



It's in your hands ~ "Build a Stronger Community – Shop Locally"

AGENDA

WORK SESSION

MAYOR and COMMON COUNCIL

of the TOWN OF CAMP VERDE

COUNCIL CHAMBERS - 473 S. Main Street, # 106

MONDAY, APRIL 30, 2011

4:00 p.m.

1. Call to Order:
2. Roll Call
3. Pledge of Allegiance:
4. Discussion, consideration, and possible direction to staff relative to the Draft FY 2012/13 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. Library/Library Building Fund
  - b. Court/Court Enhancement Fund
  - c. Clerk/Housing Grant Fund
  - d. Human Resources
  - e. Economic Development
  - f. Community Development (CD); Building, Planning, CD
  - g. CVMO/Animal Control/911 Funds
5. Adjournment

Posted by:

*Verginia Jones*

Date/Time:

*4-25-2012*

*5:15 P.M.*

Note: Pursuant to A.R.S. §38-431.03.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."

## Town of Camp Verde, Arizona

473 S Main Street  
Camp Verde, AZ 86322  
(928) 567-6631  
[www.campverde.az.gov](http://www.campverde.az.gov)



## Draft Budget for Fiscal Year 2012-2013

## General & HURF Funds



# Memo

To: Mayor and Town Council  
From: Russ Martin, Town Manager  
Date: April 24, 2012  
Re: Fiscal Year 2012-2013(FY 12/13) Draft Budget

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Please find attached, for your review, the FY 12/13 Budget prepared by staff. You may find this budget to be somewhat familiar as numerous projected amounts in this budget are changing very little from the FY 11/12 budget.

Beginning on Monday, April 30<sup>th</sup> Citizens/Council/Staff will be working together to develop a budget for the funds anticipated to:

1. Provide services for our community; and
2. To complete some capital improvements.

As you will soon determine, it is going to be a difficult task this year to bring expenses in line with conservatively projected revenues and still make the progress desired by the Community/Council/Staff. Some tough choices are still going to have to be made. The Department's requested budgets and Manager's budget still do not reflect a balance that we need to attain before the preliminary FY 12/13 budget is approved in June. Encouraged by the Manager, Staff will be presenting ideas with respect to how to move forward in service levels and projects. The tentative budgeted amounts reflect an initial step in that direction. These requests should be viewed not as staff wishes, but legitimate requests made by professional staff wanting to move the Town in a positive step forward. On the other hand, the Manager's numbers reflect areas that may need to be considered as reductions. These reductions will allow continued progress towards a 3<sup>rd</sup> year in which we will need to completely balance the budget to avoid less than healthy reserves, particularly "unrestricted" reserves.

I have not included potential tax revenue, as until it is fully considered, we cannot accurately project the revenue. However, to assist you in what will need to be done, if we are able to adopt a sales tax as discussed, it would produce approximately 625 to 700 K from date of implementation to fiscal year end. The dollars subtracted from the balances is reflected in both the Department's Requested amount and the Town Manager budgets, which far exceed this potential revenue. Additionally, it is important to note that each department has requested staffing increases, some of which are in the budget you see and they will present to you during their presentation.

Also, not reflected in the budget are staff cost of living adjustments (COLA), but do reflect some requests for wage adjustments by employee's respective managers who believe it is necessary to more accurately provide proper wage levels or to reestablish internal equity.

There is a lot to review. Please take the time to go through this budget recognizing that it is only a draft version. We can and it will change through the public process based on what you believe will continue to be a positive direction for our community.

The following is a proposed schedule and may be altered as necessary:

**Monday April 30 Starting @ 4 PM**

Library/Library bldg. Fund  
Court/Court Enhancement Fund  
Clerk/Housing Grant Fund  
Human Resources  
Economic Development  
Community Development (CD): Bldg. Planning, CD  
CVMO/Animal Control/911 funds

**Monday May 7 Starting @ 4 PM**

Finance/Other Funds/Grants  
Non Departmental  
Risk Management  
Manager  
Public Works  
Parks/Parks Fund  
Streets/HURF  
Maintenance  
Capital Improvements Projects Fund

**Wednesday May 9 Starting @ 4 PM**

Finance Director/Town Manager Review & Clarification of Council Direction for Preliminary Budget

If you have questions, please keep track of them for discussion purposes on April 30th, May 7th and 9<sup>th</sup>, respectively.

Russ Martin, Town Manager  
(928) 567-6631 x 102  
russ.martin@campverde.az.gov

# General Fund Summary

**General Purpose Revenues****Fund / Dept: 01-000**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Local Revenues</b>							
<b>Sales Taxes</b>							
400101	Town Sales Tax	1,536,345	1,500,000	1,500,000	1,500,000	1,500,000	
400102	Accommodation Tax	84,609	72,000	72,000	72,000	72,000	
400103	Construction Tax (2% CIP)	95,023	80,000	80,000	88,440	88,440	
400103	Construction Tax (1% Debt)	47,512	40,000	40,000	43,560	43,560	
<b>Total Sales Taxes</b>		<b>\$ 1,763,489</b>	<b>\$ 1,692,000</b>	<b>\$ 1,692,000</b>	<b>\$ 1,704,000</b>	<b>\$ 1,704,000</b>	<b>\$ -</b>
<b>Franchise Fees</b>							
418100	APS Franchise Fee	199,115	171,000	171,000	200,000	200,000	
418200	Camp Verde Water Franchise Fee	21,308	18,000	18,000	21,000	21,000	
418300	NPG Cable Franchise Fee	14,050	13,000	13,000	10,000	10,000	
418400	UNS Gas Franchise Fee	8,880	8,000	8,000	8,000	8,000	
<b>Total Franchise Fees</b>		<b>\$ 243,353</b>	<b>\$ 210,000</b>	<b>\$ 210,000</b>	<b>\$ 239,000</b>	<b>\$ 239,000</b>	<b>\$ -</b>
<b>Miscellaneous</b>							
433000	Refunds & Reimbursements	992	500	500	0	0	0
433599	Unplanned Grant Awards	0	2,000,000	2,000,000	0	0	0
435001	Yavapai County - Fort Verde IGA	22,500	30,000	30,000	30,000	30,000	0
480000	Miscellaneous	9,686	10,000	10,000	0	0	0
481000	Surplus Property Sales	17,161	4,000	4,000	0	0	0
481500	Proceeds from Sale of Assets	15,245	0	0	0	0	0
481520	Scrap Sales	0	0	0	0	0	0
490000	Interest	8,976	40,000	40,000	20,000	20,000	0
<b>Total Miscellaneous</b>		<b>\$ 74,560</b>	<b>\$ 2,084,500</b>	<b>\$ 2,084,500</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>
<b>Total Local Revenues</b>		<b>\$ 2,081,402</b>	<b>\$ 3,986,500</b>	<b>\$ 3,986,500</b>	<b>\$ 1,993,000</b>	<b>\$ 1,993,000</b>	<b>\$ -</b>
<b>Intergovernmental Revenues</b>							
401000	Urban Revenue Sharing	1,044,381	917,727	917,727	1,110,000	1,110,000	0
401500	State Sales Tax	821,815	822,612	822,612	909,000	909,000	0
402000	Vehicle License Tax	575,293	577,351	577,351	565,000	565,000	0
<b>Total Intergovernmental Revenues</b>		<b>\$ 2,441,489</b>	<b>\$ 2,317,690</b>	<b>\$ 2,317,690</b>	<b>\$ 2,584,000</b>	<b>\$ 2,584,000</b>	<b>\$ -</b>
<b>Total General Purpose Revenues</b>		<b>\$ 4,522,891</b>	<b>\$ 6,304,190</b>	<b>\$ 6,304,190</b>	<b>\$ 4,577,000</b>	<b>\$ 4,577,000</b>	<b>\$ -</b>

**Departmental Expense Summaries & Operating Transfers**

**Fund / Dept: 01-000**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Operating Transfers</b>							
500700	Op. Trans. In - YAN F07	(27,279)	0	0	0	0	0
550300	Op. Trans. Out - CIP F03	100,173	959,616	959,616	316,440	316,440	0
550900	Op. Trans. Out - CDBG F09	0	0	0	0	1	0
551300	Op. Trans. Out - Debt F13	201,003	283,725	283,725	286,666	286,666	0
551500	Op. Trans. Out - Libr F15	100	0	0	0	0	0
<b>Total Operating Transfers</b>		<b>\$ 273,997</b>	<b>\$ 1,243,341</b>	<b>\$ 1,243,341</b>	<b>\$ 603,106</b>	<b>\$ 603,107</b>	<b>\$ -</b>

