.
2. Continue our strong commitment to citizen satisfaction
3. Keep an active watch on legislative matters with potential impact to the Town of Camp Verde
4. Work actively toward a building a strong economy
5. Work actively with the Yavapai-Apache Nation and local businesses to develop and maintain a sustainable and healthy economy
6. Work in partnership with Arizona State Parks to ensure that Fort Verde remains open

## **Department Statistics July 1, 2013 – March 5, 2014 (9 months only)**

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

## **Budget Points of Interest**

1. N/A

## Mayor & Council

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	3,650	22,200	16,650		22,200	0.0%	22,200
FICA	226	1,380	1,032		1,380	0.0%	1,380
Medicare	56	325	242		325	0.0%	325
Unemployment	23	45	48		225	400.0%	225
Workman's Compensation	77	340	219		445	30.9%	445
<b>Total Wages &amp; Related</b>	<b>\$ 4,032</b>	<b>\$ 24,290</b>	<b>\$ 18,191</b>	<b>75%</b>	<b>\$ 24,575</b>	<b>1.2%</b>	<b>\$ 24,575</b>
<b>Operating Expenditures</b>							
Training	2,270	5,000	2,307		5,000	0.0%	5,000
Travel	4,989	4,750	1,502		4,750	0.0%	4,750
Office Supplies	25	0	0		0	0.0%	0
Electric	1,610	1,300	1,284		1,300	0.0%	1,300
Gas/Propane	222	309	172		300	-2.9%	300
Water	160	150	96		150	0.0%	150
Sewer	412	450	419		450	0.0%	450
Waste Removal	200	120	172		120	0.0%	120
Pest Control	39	35	31		35	0.0%	35
Legal Services	5,738	6,000	6,513		10,000	66.7%	10,000
Public Relations	97	1,000	12		1,000	0.0%	1,000
Dinner/Reception Expense	337	600	286		600	0.0%	600
<b>Total Operating Expenditures</b>	<b>\$ 16,099</b>	<b>\$ 19,714</b>	<b>\$ 12,794</b>	<b>65%</b>	<b>\$ 23,705</b>	<b>20.2%</b>	<b>\$ 23,705</b>
<b>Total Departmental Expenditures</b>	<b>\$ 20,131</b>	<b>\$ 44,004</b>	<b>\$ 30,985</b>		<b>\$ 48,280</b>	<b>9.7%</b>	<b>\$ 48,280</b>
<b>Net Effect on General Fund</b>	<b>\$ 20,131</b>	<b>\$ 44,004</b>	<b>\$ 30,985</b>	<b>70%</b>	<b>\$ 48,280</b>	<b>9.7%</b>	<b>\$ 48,280</b>

# Town Clerk

## Department Staffing

- Town Clerk
- Deputy Town Clerk
- Administrative Clerk
- Transcriptionist Pool

## Accomplishments for the Fiscal Year 2013-14

1. Hired and trained Administrative Clerk & Transcriptionists
2. Attended 65 Council meetings (47 through 3/19/14 – 18 regular meetings on schedule through remainder of the year)
3. Completed the 2010 Community Development Block Grant close-out (Hollamon Street project)
4. Completed the HOME Grant Owner-Occupied Housing Rehabilitation project
5. Completed the Citizen Participation Plan for the upcoming CDBG application
6. Completed the 2014 CDBG application (Arnold Street project)

## Performance Objectives for Fiscal Year 2014-15

1. Enhance focus on bringing the Town's records into compliance with State law, which includes purging, preparing retention/destruction forms, and filing and indexing.
2. Update Records Management Manual and Town Code as needed
3. Provide training to every department with regard to the Town's Records Management policy and encourage digital storage of all records for ease of access
4. Attend Certification training and conferences
5. Administer the 2014 CDBG street improvement project

## Department Statistics

1. 65 Council Meetings, including Regular, Special, Work and Executive Session (plus additional meetings that are not yet scheduled)
2. 22 New Resolutions and Ordinances Processed (through March 5, 2013)
3. 120 New documents processed (through March 5, 2013)
4. 604 Business Licenses on File (through March 19, 2013)
5. 21 Liquor and Wine Festival Permits Processed (through March 19, 2103)
6. 23 Special Event Applications Processed

## Budget Points of Interest

1. Admin Clerk salary increase due to full-time status and commensurate with experience of new hire
2. Increase in training expenses as the Clerk's Office training monies were transferred to Council in 2012/13 in order to have the necessary funds for Council members to attend the League Conference. Training is now needed for certifications.
3. Increase in office supplies as the Clerk's Office supports the Clerk's Office and Council

# Town Clerk

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	134,665	139,135	98,723		151,050	8.6%	147,615
FICA	8,039	8,630	6,020		9,365	8.5%	9,155
Medicare	1,880	2,020	1,408		2,190	8.4%	2,140
Retirement	13,785	16,060	11,270		17,520	9.1%	17,125
Unemployment	108	40	109		210	425.0%	210
Workman's Compensation	367	380	351		540	42.1%	525
Health, Dental & Life Ins	14,352	15,295	11,468		24,810	62.2%	24,810
<b>Total Wages &amp; Related</b>	<b>\$ 173,196</b>	<b>\$ 181,560</b>	<b>\$ 129,349</b>	<b>71%</b>	<b>\$ 205,685</b>	<b>13.3%</b>	<b>\$ 201,580</b>
<b>Operating Expenditures</b>							
Training	364	500	360		1,800	260.0%	1,000
Travel	151	500	268		1,000	100.0%	600
Office Supplies	1,943	1,500	1,429		2,250	50.0%	2,000
Subscriptions/Memberships	439	500	538		600	20.0%	600
Advertising	292	2,000	1,370		2,000	0.0%	2,000
Computer Services/Software	0	0	0		4,500	N/A	0
Electric	1,955	1,800	1,560		1,800	0.0%	1,800
Gas/Propane	270	500	208		700	40.0%	700
Water	196	415	49		600	44.6%	600
Sewer	500	600	508		600	0.0%	600
Waste Removal	243	140	209		300	114.3%	300
Pest Control	47	50	38		50	0.0%	50
Legal Services	0	1,000	263		1,000	0.0%	1,000
Contract Labor/Services	1,050	12,000	3,450		12,000	0.0%	7,500
Office Equipment	0	0	0		1,500	N/A	1,500
Elections	18,388	0	0		37,000	N/A	0
Recording Fees	8	50	50		150	200.0%	150
Records Management	1,010	2,000	1,550		2,000	0.0%	2,000
<b>Total Operating Expenditures</b>	<b>\$ 26,856</b>	<b>\$ 23,555</b>	<b>\$ 11,850</b>	<b>50%</b>	<b>\$ 69,850</b>	<b>196.5%</b>	<b>\$ 22,400</b>
<b>Total Departmental Expenditures</b>	<b>\$ 200,052</b>	<b>\$ 205,115</b>	<b>\$ 141,199</b>		<b>\$ 275,535</b>	<b>34.3%</b>	<b>\$ 223,980</b>
<b>Revenues</b>							
Copies	5	0	7		0	N/A	0
Bus. License Fees	14,785	10,000	10,715		15,000	50.0%	15,000
Liquor License Fees	3,580	1,500	2,475		1,500	0.0%	2,000
Special Event Permits	0	0	125		0	N/A	
<b>Total Departmental Revenues</b>	<b>\$ 18,370</b>	<b>\$ 11,500</b>	<b>\$ 13,322</b>	<b>116%</b>	<b>\$ 16,500</b>	<b>43.5%</b>	<b>\$ 17,000</b>
<b>Net Effect on General Fund</b>	<b>\$ 181,682</b>	<b>\$ 193,615</b>	<b>\$ 127,877</b>	<b>66%</b>	<b>\$ 259,035</b>	<b>33.8%</b>	<b>\$ 206,980</b>

# Town Manager

## Department Staffing

- Position 1 (1.0)
- Position 2 (0.35)

## Accomplishments for the Fiscal Year 2013-14

1. IGA completed for \$66 million dollar funding allocation to the SR 260 widening project
2. Library building: began ground construction
3. Completed revisions to Personnel Manual
4. E-Civis Grant Software
5. Advanced and continue to implement trusteeship with the Waste Water Treatment Plant (WWTP) via an IGA as required by Arizona Revised Statutes including operations/debt/additions to the Position, Classification and Salary Plan
6. Conducted 2 annual employee trainings focusing on the following topics: Sexual Harassment training and dangers of texting while driving
7. Supported Emergency Operations Center planning/training/table top exercise

## Performance Objectives for Fiscal Year 2014-15

1. Develop use of greener technology in all departments that includes solar power
2. Complete construction of new library
3. Ensure final design of SR 260 improvements
4. Balancing the budget
5. Development of a more specific Capital Improvement Project (CIP) Plan for the responsible use of public revenues (taxpayer dollars)
6. In partnership with Economic Development Director, develop fresh opportunities and marketing for Town activities

## Budget Points of Interest

1. Continuing 2<sup>nd</sup> year of 3 year cycle for grant acquisition software funding via e-Civis, Inc.
2. Due to aging vehicles that require repairs which exceed value of same allocated \$20,000 in the CIP for a sedan

# Town Manager

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	138,735	142,385	101,943		133,110	-6.5%	129,285
FICA	7,848	8,830	5,843		8,255	-6.5%	8,015
Medicare	1,835	2,065	1,367		1,930	-6.5%	1,875
Retirement	15,467	16,435	11,650		15,440	-6.1%	15,000
Unemployment	30	25	50		95	280.0%	95
Workman's Compensation	379	385	362		475	23.4%	460
Health, Dental & Life Ins	11,858	12,620	9,451		11,165	-11.5%	11,165
<b>Total Wages &amp; Related</b>	<b>\$ 176,152</b>	<b>\$ 182,745</b>	<b>\$ 130,666</b>	<b>72%</b>	<b>\$ 170,470</b>	<b>-6.7%</b>	<b>\$ 165,895</b>
<b>Operating Expenditures</b>							
Training	755	1,250	319		1,250	0.0%	1,250
Travel	720	1,000	62		1,000	0.0%	1,000
Office Supplies	1,432	750	186		750	0.0%	750
Subscriptions/Memberships	875	1,200	877		1,200	0.0%	1,200
Books/Tapes/Publications	0	200	0		100	-50.0%	100
Printing	62	500	0		100	-80.0%	100
Postage	0	50	0		25	-50.0%	25
Electric	1,035	1,000	826		1,200	20.0%	1,200
Gas/Propane	143	200	110		150	-25.0%	150
Water	299	250	246		300	20.0%	300
Sewer	265	300	269		350	16.7%	350
Waste Removal	129	150	110		150	0.0%	150
Cell Phone	1,107	1,200	947		1,200	0.0%	1,200
Pest Control	25	50	20		30	-40.0%	30
Legal Services	234	200	673		500	150.0%	500
Contract Labor/Services	2,500	15,500	15,400		15,400	-0.6%	15,400
Public Relations	1,104	1,000	455		1,000	0.0%	1,000
<b>Total Operating Expenditures</b>	<b>\$ 10,685</b>	<b>\$ 24,800</b>	<b>\$ 20,500</b>	<b>83%</b>	<b>\$ 24,705</b>	<b>-0.4%</b>	<b>\$ 24,705</b>
<b>Total Departmental Expenditures</b>	<b>\$ 186,837</b>	<b>\$ 207,545</b>	<b>\$ 151,166</b>		<b>\$ 195,175</b>	<b>-6.0%</b>	<b>\$ 190,600</b>
<b>Net Effect on General Fund</b>	<b>\$ 186,837</b>	<b>\$ 207,545</b>	<b>\$ 151,166</b>	<b>73%</b>	<b>\$ 195,175</b>	<b>-6.0%</b>	<b>\$ 190,600</b>

# Finance

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	101,284	110,905	79,281		114,625	3.4%	114,625
FICA	6,265	6,875	4,882		7,110	3.4%	7,110
Medicare	1,465	1,610	1,142		1,665	3.4%	1,665
Retirement	11,293	12,800	9,149		13,115	2.5%	13,115
Unemployment	31	30	81		170	466.7%	170
Workman's Compensation	276	300	282		410	36.7%	410
Health, Dental & Life Ins	14,357	16,825	12,707		17,950	6.7%	17,950
<b>Total Wages &amp; Related</b>	<b>\$ 134,971</b>	<b>\$ 149,345</b>	<b>\$ 107,524</b>	<b>72%</b>	<b>\$ 155,045</b>	<b>3.8%</b>	<b>\$ 155,045</b>
<b>Operating Expenditures</b>							
Training	465	2,250	1,433		2,315	2.9%	1,750
Travel	1,493	2,000	1,301		2,250	12.5%	1,750
Office Supplies	1,707	2,500	979		2,000	-20.0%	1,800
Subscriptions/Memberships	430	1,080	870		1,215	12.5%	1,215
Books/Tapes/Publications	178	250	0		250	0.0%	0
Printing	0	600	297		500	-16.7%	500
Advertising	375	600	827		600	0.0%	400
Computer Services/Software	152	0	0		0	N/A	0
Software Recurring Fees	15,116	23,800	26,136		27,000	13.4%	27,000
Electric	540	580	451		600	3.4%	600
Gas/Propane	117	140	71		140	0.0%	140
Water	89	130	68		115	-11.5%	115
Sewer	88	110	89		125	13.6%	125
Waste Removal	62	50	50		65	30.0%	65
Pest Control	8	12	7		10	-16.7%	10
Consulting Services	5,000	7,000	2,960		6,000	-14.3%	4,000
Legal Services	0	400	130		300	-25.0%	300
Contract Labor/Services	24,000	30,000	27,000		30,000	0.0%	30,000
<b>Total Operating Expenditures</b>	<b>\$ 49,820</b>	<b>\$ 71,502</b>	<b>\$ 62,669</b>	<b>88%</b>	<b>\$ 73,485</b>	<b>2.8%</b>	<b>\$ 69,770</b>
<b>Equipment/Capital Expenditures</b>							
Equipment Lease	8	0	0		0	N/A	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 8</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 184,799</b>	<b>\$ 220,847</b>	<b>\$ 170,193</b>		<b>\$ 228,530</b>	<b>3.5%</b>	<b>\$ 224,815</b>
<b>Net Effect on General Fund</b>	<b>\$ 184,799</b>	<b>\$ 220,847</b>	<b>\$ 170,193</b>	<b>77%</b>	<b>\$ 228,530</b>	<b>3.5%</b>	<b>\$ 224,815</b>

# Human Resources

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	19	8,910	6,569		10,060	12.9%	9,055
FICA	2	555	394		625	12.6%	565
Medicare	0	130	92		150	15.4%	135
Retirement	2	1,030	758		1,170	13.6%	1,050
Unemployment	2	5	7		15	200.0%	15
Workman's Compensation	0	25	23		40	60.0%	35
Health, Dental & Life Ins	7	1,530	1,031		1,655	8.2%	1,655
<b>Total Wages &amp; Related</b>	<b>\$ 32</b>	<b>\$ 12,185</b>	<b>\$ 8,874</b>	<b>73%</b>	<b>\$ 13,715</b>	<b>12.6%</b>	<b>\$ 12,510</b>
<b>Operating Expenditures</b>							
Training	479	700	0		700	0.0%	700
Tuition Reimbursement	0	2,500	500		2,500	0.0%	1,000
Travel	0	300	0		300	0.0%	300
Office Supplies	336	400	337		400	0.0%	400
Subscriptions/Memberships	0	480	199		480	0.0%	480
Advertising	3,514	1,500	1,918		1,500	0.0%	1,500
Legal Services	1,410	1,000	3,939		1,000	0.0%	1,000
Contract Labor/Services	0	0	0		40,000	N/A	0
Personnel Expenses	3,260	4,000	597		2,000	-50.0%	2,000
Recruitment Expenses	5,063	3,000	3,862		4,000	33.3%	4,000
Employee Recognition	768	1,500	1,072		1,500	0.0%	1,500
<b>Total Operating Expenditures</b>	<b>\$ 14,830</b>	<b>\$ 15,380</b>	<b>\$ 12,424</b>	<b>81%</b>	<b>\$ 54,380</b>	<b>253.6%</b>	<b>\$ 12,880</b>
<b>Total Departmental Expenditures</b>	<b>\$ 14,862</b>	<b>\$ 27,565</b>	<b>\$ 21,298</b>		<b>\$ 68,095</b>	<b>147.0%</b>	<b>\$ 25,390</b>
<b>Net Effect on General Fund</b>	<b>\$ 14,862</b>	<b>\$ 27,565</b>	<b>\$ 21,298</b>	<b>77%</b>	<b>\$ 68,095</b>	<b>147.0%</b>	<b>\$ 25,390</b>

# Risk Management

## Department Staffing

- Position 1 (.65)

## Accomplishments for the Fiscal Year 2013-14

1. Collected \$44,491.30 by seeking insurance coverages and restitution judgments relative to damaged Town property. Collected funds were coded back to line items depending on allocation type.
2. In partnership with the Town Marshal/Yavapai County began Emergency Operations Center (EOC) Management including: 1) All-Hazards Preparedness training for Senior Elected and Appointed Officials; and 2) planning/training/table top exercise for 26 employees.
3. Updated 'Hazard Communication Program' replacing the 'Hazard Communications System'.
4. Collected/downloaded to the "S" drive approximately 350 Certificates of Insurance; frequently requiring a policy review to verify the particulars of the insurance coverage.

## Performance Objectives for Fiscal Year 2014-15

1. In partnership with the Town Marshal continue to develop Emergency Operations Planning including a joint table top exercise with other agencies.
2. Continue to update the Global Harmonizing System (GHS) and train end users to standards.
3. Continue creating a solid foundation for Risk Management including partnering with Verde Valley HR/Risk Managers to evaluate options to share resources.

## Budget Points of Interest

1. Wage/time appropriation for the Risk Manager: Previously, 35% of the Risk Manager's time/wages was allocated to Risk Management. The percentage of wage/time allocation has evolved to 65% with respect to Risk Management's role in protecting the Town's business interests.
2. Appropriation for Legal Services (711000) includes:
  - a. Attorney expenses that cannot be allocated to a specific department.
  - b. Expenses when AMRRP (Risk Pool) partially/totally does not cover a complaint and Risk Management has to engage an attorney to process the complaint. Currently, the Town has: 1) several complaints which may not be entirely covered by insurance.
3. Appropriation for Legal Defense (722100) includes:
  - a. AMRRP General Liability (GL) and Errors and Omissions (E & O) deductibles are currently \$5,000/each occurrence.
  - b. AMRRP expenses are based on tiered costs i.e. the Town is responsible, on a sliding scale, for expenses incurred by AMRRP in processing a complaint. The Town has pending complaints, therefore, \$10,000 is appropriated to cover uninsured deductibles and expenses.
4. Appropriation for Prosecuting Attorney Carrie Montavon – 'Contract Labor' (712000). Although Ms. Montavon has incurred an extra expense to provide the Town with her insurance/indemnification, she has not raised her rates since 2007. The current Agreement (2<sup>nd</sup> year of 5-year) with Ms. Montavon (in part) indicates that compensation shall be adjusted, annually, based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI). The FY 14/15 contract amount is 72,136 (\$71,000 X 1.6) and continues the contract with Ms. Montavon.
5. Consultant Services (710000). This is a shared position between four Verde Valley municipalities (Cities Cottonwood and Sedona and Towns of Camp Verde and Clarkdale). These entities require a service which they are unable to provide with current staffing levels.
6. Liability Insurance Revenues/AKA defense fund (433050). AMRRP will not distribute dividends/rebate to the Town in FY 14/15. However, there is a small amount of revenue appropriated from accrued interest on the principle balance of this line item.

## Risk Management

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	17,197	17,745	12,624		34,500	94.4%	33,495
FICA	1,065	1,100	782		2,140	94.5%	2,080
Medicare	249	260	183		500	92.3%	490
Retirement	1,917	2,050	1,457		4,005	95.4%	3,885
Unemployment	5	5	12		50	900.0%	50
Workman's Compensation	47	50	45		125	150.0%	120
Health, Dental & Life Ins	2,499	2,680	2,007		5,380	100.7%	5,380
<b>Total Wages &amp; Related</b>	<b>\$ 22,979</b>	<b>\$ 23,890</b>	<b>\$ 17,110</b>	<b>72%</b>	<b>\$ 46,700</b>	<b>95.5%</b>	<b>\$ 45,500</b>
<b>Operating Expenditures</b>							
Training	605	600	0		600	0.0%	600
Travel	0	200	59		200	0.0%	200
Office Supplies	191	300	112		200	-33.3%	200
Subscriptions/Memberships	55	250	55		200	-20.0%	200
Books/Tapes/Publications	0	200	0		100	-50.0%	100
Printing	79	100	0		100	0.0%	100
Advertising	0	200	0		100	-50.0%	100
Consulting Services	0	500	0		14,458	2791.6%	15,000
Legal Services	3,543	7,500	839		7,500	0.0%	5,000
Contract Labor/Services	71,000	71,000	59,166		72,136	1.6%	72,140
Pers. Protection Equipment	505	300	102		300	0.0%	300
Liability Insurance	169,528	172,200	85,481		172,200	0.0%	172,200
Legal Defense	0	15,000	0		40,015	166.8%	30,015
Safety / Security Program	4,193	5,500	2,619		5,000	-9.1%	3,000
Medical Supplies	191	300	13		300	0.0%	300
<b>Total Operating Expenditures</b>	<b>\$ 249,890</b>	<b>\$ 274,150</b>	<b>\$ 148,446</b>	<b>54%</b>	<b>\$ 313,409</b>	<b>14.3%</b>	<b>\$ 299,455</b>
<b>Total Departmental Expenditures</b>	<b>\$ 272,869</b>	<b>\$ 298,040</b>	<b>\$ 165,556</b>		<b>\$ 360,109</b>	<b>20.8%</b>	<b>\$ 344,955</b>
<b>Revenues</b>							
Liability Ins. Rebate	0	25,000	0		0	-100.0%	0
Legal Defense Cash Reserve	0	0	0		30,015		30,015
<b>Total Departmental Revenues</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>		<b>\$ 30,015</b>	<b>20.1%</b>	<b>\$ 30,015</b>
<b>Net Effect on General Fund</b>	<b>\$ 272,869</b>	<b>\$ 273,040</b>	<b>\$ 165,556</b>	<b>61%</b>	<b>\$ 330,094</b>	<b>20.9%</b>	<b>\$ 314,940</b>

# Economic Development

## Department Staffing

- Economic Development Director (1) and 2 part time (12 hours/week) Visitor Center attendants

## Accomplishments for the Fiscal Year 2013-14

1. Obtained lobbying support and organized property owners, regional economic interests and valley leaders to successfully acquire \$66 million for the widening of State Route 260. Worked with the same groups to satisfy their needs and successfully develop an access management plan for SR260.
2. Assisted in a community wide effort while lobbying hospital staff to have Verde Valley Medical Center develop a 29 acre parcel at SR260 and Finnie Flat Road. VVMC announced in March it will build a \$15 million facility on site by the end of 2015.
3. Developed and launched a new tourism Website, visitcampverde.com.
4. Developed and launched a new tourism ad campaign centered on the visitcampverde.com logo and website
5. Developed new tourism tools including a Facebook page, literature and a new logo
6. Launched an economic development strategic plan through Arizona public Service's Focus Future program, which will also serve as the economic development element of the Town's General Plan.
7. Developed and executed a plan for the Town's special events, making them economical, sustainable, citizen driven and all together better events
8. Developed and launched a regional tourism strategic planning process funded through a Walton Family Foundation grant
9. Completed a water conservation needs assessment funded by a \$20,000 grant received from Western Resource Advocates. This study will be the basis of a water conservation program meant to ensure adequate water supplies for future growth
10. Assisted in the completion and initiation of the following heritage based projects: Downtown Historic Building Walk (completed), Salt Mine Heritage Site (in process) and Clear Creek Ruin (in process)
11. Completed half the credits needed (4 of 8) to obtain Arizona Professional (AzPro) certification through the Arizona Association for Economic Development
12. Completed the International Economic Development Council Basic Economic Development course, the first step in receiving IEDC certification
13. Developed a strong foundation on which Camp Verde can grow, including infrastructure planning, regional partnerships, community cohesiveness and a reputation for leadership and accomplishment

## Performance Objectives for Fiscal Year 2014-15

1. Continue to build partnerships
2. Continue developing Web presence including a new website devoted to Camp Verde's economic development efforts
3. Develop a building/district ordinance and water conservation ordinance/plan
4. Organize a business advisory commission
5. Develop a river recreation plan
6. Work with landowners and real estate interests to begin marketing the SR260 corridor

## Budget Points of Interest

1. Flexibility will be the key, as not all of the opportunities that will arise have been clearly defined. Priorities could change as "targets of opportunity" arise
2. The FY2015 Economic Development Department budget represents an approximate 10 percent reduction from FY2014

## Economic Development

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	57,983	80,300	57,750		85,430	6.4%	81,625
FICA	3,594	4,980	3,548		5,300	6.4%	5,060
Medicare	841	1,165	830		1,240	6.4%	1,185
Retirement	5,876	7,540	5,363		7,705	2.2%	7,705
Unemployment	18	30	68		210	600.0%	210
Workman's Compensation	158	220	205		685	211.4%	670
Health, Dental & Life Ins	5,982	7,650	5,734		8,270	8.1%	8,270
<b>Total Wages &amp; Related</b>	<b>\$ 74,452</b>	<b>\$ 101,885</b>	<b>\$ 73,498</b>	<b>72%</b>	<b>\$ 108,840</b>	<b>6.8%</b>	<b>\$ 104,725</b>
<b>Operating Expenditures</b>							
Training	1,253	2,500	1,990		2,500	0.0%	1,250
Office Supplies	291	300	0		300	0.0%	300
Subscriptions/Memberships	273	400	273		1,000	150.0%	1,000
Advertising	14,280	10,000	5,077		0	-100.0%	0
Consulting Services	0	5,000	0		5,000	0.0%	2,000
Web Campaign	15,137	5,000	137		7,000	40.0%	7,000
Business Recruitment & PR	1,161	2,000	610		3,000	50.0%	3,000
Special Events	0	12,500	9,608		12,500	0.0%	9,000
Incubator Feasibility Study	19,980	0	0		0	N/A	0
Projects	219	15,000	1,000		15,000	0.0%	15,000
Visitor's Center	446	8,830	1,170		20,000	126.5%	12,000
Fort Verde Operations	38,000	10,000	0		0	-100.0%	0
<b>Total Operating Expenditures</b>	<b>\$ 91,040</b>	<b>\$ 71,530</b>	<b>\$ 19,865</b>	<b>28%</b>	<b>\$ 66,300</b>	<b>-7.3%</b>	<b>\$ 50,550</b>
<b>Total Departmental Expenditures</b>	<b>\$ 165,492</b>	<b>\$ 173,415</b>	<b>\$ 93,363</b>		<b>\$ 175,140</b>	<b>1.0%</b>	<b>\$ 155,275</b>
<b>Revenues</b>							
Advertising Sponsorships	200	2,000	0		2,500	25.0%	2,500
<b>Total Departmental Revenues</b>	<b>\$ 200</b>	<b>\$ 2,000</b>	<b>\$ -</b>		<b>\$ 2,500</b>	<b>25.0%</b>	<b>\$ 2,500</b>
<b>Net Effect on General Fund</b>	<b>\$ 165,292</b>	<b>\$ 171,415</b>	<b>\$ 93,363</b>	<b>54%</b>	<b>\$ 172,640</b>	<b>0.7%</b>	<b>\$ 152,775</b>

This Page Blank

## IT Services

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	0	4,495	3,110		4,920	9.5%	4,570
FICA	0	280	188		305	8.9%	285
Medicare	0	65	44		75	15.4%	70
Retirement	0	520	352		570	9.6%	530
Unemployment	0	5	4		10	100.0%	10
Workman's Compensation	0	15	11		20	33.3%	20
Health, Dental & Life Ins	0	765	531		830	8.5%	830
<b>Total Wages &amp; Related</b>	<b>\$ -</b>	<b>\$ 6,145</b>	<b>\$ 4,240</b>	<b>69%</b>	<b>\$ 6,730</b>	<b>9.5%</b>	<b>\$ 6,315</b>
<b>Operating Expenditures</b>							
Training	0	750	0		750	0.0%	0
Computer Services/Software	24,731	14,940	17,270		14,940	0.0%	12,000
Internet / Wireless / Telephone	44,979	26,500	33,795		26,500	0.0%	45,000
Software Recurring Fees	27,748	36,800	26,422		36,800	0.0%	28,000
Consulting Services	115,900	45,000	45,420		45,000	0.0%	50,000
Office Equipment	0	500	0		500	0.0%	0
<b>Total Operating Expenditures</b>	<b>\$ 213,358</b>	<b>\$ 124,490</b>	<b>\$ 122,907</b>	<b>99%</b>	<b>\$ 124,490</b>	<b>0.0%</b>	<b>\$ 135,000</b>
<b>Total Departmental Expenditures</b>	<b>\$ 213,358</b>	<b>\$ 130,635</b>	<b>\$ 127,147</b>		<b>\$ 131,220</b>	<b>0.4%</b>	<b>\$ 141,315</b>
<b>Net Effect on General Fund</b>	<b>\$ 213,358</b>	<b>\$ 130,635</b>	<b>\$ 127,147</b>	<b>97%</b>	<b>\$ 131,220</b>	<b>0.4%</b>	<b>\$ 141,315</b>

# Non-Departmental

## Budget Points of Interest

1. The cost for copier paper (703200) has decreased as a result of Council receiving their agenda packets electronically.
2. Subscription/Memberships (703500) consist of the Town's portion of the NACOG's Rural Transportation Liaison and Economic Development Administration for the regional planning grant; \$8,970 annual dues to League of Arizona Cities and Towns; and \$366 for other unforeseen expenses
3. Postage (703900) is now being processed for the library through administration; as a result these expenses were higher than budgeted and will necessitate an increase in this expenditure line-item
4. Utilities were increased based on FY 13/14 expenses
5. Equipment Rental (713000) with the installation of a new Pitney Bowes machine and lease Agreement, expenses were reduced
6. Recycling (784000) in the recent past funds were not appropriated to the regional recycler due to the Town's financial challenges and the desire for same to be self-sustaining. However, the regional recycler requested an appropriation in the amount of \$6,000 in the middle of FY 13/14, subsequently, funds were appropriated. A March 7, 2014 letter from same requested a FY 14/15 appropriation of \$12,000.
7. Emergency Services Agreement (785000) is an Intergovernmental Agreement (IGA) with Yavapai County for coordination of emergency services in the event of a substantial emergency
8. Water Adjudication (794000) is an appropriation for water rights acquisition. Expenses would include legal, hydrologist fees and engineering studies.
9. Yavapai County Water Advisory Committee (796000) is committed to preserving sustainable water resources within Yavapai County by developing and enacting a total water management strategy. Funds provided to this committee are utilized to fund studies used in developing the management strategy.