**General Fund Departmental Subsidies**

100	Mayor & Council	17,151	30,360	30,360	27,231	27,231	0
110	Town Manager	197,486	200,689	200,689	187,518	183,518	0
120	Town Clerk	204,072	188,803	188,803	197,703	185,530	0
130	Finance	229,062	240,943	240,943	200,865	179,865	0
140	Human Resources	49,094	49,480	49,480	49,121	49,121	0
160	Risk Management	474,009	297,092	297,092	332,550	282,049	0
170	Economic Development	168,750	165,300	165,300	262,497	212,497	0
180	Information Technology	82,238	143,478	143,478	178,578	135,028	0
300	Magistrate Court	80,362	73,011	73,011	40,692	28,951	0
400	Public Works Engineer	100,910	120,984	120,984	128,924	97,172	0
410	Storm Water	39,850	34,368	34,368	43,919	40,326	0
420	Maintenance	378,730	389,900	389,900	424,823	412,616	0
500	Community Development	39,762	43,486	43,486	47,385	41,682	0
510	Building Dept	21,134	48,530	48,530	46,432	31,300	0
520	Current Planning	51,213	57,688	57,688	56,307	48,262	0
530	Long Range Planning	113,924	19,408	19,408	56,537	40,416	0
540	Code Enforcement	10,017	27,588	27,588	109,264	61,254	0
600	Marshal	1,703,643	1,880,214	1,880,214	2,126,774	1,988,202	0
610	Animal Control	113,358	121,029	121,029	132,416	117,566	0
700	Library	135,635	116,174	116,174	195,545	172,845	0
710	Children's Library	67,726	99,107	99,107	106,191	98,691	0
800	Parks & Rec	134,263	98,703	98,703	135,745	102,110	0
820	Pool	19,209	7,604	7,604	77,162	77,162	0
830	Children's Rec	23,584	616	616	33,111	7,611	0
840	Adult Rec	485	(270)	(270)	(750)	0	0
850	Senior Rec	0	0	0	4,000	0	0
860	Community Programs	2,817	4,526	4,526	75	75	0
999	Non Departmental	141,808	380,028	380,028	374,371	374,371	0
000	Unplanned Grant Expenditures	0	2,000,000	2,000,000	0	0	0
<b>Total Departmental Subsidies</b>		<b>\$ 4,600,292</b>	<b>\$ 6,838,839</b>	<b>\$ 6,838,839</b>	<b>\$ 5,574,986</b>	<b>\$ 4,995,451</b>	<b>\$ -</b>

<b>Net Cost to General Fund</b>	<b>\$ 4,874,289</b>	<b>\$ 8,082,180</b>	<b>\$ 8,082,180</b>	<b>\$ 6,178,092</b>	<b>\$ 5,598,558</b>	<b>\$ -</b>
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**Net Effect on General Fund Balance**

Revenues	4,522,891	6,304,190	6,304,190	4,577,000	4,577,000	0
Expenses & Transfers	(4,874,289)	(8,082,180)	(8,082,180)	(6,178,092)	(5,598,558)	0
Adjust for Contingency Reserve	0	0	0	225,000	225,000	
<b>Est'd Net Effect on Feneral Fund Balance</b>	<b>\$ (351,398)</b>	<b>\$ (1,777,990)</b>	<b>\$ (1,777,990)</b>	<b>\$ (1,376,092)</b>	<b>\$ (796,558)</b>	<b>\$ -</b>





# General Government

## Mayor & Council

### Our Mission

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

### Department Duties/Description

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

### Department Staffing:

All positions are elected by the citizens of the Town of Camp Verde

Mayor (1)

Vice Mayor (1) - Biennial appointment by the Council

Councilors (5)

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

1. Maintained a balanced budget without eliminating services
2. Maintained strong commitment to citizen satisfaction
3. Kept active watch on legislation
4. Continued the partnership with State Parks to keep Ft. Verde State Historic Park open.  
& promote economic development.

### Performance Objectives for Fiscal Year 2012/2013:

1. Continue our commitment to fiscal responsibility. We will maintain a balanced budget to the extent possible without eliminating services.
2. Continue our strong commitment to citizen satisfaction.
3. Keep an active watch on legislative matters with potential impact to the Town.
4. Continue to work regionally and with the Yavapai Apache Nation to develop a regional approach to economic issues.
5. Work with local businesses to develop and maintain a sustainable and healthy economy.

### Significant Expenditure Changes:

- \* Training & travel expenses were increased to provide for critical training opportunities for Council members

**Mayor & Council**

**Fund / Dept: 01-100**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
600000	Salaries	3,525	3,600	3,600	4,200	4,200	
601000	FICA	219	223	223	260	260	
601100	Medicare	51	52	52	61	61	
601300	Unemployment	47	29	29			
601400	Workman's Compensation	187	261	261	316	316	
<b>Total Wages &amp; Related</b>		<b>\$ 4,029</b>	<b>\$ 4,166</b>	<b>\$ 4,166</b>	<b>\$ 4,837</b>	<b>\$ 4,837</b>	<b>\$ -</b>
<b>Operating Expenditures</b>							
701000	Training	100	2,300	2,300	4,000	4,000	
701500	Travel	95	3,000	3,000	4,000	4,000	
703000	Office Supplies	0	500	500	0	0	
705500	Fuel		1,000	1,000	1,000	1,000	
706000	Electric	1,597	1,300	1,300	1,300	1,300	
706100	Gas/Propane	310	309	309	309	309	
706200	Water	126	150	150	150	150	
706300	Sewer	411	380	380	380	380	
706400	Waste Removal	112	120	120	120	120	
706700	Pest Control	38	35	35	35	35	
711000	Legal Services	9,901	16,000	16,000	10,000	10,000	
757100	Public Relations	103	500	500	500	500	
757301	Dinner/Reception Expense	329	600	600	600	600	
<b>Total Operating Expenditures</b>		<b>\$ 13,122</b>	<b>\$ 26,194</b>	<b>\$ 26,194</b>	<b>\$ 22,394</b>	<b>\$ 22,394</b>	<b>\$ -</b>
<b>Equipment/Capital Expenditures</b>							
	N/A	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 17,151</b>	<b>\$ 30,360</b>	<b>\$ 30,360</b>	<b>\$ 27,231</b>	<b>\$ 27,231</b>	<b>\$ -</b>
<b>Revenues</b>							
	N/A	0	0	0	0	0	0
<b>Total Departmental Revenues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 17,151</b>	<b>\$ 30,360</b>	<b>\$ 30,360</b>	<b>\$ 27,231</b>	<b>\$ 27,231</b>	<b>\$ -</b>

# Town Manager

## Our Mission

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

## Department Duties/Description

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

### Department Staffing:

Town Manager (1)

Administrative Assistant to the Town Manager 65%

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

1. Continued to represent the Town in the water rights negotiation process
2. Continued to support implementation and complete training for state-of-the-art software to improve the efficiency of the workforce
3. Obtained Council approval to hire ED Dir. to pursue economic development initiatives with the development community
4. Hired Finance Director and Accountant stabilizing the Finance Dept.
5. Submitted and obtained Council approval of the Land Use Code Re-write Initiative
6. Initiated organizational changes in HR
7. Developed an IGA between the Town and CVUSD for shared resources
8. Transitioned work load of former Special Project Administrator to CD, ED, Clerk and Adm. and IT staff
9. Implemented changes relative to IGA/financing the Town's portion of Fort Verde
10. Partnered with the ED Dir. to implement Free Fourth Fridays at the Fort
11. In partnership with the ED Director, began the process of developing a CIP (including public outreach/survey)
12. Participated in Citizen Observation ride-alongs with deputies in order to familiarize myself with CVMO's specific processes
13. Partnered with HR Specialist to complete selection process and interview of Town Marshal
14. Worked/w partners to garner volunteers via a Volunteer Fair

### Performance Objectives for Fiscal Year 2012/2013:

1. Continue to represent the Town in the water rights negotiation process
2. Continue to support the processing (through the two systems) of the IGA between the Town and CVUSD for shared resources
3. Implement further changes in the FY 12/13 IGA/financing the Town's portion of Fort Verde
4. Continue developing ED initiatives
5. Continue to process Capital Improvement Projects (CIP) - revision

### Significant Expenditure Changes:

- \* Risk Manager continues to take on more Risk Mgmt. responsibility, thus, the adjustment in Adm. Assist. % of time above is 65%
- \* Increase in the training line item (7010) due to planned attendance at the International City/County Manager's Association (ICMA) in Phoenix, Arizona City/County Mgrs. Association (ACMA), & League of Arizona Cities and Towns (LACT) Conferences in order to improve management skills, develop partnerships and to seek grants
- \* Did not expend ICMA/ACMA (7035) membership funds in FY 11/12; however, will do so in FY 12/13

**Town Manager**  
**Fund / Dept: 01-110**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
600000	Salaries	153,820	149,486	149,486	132,624	132,624	
601000	FICA	8,975	9,268	9,268	8,223	8,223	
601100	Medicare	2,099	2,168	2,168	1,923	1,923	
601200	Retirement	14,417	15,098	15,098	14,788	14,788	
601300	Unemployment	271	113	113	147	147	
601400	Workman's Compensation	250	472	472	358	358	
602000	Health, Dental & Life Ins	12,814	13,559	13,559	11,855	11,855	
<b>Total Wages &amp; Related</b>		<b>\$ 192,646</b>	<b>\$ 190,164</b>	<b>\$ 190,164</b>	<b>\$ 169,918</b>	<b>\$ 169,918</b>	<b>\$ -</b>
<b>Operating Expenditures</b>							
701000	Training	315	1,000	1,000	1,950	1,950	
701500	Travel	24	1,200	1,200	1,100	1,100	
703000	Office Supplies	1,038	1,800	1,800	1,500	1,500	
703500	Subscriptions/Memberships	25	1,400	1,400	1,200	1,200	
703600	Books/Tapes/Publications	0	200	200	200	200	
703700	Printing	68	500	500	500	500	
706000	Electric	1,027	1,050	1,050	1,000	1,000	
706100	Gas/Propane	199	250	250	200	200	
706200	Water	361	400	400	250	250	
706300	Sewer	265	300	300	250	250	
706400	Waste Removal	72	100	100	150	150	
706600	Cell Phone	850	1,300	1,300	1,050	1,050	
706700	Pest Control	24	25	25	50	50	
711000	Legal Services	111	500	500	200	200	
712000	Contract Labor/Services				7,500	3,500	
757100	Public Relations	455	500	500	500	500	
<b>Total Operating Expenditures</b>		<b>\$ 4,840</b>	<b>\$ 10,525</b>	<b>\$ 10,525</b>	<b>\$ 17,600</b>	<b>\$ 13,600</b>	<b>\$ -</b>
<b>Equipment/Capital Expenditures</b>							
	N/A	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 197,486</b>	<b>\$ 200,689</b>	<b>\$ 200,689</b>	<b>\$ 187,518</b>	<b>\$ 183,518</b>	<b>\$ -</b>
<b>Revenues</b>							
	N/A	0	0	0	0	0	0
<b>Total Departmental Revenues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 197,486</b>	<b>\$ 200,689</b>	<b>\$ 200,689</b>	<b>\$ 187,518</b>	<b>\$ 183,518</b>	<b>\$ -</b>

## Town Clerk

### Our Mission

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

### Department Duties/Description

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

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

#### Department Staffing:

Town Clerk (1)	Administrative Assistant (1/2)
Deputy Town Clerk (1)	Transcriptionist (contract)

#### Accomplishments for the FY 2011/2012:

1. Completed Commission training on OML & Policies
2. Met customer service objective through improved delivery services in the areas of licensing and permitting.
3. Continued accessibility improvements and information on Clerk's Web page.
4. Completed policies to include Agenda Guidelines, Records Mgmt, Special Events & update of Town Code.
5. Completed State Election Official Recertification
6. Completed audit of business licenses
7. Completed the business license conversion

#### Performance Objectives for Fiscal Year 2012/2013:

1. Provide staff/Council training on the new policies (Agenda Guidelines and Records Management).
2. Assist Other Depts in Preparing a Training/Operations/Standard Procedures Manual & Program with HR
3. Develop a plan/timeline and resources necessary for a CDBG/HOME program revitalization
4. Refresh skillset in taking minutes in preparation for coaching others
5. Set "final" career/personal/professional goals & timeline for accomplishment

#### Significant Expenditure Changes:

- \* Primary/General Elections are scheduled for FY 2012/13

#### Department Statistics for the Fiscal Year 2012/2013 (7/1/11 through 3/1/12):

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

**Town Clerk**

**Fund / Dept: 01-120**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
600000	Salaries	150,415	130,876	130,876	132,173	120,000	
601000	FICA	8,759	8,114	8,114	8,293	8,293	
601100	Medicare	2,077	1,898	1,898	1,940	1,940	
601200	Retirement	12,325	13,219	13,219	10,262	10,262	
601300	Unemployment	340	221	221	235	235	
601400	Workman's Compensation	266	472	472	362	362	
602000	Health, Dental & Life Ins	16,608	30,248	30,248	12,933	12,933	
<b>Total Wages &amp; Related</b>		<b>\$ 190,790</b>	<b>\$ 185,048</b>	<b>\$ 185,048</b>	<b>\$ 166,198</b>	<b>\$ 154,025</b>	<b>\$ -</b>
<b>Operating Expenditures</b>							
701000	Training	375	1,500	1,500	1,000	1,000	
701500	Travel	411	1,200	1,200	1,000	1,000	
703000	Office Supplies	940	2,000	2,000	1,500	1,500	
703500	Subscriptions/Memberships	300	550	550	500	500	
703800	Advertising	1,560	3,000	3,000	3,000	3,000	
704000	Computer Services/Software	545					
706000	Electric	1,826	1,800	1,800	1,800	1,800	
706100	Gas/Propane	381	500	500	500	500	
706200	Water	397	415	415	415	415	
706300	Sewer	500	500	500	500	500	
706400	Waste Removal	136	140	140	140	140	
706700	Pest Control	46	50	50	50	50	
711000	Legal Services	2,979	3,000	3,000	1,000	1,000	
758000	Elections	20,558	0	0	30,000	30,000	
758100	Recording Fees	6	50	50	50	50	
<b>Total Operating Expenditures</b>		<b>\$ 30,960</b>	<b>\$ 14,705</b>	<b>\$ 14,705</b>	<b>\$ 41,455</b>	<b>\$ 41,455</b>	<b>\$ -</b>
<b>Equipment/Capital Expenditures</b>							
N/A		0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 221,750</b>	<b>\$ 199,753</b>	<b>\$ 199,753</b>	<b>\$ 207,653</b>	<b>\$ 195,480</b>	<b>\$ -</b>
<b>Revenues</b>							
410000	Copies	33	0	0	0	0	0
412000	Bus. License Fees	12,630	10,000	10,000	9,000	9,000	0
412100	Liquor License Fees	3,215	950	950	950	950	0
414101	Special Event Permits	1,800	0	0	0	0	0
<b>Total Departmental Revenues</b>		<b>\$ 17,678</b>	<b>\$ 10,950</b>	<b>\$ 10,950</b>	<b>\$ 9,950</b>	<b>\$ 9,950</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 204,072</b>	<b>\$ 188,803</b>	<b>\$ 188,803</b>	<b>\$ 197,703</b>	<b>\$ 185,530</b>	<b>\$ -</b>

## Finance Department

### Our Mission

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

### Department Duties/Description

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

- \* Creating and monitoring the budget.
- \* Monitoring monthly financial reports to compare various department's compliance with the budget.
- \* Maintaining the Town's bank accounts and investments.
- \* Accounts Payable
- \* Payroll
- \* Assisting the auditing firm with the Town's annual financial audit.

### Department Staffing:

Finance Director (1)  
Accountant (1)

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

1. Received unqualified opinion on FY11 Audit report
2. Successfully managed transition of multiple personnel through Finance Dept.
3. Cleaned up Incode installation issues to complete efficient & effective accounting system

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

1. Oversee the compilation of the Town's 2011-2012 budget document.
2. Complete CAFR for FY12 audit
3. Continue the improvements to the budget process and budget document.
4. Update the Financial Operations Guide as to new procedures; both internal and auditor recommended.
5. Continue training and professional development.
6. Monitor Town's investment activities verifying they meet expected objectives.

### Significant Expenditure Changes:

- \* Staffing was reduced by .5 FTE's

### Fiscal Notes

- \* The Finance Dept. is operating with 2 brand new employee's in FY12; the Finance Director hired in July and the Accountant hired in Sept.
- \* Contract Labor/Services is for the Town's Comprehensive Annual Financial Report (CAFR).
- \* Consulting Services the Sales Tax Auditing Program and support for FY12 CAFR.