## Non-Departmental

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Operating Expenditures</b>							
Copier Paper	2,551	2,500	2,449		2,500	0.0%	2,500
Subscriptions/Memberships	11,056	11,500	10,840		11,600	0.9%	11,600
Postage	3,992	6,000	3,490		6,000	0.0%	6,000
Auto Repair/Maintenance	359	1,500	1,162		1,500	0.0%	1,000
Fuel	660	600	220		600	0.0%	600
Electric	9,276	9,150	8,859		13,765	50.4%	13,200
Gas/Propane	4,545	6,000	2,975		4,000	-33.3%	4,000
Water	1,899	2,400	2,128		2,400	0.0%	2,500
Sewer	712	960	1,125		2,200	129.2%	2,200
Waste Removal	250	300	204		300	0.0%	300
Pest Control	413	600	253		360	-40.0%	360
Consulting Services	31,500	0	0		0	N/A	0
Equipment Rental	1,020	1,020	765		840	-17.6%	840
Equipment Maint. Agreements	3,404	2,900	2,129		3,125	7.8%	3,125
Service Charges	5,901	5,500	3,651		5,500	0.0%	5,000
Conference Room Supplies	0	200	0		200	0.0%	200
Recycling	6,000	0	0		12,000	N/A	6,000
Emergency Services Agreement	4,675	4,675	4,675		4,675	0.0%	4,675
Bus. Incentive - Coury	28,416	25,000	12,077		30,000	20.0%	30,000
Stewards of Public Lands	0	1,500	0		0	-100.0%	0
Verde Valley Senior Center	17,500	12,500	12,500		0	-100.0%	0
Water Adjudication	2,276	3,000	2,590		5,000	66.7%	5,000
Yavapai County Water Advisor	11,645	11,645	11,644		11,645	0.0%	11,645
Miscellaneous	2,506	0	0		0	N/A	0
Employee Termination Payouts	0	25,000	0		25,000	0.0%	25,000
Contingency	0	200,000	0		200,000	0.0%	150,000
<b>Total Operating Expenditures</b>	<b>\$ 150,556</b>	<b>\$ 334,450</b>	<b>\$ 83,736</b>	<b>25%</b>	<b>\$ 343,210</b>	<b>2.6%</b>	<b>\$ 285,745</b>
<b>Net Effect on General Fund</b>	<b>\$ 150,556</b>	<b>\$ 334,450</b>	<b>\$ 83,736</b>	<b>25%</b>	<b>\$ 343,210</b>	<b>2.6%</b>	<b>\$ 285,745</b>

# Court

## Accomplishments for the past Fiscal Year 2013-14

1. Court Operational Review by AOC completed and the findings very minor on items needing to be adjusted by the Court.
2. Acquired the necessary training by all Court personnel to fulfill our newly re-instated mandate of 16 hr COJET training requirements for the year.
3. Worked with Administrative of the Courts to implement an electronic document management system (EDMS) to handle document storage.
4. Attained compliance with administrative orders, rules of court (regarding the retention of records) and Court Order Monitoring by assigning this duty to one clerk fulltime.
5. Completion of the Arizona Supreme Court Leadership Institute of Arizona ACM -ACE program.

## Goals for the upcoming Fiscal Year 2014-15

1. Work with Council towards the courts security and or relocating of the Courts building.
2. Acquire yearly COJET training of 16 hours for all court staff for the year.
3. Continue the implementation of a Court operations/ procedures manual to include court financial procedures.
4. Remain in compliance with regards to record retention standards.
5. Continue to monitor court orders.
6. Implement all suggested procedures from the Court Operational Review.

## Statistics:

Fiscal year to day 2014 from July 7-1-2013 thru March 1, 2014

Total Misdemeanor/FTA	537
DUI	95
Serious Traffic	10
Criminal traffic	135
Civil traffic	1351
Harassment injunction	14
Order of Protection	14

# Municipal Court

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	237,189	246,245	172,115		248,650	1.0%	248,650
Pro Tem Judge Salaries	684	2,700	152		2,700	0.0%	2,700
FICA	14,185	15,435	10,220		15,585	1.0%	15,585
Medicare	3,317	3,610	2,390		3,645	1.0%	3,645
Retirement	26,182	28,420	19,792		28,845	1.5%	28,845
Unemployment	167	85	295		450	429.4%	450
Workman's Compensation	645	525	567		820	56.2%	820
Health, Dental & Life Ins	35,594	38,235	26,758		41,350	8.1%	41,350
<b>Total Wages &amp; Related</b>	<b>\$ 317,963</b>	<b>\$ 335,255</b>	<b>\$ 232,289</b>	<b>69%</b>	<b>\$ 342,045</b>	<b>2.0%</b>	<b>\$ 342,045</b>
<b>Operating Expenditures</b>							
Training	1,411	1,500	530		2,000	33.3%	2,000
Travel	601	1,000	704		1,700	70.0%	1,700
Office Supplies	2,461	3,000	2,208		3,000	0.0%	3,000
Subscriptions/Memberships	150	300	203		200	-33.3%	200
Books/Tapes/Publications	210	300	0		300	0.0%	300
Printing	562	700	351		700	0.0%	700
Electric	3,105	2,800	2,477		2,800	0.0%	2,800
Gas/Propane	428	520	331		520	0.0%	520
Water	952	765	789		765	0.0%	765
Sewer	794	900	807		900	0.0%	900
Waste Removal	386	240	332		240	0.0%	240
Telephone	851	905	646		905	0.0%	905
Pest Control	75	80	60		80	0.0%	80
Legal Services	0	500	0		500	0.0%	500
Contract Labor/Services	1,251	1,400	788		1,400	0.0%	1,400
Interpreters	387	500	(13)		500	0.0%	500
Equipment Rental	8,250	9,000	8,250		9,000	0.0%	9,000
Equipment Maint. Agreements	870	0	0		0	N/A	0
Office Equipment	484	500	500		500	0.0%	500
Court Appointed Attorneys	15,065	14,000	9,725		14,000	0.0%	14,000
Jury Fees	116	200	92		200	0.0%	200
Recording System	540	0	591		600	N/A	600
Security System	251	350	251		350	0.0%	350
Public Relations	0	200	37		200	0.0%	200
<b>Total Operating Expenditures</b>	<b>\$ 39,200</b>	<b>\$ 39,660</b>	<b>\$ 29,659</b>	<b>75%</b>	<b>\$ 41,360</b>	<b>4.3%</b>	<b>\$ 41,360</b>
<b>Equipment/Capital Expenditures</b>							
Capital Lease	2,513	3,400	2,609		3,500	2.9%	3,500
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 2,513</b>	<b>\$ 3,400</b>	<b>\$ 2,609</b>		<b>\$ 3,500</b>	<b>2.9%</b>	<b>\$ 3,500</b>
<b>Total Departmental Expenditures</b>	<b>\$ 359,676</b>	<b>\$ 378,315</b>	<b>\$ 264,557</b>		<b>\$ 386,905</b>		<b>\$ 386,905</b>
<b>Revenues</b>							
Fees, Fines & Forfeitures	255,974	300,000	128,368		225,000	-25.0%	250,000
Court Appointed Attorney Reimb's	17,376	14,000	6,972		14,000	0.0%	14,000
<b>Total Departmental Revenues</b>	<b>\$ 273,350</b>	<b>\$ 314,000</b>	<b>\$ 135,340</b>	<b>43%</b>	<b>\$ 239,000</b>	<b>-23.9%</b>	<b>\$ 264,000</b>
<b>Net Effect on General Fund</b>	<b>\$ 86,326</b>	<b>\$ 64,315</b>	<b>\$ 129,217</b>	<b>201%</b>	<b>\$ 147,905</b>	<b>130.0%</b>	<b>\$ 122,905</b>

# Public Works Department

## Engineering Division

### Department Staffing

- Public Works Director/Engineer (.47)
- Public Works Analyst (.45)
- Public Works Deputy Director (.15)
- Administrative Assistant (.17)

### Accomplishments for the Fiscal Year 2013-2014

1. Obtained survey and Forest Service Easement to the Community Park and Sewer Utility
2. Worked with NAU engineering students to design the entrance and preliminary grading at the Community Park
3. Worked with ADOT for the SR-260 widening project and Industrial Way roundabout
4. Completed the Job Order Contract Request for Qualifications
5. Worked with the architect and Kathy Hellman for the Library bid
6. Worked with Yavapai Apache Nation to establish two transportation stops for the Nation's buses

### Performance Objectives for Fiscal Year 2014-2015

1. Oversee the construction of the Library
2. Continue to provide engineering support to Community Development
3. Hire consultant for the Tri-Intersection design
4. Complete the Finnie Flat Sidewalk construction

### Budget Points of Interest

Wages in all the Public Works Divisions have been adjusted to better reflect the disbursement of Administrative support

# Public Works Engineer

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	59,088	74,300	52,723		78,655	5.9%	78,655
FICA	3,662	4,610	3,256		4,880	5.9%	4,880
Medicare	857	1,080	762		1,140	5.6%	1,140
Retirement	6,497	8,575	6,084		9,125	6.4%	9,125
Unemployment	17	15	37		90	500.0%	90
Workman's Compensation	968	1,455	1,086		1,485	2.1%	1,485
Health, Dental & Life Ins	6,420	8,565	6,364		10,255	19.7%	10,255
<b>Total Wages &amp; Related</b>	<b>\$ 77,509</b>	<b>\$ 98,600</b>	<b>\$ 70,312</b>	<b>71%</b>	<b>\$ 105,630</b>	<b>7.1%</b>	<b>\$ 105,630</b>
<b>Operating Expenditures</b>							
Training	235	1,000	255		1,000	0.0%	1,000
Travel	2,027	1,750	3,982		1,750	0.0%	1,750
Office Supplies	718	400	640		450	12.5%	450
Subscriptions/Memberships	245	400	195		400	0.0%	400
Books/Tapes/Publications	0	250	0		250	0.0%	250
Printing	224	150	0		150	0.0%	150
Advertising	100	100	201		100	0.0%	100
Computer Services/Software	0	0	0		1,200	N/A	1,200
Auto Repair/Maintenance	0	50	0		300	500.0%	300
Fuel	80	150	0		200	33.3%	200
Electric	899	900	752		920	2.2%	920
Gas/Propane	252	325	152		300	-7.7%	300
Water	148	200	114		200	0.0%	200
Sewer	147	170	149		190	11.8%	190
Waste Removal	104	90	83		90	0.0%	90
Pest Control	14	20	11		25	25.0%	25
Consulting Services	0	2,500	0		3,000	20.0%	2,000
Legal Services	1,940	3,000	2,126		3,500	16.7%	2,000
Office Equipment	1,046	400	519		420	5.0%	420
<b>Total Operating Expenditures</b>	<b>\$ 8,179</b>	<b>\$ 11,855</b>	<b>\$ 9,179</b>	<b>77%</b>	<b>\$ 14,445</b>	<b>21.8%</b>	<b>\$ 11,945</b>
<b>Equipment/Capital Expenditures</b>							
Finnie Flat Sidewalk Project	0	0	2,331		0	N/A	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,331</b>		<b>\$ -</b>		<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 85,688</b>	<b>\$ 110,455</b>	<b>\$ 81,822</b>		<b>\$ 120,075</b>	<b>8.7%</b>	<b>\$ 117,575</b>
<b>Revenues</b>							
Plan Review Fees	450	500	2,925		0	-100.0%	2,000
<b>Total Departmental Revenues</b>	<b>\$ 450</b>	<b>\$ 500</b>	<b>\$ 2,925</b>		<b>\$ -</b>	<b>-100.0%</b>	<b>\$ 2,000</b>
<b>Net Effect on General Fund</b>	<b>\$ 85,238</b>	<b>\$ 109,955</b>	<b>\$ 78,897</b>	<b>72%</b>	<b>\$ 120,075</b>	<b>9.2%</b>	<b>\$ 115,575</b>

# Public Works Department

## Stormwater Management Division

### Department Staffing

- Public Works Director/Engineer (.08)
- Public Works Deputy Director (.40)
- Public Work Analyst (.08)
- Streets Foreman (.10)
- Streets Supervisor (.15)
- Senior Equipment Operator (.10)
- Maintenance Worker (.10)
- Streets Laborer (.10)
- Administrative Assistant (.44)

### Accomplishments for the Fiscal Year 2013-14

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

### Performance Objectives for Fiscal Year 2014-2015

- 1 Purchase, training and enter BMPS into new MS4 Software
- 2 Update and approve Storm Water Management Plan and Ordinance
- 3 Map all outfalls
- 4 Continued Education on Stormwater regulations
- 5 Hire Stormwater Maintenance Worker
- 6 Improve Drainage
  - a. Verde Lakes
  - b. Quarterhorse
  - c. Amorie Area
  - d. McCracken
  - e. Main Street