**Finance****Fund / Dept: 01-130**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
600000	Salaries	97,703	129,942	129,942	98,400	98,400	
601000	FICA	6,035	8,056	8,056	6,101	6,101	
601100	Medicare	1,411	1,884	1,884	1,427	1,427	
601200	Retirement	9,321	13,124	13,124	10,972	10,972	
601300	Unemployment	260	142	142	178	178	
601400	Workman's Compensation	206	726	726	266	266	
602000	Health, Dental & Life Ins	12,947	15,784	15,784	14,369	14,369	
<b>Total Wages &amp; Related</b>		<b>\$ 127,883</b>	<b>\$ 169,658</b>	<b>\$ 169,658</b>	<b>\$ 131,713</b>	<b>\$ 131,713</b>	<b>\$ -</b>
<b>Operating Expenditures</b>							
701000	Training	415	2,000	2,000	2,000	2,000	
701500	Travel	94	1,000	1,000	2,500	1,500	
703000	Office Supplies	1,563	1,500	1,500	2,000	2,000	
703500	Subscriptions/Memberships	1,020	805	805	1,080	1,080	
703600	Books/Tapes/Publications		100	100	250	250	
703700	Printing	795	1,500	1,500	1,500	1,500	
703800	Advertising	1,258	3,000	3,000	2,500	2,500	
703900	Postage	50					
704000	Computer Services/Software	2,372					
706000	Electric	539	600	600	580	580	
706100	Gas/Propane	106	180	180	150	150	
706200	Water	224	200	200	180	180	
706300	Sewer	88	90	90	90	90	
706400	Waste Removal	48	50	50	60	60	
706500	Telephone	370	450	450	0	0	
706700	Pest Control	8	10	10	12	12	
710000	Consulting Services	67,728	28,000	28,000	25,000	5,000	
711000	Legal Services	2,461	0	0	800	800	
712000	Contract Labor/Services	20,147	30,000	30,000	30,000	30,000	
713100	Equipment Maint. Agreements	360			450	450	
<b>Total Operating Expenditures</b>		<b>\$ 99,646</b>	<b>\$ 69,485</b>	<b>\$ 69,485</b>	<b>\$ 69,152</b>	<b>\$ 48,152</b>	<b>\$ -</b>
<b>Equipment/Capital Expenditures</b>							
802000	Equipment Lease	1,533	1,800	1,800	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ 1,533</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 229,062</b>	<b>\$ 240,943</b>	<b>\$ 240,943</b>	<b>\$ 200,865</b>	<b>\$ 179,865</b>	<b>\$ -</b>
<b>Revenues</b>							
	?Investment Interest	0	0	0	0	0	0
<b>Total Departmental Revenues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 229,062</b>	<b>\$ 240,943</b>	<b>\$ 240,943</b>	<b>\$ 200,865</b>	<b>\$ 179,865</b>	<b>\$ -</b>

## Human Resources

### Our Mission

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

### Department Duties/Description

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

#### Department Staffing:

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

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

1. Updated personnel manual
2. Implemented compliant DOT random drug and alcohol testing
3. Obtain the ability to validate new and current employee's driver license status through in-house means
4. Established Town of Camp Verde recruitment, selection and placement guidelines.

#### Performance Objectives for Fiscal Year 2012/2013:

1. Continue to assist all departments with Human Resource issues.
2. Coordinate training on various topics for all employees.
3. Expand awareness on employee benefits and recognition
4. Revise Resolution 2006-710 relative to salary equivalent for computing workers' compensation insurance premiums and compensation for volunteers.
5. Finalize employee exit process, to include exit interview and property retrieval

#### Significant Expenditure Changes:

- \* Wage allocation removed from Marshal's Office personnel
- \* Recruitment and Selection allocation was understated for 2011/2012

#### Fiscal Notes:

- \* Tuition Reimbursement (70\*\*) covers schooling and college reimbursement.
- \* Training (7010) covers expenditures for employment law updates and seminars for HR staff.
- \* Subscriptions/Memberships (7035) covers expenditures for SHRM membership and notary fees.
- \* Advertising (703800) covers expenditures for advertising for open positions.
- \* Personnel (711000) covers expenditures for consultant in regards to personnel issues.
- \* Recruitment Expenses (752300) covers expenditures associated with recruiting and processing new employees and volunteers to include: fingerprinting, drug screening, DOT drug testing, polygraphs, psychological testing, and medicals.
- \* Personnel Expenditures (752100) cover expenditures associated with current employee fit for duty testing, IME, and CDL and safety sensitive random drug testing and polygraphs

**Human Resources****Fund / Dept: 01-140**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
600000	Salaries	26,167	26,915	26,915	23,076	23,076	
601000	FICA	1,622	1,669	1,669	1,431	1,431	
601100	Medicare	379	390	390	335	335	
601200	Retirement	2,579	2,718	2,718	2,573	2,573	
601300	Unemployment	42	37	37	53	53	
601400	Workman's Compensation	54	84	84	62	62	
602000	Health, Dental & Life Ins	4,192	4,867	4,867	4,311	4,311	
<b>Total Wages &amp; Related</b>		<b>\$ 35,035</b>	<b>\$ 36,680</b>	<b>\$ 36,680</b>	<b>\$ 31,841</b>	<b>\$ 31,841</b>	<b>\$ -</b>
<b>Operating Expenditures</b>							
701000	Training	9,899	700	700	700	700	
701110	Tuition Reimbursement	0	5,000	5,000	5,000	5,000	
701500	Travel	0	300	300	300	300	
703000	Office Supplies	545	500	500	500	500	
703500	Subscriptions/Memberships	0	300	300	480	480	
703800	Advertising	922	1,000	1,000	1,000	1,000	
711000	Legal Services	111	2,500	2,500	2,500	2,500	
752000	Personnel Expenses	204	2,000	2,000	800	800	
752200	Recruitment Expenses	1,791	0	0	5,000	5,000	
752300	Employee Recognition	587	500	500	1,000	1,000	
<b>Total Operating Expenditures</b>		<b>\$ 14,059</b>	<b>\$ 12,800</b>	<b>\$ 12,800</b>	<b>\$ 17,280</b>	<b>\$ 17,280</b>	<b>\$ -</b>
<b>Equipment/Capital Expenditures</b>							
	N/A	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 49,094</b>	<b>\$ 49,480</b>	<b>\$ 49,480</b>	<b>\$ 49,121</b>	<b>\$ 49,121</b>	<b>\$ -</b>
<b>Revenues</b>							
	N/A	0	0	0	0	0	0
<b>Total Departmental Revenues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 49,094</b>	<b>\$ 49,480</b>	<b>\$ 49,480</b>	<b>\$ 49,121</b>	<b>\$ 49,121</b>	<b>\$ -</b>

## Risk Management

### Our Mission

To develop and maintain an integrated, multi-disciplinary program for effective management of the Town's resources, assets and liabilities, to protect its employees, property and citizens and enable the Town to achieve its primary aim of efficient and effective day-to-day operations of the Town Government

### Department Duties/Description

Risk Management is responsible for control of risk and focuses on the protection of the Town's valuable human, financial and physical assets. The Risk Management process offers a variety of tools and services to help safeguard our small, rural budget including: risk assessment/monitoring, risk transfer, loss control site reviews, safety training, and contract and policy review (relative to insurance)

### Department Staffing:

Risk Manager (.35)

### COMMENT

\* The 'Legal Budget' was renamed 'Risk Management' in order to more accurately reflect the work that is being accomplished

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

1. Began implementation of Council approved Risk Management Policies and Procedures/Safety Program
2. Continued to support the on-line safety training to help improve workforce's understanding and importance of safety

**Risk Management****Fund / Dept: 01-160**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
600000	Salaries	375	1,000	1,000	16,842	16,842	
601000	FICA	23	62	62	1,044	1,044	
601100	Medicare	5	15	15	244	244	
601200	Retirement	0	0	0	1,878	1,878	
601300	Unemployment	4	12	12	31	31	
601400	Workman's Compensation	0	3	3	45	45	
602000	Health, Dental & Life Ins	0	0	0	2,515	2,515	
<b>Total Wages &amp; Related</b>		<b>\$ 407</b>	<b>\$ 1,092</b>	<b>\$ 1,092</b>	<b>\$ 22,599</b>	<b>\$ 22,599</b>	<b>\$ -</b>
<b>Operating Expenditures</b>							
701000	Training				600	600	
701500	Travel				200	200	
703000	Office Supplies				300	300	
703500	Subscriptions/Memberships				250	250	
703600	Books/Tapes/Publications				200	200	
703700	Printing				100	100	
703800	Advertising				200	200	
710000	Consulting Services				2,500	500	
711000	Legal Services	209,938	50,000	50,000	25,000	25,000	
712000	Contract Labor/Services	80,919	71,000	71,000	70,000	70,000	
713210	Office Equipment				1	0	
713230	Pers. Protection Equipment				300	300	
722000	Liability Insurance	182,745	175,000	175,000	190,000	190,000	
722100	Legal Defense				40,000	0	
722500	Safety / Security Program				10,000	1,500	
751300	Medical Supplies				300	300	
<b>Total Operating Expenditures</b>		<b>\$ 473,602</b>	<b>\$ 296,000</b>	<b>\$ 296,000</b>	<b>\$ 339,951</b>	<b>\$ 289,450</b>	<b>\$ -</b>
<b>Equipment/Capital Expenditures</b>							
N/A		0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 474,009</b>	<b>\$ 297,092</b>	<b>\$ 297,092</b>	<b>\$ 362,550</b>	<b>\$ 312,049</b>	<b>\$ -</b>
<b>Revenues</b>							
433050	Liability Ins. Rebate	0	0	0	30,000	30,000	0
<b>Total Departmental Revenues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 474,009</b>	<b>\$ 297,092</b>	<b>\$ 297,092</b>	<b>\$ 332,550</b>	<b>\$ 282,049</b>	<b>\$ -</b>

## Economic Development

### Our Mission

Create and build an environment that preserves, attracts, and promotes sustainable business growth and creates jobs.

### Department Duties/Description

Through business attraction, business retention and expansion, as well as downtown redevelopment, the department partners with the business community and residents to maintain and enhance a sustainable economy.

### Department Staffing:

Economic Development Director (1)

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

1. Hired E.D. Director, November 2011
2. Completed first year Capital Improvement Plan
3. Conducted client site tours
4. Partnered with Verde Valley Regional Economic Organization to market Verde Valley regionally
5. Partnered with Cottonwood, Jerome, Clarkdale, and Camp Verde Chamber of Commerce at the League of AZ Cities and Towns, Showcase of Cities and Towns
6. Coordinated Free Fourth Friday downtown monthly event. Attracts Sedona and Phoenix visitors and engages local community
7. Liaised with Fort Verde staff and volunteers to partner on Free Fourth Friday. Provided staff hours as part of IGA with State Parks
8. Business retention efforts included site visits to Quintus, NaturMed, BleSky Adventures, Embassy Business Services and restaurants
9. Met with Yavapai Community College, Coconino Community College and Northern AZ Center for Entrepreneurs and Technology to research business incubation and business assistance center project
10. Served on VVREO Board as well as serving as board alternate for the Sustainable Economic Development Initiative

### Performance Objectives for Fiscal Year 2012/2013:

1. Solicit bids and award contract for business incubation feasibility study.
2. Apply for AZ Commerce Authority grant for business incubation project
3. Work with outside consultant to create Web and social media campaign for business attraction and tourism
4. Create an E.D. strategy utilizing results from the feasibility study in conjunction with public, staff and Council direction
5. Advise staff on Capital Improvement Planning process fall of 2012, whereby five years of projects will be prioritized

### Significant Expenditure Changes:

- \* Economic Development is a new department for the budget cycle, starting this year. Staffing expenses were covered in fiscal year 2011/12 through attrition and reorganization of funding. \$10,000 had already been identified for E.D. efforts under non-departmental. This amount, in addition to \$80,000 which will no longer go toward the Chamber of Commerce contract for Visitor Center services, will be transferred to E.D. for the purpose of both business and tourism attraction.
- \* Fort Verde Historic State Park (FVHSP)-781000 provides for the monies pledged in the Intergovernmental Agreement (IGA) with Arizona State Parks Board to provide funding to maintain the operations of FVHSP through June 30, 2012. For the period of July 1, 2012 through June 30, 2013, a new IGA is necessary and will include reduced supplemental funding to an amount of \$35,000 (v. \$75,000)

**Economic Development**  
**Fund / Dept: 01-170**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
600000	Salaries				63,337	63,337	
601000	FICA				3,929	3,929	
601100	Medicare				919	919	
601200	Retirement				7,067	7,067	
601300	Unemployment				89	89	
601400	Workman's Compensation				171	171	
602000	Health, Dental & Life Ins				7,185	7,185	
<b>Total Wages &amp; Related</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 82,697</b>	<b>\$ 82,697</b>	<b>\$ -</b>
<b>Operating Expenditures</b>							
701000	Training				2,000	2,000	
703000	Office Supplies				500	500	
703800	Advertising				50,000	5,000	
741110	Web Campaign				20,000	15,000	
741120	Business Recruitment & PR				2,000	2,000	
742010	Incubator Feasibility Study				20,000	20,000	
780000	Visitor's Center CO?	55,000	55,000	55,000	0	0	
780100	Tourism Marketing	25,000	25,000	25,000	0	0	
780200	Visitor's Center Pest Control		300	300	300	300	
781000	Fort Verde Operations	88,750	75,000	75,000	65,000	65,000	
	General Exp's		10,000	10,000			
<b>Total Operating Expenditures</b>		<b>\$ 168,750</b>	<b>\$ 165,300</b>	<b>\$ 165,300</b>	<b>\$ 159,800</b>	<b>\$ 109,800</b>	<b>\$ -</b>
<b>Equipment/Capital Expenditures</b>							
	N/A	0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 168,750</b>	<b>\$ 165,300</b>	<b>\$ 165,300</b>	<b>\$ 242,497</b>	<b>\$ 192,497</b>	<b>\$ -</b>
<b>Operating Transfers</b>							
551900	Operating Transfers Out - Dons F19	0	0	0	20,000	20,000	0
<b>Total Departmental Revenues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 168,750</b>	<b>\$ 165,300</b>	<b>\$ 165,300</b>	<b>\$ 262,497</b>	<b>\$ 212,497</b>	<b>\$ -</b>

## Information Technology Services

### Department Duties/Description

The Town of Camp Verde's Information Technology Services Department's exists to coordinate strategic plans for Town telecommunications and e-government; to assist Town employees in effective utilization of Town information and telecommunications technology; to design and implement tools that support Town goals; and to provide effective, economical, friendly, and courteous support to our customers in a timely manner.

#### Department Staffing:

Human Resource Specialist (0,40)

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

1. The computer hardware replacement plan has continued.
2. Marshal's Office and the Animal Shelter have been added to the town network.
3. IT infrastructure inventory and purchasing is now handled by in-house staff
4. Council members have been equipped with laptops enabling electronic agendas and email
5. Animal shelter has been equipped with Tyler access for the purpose of receipting
6. Began the upgrade to the "Voice over internet protocol" Lync server phone system

#### Performance Objectives for Fiscal Year 2012/2013:

1. Continue with the hardware replacement plan.
2. Update information system security and use policy
3. Continue with the intergration of the Voice of Internet Protocol phone system
4. Continue progress towards in-house staff's responsibilities of IT daily activities and troubleshooting

#### Fiscal Notes

- \* Staff salary related expenditures are based on the amount of time that in-house staff members spend working on IT related tasks rather than utilizing the outside consultants.