### Budget Points of Interest

1. Includes addition of one full-time field technician
2. Software purchase and training

# Stormwater

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	17,669	58,980	33,024		98,035	66.2%	76,820
FICA	1,094	3,660	2,009		6,080	66.1%	4,765
Medicare	256	855	470		1,425	66.7%	1,115
Retirement	1,849	6,350	3,811		11,375	79.1%	8,915
Unemployment	9	25	40		180	620.0%	110
Workman's Compensation	305	2,025	1,244		5,885	190.6%	3,115
Health, Dental & Life Ins	2,000	8,950	5,260		19,710	120.2%	11,440
<b>Total Wages &amp; Related</b>	<b>\$ 23,182</b>	<b>\$ 80,845</b>	<b>\$ 45,858</b>	<b>57%</b>	<b>\$ 142,690</b>	<b>76.5%</b>	<b>\$ 106,280</b>
<b>Operating Expenditures</b>							
Training	268	1,000	468		2,000	100.0%	1,000
Travel	459	1,200	479		1,500	25.0%	1,200
Office Supplies	1,972	250	86		500	100.0%	250
Subscriptions/Memberships	0	100	0		400	300.0%	100
Books/Tapes/Publications	0	100	0		250	150.0%	100
Printing	293	150	10		1,500	900.0%	150
Computer Services/Software	0	500	0		3,700	640.0%	500
Software Recurring Fees	0	0	0		800	N/A	0
Auto Repair/Maintenance	0	0	0		1,000	N/A	0
Fuel	0	0	0		5,500	N/A	0
Cell Phone	0	450	0		2,400	433.3%	450
Consulting Services	2,293	3,000	0		7,000	133.3%	3,000
Legal Services	137	300	0		1,500	400.0%	300
Contract Labor/Services	0	0	0		150,000	N/A	7,500
Equipment Rental	0	0	0		2,000	N/A	0
Office Equipment	0	200	0		2,500	1150.0%	200
Maintenance Equipment	0	200	198		2,500	1150.0%	200
Safety Equipment	0	0	0		500	N/A	0
OSHA Medical Supplies	0	0	0		500	N/A	0
Infrastructure Maintenance	0	0	0		500	N/A	0
Recording Fees	0	0	0		300	N/A	0
Permits	0	5,000	5,000		5,000	0.0%	5,000
<b>Total Operating Expenditures</b>	<b>\$ 5,422</b>	<b>\$ 12,450</b>	<b>\$ 6,241</b>	<b>50%</b>	<b>\$ 191,850</b>	<b>1441.0%</b>	<b>\$ 19,950</b>
<b>Total Departmental Expenditures</b>	<b>\$ 28,604</b>	<b>\$ 93,295</b>	<b>\$ 52,099</b>		<b>\$ 334,540</b>	<b>258.6%</b>	<b>\$ 126,230</b>
<b>Net Effect on General Fund</b>	<b>\$ 28,604</b>	<b>\$ 93,295</b>	<b>\$ 52,099</b>	<b>56%</b>	<b>\$ 334,540</b>	<b>258.6%</b>	<b>\$ 126,230</b>

# Public Works Department

## Maintenance Division

### Department Staffing

- Public Works Director (.022)
- Deputy Director (.05)
- Maintenance Foreman (1.0)
- Parks Lead Worker (1.0)
- Public Works Admin. (.10)
- Public Works Analyst (.17)
- Maintenance Worker (2.85)
- Custodian (2.0)

### Accomplishments for the Fiscal Year 2013-14

1. Updated signage and added Gutters at Ramada
2. Improvements to the Senior Center
3. Worked with Parks & Recreation Division & So. Verde High School to purchase safety wall mats for Gym walls, installed by Maintenance.
4. Worked with Parks & Recreation Division to have contractor refinish Community Center Gym floor.
5. Worked with Parks & Recreation Division to have old bleachers removed by Yavapai Adult Probation, purchase new bleachers & install new bleachers by contractor in Community Center Gym.
6. Worked with Parks & Recreation Division & volunteers to have Community Center Gym walls repainted by Yavapai Adult Probation & AmeriCorps volunteers.
7. Worked with Parks & Recreation Division to ensure preparations for events, facility rentals and other program needs.
8. Hired full time Grounds Maintenance Worker and Facilities Maintenance Worker
9. Installed fencing at Rezzonico Park – East side to be installed upon completion of Library
10. Fabricated sign frame for Rezzonico Park
11. Fabricated Bench for front of Public Works Building
12. Installed field lights and new electrical at Community Center Field (unbudgeted)
13. Installed new front doors to Gym
14. Worked with Parks & recreation Division to installed new Handicap railing and chlorine system at pool
15. Installed new Handicap Ramp and Railing at Arch Center
16. New Fence along Hollamon entry of Community Center Field
17. New well pumps at Butler Park

### Performance Objectives for Fiscal Year 2014-15

- Re-Key all Town Buildings with new core series and work with Admin. to set-up electronic key records
- Advertise and hire a part-time employee to assist with grounds and facilities maintenance.

**Budget Points of Interest:** Wages have been adjusted some to better reflect time spent by Public Works Admin Support. Auto Repair/Maintenance reflects the need for tires on the Dump Truck, Bucket Truck and mower. Expenses for Rio Verde Plaza reflect the possible opening of this building and the known repairs needed.

# Maintenance

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	252,189	266,980	184,884		293,490	9.9%	286,550
Overtime	245	0	0		0	N/A	0
FICA	15,471	16,555	11,428		18,200	9.9%	17,770
Medicare	3,677	3,870	2,673		4,260	10.1%	4,155
Retirement	26,076	30,260	21,103		34,045	12.5%	33,240
Unemployment	301	105	374		590	461.9%	590
Workman's Compensation	9,403	10,170	9,009		14,520	42.8%	14,100
Health, Dental & Life Ins	44,807	54,065	40,305		61,115	13.0%	61,115
<b>Total Wages &amp; Related</b>	<b>\$ 352,169</b>	<b>\$ 382,005</b>	<b>\$ 269,776</b>	<b>71%</b>	<b>\$ 426,220</b>	<b>11.6%</b>	<b>\$ 417,520</b>
<b>Operating Expenditures</b>							
Training	3,350	3,000	0		3,000	0.0%	3,000
Travel	692	1,000	0		1,000	0.0%	1,000
Uniforms	3,450	2,400	2,514		3,900	62.5%	3,000
Office Supplies	83	300	138		300	0.0%	300
Books/Tapes/Publications	0	0	0		100	N/A	100
Advertising	0	100	100		200	100.0%	200
Software Recurring Fees	1,200	1,200	0		2,800	133.3%	2,800
Auto Repair/Maintenance	1,723	2,500	4,600		5,600	124.0%	4,000
Fuel	5,677	4,500	3,578		5,000	11.1%	5,000
Electric	2,273	2,400	1,897		2,650	10.4%	2,500
Gas/Propane	584	750	359		750	0.0%	500
Water	1,023	750	594		750	0.0%	750
Sewer	382	420	389		420	0.0%	420
Waste Removal	262	250	213		250	0.0%	250
Cell Phone	1,605	2,200	1,485		2,200	0.0%	2,050
Pest Control	36	500	29		500	0.0%	50
Legal Services	0	200	0		200	0.0%	0
Equipment Rental	0	250	0		250	0.0%	0
Office Equipment	0	100	0		100	0.0%	0
Maintenance Equipment	3,159	3,500	4,690		4,600	31.4%	4,000
Building Maintenance	44,059	48,000	25,635		50,000	4.2%	48,000
Rio Verde Plaza Maintenance	0	0	0		30,000	N/A	0
Safety Equipment	6	600	670		1,000	66.7%	600
OSHA Medical Supplies	380	800	277		800	0.0%	400
Graffiti Clean-Up	0	200	220		250	25.0%	200
Fire Extinguishers	3,243	2,400	2,437		2,600	8.3%	2,600
Park Facilities Maintenance	12,521	10,000	6,696		12,000	20.0%	12,000
Grounds Maintenance	5,636	10,000	6,811		15,000	50.0%	12,000
Flags & Banners	763	1,400	641		2,435	73.9%	2,000
Fertilizer / Herbicides	1,155	6,200	3,816		6,200	0.0%	6,200
Visitor's Center Maintenance	255	800	960		1,500	87.5%	1,500
Janitorial Supplies	5,969	7,000	4,260		7,000	0.0%	7,000
Mats & Rugs	2,229	2,700	1,742		2,700	0.0%	2,700
<b>Total Operating Expenditures</b>	<b>\$ 101,715</b>	<b>\$ 116,420</b>	<b>\$ 74,751</b>	<b>64%</b>	<b>\$ 166,055</b>	<b>42.6%</b>	<b>\$ 125,120</b>

**Maintenance (Cont'd)**

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	2014-15 MANAGER RECOMMEND
<b>Equipment/Capital Expenditures</b>						
Structural	0	0	19,808		0	N/A
<b>Total Equipment/Capital Expenditures</b>	\$ -	\$ -	\$ 19,808		\$ -	\$ -
<b>Total Departmental Expenditures</b>	\$ 453,884	\$ 498,425	\$ 364,335		\$ 592,275	18.8% \$ 542,640
<b>Operating Transfers</b>						
Transfer In from Parks Fund (Maint)	(12,521)	(10,000)	(3,663)		(12,000)	20.0% (12,000)
<b>Total Departmental Revenues</b>	\$ (12,521)	\$ (10,000)	\$ (3,663)		\$ (12,000)	20.0% \$ (12,000)
<b>Net Effect on General Fund</b>	\$ 441,363	\$ 488,425	\$ 360,672	74%	\$ 580,275	18.8% \$ 530,640

This Page Blank

# Community Development

## Department Staffing:

Community Development Director  
Assistant Planner  
Chief Building Official  
Building Permit Technician

## Accomplishments for the Fiscal Year 2013-2014

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

## Performance Objectives for Fiscal Year 2014-2015:

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

## Significant Expenditure Changes:

- This Fiscal budget is not proposing any Significant Expenditure Changes other than the request for a part time Building Permit Technician to cover the ever increasing levels of submittals, General Plan Update and high levels of complaints for zoning & nuisance violations.

## Fiscal Notes

- \* All utility expenditures for the following departments are included under the Community Development Department Umbrella.

### Statistics

1. 339 Permits Building and Planning & Zoning
2. 6 New Resolutions and Ordinances
3. 18 Planning & Zoning Gen. Plan Work Sessions & Regular Sessions
4. 1 Board of Adjustment & Appeals
5. 3 Council Hears Planning & Zoning
6. 87 Residential Zoning Clearances
7. 41 Commercial Zoning Clearances
8. 71 Total Code Enforcement Complaints
9. 62 Violations Found
10. 4 Violations Not Found
11. 46 Cases Closed
12. 6 Citations Issued
13. 8 Nuisance Abatements
14. 2 Liens Recorded

# Community Development

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	34,439	73,815	54,217		75,045	1.7%	75,045
FICA	1,974	4,580	3,107		4,655	1.6%	4,655
Medicare	461	1,070	727		1,090	1.9%	1,090
Retirement	3,821	8,520	6,257		8,705	2.2%	8,705
Unemployment	11	15	32		70	366.7%	70
Workman's Compensation	563	1,465	1,379		1,945	32.8%	1,945
Health, Dental & Life Ins	4,446	7,650	5,808		8,270	8.1%	8,270
<b>Total Wages &amp; Related</b>	<b>\$ 45,715</b>	<b>\$ 97,115</b>	<b>\$ 71,527</b>	<b>74%</b>	<b>\$ 99,780</b>	<b>2.7%</b>	<b>\$ 99,780</b>
<b>Operating Expenditures</b>							
Training	1,015	1,000	79		1,000	0.0%	1,000
Travel	0	500	0		500	0.0%	500
Office Supplies	28	200	57		200	0.0%	200
Subscriptions/Memberships	569	600	639		650	8.3%	650
Books/Tapes/Publications	0	120	0		75	-37.5%	75
Printing	9	50	0		0	-100.0%	0
Advertising	15	100	0		0	-100.0%	0
Auto Repair/Maintenance	714	400	136		600	50.0%	600
Fuel	251	400	182		400	0.0%	400
Electric	3,335	3,600	2,661		3,600	0.0%	3,600
Gas/Propane	460	800	355		600	-25.0%	600
Water	906	1,000	498		750	-25.0%	750
Sewer	852	1,200	867		1,200	0.0%	1,200
Waste Removal	415	500	357		350	-30.0%	350
Cell Phone	272	0	0		0	N/A	0
Pest Control	80	100	65		100	0.0%	100
Legal Services	8,643	6,000	1,033		6,000	0.0%	3,000
Equipment Maint. Agreements	767	2,000	1,678		600	-70.0%	600
Credit Card Processing Fees	1,660	1,500	1,500		0	-100.0%	0
Safety Equipment	202	300	53		300	0.0%	300
Maps / Cartography	0	50	0		50	0.0%	50
<b>Total Operating Expenditures</b>	<b>\$ 20,193</b>	<b>\$ 20,420</b>	<b>\$ 10,160</b>	<b>50%</b>	<b>\$ 16,975</b>	<b>-16.9%</b>	<b>\$ 13,975</b>
<b>Equipment/Capital Expenditures</b>							
Equipment Lease	2,092	2,000	1,323		2,050	2.5%	2,050
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 2,092</b>	<b>\$ 2,000</b>	<b>\$ 1,323</b>		<b>\$ 2,050</b>	<b>2.5%</b>	<b>\$ 2,050</b>
<b>Total Departmental Expenditures</b>	<b>\$ 68,000</b>	<b>\$ 119,535</b>	<b>\$ 83,010</b>		<b>\$ 118,805</b>	<b>-0.6%</b>	<b>\$ 115,805</b>
<b>Revenues</b>							
Copies	82	25	51		50	100.0%	50
<b>Total Departmental Revenues</b>	<b>\$ 82</b>	<b>\$ 25</b>	<b>\$ 51</b>		<b>\$ 50</b>	<b>100.0%</b>	<b>\$ 50</b>
<b>Net Effect on General Fund</b>	<b>\$ 67,918</b>	<b>\$ 119,510</b>	<b>\$ 82,959</b>	<b>69%</b>	<b>\$ 118,755</b>	<b>-0.6%</b>	<b>\$ 115,755</b>

# Building Department

## **Responsibilities:**

The Building Division is responsible for effectively enforcing all building codes and other applicable codes that have been adopted by the Town of Camp Verde and to establish the minimum requirements to safeguard the public's health, safety and general welfare.

## **2013/2014 FY Accomplishments:**

1. Renewed International Code Council (ICC) certification for Permit Technician and Plans Examiner to maintain 100% ICC department certification levels.
2. Attended and gained 100% department FEMA certification level for EOC Management and Operations.
3. Held fifteen public meetings on the potential adoption of the 2012 Building Codes and successfully drafted technical amendments and revised administrative sections to propose and recommend to Town Council for adoption.