**IT Services**  
Fund / Dept: 01-180

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
600000	Salaries	12,293	14,742	14,742	15,384	15,384	
601000	FICA	762	914	914	954	954	
601100	Medicare	178	214	214	223	223	
601200	Retirement	1,211	1,489	1,489	1,715	1,715	
601300	Unemployment	19	11	11	36	36	
601400	Workman's Compensation	20	29	29	42	42	
602000	Health, Dental & Life Ins	1,720	3,129	3,129	2,874	2,874	
<b>Total Wages &amp; Related</b>		<b>\$ 16,203</b>	<b>\$ 20,528</b>	<b>\$ 20,528</b>	<b>\$ 21,228</b>	<b>\$ 21,228</b>	<b>\$ -</b>
<b>Operating Expenditures</b>							
701000	Training						
701110	Tuition Reimbursement						
701500	Travel						
702000	Uniforms						
703000	Office Supplies						
703200	Copier Paper						
703500	Subscriptions/Memberships						
703600	Books/Tapes/Publications						
703700	Printing						
703800	Advertising						
703900	Postage						
704000	Computer Services/Software		56,200	56,200	44,550	15,000	
704100	Internet / Wireless / Telephone	8,276	9,000	9,000	26,500	26,500	
704200	Software Recurring Fees	827	2,750	2,750	32,300	32,300	
705000	Auto Repair/Maintenance						
705500	Fuel						
706000	Electric						
706100	Gas/Propane						
706200	Water						
706300	Sewer						
706400	Waste Removal						
706500	Telephone						
706600	Cell Phone						
706700	Pest Control						
710000	Consulting Services	56,932	55,000	55,000	54,000	40,000	
711000	Legal Services						
712000	Contract Labor/Services						
712100	Interpreters						
713000	Equipment Rental						
713100	Equipment Maint. Agreements						
713210	Office Equipment						
713220	Rec. Equipment						
713230	Pers. Protection Equipment						
713240	Maintenance Equipment						
720000	Service Charges						
721000	Credit Card Processing Fees						
722000	Liability Insurance						
722100	Legal Defense						
722500	Safety / Security Program						
<b>Total Operating Expenditures</b>		<b>\$ 66,035</b>	<b>\$ 122,950</b>	<b>\$ 122,950</b>	<b>\$ 157,350</b>	<b>\$ 113,800</b>	<b>\$ -</b>
<b>Equipment/Capital Expenditures</b>							
N/A		0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 82,238</b>	<b>\$ 143,478</b>	<b>\$ 143,478</b>	<b>\$ 178,578</b>	<b>\$ 135,028</b>	<b>\$ -</b>
<b>Revenues</b>							
N/A		0	0	0	0	0	0
<b>Total Departmental Revenues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 82,238</b>	<b>\$ 143,478</b>	<b>\$ 143,478</b>	<b>\$ 178,578</b>	<b>\$ 135,028</b>	<b>\$ -</b>

## Non-Department Expenditures

### Departmental Duties/Description

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

#### Significant Expenditure Changes:

- \* Chose to purchase copier in admin., thus, Equipment MA is for admin's copier MA/color copies

#### Fiscal Notes

- \* Subscriptions/Memberships consists of \$1700 for NACOG's portion of the Rural Transportation Liaison and Economic Development Administration for the regional planning grant \$8,970, annual dues to the League of Arizona Cities and Towns and other membership dues, and \$330 for misc.
- \* All IT line items in Non-Departmental were allocated to the IT budget
- \* The telephone line item was allocated to the IT Budget
- \* Rio Verde Plaza utility line item was removed as the facility is currently closed
- \* Consultant services relative to property sales will include 1) Real Estate Agent; and 2) Appraisers
- \* Legal Services line item was allocated to the Risk Management Budget
- \* Liability Insurance Premiums were allocated to the Risk Management Budget
- \* 11/2/11 Council voted to approve notice of intent to not renew agreement for contracted services/lease agreement with the CV Chamber of Commerce, thus:
  - a. Visitor Center funds were allocated to ED Budget
  - b. Tourism Marketing funds were allocated to ED Budget
- \* LTAF II Grant Match/Transit Voucher Prog 782100 was allocated to Non Federal Grants(06-400-20-999903)
- \* Recycling (784000) funds are zero due to the sustainability of the regional recycler
- \* Emergency Services Agreement (785000) is an Intergovernmental Agreement with Yavapai County for coordination of emergency services in the event of a large emergency
- \* CV Sanitary District IGA Ground Lease (786000) provides for the annual lease payment of the 15 acres leased by the Town from the CV Sanitary District in accordance with the Intergovernmental Agreement (IGA).
- \* Stewards of Public Lands (791000) are funds allocated to assist the Stewards of Public Lands volunteer group with needed supplies, dump fees, etc. for public land clean-up projects
- \* Verde Valley Senior Center (793000) are funds that help the Verde Valley Senior Center regional operations including the Meals-On-Wheels program that serve Verde Valley residents including Camp Verde
- \* Water Adjudication (794000) line item were allocated to the Risk Mgmt. budget
- \* Water Adjudication (794000) is an appropriation for water rights acquisition. Expenses would include legal and hydrologist fees and engineering studies.
- \* Yavapai County Water Advisory Committee (796000) is committed to preserving sustainable water resources within Yavapai County by developing and enacting a total water management strategy.
- \* Monies provided to this committee are utilized to fund studies used in developing the mgmt. strategy
- \* Fort Verde Historic State Park(FVHSP)-781000 funds were allocated to ED Budget
- \* Software Recurring Fees (704200) is the cost of the Annual Maintenance Fees for Tyler Accounting System

**Non-Departmental**  
**Fund / Dept: 01-999**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
<b>Operating Expenditures</b>							
703200	Copier Paper	2,830	3,500	3,500	3,000	3,000	
703500	Subscriptions/Memberships	8,644	11,000	11,000	11,000	11,000	
703900	Postage	5,103	2,000	2,000	2,000	2,000	
704200	Software Recurring Fees				15,000	15,000	
705000	Auto Repair/Maintenance	1,640	3,600	3,600	3,600	3,600	
705500	Fuel	150	400	400	400	400	
706000	Electric	5,774	7,500	7,500	7,000	7,000	
706100	Gas/Propane	3,888	5,000	5,000	5,000	5,000	
706200	Water	1,054	1,500	1,500	1,500	1,500	
706300	Sewer	382	500	500	500	500	
706400	Waste Removal	184	400	400	400	400	
706500	Telephone	12,152	13,500	13,500	0	0	
706700	Pest Control	925	950	950	950	950	
710000	Consulting Services	41			10,000	10,000	
713000	Equipment Rental	1,020	1,150	1,150	1,500	1,500	
713100	Equipment Maint. Agreements	6,827	0	0	2,000	2,000	
720000	Service Charges	8,817	5,000	5,000			
751900	Office Equipment Maintenance	202	1,000	1,000	1,000	1,000	
757300	Conference Room Supplies	46	300	300	200	200	
782100	LTAF II Grant Matching	3,720	0	0	0	0	
784000	Recycling	5,144	800	800	0	0	
785000	Emergency Services Agreement	3,969	4,675	4,675	4,675	4,675	
786000	Sanitary District IGA		100	100	100	100	
789100	Bus. Incentive - Coury	31,856	0	0	22,000	22,000	
791000	Stewards of Public Lands	444	1,500	1,500	1,500	1,500	
793000	Verde Valley Senior Center	12,500	12,500	12,500	12,500	12,500	
793500	DWR - State Imposed Fee		15,153	15,153	13,546	13,546	
794000	Water Adjudication	3,053	20,000	20,000	20,000	20,000	
796000	Yavapai County Water Advisor	10,000	10,000	10,000	10,000	10,000	
	<b>Yavapai Apache Nation Funds</b>				<b>20,000</b>	<b>20,000</b>	
799900	Miscellaneous	(479)	0	0			
999800	Employee Termination Payouts	6,349	50,000	50,000	25,000	25,000	
999900	Contingency	0	200,000	200,000	200,000	200,000	
<b>Total Operating Expenditures</b>		<b>\$ 136,235</b>	<b>\$ 372,028</b>	<b>\$ 372,028</b>	<b>\$ 394,371</b>	<b>\$ 394,371</b>	<b>\$ -</b>
<b>Equipment/Capital Expenditures</b>							
802000	Equipment Lease	5,573	8,000	8,000	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ 5,573</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 141,808</b>	<b>\$ 380,028</b>	<b>\$ 380,028</b>	<b>\$ 394,371</b>	<b>\$ 394,371</b>	<b>\$ -</b>
<b>Revenues</b>							
	<b>Yavapai Apache Nation Funds</b>		<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	
<b>Total Departmental Revenues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 141,808</b>	<b>\$ 380,028</b>	<b>\$ 380,028</b>	<b>\$ 374,371</b>	<b>\$ 374,371</b>	<b>\$ -</b>
<b>General Fund Reserves</b>							
	Cover Contingency Exp's	\$ -	\$ -	\$ -	\$ 225,000	\$ 225,000	





# Magistrate Court

# Municipal Court

## Our Mission

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

## Department Duties/Description

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

The Municipal Court's duties include:

- 1 COMPLY WITH SECTION 5-2-2 POWERS AND DUTIES OF TOWN MAGISTRATE (2001-A183) (2008-A355)
- 2 COMPLY WITH ALL RULES OF COURT
- 3 COMPLY WITH ALL , STATE, FEDERAL AND LOCAL LAWS
- 4 COMPLY WITH STATE AND SUPREME COURT ADMINISTRATIVE CODES AND ORDERS

## Department Staffing:

Magistrate (1)  
 Assistant Magistrates (2-PT)  
 Court Supervisor (1)  
 Court Clerks (3.5)

## Accomplishments for the Fiscal Year 2011/2012:

1. Implemented new credit card company that requires no fees from the court, defendant pays convenience fees. Also saves on phone calls and faxing time.
2. Updated over 300 warrants to include suspension of driving privileges which increased collections.
3. Did more with less, court expects to timely process an of 800+ more in case filings.
4. Acquired pertinent training to fulfill mandated and job-related needs.
5. Implemented a one time program to take care of outstanding warrants during 3 month period to increase collections and reduce the amount of warrants.
6. Implemented new automated defensive driving program module to improve processing efficiency.
7. Improved court security and improved the public's access to the court by re-designing the lobby and front counter issues.
8. Implemented Department of Public Safety E-Citation processes to improve efficiencies in data integrity.
9. Improved safety issues installing new carpet.

## Performance Objectives for Fiscal Year 2012/2013:

1. Get into compliance with state law, administrative orders and rules of court regarding record retention
2. Monitoring court orders to increase collections efforts.
3. Working with local law enforcement to implement electronic citations
4. Implement new case management system to resolve case processing and financial issues, i.e. general ledger etc.
5. Implement new document scanner to reduce file storage issues

## Significant Expenditure Changes:

1. Moved about \$13,581 from Special Funds to General Budget.
2. Reduced pro-tem budget about \$5,000.00
3. Increased Office Supplies to adjust to increased caseload.
4. Reduced credit card fees by over \$4500.00
5. Increased Court appointed attorney fees by \$2000.00 to adapt to caseload increase.
6. Estimates as of March 31, 2012 in revenue came to \$321,000, court only submitted \$300,000 in revenues to be conservative.

## Fiscal Notes

\* Court increased projected revenues significantly. Estimated \$185,000, as of 3/31/12 already at \$214,000

## Department Statistics FY 2011-2012

Fiscal Year to date 2012 from 7-1-11 thru 3-31-12, the court processed the following:

* Misdemeanor/FTA	313	* Civil Traffic -	1582
* DUI	67	* Harassment Injunction -	29
* Serious Traffic -	15	* Order of Protection -	25
* Criminal Traffic -	385		

CASE FILINGS: YTD March 31, 2012 2416 cases

CASE FILINGS: YTD March 31, 2011 1962 cases

CASE FILINGS: YTD March 31, 2010 1541 cases

NOTE: In July 2010 the monthly case filings totaled 137 cases. On March 31, 2011 the monthly case filings totaled 270 cases, nearly doubling the case filings.

**Municipal Court**  
**Fund / Dept: 01-300**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
600000	Salaries	208,779	215,643	215,643	231,741	220,000	
600010	Pro Tem Judge Salaries				2,700	2,700	
601000	FICA	12,265	13,370	13,370	14,536	14,536	
601100	Medicare	2,868	3,127	3,127	3,400	3,400	
601200	Retirement	19,723	21,564	21,564	25,840	25,840	
601300	Unemployment	413	478	478	490	490	
601400	Workman's Compensation	288	498	498	492	492	
602000	Health, Dental & Life Ins	25,523	25,606	25,606	32,333	32,333	
<b>Total Wages &amp; Related</b>		<b>\$ 269,859</b>	<b>\$ 280,286</b>	<b>\$ 280,286</b>	<b>\$ 311,532</b>	<b>\$ 299,791</b>	<b>\$ -</b>
<b>Operating Expenditures</b>							
701000	Training	600	0	0	1,500	1,500	
701500	Travel	437	0	0	2,500	2,500	
703000	Office Supplies	3,056	3,500	3,500	4,600	4,600	
703500	Subscriptions/Memberships	150	150	150	300	300	
703600	Books/Tapes/Publications	125	200	200	300	300	
703700	Printing	182	300	300	700	700	
703900	Postage	0	1,300	1,300	0	0	
706000	Electric	3,080	2,600	2,600	2,800	2,800	
706100	Gas/Propane	598	511	511	520	520	
706200	Water	804	765	765	765	765	
706300	Sewer	794	720	720	750	750	
706400	Waste Removal	216	216	216	240	240	
706500	Telephone	0	183	183	905	905	
706700	Pest Control	73	80	80	80	80	
711000	Legal Services				500	500	
712000	Contract Labor/Services	98	0	0	1,400	1,400	
712100	Interpreters				500	500	
713000	Equipment Rental				9,000	9,000	
713210	Office Equipment		0	0	500	500	
721000	Credit Card Processing Fees	4,274	4,500	4,500	0	0	
755500	Court Appointed Attorneys	14,543	12,000	12,000	14,000	14,000	
755800	Jury Fees	99	200	200	200	200	
755900	Recording System	0	0	0	550	550	
755800	Security System	0	0	0	350	350	
757100	Public Relations				200	200	
<b>Total Operating Expenditures</b>		<b>\$ 29,129</b>	<b>\$ 27,225</b>	<b>\$ 27,225</b>	<b>\$ 43,160</b>	<b>\$ 43,160</b>	<b>\$ -</b>
<b>Equipment/Capital Expenditures</b>							
800000	Office Equipment	514	500	500	0	0	0
802000	Capital Lease	0	0	0	3,400	3,400	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ 514</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 299,502</b>	<b>\$ 308,011</b>	<b>\$ 308,011</b>	<b>\$ 354,692</b>	<b>\$ 342,951</b>	<b>\$ -</b>
<b>Revenues</b>							
413000	Fees, Fines & Forfeitures	208,762	225,000	225,000	300,000	300,000	0
431000	Court Appointed Attorney Reimb's	10,378	10,000	10,000	14,000	14,000	0
<b>Total Departmental Revenues</b>		<b>\$ 219,140</b>	<b>\$ 235,000</b>	<b>\$ 235,000</b>	<b>\$ 314,000</b>	<b>\$ 314,000</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 80,362</b>	<b>\$ 73,011</b>	<b>\$ 73,011</b>	<b>\$ 40,692</b>	<b>\$ 28,951</b>	<b>\$ -</b>





# Public Works

## Public Works Department

### Our Mission

Public Works provides continuous development of well planned, cost effective, environmentally sensitive infrastructure of streets, storm water utilities, Town facilities, grounds & parks to promote public health, personal safety, transportation, economic growth and civic vitality. We work with Town Staff, Tribal, County, & State Governments and the public to improve the quality of life in Camp Verde.

### Department Duties/Description

The Department of Public Works has five divisions: Engineering, Streets, Storm Water, Facilities Maintenance/Janitorial, and Parks/Recreation. The Public Works Director is the Town Engineer and provides support to Community Development for Plan & Engineering Design Review, The Department also assists with or manages a wide variety of Town related Streets, Stormwater and infrastructure/construction projects. Director and staff work to maintain Town Standards, Codes and Ordinances both as a guide for current projects and future development. The Director is assisted by the Public Works Project Manager with a crew and administrative staff of five for Streets, Stormwater and Engineering maintenance, repair and construction needs. A Maintenance Foreman works with a crew of five to provide facilities & grounds maintenance and janitorial needs for all Town facilities, landscaping and grounds. The Parks/Recreation Supervisor facilitates community recreation and Town sponsored events.

### Department Staffing

Public Works Director/Engineer (0.50)  
Public Works Project Manager (0.15)

Public Works Analyst (0.35)  
Administrative Assistant (0.15)

### Accomplishments for the Fiscal Year 2011/2012

- Completed the Finnie Flat/Cliffs Drainage Channel Improvement design
- Requested and received additional funding from ADOT in order to facilitate the purchase of ROW for the Finnie Flat Sidewalk
- Completed the EECBG HVAC retrofit at the Library
- Worked with Verde Café owner to facilitate land swap for the Hollamon St. sidewalk
- Worked with NAU engineering students to design the Verde River low water crossing on Verde Lakes Dr.
- Submitted Forest Service 299 Permit to begin the necessary environmental studies required for the Community Park and Sewer District entrance road.