## **2014/2015 FY Goals:**

1. Improve customer service and project processing times by obtaining another ICC certification for Residential Plans Examiner and Permit Technician.
2. Revise and update all Building Department forms and webpages to reflect the changes in the adoption of the 2012 Building Codes.
3. Revise and update Tyler INCODE to incorporate changes that have been made in departmental procedures over the course of the past few years.
4. Renew any expiring IGA agreements or department certifications.

## **Statistics:**

Permits Issued In 11/12FY: 312  
Permits Applied For 12/13FY: 402  
Permits Issued In 12/13FY: 385  
Issuance Rate: 95.7%

# Building Department

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	82,224	93,765	61,291		137,025	46.1%	137,025
FICA	4,684	5,815	3,776		8,500	46.2%	8,500
Medicare	1,096	1,360	883		1,990	46.3%	1,990
Retirement	9,036	10,820	7,073		15,900	47.0%	15,900
Unemployment	29	30	87		280	833.3%	280
Workman's Compensation	1,068	1,170	1,089		2,095	79.1%	2,095
Health, Dental & Life Ins	13,585	15,295	10,801		28,945	89.2%	28,945
<b>Total Wages &amp; Related</b>	<b>\$ 111,722</b>	<b>\$ 128,255</b>	<b>\$ 85,000</b>	<b>66%</b>	<b>\$ 194,735</b>	<b>51.8%</b>	<b>\$ 194,735</b>
<b>Operating Expenditures</b>							
Training	1,435	1,750	1,152		2,250	28.6%	2,000
Travel	0	1,000	951		1,750	75.0%	1,500
Office Supplies	1,107	750	227		1,200	60.0%	1,000
Subscriptions/Memberships	125	300	159		350	16.7%	350
Books/Tapes/Publications	1,965	0	0		500	N/A	500
Printing	302	525	25		525	0.0%	525
Advertising	110	300	190		300	0.0%	300
Auto Repair/Maintenance	64	500	44		500	0.0%	500
Fuel	1,932	2,400	1,113		2,500	4.2%	2,500
Cell Phone	0	300	205		500	66.7%	300
Consulting Services	1,600	2,500	1,050		7,500	200.0%	7,500
Equipment	0	0	0		500	N/A	500
<b>Total Operating Expenditures</b>	<b>\$ 8,640</b>	<b>\$ 10,325</b>	<b>\$ 5,116</b>	<b>50%</b>	<b>\$ 18,375</b>	<b>78.0%</b>	<b>\$ 17,475</b>
<b>Total Departmental Expenditures</b>	<b>\$ 120,362</b>	<b>\$ 138,580</b>	<b>\$ 90,116</b>		<b>\$ 213,110</b>	<b>53.8%</b>	<b>\$ 212,210</b>
<b>Revenues</b>							
Plan Review Fees	52,540	50,000	40,424		65,000	30.0%	75,000
Building Permits	114,785	85,000	87,014		160,000	88.2%	170,000
<b>Total Departmental Revenues</b>	<b>\$ 167,325</b>	<b>\$ 135,000</b>	<b>\$ 127,438</b>		<b>\$ 225,000</b>	<b>66.7%</b>	<b>\$ 245,000</b>
<b>Net Effect on General Fund</b>	<b>\$ (46,963)</b>	<b>\$ 3,580</b>	<b>\$ (37,322)</b>	<b>-1043%</b>	<b>\$ (11,890)</b>	<b>-432.1%</b>	<b>\$ (32,790)</b>

# Planning & Zoning

## Department Staffing:

Community Development Director  
Assistant Planner  
Building Permit Technician

## Accomplishments for the Fiscal Year 2013 – 2014

1. In addition to the statistics provided below, Current Planning is experiencing an increase in submittals for Zoning, General Plan Amendments, Use Permits and Minor Land Divisions while maintaining historical service levels. These increases are expected to continue through this fiscal year.

## Performance Objectives for Fiscal Year 2014 - 2015:

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

## Fiscal Notes

As can be seen from the Accomplishments for the Fiscal Year 2013 - 2014 above, the current trend is indicating an increase in these types of projects. The Department will continue to evaluate staff levels as service demands increase.

### Statistics

1. 27 Planning & Zoning Permits
2. 6 Ordinances & Resolutions
3. 18 Planning & Zoning Gen. Plan Work Sessions & Regular Sessions
4. 1 Board of Adjustment & Appeals
5. 3 Council Hears Planning & Zoning
6. 87 Residential Zoning Clearances
7. 41 Commercial Zoning Clearances

## Planning & Zoning

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	43,870	38,965	28,291		39,605	1.6%	39,605
FICA	2,590	2,420	1,754		2,460	1.7%	2,460
Medicare	605	565	410		575	1.8%	575
Retirement	4,835	4,500	3,265		4,595	2.1%	4,595
Unemployment	14	15	38		70	366.7%	70
Workman's Compensation	426	105	101		145	38.1%	145
Health, Dental & Life Ins	7,329	7,650	5,604		8,270	8.1%	8,270
<b>Total Wages &amp; Related</b>	<b>\$ 59,669</b>	<b>\$ 54,220</b>	<b>\$ 39,463</b>	<b>73%</b>	<b>\$ 55,720</b>	<b>2.8%</b>	<b>\$ 55,720</b>
<b>Operating Expenditures</b>							
Training	0	0	265		0	N/A	0
Office Supplies	646	1,000	580		1,000	0.0%	750
Printing	0	2,000	561		2,000	0.0%	2,000
Advertising	800	2,000	64		2,500	N/A	2,000
Consulting Services	0	5,000	1,950		10,000	100.0%	5,000
Legal Services		0	117		0	N/A	0
Maps / Cartography	0	1,500	0		1,500	0.0%	0
General Plan	0	5,000	0		1,000	-80.0%	1,000
Recording Fees	4	100	0		100	0.0%	0
<b>Total Operating Expenditures</b>	<b>\$ 1,450</b>	<b>\$ 16,600</b>	<b>\$ 3,537</b>	<b>21%</b>	<b>\$ 18,100</b>	<b>9.0%</b>	<b>\$ 10,750</b>
<b>Total Departmental Expenditures</b>	<b>\$ 61,119</b>	<b>\$ 70,820</b>	<b>\$ 43,000</b>		<b>\$ 73,820</b>	<b>4.2%</b>	<b>\$ 66,470</b>
<b>Revenues</b>							
Permit Fees	21,361	15,000	20,527		25,000	66.7%	25,000
<b>Total Departmental Revenues</b>	<b>\$ 21,361</b>	<b>\$ 15,000</b>	<b>\$ 20,527</b>		<b>\$ 25,000</b>	<b>66.7%</b>	<b>\$ 25,000</b>
<b>Net Effect on General Fund</b>	<b>\$ 39,758</b>	<b>\$ 55,820</b>	<b>\$ 22,473</b>	<b>40%</b>	<b>\$ 48,820</b>	<b>-12.5%</b>	<b>\$ 41,470</b>

# Code Enforcement

## Department Staffing:

Community Development Director  
Animal Control/Code Enforcement Officer

## Accomplishments for the Fiscal Year 2013 - 2014:

1. With the Nuisance Violation Section being transferred to the Town Code, the processes for enforcement are different than under a Zoning Violation. The Community Development Department revised the enforcement violation documents to now address Nuisance & Zoning Violation individually.
2. A new item was also added to the Town Code for Off-Premise Solicitation (Signage). Documents and processes for enforcement have now been created to address this new item.
3. A newly state defined issue has been included in the Arizona Revised Statutes for hoarding. The Community Development Director and Code Enforcement Officer have been attending conferences with other Code Enforcement officials to address collaborative measures to handle these types of complaints.

## Performance Objectives for Fiscal Year 2014 - 2015:

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

## Significant Expenditure Changes:

- For the last two years, the Code Enforcement Division has depleted their Nuisance Abatement Budget Line Item well before the end of the fiscal year. Additional Abatement funds will be requested this fiscal year to cover the anticipated financial liabilities.

## Fiscal Notes

- \* Additional Abatement funding will be requested this fiscal year.

### Statistics

1. 71 Total Code Enforcement Complaints
2. 62 Violations Found
3. 4 Violations Not Found
4. 46 Cases Closed
5. 6 Citations Issued
6. 8 Nuisance Abatements
7. 2 Liens Recorded

## Code Enforcement

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	53,225	34,300	15,498		35,630	3.9%	35,630
FICA	2,955	2,130	870		2,210	3.8%	2,210
Medicare	726	500	204		520	4.0%	520
Retirement	5,835	3,960	1,707		4,135	4.4%	4,135
Unemployment	65	15	19		70	366.7%	70
Workman's Compensation	971	680	390		925	36.0%	925
Health, Dental & Life Ins	9,516	7,650	3,363		8,270	8.1%	8,270
<b>Total Wages &amp; Related</b>	<b>\$ 73,293</b>	<b>\$ 49,235</b>	<b>\$ 22,051</b>	<b>45%</b>	<b>\$ 51,760</b>	<b>5.1%</b>	<b>\$ 51,760</b>
<b>Operating Expenditures</b>							
Training	750	500	115		1,000	100.0%	1,000
Travel	0	500	408		1,000	100.0%	1,000
Office Supplies	13	200	29		200	0.0%	100
Auto Repair/Maintenance	8	0	0		0	N/A	0
Fuel	132	0	0		0	N/A	0
Cell Phone	420	450	280		400	-11.1%	400
Nuisance Abatement	5,980	5,000	5,840		8,000	60.0%	6,000
Dangerous Bldg. Abatement	12,200	7,000	20,225		24,000	242.9%	10,000
Recording Fees	48	360	32		100	-72.2%	100
<b>Total Operating Expenditures</b>	<b>\$ 19,551</b>	<b>\$ 14,010</b>	<b>\$ 26,929</b>	<b>192%</b>	<b>\$ 34,700</b>	<b>147.7%</b>	<b>\$ 18,600</b>
<b>Total Departmental Expenditures</b>	<b>\$ 92,844</b>	<b>\$ 63,245</b>	<b>\$ 48,980</b>		<b>\$ 86,460</b>	<b>36.7%</b>	<b>\$ 70,360</b>
<b>Revenues</b>							
Zoning Fines	1,294	1,000	960		0	-100.0%	250
<b>Total Departmental Revenues</b>	<b>\$ 1,294</b>	<b>\$ 1,000</b>	<b>\$ 960</b>		<b>\$ -</b>	<b>-100.0%</b>	<b>\$ 250</b>
<b>Net Effect on General Fund</b>	<b>\$ 91,550</b>	<b>\$ 62,245</b>	<b>\$ 48,020</b>	<b>77%</b>	<b>\$ 86,460</b>	<b>38.9%</b>	<b>\$ 70,110</b>

# Marshal's Department

## Department Staffing

- Marshal (1)
- Commander (1)
- Sergeant (4)
- Deputy (12)
- SRO (1)
- Detective (1)
- Dispatcher supervisor (1)
- Dispatcher (8)
- Admin Assistant (1)
- Property and Evidence (1)
- Records Specialist (1)
- Records Clerk (1/2)

## Accomplishments for the Fiscal Year 2013-14

1. Marshal's Office volunteers (VIPS) contributed over 4000 hours.
2. CVMO employees received over 100 hours of individual training.
3. Began dispatching for Jerome and Clarkdale.
4. Received a grant from Homeland Security for interoperability radio communications for \$120,000.
5. Conducted annual National Night Out
6. CVMO and other local agencies held active shooter training at the HS and trained 61 officers.
7. Created a Crime Scene Investigation response team comprised of 4 civilian employees.
8. Held an Employee Awards / Appreciation banquet.
9. Awarded a donation of a memorial for K9 Jake and set up at CVMO.
10. Implemented a Therapy Dog program.
11. Received a DUI Command van from YCSO.
12. Received an armored vehicle from Cottonwood PD for officer down situations/shootings

## Performance Objectives for Fiscal Year 2014-15

1. Continue to update operating procedure/policy manual
2. Recertify sworn personnel on taser guns (has not been done since 2004)
3. Provide qualification on rifles.

## Budget Points of Interest

1. The dispatch 911 record/logger needs to be replaced (approximate cost of \$38,000.)
2. Wage increase \$73,692

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

Homicide – 1	Domestic Violence – 126
Sexual Assaults – 0	DUI Arrests – 30
Residential Burglary – 31	Juvenile Arrests – 55
Commercial Burglary – 3	Adult Arrests – 187
Thefts – 166	Traffic Accidents – 101
Motor Vehicle Theft – 14	Citations Issued - 485

# Marshal's Department

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	1,206,998	1,406,045	942,505		1,566,670	11.4%	1,456,570
Overtime	71,223	40,000	46,278		60,000	50.0%	40,000
Holiday Pay Premium	1,265	11,000	0		12,300	11.8%	12,300
Uniform Allowance	21,746	29,400	18,375		26,400	-10.2%	24,000
FICA	40,887	47,905	35,700		58,415	21.9%	57,675
Medicare	18,420	21,550	14,167		24,150	12.1%	22,230
Retirement	178,702	199,480	128,589		274,915	37.8%	246,050
Retirement Penalty	0	26,550	27,892		54,395	104.9%	54,705
Unemployment	867	440	1,508		2,430	452.3%	2,290
Workman's Compensation	51,116	56,635	52,076		82,880	46.3%	74,980
Health, Dental & Life Ins	181,556	240,495	165,452		276,635	15.0%	260,095
<b>Total Wages &amp; Related</b>	<b>\$ 1,772,780</b>	<b>\$ 2,079,500</b>	<b>\$ 1,432,542</b>	<b>69%</b>	<b>\$ 2,439,190</b>	<b>17.3%</b>	<b>\$ 2,250,895</b>
<b>Operating Expenditures</b>							
Training	3,632	6,000	2,284		6,000	0.0%	5,000
Travel	7,920	6,000	4,018		6,000	0.0%	5,000
Uniforms	2,028	0	881		1,000	N/A	1,000
Office Supplies	5,903	6,000	3,523		6,000	0.0%	5,500
Subscriptions/Memberships	1,637	1,295	1,170		2,000	54.4%	2,000
Books/Tapes/Publications	562	600	0		600	0.0%	600
Printing	612	1,250	1,991		1,500	20.0%	1,000
Postage	61	0	0		0	N/A	0
Computer Services/Software	25,307	19,868	17,496		30,610	54.1%	30,610
Auto Repair/Maintenance	48,569	15,000	14,732		18,000	20.0%	15,000
Fuel	57,102	50,000	44,068		50,000	0.0%	50,000
Electric	21,746	20,000	17,310		20,000	0.0%	20,000
Gas/Propane	1,926	3,500	2,949		3,500	0.0%	3,500
Water	2,924	3,000	2,257		3,000	0.0%	3,000
Sewer	2,310	2,880	2,349		2,880	0.0%	2,880
Waste Removal	642	1,800	491		1,800	0.0%	1,800
Cell Phone	1,028	8,500	7,412		11,000	29.4%	11,000
Pest Control	333	315	269		315	0.0%	315
Legal Services	15,353	15,000	11,250		20,000	33.3%	20,000
Contract Labor/Services	0	0	2,038		0	N/A	0
Equipment Maint. Agreements	1,786	1,440	1,195		1,195	-17.0%	1,195
Office Equipment	247	2,630	504		2,630	0.0%	2,000
Equipment Maintenance	5,958	0	0		5,000	N/A	1,000
Patrol/Investigation Equip.	32,587	7,500	11,552		10,000	33.3%	10,000
Patrol/Investigation Equip. Maint	5,325	3,000	5,803		3,500	16.7%	3,500
Communication Equipment	985	800	2,110		0	-100.0%	0
Communication Equip. Maint	14,782	2,000	3,701		3,000	50.0%	3,000
Repeater/Generator Maint	1,671	1,800	5,692		1,800	0.0%	1,800
Crime Prevention	1,564	1,500	919		2,000	33.3%	1,000
Advocacy Center	2,825	2,825	2,662		2,825	0.0%	2,800
Volunteers	1,436	2,000	1,050		3,900	95.0%	2,000
Medical Supplies	433	1,000	658		1,000	0.0%	500
K-9 Expenditures	1,301	2,500	855		2,500	0.0%	1,500
<b>Total Operating Expenditures</b>	<b>\$ 270,495</b>	<b>\$ 190,003</b>	<b>\$ 173,189</b>	<b>91%</b>	<b>\$ 223,555</b>	<b>17.7%</b>	<b>\$ 208,500</b>

**Marshal's Department (Cont'd)**

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	2014-15 MANAGER RECOMMEND
<b>Equipment/Capital Expenditures</b>						
Equipment	9,177	0	0		10,000	N/A 10,000
Equipment Lease	2,963	0	1,161		0	N/A 0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 12,140</b>	<b>\$ -</b>	<b>\$ 1,161</b>		<b>\$ 10,000</b>	<b>#DIV/0! \$ 10,000</b>
<b>Total Departmental Expenditures</b>	<b>\$ 2,055,415</b>	<b>\$ 2,269,503</b>	<b>\$ 1,606,892</b>	<b>71%</b>	<b>\$ 2,672,745</b>	<b>17.8% \$ 2,469,395</b>
<b>Revenues</b>						
Copies	1,387	1,400	809		1,000	-28.6% 1,000
Fingerprint Fees	835	800	380		600	-25.0% 600
Auto Impound Fees	7,200	800	4,200		5,000	525.0% 5,000
Miscellaneous	432	0	177		0	N/A 0
Yav-Apache Dispatch	73,600	178,600	178,600		178,600	0.0% 178,600
<b>Total Departmental Revenues</b>	<b>\$ 83,454</b>	<b>\$ 181,600</b>	<b>\$ 184,166</b>	<b>101%</b>	<b>\$ 185,200</b>	<b>2.0% \$ 185,200</b>
<b>Net Effect on General Fund</b>	<b>\$ 1,971,961</b>	<b>\$ 2,087,903</b>	<b>\$ 1,422,726</b>	<b>68%</b>	<b>\$ 2,487,545</b>	<b>19.1% \$ 2,284,195</b>

# Animal Control

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	30,510	34,910	28,375		35,630	2.1%	35,630
Overtime	1,172	1,000	185		2,000	100.0%	2,000
Holiday Pay Premium	0	400	0		400	0.0%	400
Uniform Allowance	1,575	1,800	1,125		1,800	0.0%	1,800
FICA	1,787	2,365	1,706		2,470	4.4%	2,470
Medicare	453	555	399		580	4.5%	580
Retirement	3,604	4,400	3,280		4,620	5.0%	4,620
Unemployment	75	15	66		70	366.7%	70
Workman's Compensation	669	105	758		1,030	881.0%	1,030
Health, Dental & Life Ins	6,998	7,650	6,278		8,270	8.1%	8,270
<b>Total Wages &amp; Related</b>	<b>\$ 46,843</b>	<b>\$ 53,200</b>	<b>\$ 42,172</b>	<b>79%</b>	<b>\$ 56,870</b>	<b>6.9%</b>	<b>\$ 56,870</b>
<b>Operating Expenditures</b>							
Training	1,020	500	1,050		1,000	100.0%	1,000
Travel	150	500	1,362		1,000	100.0%	1,000
Uniforms	667	0	0		0	N/A	0
Office Supplies	9	250	98		250	0.0%	250
Subscriptions/Memberships	0	150	0		150	0.0%	150
Printing	1,678	1,250	566		1,250	0.0%	1,250
Auto Repair/Maintenance	0	1,000	673		1,000	0.0%	1,000
Fuel	2,631	2,500	2,514		3,000	20.0%	2,500
Electric	209	1,500	0		1,500	0.0%	1,500
Gas/Propane	0	0	442		500	N/A	500
Water	0	0	0		300	N/A	300
Telephone	0	300	0		0	-100.0%	0
Office Equipment	0	2,000	393		500	-75.0%	500
Animal Control Equipment	1,035	4,000	1,502		2,000	-50.0%	2,000
Animal Cremations	1,355	1,000	0		0	-100.0%	0
Shelter Fees	0	0	2,545		12,000	N/A	4,000
Facility Lease Payments	12,093	12,000	1,224		0	-100.0%	0
<b>Total Operating Expenditures</b>	<b>\$ 20,847</b>	<b>\$ 26,950</b>	<b>\$ 12,369</b>	<b>46%</b>	<b>\$ 24,450</b>	<b>-9.3%</b>	<b>\$ 15,950</b>
<b>Equipment/Capital Expenditures</b>							
Equipment	16,916	0	23,429		0	N/A	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 16,916</b>	<b>\$ -</b>	<b>\$ 23,429</b>		<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>	<b>\$ 84,606</b>	<b>\$ 80,150</b>	<b>\$ 77,970</b>		<b>\$ 81,320</b>	<b>1.5%</b>	<b>\$ 72,820</b>
<b>Revenues</b>							
Dog Licenses	5,021	5,400	938		5,400	0.0%	5,400
Impound Fees	1,890	2,200	635		600	-72.7%	1,000
Adoption Fees	50	1,000	50		0	-100.0%	0
<b>Total Departmental Revenues</b>	<b>\$ 6,961</b>	<b>\$ 8,600</b>	<b>\$ 1,623</b>	<b>19%</b>	<b>\$ 6,000</b>	<b>-30.2%</b>	<b>\$ 6,400</b>
<b>Net Effect on General Fund</b>	<b>\$ 77,645</b>	<b>\$ 71,550</b>	<b>\$ 76,347</b>	<b>107%</b>	<b>\$ 75,320</b>	<b>5.3%</b>	<b>\$ 66,420</b>



130 Black Bridge Road | Camp Verde AZ 86322

# CAMP VERDE COMMUNITY LIBRARY

*good company always Welcome...*

## Accomplishments for the past Fiscal Year 2013-14

1. Participated in Town Events: Pecan & Wine Festival, 4<sup>th</sup> of July Parade, National Night Out, Trick or Treat on Main, Fort Verde Days – producing a Creator Faire at Ft Verde Days (*one reason our program attendance is so high*)
2. Launched LSTA Grant-funded Teen Advisory Board & began Baby Literacy programming
3. Partnered with Parks & Recreation in Teen Pool Party, Movie Nights and other events
4. Demolished former Marshal's Office in preparation for new library
5. Created library presence on Facebook
6. Submitted library plans to County and Town for review in preparation for project Bid

## Goals for the upcoming Fiscal Year 2014-15

1. Explore partnerships like ASU's Alexandria Network to provide more opportunities the community
2. Work through EDGE Benchmark resources to determine where we should focus improving library services
3. Increase hours by 3 - 11.5 hours/week (open later Friday & Saturday – open on Mondays)
4. Complete and occupy the new library building
5. Continue and expand involvement in community events throughout the year
6. Fund more projects through grant monies

## Department Staffing

Library Director (1)  
 Youth Services Librarian (1)  
 FT - Library Specialist (2)  
 PT- Library Specialist (2)  
 PT- Library Clerk (4)

### Focus on In-Library Activity (7/13 – 2/14)

	FYTD-14	FYTD-113	% increase
Public PCs	5,715	4,284	33.4%
Traffic Count	20,218	17,867	13.2%
Total Circulation	64,628	62,962	2.6%
A/V Media Circulation	7,509	5,209	44.2%
Total New Items	1,414	614	130.3%
Programs	453	145	212.4%
Program Attendance	4,456	861	417.5%
Volunteer Hours	3,696	1,913	31.1%

# Library

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	208,849	222,105	148,307		231,600	4.3%	230,310
FICA	12,944	13,770	9,142		14,360	4.3%	14,280
Medicare	3,027	3,225	2,137		3,360	4.2%	3,340
Retirement	21,244	22,100	13,187		26,865	21.6%	26,720
Unemployment	280	110	283		805	631.8%	805
Workman's Compensation	554	1,460	528		2,405	64.7%	2,400
Health, Dental & Life Ins	32,303	30,590	20,387		33,080	8.1%	33,080
<b>Total Wages &amp; Related</b>	<b>\$ 279,201</b>	<b>\$ 293,360</b>	<b>\$ 193,971</b>	<b>66%</b>	<b>\$ 312,475</b>	<b>6.5%</b>	<b>\$ 310,935</b>
<b>Operating Expenditures</b>							
Training	693	600	315		200	-66.7%	400
Travel	410	450	287		450	0.0%	650
Office Supplies	5,606	3,000	4,474		1,300	-56.7%	1,750
Cataloging Supplies	0	0	0		3,000	N/A	2,000
Subscriptions/Memberships	(128)	1,700	312		1,300	-23.5%	1,700
Books/Tapes/Publications	22,623	20,800	20,711		22,000	5.8%	22,000
Media - Reserve Fund	0	0	0		5,100	N/A	5,100
Postage	701	1,000	789		1,000	0.0%	1,000
Computer Services/Software	1,433	1,500	1,288		1,500	0.0%	1,500
Electric	7,604	6,500	6,370		8,500	30.8%	8,500
Gas/Propane	1,212	3,000	2,994		4,000	33.3%	4,000
Water	503	750	392		600	-20.0%	500
Waste Removal	642	700	492		700	0.0%	700
Pest Control	522	500	279		500	0.0%	500
Legal Services	1,739	1,000	2,672		2,000	100.0%	2,000
Contract Labor/Services	5,829	5,500	4,520		6,000	9.1%	5,500
Equipment Rental	268	0	0		0	N/A	0
Office Equipment	655	500	59		500	0.0%	500
Equipment Maintenance	73	500	0		500	0.0%	0
Volunteer Expense	1,099	1,100	251		1,100	0.0%	1,200
Library Programs	2,664	3,500	1,055		3,500	0.0%	3,000
Records Cataloging	938	1,000	810		800	-20.0%	1,000
Library Network Services	5,619	6,000	0		0	-100.0%	0
<b>Total Operating Expenditures</b>	<b>\$ 60,705</b>	<b>\$ 59,600</b>	<b>\$ 48,070</b>	<b>81%</b>	<b>\$ 64,550</b>	<b>8.3%</b>	<b>\$ 63,500</b>
<b>Total Departmental Expenditures</b>	<b>\$ 339,906</b>	<b>\$ 352,960</b>	<b>\$ 242,041</b>		<b>\$ 377,025</b>	<b>6.8%</b>	<b>\$ 374,435</b>
<b>Revenues</b>							
Copies	286	50	249		200	300.0%	200
Fines & Forfeitures	2,958	3,800	2,660		2,500	-34.2%	2,500
Surplus Property Sales	670	770	671		0	-100.0%	0
Yav County Library District	89,804	90,000	80,901		80,000	-11.1%	80,000
Library Reserve Funds	0	0	0		5,100	N/A	5,100
<b>Total Departmental Revenues</b>	<b>\$ 93,718</b>	<b>\$ 94,620</b>	<b>\$ 84,481</b>	<b>89%</b>	<b>\$ 87,800</b>	<b>-7.2%</b>	<b>\$ 87,800</b>
<b>Net Effect on General Fund</b>	<b>\$ 246,188</b>	<b>\$ 258,340</b>	<b>\$ 157,560</b>	<b>61%</b>	<b>\$ 289,225</b>	<b>12.0%</b>	<b>\$ 286,635</b>

# Public Works Department/Parks & Recreation Division

## Parks & Recreation Admin

### Department Staffing

- Public Works Director (0.10)
- Parks & Recreation Coordinator (0.90)

### Accomplishments for the Fiscal Year 2013-14

1. Worked with the public to rent & schedule various Parks and Recreation facilities and parks.
2. Worked with local non-profits and other stakeholders to assist with special events usage of Parks & Recreation facilities and fields.
3. Worked with Little League, AYSO and Youth Football and other user groups to schedule field usage and lights.
4. Scheduled use of Town Banner poles & Marquee lettering.
5. Receipted all money for facility rentals and program fees.
6. Generated work orders to Maintenance for events, facility rentals, banners, marquee lettering and program requirements.
7. Provided excellent customer service to the public and other internal and external customers
8. Worked with So. Verde High School to purchase safety wall mats for Gym walls, installed by Maintenance.
9. Coordinated with Maintenance to have contractor refinish Community Center Gym floor.
10. Coordinated with Maintenance to have old bleachers removed by Yavapai Adult Probation, purchase new bleachers & install new bleachers by contractor in Community Center Gym.
11. Coordinated with Maintenance & volunteers to have Community Center Gym walls repainted by Yavapai Adult Probation & AmeriCorps volunteers.
12. Coordinated with AmeriCorps & Philadelphia Church of God to paint room 204.
13. Coordinated with Maintenance to ensure preparations for events, facility rentals and program needs.
14. Hired temporary part time receptionist/recreation aide to assist with office and program delivery work.

### Performance Objectives for Fiscal Year 2014-15

1. Continue to increase partnership relationships to provide additional opportunities and improvements without increasing budgetary costs.

**Budget Points of Interest:** Wages include a part-time employee who assists with Grasshopper sign-up and games, Halloween, Christmas Bazaar, movie night, camp out, field trips. AmeriCorps is providing an employee through their program in FY 14/15, this individual will assist with clerical duties, advertising, schedule coordination, and additional community outreach. The Town pays a nominal fee which is reflected in Contract Labor

# Parks & Rec

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	42,233	52,975	36,598		59,380	12.1%	59,380
FICA	2,402	3,285	1,953		3,685	12.2%	3,685
Medicare	562	770	457		865	12.3%	865
Retirement	4,216	5,645	3,989		6,890	22.1%	6,890
Unemployment	60	25	50		140	460.0%	140
Workman's Compensation	711	355	721		665	87.3%	665
Health, Dental & Life Ins	6,106	8,795	6,499		8,270	-6.0%	8,270
<b>Total Wages &amp; Related</b>	<b>\$ 56,290</b>	<b>\$ 71,850</b>	<b>\$ 50,267</b>	<b>70%</b>	<b>\$ 79,895</b>	<b>11.2%</b>	<b>\$ 79,895</b>
<b>Operating Expenditures</b>							
Training	0	350	278		350	0.0%	350
Travel	63	400	0		400	0.0%	400
Office Supplies	965	600	177		600	0.0%	600
Subscriptions/Memberships	57	100	75		100	0.0%	100
Advertising	358	300	0		325	8.3%	325
Auto Repair/Maintenance	0	0	391		200	N/A	200
Fuel	0	0	0		300	N/A	300
Electric	44,636	40,000	29,688		44,000	10.0%	40,000
Gas/Propane	4,546	6,000	3,117		5,500	-8.3%	5,000
Water	3,040	3,000	2,348		3,000	0.0%	3,000
Sewer	1,911	2,400	1,943		2,400	0.0%	2,700
Waste Removal	3,578	3,150	2,818		3,150	0.0%	3,750
Pest Control	509	588	415		588	0.0%	550
Legal Services	0	300	448		500	66.7%	500
Contract Labor/Services	0	0	0		8,000	N/A	8,000
Office Equipment	0	0	0		450	N/A	450
Rec. Equipment	5,720	0	0		0	N/A	0
OSHA Medical Supplies	364	500	69		400	-20.0%	200
Permits	400	400	400		450	12.5%	450
<b>Total Operating Expenditures</b>	<b>\$ 66,147</b>	<b>\$ 58,088</b>	<b>\$ 42,167</b>	<b>73%</b>	<b>\$ 70,713</b>	<b>21.7%</b>	<b>\$ 66,875</b>
<b>Total Departmental Expenditures</b>	<b>\$ 122,445</b>	<b>\$ 129,938</b>	<b>\$ 92,434</b>		<b>\$ 150,608</b>	<b>15.9%</b>	<b>\$ 146,770</b>
<b>Revenues</b>							
Facility Rental Fees	3,724	2,500	1,096		2,500	0.0%	2,500
<b>Total Departmental Revenues</b>	<b>\$ 3,724</b>	<b>\$ 2,500</b>	<b>\$ 1,096</b>		<b>\$ 2,500</b>	<b>0.0%</b>	<b>\$ 2,500</b>
<b>Net Effect on General Fund</b>	<b>\$ 118,721</b>	<b>\$ 127,438</b>	<b>\$ 91,338</b>	<b>72%</b>	<b>\$ 148,108</b>	<b>16.2%</b>	<b>\$ 144,270</b>

# Public Works Department /Parks & Recreation Division

## Heritage Pool Program

### Department Staffing

- Recreation Coordinator (.10)
- Head Lifeguard (Three Seasonal Employees)
- Maintenance (.15)
- Life Guards (Seasonal Employees as required)

### Accomplishments for the Fiscal Year 2013-14

1. Provided a safe, fun swim season for several hundred children & adults per week
2. Provided swim lessons to 125 children.
3. Hosted a free teen pool party w/ Community Library as part Of Teen Advisory Board development
4. Hosted a free water safety introduction class in cooperation with Northern Arizona Council of Government - Home Based Head Start
5. Extended pool season until the end of September
6. Michael Marshall, Parks & Recreation Coordinator, attended training and became a Certified Pool Operator through theNational Swimming Pool Foundation and Certified Lifeguard Manager through the American Red Cross.
7. Worked with Facility Maintenance to coordinate completion of pool upgrades including handicapped access ramp, new pool chlorination system and expanded hardscape areas.

### Performance Objectives for Fiscal Year 2014-15

1. Increase professionalism of pool operations
2. Increase quality of visitor experience at the pool

### Budget Points of Interest

1. 706000 (Expense) – Electric – Increased account to \$6,500 from \$5,000 to more accurately reflect actual costs including those associated with longer pool season.
2. Wages are slightly higher, again to account for an extended season.

# Heritage Pool

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	39,009	52,770	31,251		54,275	2.9%	54,275
FICA	2,393	3,275	1,900		3,365	2.7%	3,365
Medicare	560	765	444		790	3.3%	790
Retirement	572	1,080	756		1,105	2.3%	1,105
Unemployment	222	45	57		230	411.1%	230
Workman's Compensation	964	910	760		1,220	34.1%	1,220
Health, Dental & Life Ins	1,045	1,915	1,379		2,070	8.1%	2,070
<b>Total Wages &amp; Related</b>	<b>\$ 44,765</b>	<b>\$ 60,760</b>	<b>\$ 36,547</b>	<b>60%</b>	<b>\$ 63,055</b>	<b>3.8%</b>	<b>\$ 63,055</b>
<b>Operating Expenditures</b>							
Training	152	1,000	0		1,000	0.0%	1,000
Electric	7,159	5,000	4,738		6,500	30.0%	6,500
Gas/Propane	2,958	8,000	8,073		9,000	12.5%	9,000
Waste Removal	72	360	218		360	0.0%	360
Telephone	312	350	320		350	0.0%	350
Pest Control	332	350	270		350	0.0%	350
OSHA Med Supplies	0	150	138		150	0.0%	150
Pool Chemicals	4,128	5,500	2,544		5,500	0.0%	5,500
Pool Supplies	4,215	3,700	354		3,700	0.0%	3,700
Equipment Maintenance	4,070	3,000	2,000		3,000	0.0%	3,000
Concession Supplies	42	200	0		300	50.0%	300
Permits	397	900	0		500	-44.4%	500
<b>Total Operating Expenditures</b>	<b>\$ 23,837</b>	<b>\$ 28,510</b>	<b>\$ 18,655</b>	<b>65%</b>	<b>\$ 30,710</b>	<b>7.7%</b>	<b>\$ 30,710</b>
<b>Total Departmental Expenditures</b>	<b>\$ 68,602</b>	<b>\$ 89,270</b>	<b>\$ 55,202</b>		<b>\$ 93,765</b>	<b>5.0%</b>	<b>\$ 93,765</b>
<b>Revenues</b>							
User Fees	17,926	17,000	8,430		17,000	0.0%	17,000
Concession Sales	221	400	168		300	-25.0%	300
<b>Total Departmental Revenues</b>	<b>\$ 18,147</b>	<b>\$ 17,400</b>	<b>\$ 8,598</b>	<b>49%</b>	<b>\$ 17,300</b>	<b>-0.6%</b>	<b>\$ 17,300</b>
<b>Operating Transfers</b>							
Transfer In from YAN Fund	(26,000)	(14,988)	(14,988)		0	-100.0%	0
<b>Total Operating Transfers</b>	<b>\$ (26,000)</b>	<b>\$ (14,988)</b>	<b>\$ (14,988)</b>		<b>\$ -</b>	<b>-100.0%</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 24,455</b>	<b>\$ 56,882</b>	<b>\$ 31,616</b>	<b>56%</b>	<b>\$ 76,465</b>	<b>34.4%</b>	<b>\$ 76,465</b>

# Public Works Department /Parks & Recreation Division

## Parks & Recreation Programming

### Department Staffing

- Referees & Umpires (Seasonal employees as required)
- Scorekeepers (Seasonal employees as required)
- Timers (Seasonal employees as required)
- Summer & seasonal/part time staff (3)

### Accomplishments for the Fiscal Year 2013-14

1. Conducted a successful co-ed youth basketball program for 79, 1<sup>st</sup> – 4<sup>th</sup> graders & 40, 5<sup>th</sup> – 8<sup>th</sup> graders.
2. Basketball programs included registering participants, receipting fees, recruiting volunteer coaches, officials, scheduling & attending games as well as providing uniforms and trophies for participants.
3. Worked with Community Library to host eight Free Family Friday double feature movie nights.
4. Held two Parent/Child campouts in conjunction with movie nights.
5. Worked with the Library Endowment and other non-profit groups to provide refreshments at basketball games as a fundraising opportunity.
6. Conducted six summer program day trips.
7. Conducted six Diamondback game trips.
8. Provided adult Co-ed softball league.
9. Provided a safe and enjoyable Trick or Treat community event, larger Christmas Craft Bazaar and Parade of Lights.
10. Worked with various agencies to provide free health talk program and Fall Health Fair.

### Performance Objectives for Fiscal Year 2014-15

1. Provide additional bus trips for children summer programs and additional community trips on a self-supporting revenue/expense basis.
2. Continue and expand Grasshopper Basketball program, Trick or Treat on Main, Parade of Lights and Christmas Bazaar.
3. Provide organized men's, women's and co-ed sports leagues
4. Continue working with partners to provide opportunities.

### Budget Points of Interest

1. 421002 (Revenue) – Adult Rec Prog – Reduced account to \$2,000 from \$3,800 to more accurately reflect expected revenue.

# Programming

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	4,358	8,385	4,128		6,030	-28.1%	6,030
FICA	270	520	256		375	-27.9%	375
Medicare	63	125	60		90	-28.0%	90
Unemployment	10	15	14		60	300.0%	60
Workman's Compensation	87	130	84		125	-3.8%	125
<b>Total Wages &amp; Related</b>	<b>\$ 4,788</b>	<b>\$ 9,175</b>	<b>\$ 4,542</b>	<b>50%</b>	<b>\$ 6,680</b>	<b>-27.2%</b>	<b>\$ 6,680</b>
<b>Operating Expenditures</b>							
Contract Labor/Services	1,080	2,690	535		2,200	-18.2%	2,000
Equipment Rental	25	1,000	118		500	-50.0%	0
Rec. Equipment	728	3,650	1,184		3,000	-17.8%	2,000
Children's Programs	5,232	5,000	2,573		5,100	2.0%	5,000
Adult Programs	190	300	125		500	66.7%	500
Community Programs	29	6,100	3,707		6,100	0.0%	6,100
Rec Programs Sponsors	4,763	0	0		0	N/A	0
Summer Program	1,144	8,600	174		5,000	-41.9%	5,000
<b>Total Operating Expenditures</b>	<b>\$ 13,191</b>	<b>\$ 27,340</b>	<b>\$ 8,416</b>	<b>31%</b>	<b>\$ 22,400</b>	<b>-18.1%</b>	<b>\$ 20,600</b>
<b>Total Departmental Expenditures</b>	<b>\$ 17,979</b>	<b>\$ 36,515</b>	<b>\$ 12,958</b>		<b>\$ 29,080</b>	<b>-20.4%</b>	<b>\$ 27,280</b>
<b>Revenues</b>							
Children's Rec Program	4,765	13,600	5,092		7,000	-48.5%	7,000
Adult Rec Program	1,361	3,800	781		2,000	-47.4%	2,000
Community Programs	3,083	5,000	1,660		6,000	20.0%	6,000
Child Rec Program Support	0	2,100	40		1,500	-28.6%	1,500
Child Rec Tuition Support	280	1,500	600		800	-46.7%	800
Community Program Support	0	2,500	300		1,000	-60.0%	1,000
<b>Total Departmental Revenues</b>	<b>\$ 9,489</b>	<b>\$ 28,500</b>	<b>\$ 8,473</b>	<b>30%</b>	<b>\$ 18,300</b>	<b>-35.8%</b>	<b>\$ 18,300</b>
<b>Operating Transfers</b>							
Transfer In from YAN Fund	(5,500)	0	0		0	N/A	0
<b>Total Operating Transfers</b>	<b>\$ (5,500)</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>	<b>\$ 2,990</b>	<b>\$ 8,015</b>	<b>\$ 4,485</b>	<b>56%</b>	<b>\$ 10,780</b>	<b>34.5%</b>	<b>\$ 8,980</b>

# Public Works Department

## Highway User's Revenue Fund (HURF/Streets) Division

### Department Staffing

- Public Works Director/Engineer (.13)
- Public Works Analyst (.30)
- Public Works Administrative Assistant (.19)
- Public Works Deputy Director (.15)
- Streets Supervisor (.85)
- Streets Foreman (.90)
- Senior Equipment Operator (.90)
- Medium Equipment Operator (.90)
- Streets Laborer (.90)

### Accomplishments for the Fiscal Year 2013-14

1. Hired a well-qualified Streets Supervisor
2. Built cul-de-sac at Black Bridge Loop Road
3. Street improvements on 3<sup>rd</sup> Street
4. Installed Guardrail on 7<sup>th</sup> Street

### Performance Objectives for Fiscal Year 2014-15

1. Identify and participate in training in order to learn new techniques and keep current certifications
2. Install Signs received from the Highway Safety Improvement Program Grant
3. Continue training staff on heavy equipment
4. Complete the sewer connection at the Public Works Yard
5. Construct entrance to Sewer Utility and Community Park
6. Work with County for an economical solution to Middle Verde Road

### Budget Points of Interest

Higher gas prices, fuel efficient transportation, and reduced travel have had a detrimental impact to Highway User Revenue Funds (HURF) and the State of Arizona continues to raid this fund, further decreasing the Department's only source of funding. Because of this, we no longer budget for Street Construction or Chip Seal. In order for the Town to maintain and repair our current infrastructure additional funds will be required.

# HURF Fund

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Salary Expenditures</b>							
Salaries	210,268	261,540	166,300		226,200	-13.5%	226,200
Overtime	312	0	202		700	#DIV/0!	700
FICA	13,095	16,215	10,282		14,025	-13.5%	14,025
Medicare	3,062	3,795	2,405		3,280	-13.6%	3,280
Retirement	21,226	29,600	19,163		26,240	-11.4%	26,240
Unemployment Insurance	114	90	292		365	305.6%	365
Workman's Compensation	15,538	16,955	14,694		19,680	16.1%	19,680
Health Insurance	32,944	46,190	31,433		43,170	-6.5%	43,170
<b>Total Salary Expenditures</b>	<b>\$ 296,559</b>	<b>\$ 374,385</b>	<b>\$ 244,771</b>	<b>65%</b>	<b>\$ 333,660</b>	<b>-10.9%</b>	<b>\$ 333,660</b>
<b>Operational Expenditures</b>							
Training	962	500	0		2,500	400.0%	2,500
Travel	12	500	29		500	0.0%	500
Uniforms	3,658	3,500	1,371		2,750	-21.4%	2,750
Office Supplies	376	600	593		300	-50.0%	300
Subscriptions/Memberships	304	300	0		600	100.0%	600
Books/Tapes/Publications	80	100	0		100	0.0%	100
Printing	330	200	92		200	0.0%	200
Advertising	104	500	32		200	-60.0%	200
Computer Services/Software	1,200	1,200	0		1,500	25.0%	1,500
Auto Repair/Maintenance	27,192	15,000	19,554		30,000	100.0%	30,000
Fuel	18,791	18,000	22,036		28,000	55.6%	28,000
Electric	3,153	3,000	3,996		4,200	40.0%	4,200
Gas/Propane	1,578	3,000	650		1,000	-66.7%	1,000
Water	1,613	1,300	1,213		1,500	15.4%	1,500
Sewer	147	1,440	149		200	-86.1%	200
Waste Removal	534	600	574		600	0.0%	600
Telephone	0	0	0		750	#DIV/0!	750
Cell Phone	2,205	2,800	1,785		3,000	7.1%	3,000
Pest Control	286	600	235		600	0.0%	600
Legal Services	98	2,000	663		1,000	-50.0%	1,000
Contract Labor/Services	0	5,000	2,055		5,000	0.0%	5,000
Equipment Rental	0	1,200	68		1,500	25.0%	1,500
Equipment Maint. Agreements	455	450	559		275	-38.9%	275
Office Equipment	1,069	600	167		3,600	500.0%	3,600
Maintenance Equipment	7,330	2,500	7,224		2,500	0.0%	2,500
Liability Insurance	10,000	10,000	10,000		10,000	0.0%	10,000
OSHA Medical Supplies	3,608	1,650	681		2,900	75.8%	2,900
Mapping	13	200	550		200	0.0%	200
Recording Fees	0	300	0		100	-66.7%	100
Street Maintenance	18,575	60,000	8,381		85,000	41.7%	85,000
Street Striping	132	25,000	2,595		25,000	0.0%	25,000
Chip Seal / Maintenance	15,306	65,000	13,632		0	-100.0%	0
Right-of-Way Aquisition	0	3,000	0		0	-100.0%	0

## HURF Fund (pg. 2)

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	2014-15 MANAGER RECOMMEND	
<b>Operational Expenditures (Continued)</b>							
Street & Safety Signing	23,178	5,000	1,366		5,000	0.0%	5,000
Traffic Signal Maintenance	2,687	4,000	(6,204)		5,000	25.0%	5,000
Traffic Signal Electricity	9,608	9,000	7,334		10,000	11.1%	10,000
Main Street Lights/Irrigation Electricity	7,251	10,000	4,923		10,000	0.0%	10,000
Small Tools	2,631	2,500	924		3,000	20.0%	3,000
Litter Abatement	0	500	39		500	0.0%	500
<b>Total Operational Expenditures</b>	<b>\$ 164,466</b>	<b>\$ 261,040</b>	<b>\$ 107,266</b>	<b>41%</b>	<b>\$ 249,075</b>	<b>-4.6%</b>	<b>\$ 249,075</b>
<b>Equipment/Capital Expenditures</b>							
Equipment	0	0	0		22,000	#DIV/0!	22,000
Equipment Lease	8	0	0		0	#DIV/0!	0
Structural	0	0	0		12,000	#DIV/0!	12,000
Vehicles	0	0	0		20,000	#DIV/0!	20,000
Street Construction	24,518	50,000	2,526		0	-100.0%	0
Street Paving	0	25,000	0		0	-100.0%	0
Finnie Flat Sidewalk	0	0	0		0	#DIV/0!	0
Finnie Flat Sidewalk RoW	0	0	0		0	#DIV/0!	0
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 24,526</b>	<b>\$ 75,000</b>	<b>\$ 2,526</b>	<b>3%</b>	<b>\$ 54,000</b>	<b>-28.0%</b>	<b>\$ 54,000</b>
<b>Total Expenditures</b>	<b>\$ 485,551</b>	<b>\$ 710,425</b>	<b>\$ 354,563</b>	<b>50%</b>	<b>\$ 636,735</b>	<b>-10.4%</b>	<b>\$ 636,735</b>
<b>Revenues</b>							
HURF Revenue	750,879	750,000	555,993		809,000	7.9%	809,000
Refunds/Reimbursements	50	800	0		0	-100.0%	0
Miscellaneous	0	0	0		0	#DIV/0!	0
Surplus Property Sales	1,279	600	0		2,100	250.0%	2,100
Interest	9,026	5,000	9,240		5,000	0.0%	5,000
<b>Total Departmental Revenues</b>	<b>\$ 761,234</b>	<b>\$ 756,400</b>	<b>\$ 565,233</b>	<b>75%</b>	<b>\$ 816,100</b>	<b>7.9%</b>	<b>\$ 816,100</b>
<b>Operating Transfers</b>							
Transfer In from Fed Grants Fund	0	0	0		0	#DIV/0!	0
Transfer Out to CIP Fund	20,000	28,000	0		13,000	-53.6%	13,000
Transfer Out to CIP Fund (Reserve)	0	92,000	0		92,000	0.0%	92,000
Transfer Out to CDBG Fund	23,960	0	0		152,000	#DIV/0!	152,000
Transfer Out to Fed Grants Fund	0	7,253	0		7,253	0.0%	7,253
Transfer Out to Debt Service Fund	102,849	166,318	119,001		165,475	-0.5%	165,475
<b>Total Operating Transfers</b>	<b>\$ 146,809</b>	<b>\$ 293,571</b>	<b>\$ 119,001</b>	<b>41%</b>	<b>\$ 429,728</b>	<b>46.4%</b>	<b>\$ 429,728</b>
<b>Net Effect on HURF Fund</b>	<b>\$ (128,874)</b>	<b>\$ 247,596</b>	<b>\$ (91,669)</b>	<b>-37%</b>	<b>\$ 250,363</b>	<b>1.1%</b>	<b>\$ 250,363</b>
Beg. Available HURF Reserve Balance (Est'd)	\$ 1,146,087	\$ 915,686	\$ 1,274,961		\$ 1,366,630		\$ 1,366,630
8-year Repayment Plan Set-aside	\$ 514,000	\$ 464,000	\$ 464,000		\$ 414,000		\$ 414,000
Ending Available HURF Reserve Balance (Est'd)	<b>\$ 760,961</b>	<b>\$ 204,090</b>	<b>\$ 902,630</b>		<b>\$ 702,267</b>		<b>\$ 702,267</b>

# Public Works Department

## Sewer Division

### Department Staffing

- Wastewater Manager (1.0)
- Sr. Wastewater Operator (1.0)
- Wastewater Operator (2.0)
- Laborer (2.0)
- Administrative Assistant (1.10)
- Public Works Deputy Director (.25)

### Accomplishments for the Fiscal Year 2013-14

1. The Camp Verde Sanitary District became a functioning utility of the Town on July, 1 2013.
2. This year was spent in the transition from District to Town. It has been a fairly smooth transition on both sides.
3. Town Council approved many projects to be financed with an existing loan from the Water Infrastructure Finance Authority these projects are in various stages at this time.
4. The plant remains in compliance with its APP due to the ingenuity and hard work of the staff.

### Budget Points of Interest

1. Additional funding was added for one employee. This will reduce the number of comp hours earned by current staff.
2. There is a significant increase in Plant Operations to account for re-start of waste activated sludge hauling and dumping fees, until the future sludge drying beds are designed, approved and constructed.
3. A balanced budget is being presented for approval.

# Sewer

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	% CHANGE	2014-15 MANAGER RECOMMEND
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
Salaries	261,248	282,790	198,472		318,510	12.6%	293,375
Overtime	0	0	0		0	N/A	10,000
FICA	16,197	17,530	12,274		19,750	12.7%	18,810
Medicare	3,788	4,110	2,870		4,620	12.4%	4,400
Retirement		32,640	22,904		36,950	13.2%	35,195
Unemployment	2,221	965	402		575	-40.4%	505
Workman's Compensation	7,837	9,540	7,549		14,130	48.1%	13,355
Health, Dental & Life Ins	85,011	53,550	40,048		66,960	25.0%	59,380
<b>Total Wages &amp; Related</b>	<b>\$ 376,303</b>	<b>\$ 401,125</b>	<b>\$ 284,519</b>	<b>71%</b>	<b>\$ 461,495</b>	<b>15.1%</b>	<b>\$ 435,020</b>
<b>Operating Expenditures</b>							
Training		2,500	1,866		2,200	-12.0%	2,200
Travel		1,000	1,740		1,500	50.0%	1,500
Office Supplies		8,000	6,930		2,200	-72.5%	2,200
Subscriptions/Memberships		1,500	784		500	-66.7%	500
Printing		0	1,170		4,000	N/A	4,000
Postage		4,200	2,449		3,500	-16.7%	3,500
Internet Wireless Access		2,050	900		1,500	-26.8%	1,500
Software Recurring Fees		0	1,404		1,400	N/A	1,400
Auto Repair/Maintenance		6,000	4,760		8,000	33.3%	8,000
Fuel		10,000	4,835		8,000	-20.0%	8,000
Electric - Operations	133,815	100,500	65,148		90,000	-10.4%	90,000
Water		0	467		700	N/A	700
Waste Removal		0	1,085		1,900	N/A	1,900
Telephone		4,500	1,093		1,450	-67.8%	1,450
Cell Phone		0	2,888		4,100	N/A	4,100
Pest Control		0	265		500	N/A	500
Consulting Services	17,121	20,000	12,600		9,000	-55.0%	9,000
Legal Services		4,000	40		4,000	0.0%	4,000
Audit		13,000	13,000		13,000	0.0%	13,000
Service Charges		1,500	837		1,100	-26.7%	1,100
Liability Insurance		28,000	62		6,900	-75.4%	6,900
Personnel Expenditures		0	525		300	N/A	300
Lagoon Closure		10,000	0		25,000	150.0%	25,000
Lab Equipment		2,000	0		2,000	0.0%	2,000
Lab Services		28,000	18,309		25,000	-10.7%	25,000
Lab Supplies		5,500	3,775		5,500	0.0%	5,500
Plant Operations	250,954	205,000	115,378		0	-100.0%	0
Contracted Services - Plant					13,440	N/A	13,440
Maintenance - Plant					90,275	N/A	90,275
Operational Supplies - Plant					30,970	N/A	30,970
Rental Equipment - Plant					2,940	N/A	2,940
Uniforms - Plant		0	4,911		6,800	N/A	6,800
Polymer - Plant					12,810	N/A	12,810
Chlorine - Plant					29,400	N/A	29,400
Sludge Disposal - Plant					46,000	N/A	46,000
Mosquito Control - Plant		5,500	1,684		5,500	0.0%	5,500
Contracted Services - Collections					3,150	N/A	3,150
Maintenance - Collections					38,850	N/A	38,850

## Sewer Fund (pg.2)

ACCOUNT TITLE	2012-13 AUDITED ACTUALS	2013-14 ADJUSTED BUDGET	2013-14 THROUGH MAR 14	% of Bud	2014-15 DEPT REQUESTED	2014-15 MANAGER RECOMMEND
Operational Supplies - Collections					2,940	N/A
Rental Equipment - Collections					2,730	N/A
Permits	25,975	10,000	2,806		10,000	0.0%
<b>Total Operating Expenditures</b>	<b>\$ 427,865</b>	<b>\$ 472,750</b>	<b>\$ 271,711</b>	<b>57%</b>	<b>\$ 519,055</b>	<b>9.8%</b>
<b>Equipment/Capital Expenditures</b>						
Vehicles & Equipment	0	50,000	0		5,000	-90.0%
Structural Improvements	0	72,050	0		953,725	1223.7%
<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ 122,050</b>	<b>\$ -</b>		<b>\$ 958,725</b>	<b>685.5%</b>
<b>Total Expenditures</b>	<b>\$ 804,168</b>	<b>\$ 995,925</b>	<b>\$ 556,230</b>		<b>\$ 1,939,275</b>	<b>94.7%</b>
<b>Revenues</b>						
<b>Operating Fees</b>						
User Fees	630,906	801,435	572,999		804,000	0.3%
Account Transfer Fees	0	2,520	1,260		1,000	-60.3%
Septage Fees	177,133	100,000	109,230		135,000	35.0%
W.A.S. Fees	0	59,000	29,084		35,000	-40.7%
Port-a-Potty Fees	0	9,000	7,527		10,000	11.1%
Connection Fees	7,330	3,500	1,750		3,500	0.0%
Inspection Fees	0	160	80		200	25.0%
Late Fees	0	6,700	2,907		2,500	-62.7%
Other Operating Revenues	8,340	0	243		953,725	N/A
<b>Total Operating Fees</b>	<b>\$ 823,709</b>	<b>\$ 982,315</b>	<b>\$ 725,080</b>	<b>74%</b>	<b>\$ 1,944,925</b>	<b>98.0%</b>
<b>Net Operating (Gain)/Loss</b>	<b>\$ (19,541)</b>	<b>\$ 13,610</b>	<b>\$ (168,850)</b>	<b>-1241%</b>	<b>\$ (5,650)</b>	<b>-141.5%</b>
<b>Non-Operating Items</b>						
Depreciation	715,264	720,000	540,000		740,000	2.8%
Grant Revenue	(310,734)	0	(23,971)		0	N/A
Interest	(3,834)	(4,000)	(1,330)		(1,200)	-70.0%
Other Income	0	0	(6,795)		0	N/A
<b>Total Non-Operating Items</b>	<b>\$ 400,696</b>	<b>\$ 716,000</b>	<b>\$ 507,904</b>		<b>\$ 738,800</b>	<b>3.2%</b>
<b>Net Effect on Sewer Fund</b>	<b>\$ 381,155</b>	<b>\$ 729,610</b>	<b>\$ 339,054</b>	<b>46%</b>	<b>\$ 733,150</b>	<b>0.5%</b>
Prior Year Ending Reserve Balance	\$ -	\$ 418,470	\$ 418,470		\$ 619,416	\$ 619,416
Estimated Ending Reserve Balance	<b>\$ 418,470</b>	<b>\$ 408,860</b>	<b>\$ 619,416</b>		<b>\$ 626,266</b>	<b>\$ 622,741</b>

# **TOWN OF CAMP VERDE**

## **Further Considerations**

Employee Merit Adjustments	\$75,000
Stormwater	\$50,000
Dispatch	\$35,000
Evidence	\$50,000
Court (including Impact Fees & Court Enhancement)	\$75,000
Soft Path Park	\$40,000
Rio Verde Plaza	\$30,000
Community Development	<u>\$ 2,000</u>
Total	<u>\$357,000</u>