### Performance Objectives for Fiscal Year 2011/2012

- Work to obtain Town ROW for Peterson Rd. for additional access to the Public Works Yard
- Obtain ROW from Forest Service to widen and construct the entry to the community park.
- Continue to provide engineering support to Community Development
- Complete Engineering Standards
- All Staff to attend training and/or seminars that will introduce new technologies and sources of information-

### Significant Expenditure Changes

**Public Works Engineer**  
**Fund / Dept: 01-400**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND
<b>Expenditures</b>						
<b>Wages &amp; Related</b>						
600000	Salaries	69,147	65,078	65,078	75,027	65,000
601000	FICA	4,283	4,035	4,035	4,652	4,129
601100	Medicare	1,002	944	944	1,088	966
601200	Retirement	7,143	6,508	6,508	8,365	7,426
601300	Unemployment	139	60	60	102	102
601400	Workman's Compensation	643	1,115	1,115	1,253	1,112
602000	Health, Dental & Life Ins	8,366	7,649	7,649	8,262	8,262
<b>Total Wages &amp; Related</b>		<b>\$ 90,723</b>	<b>\$ 85,389</b>	<b>\$ 85,389</b>	<b>\$ 98,749</b>	<b>\$ 86,997</b>
<b>Operating Expenditures</b>						
701000	Training	331	500	500	250	250
701500	Travel	177	200	200	200	200
703000	Office Supplies	862	700	700	300	300
703500	Subscriptions/Memberships	278	400	400	400	400
703600	Books/Tapes/Publications	101	250	250	100	100
703700	Printing	129	200	200	100	100
703800	Advertising		235	235	100	100
705000	Auto Repair/Maintenance		300	300	50	50
705500	Fuel		200	200	100	100
706000	Electric	899	900	900	900	900
706100	Gas/Propane	227	310	310	325	325
706200	Water	369	350	350	200	200
706300	Sewer	147	140	140	140	140
706400	Waste Removal	80	90	90	90	90
706500	Telephone	21	50	50	0	0
706700	Pest Control	14	20	20	20	20
710000	Consulting Services	3,418	9,500	9,500	7,500	2,500
711000	Legal Services	3,093	6,000	6,000	4,000	4,000
713210	Office Equipment	206	250	250	400	400
770300	Streets Surveys		15,000	15,000	15,000	0
<b>Total Operating Expenditures</b>		<b>\$ 10,352</b>	<b>\$ 35,595</b>	<b>\$ 35,595</b>	<b>\$ 30,175</b>	<b>\$ 10,175</b>
<b>Equipment/Capital Expenditures</b>						
N/A						
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 101,075</b>	<b>\$ 120,984</b>	<b>\$ 120,984</b>	<b>\$ 128,924</b>	<b>\$ 97,172</b>
<b>Revenues</b>						
414000	Plan Review Fees	165	0	0	0	0
<b>Total Departmental Revenues</b>		<b>\$ 165</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 100,910</b>	<b>\$ 120,984</b>	<b>\$ 120,984</b>	<b>\$ 128,924</b>	<b>\$ 97,172</b>

# Stormwater Management

## Our Mission

The mission of the Stormwater Management Division is to provide environmental protection, minimize the impacts to public and private property due to flooding from storm events and promote public health and safety through education and the implementation of stormwater regulations, policies and engineering.

## Division Duties/Description

Stormwater Management is a division of Public Works. It is the responsibility of Stormwater Mgt. to ensure that public and private facilities within the Town's corporate boundary are compliant with all applicable floodplain and stormwater regulations, policies and design criteria. Stormwater Mgt. works closely with Yavapai County Flood Control District to establish and maintain consistent policies and criteria that ensure the uniform construction of all drainage infrastructures within the Town of Camp Verde.

## Division Staffing

Public Works Director/Engineer (0.05)  
Public Works Project Manager (0.20)  
Street Superintendent (0.04)  
Senior Equipment Operator (0.04)

Medium Equipment Operator (0.04)  
Streets Laborer (0.04)  
PW Project Analyst (0.05)  
Administrative Assistant (0.07)

## Accomplishments for the Fiscal Year 2011/2012

- Awarded the construction contract to complete the Finnie Flat Channel Improvements Project.
- Submitted the annual MS4 report to ADEQ and completed required street sweeping.
- Continued support of the Stewards of Public Lands in clean-up events.
- Completed drainage improvements on Garner Lane.
- Completed Stormwater training for CFM certification.

## Performance Objectives for Fiscal Year 2012/2013

- Complete the Finnie Flat Channel Improvements construction.
- Identify, prioritize & plan stormwater improvement projects to be funded by Yavapai County Flood
- Work with Yavapai County Flood Control and FEMA to develop and establish flood plain records for new and existing structures.
- Develop a master list and maintenance schedule for all Town owned storm water structures.

## Significant Expenditure Changes

- The only significant change within the stormwater budget from last year will be the addition of funding for seasonal help.

## Fiscal Notes

- Staff expects to carryover a portion of the \$750,000 Yavapai County Flood Control IGA and the \$280,000 CIP funding for the construction of the Finnie Flat Channel Improvements.

**Storm Water****Fund / Dept: 01-410**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
600000	Salaries	18,984	21,359	21,359	29,853	27,000	
601000	FICA	1,177	1,324	1,324	1,851	1,649	
601100	Medicare	275	310	310	433	386	
601200	Retirement	1,807	2,157	2,157	3,328	2,965	
601300	Unemployment	15	28	28	47	46	
601400	Workman's Compensation	569	870	870	499	444	
602000	Health, Dental & Life Ins	2,183	2,920	2,920	3,808	3,736	
<b>Total Wages &amp; Related</b>		<b>\$ 25,010</b>	<b>\$ 28,968</b>	<b>\$ 28,968</b>	<b>\$ 39,819</b>	<b>\$ 36,226</b>	<b>\$ -</b>
<b>Operating Expenditures</b>							
701000	Training		1,200	1,200	500	500	
701500	Travel	14	300	300	200	200	
703000	Office Supplies	85	50	50	50	50	
703500	Subscriptions/Memberships		100	100	100	100	
703600	Books/Tapes/Publications		100	100	100	100	
703700	Printing	235	150	150	50	50	
710000	Consulting Services		3,000	3,000	3,000	3,000	
711000	Legal Services	56	500	500	100	100	
759000	Yav County Flood Control	17,389	718,000	718,000	750,000	750,000	
759010	Yav County Flood Control - Small		25,000	25,000	25,000	25,000	
<b>Total Operating Expenditures</b>		<b>\$ 17,779</b>	<b>\$ 748,400</b>	<b>\$ 748,400</b>	<b>\$ 779,100</b>	<b>\$ 779,100</b>	<b>\$ -</b>
<b>Equipment/Capital Expenditures</b>							
N/A		0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 42,789</b>	<b>\$ 777,368</b>	<b>\$ 777,368</b>	<b>\$ 818,919</b>	<b>\$ 815,326</b>	<b>\$ -</b>
<b>Revenues</b>							
432000	Yav County Flood Control	2,939	718,000	718,000	750,000	750,000	0
432010	Yav County Flood Control - Small		25,000	25,000	25,000	25,000	0
<b>Total Departmental Revenues</b>		<b>\$ 2,939</b>	<b>\$ 743,000</b>	<b>\$ 743,000</b>	<b>\$ 775,000</b>	<b>\$ 775,000</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 39,850</b>	<b>\$ 34,368</b>	<b>\$ 34,368</b>	<b>\$ 43,919</b>	<b>\$ 40,326</b>	<b>\$ -</b>

**Our Mission**

The mission of the Maintenance Division is to keep all facilities, parks, landscape, and outdoor recreational amenities in good and safe working order at the maximum efficiency for the longest cost effective life for staff, current residents, visitors and future generations. This is met by making knowledge-based decisions, responding to and assessing work orders, performing preventive maintenance and planning for life cycle replacements. We are customer service oriented and take pride in our ability to work as a team within our division as well as with Town leaders, volunteers and all Town employees. Our goal is to do this within a framework of safety, quality service, environmental sensitivity and operational efficiency.

**Department Duties/Description**

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

- \* Maintain all Town owned facilities, including buildings, structures and grounds at the Town Campus, Visitor Center, Rio Verde Plaza, Marshal Office, Library, all structures at public parks and recreational sites, public restrooms, Main Street landscaping and vegetation.
- \* Maintain parks and landscape areas on Town Campus, Main street & Marshal Office using hand or power tools to mow, edge, water, fertilize, prune, rake, re-seed, litter & weed abatement.
- \* Flags and poles at Town Hall and Hallett Plaza, hang and remove special event/holiday banners & decorations on light poles, maintain two banner locations at "Y" and SR 260.
- \* Supervise community service workers and adult probation.
- \* Ensure that fire extinguishers are inspected, charged, in good working order, located in proper locations at each Town facility and marked with appropriate signage.
- \* Assist with special events and programs: provide keys, grounds mapping to locate infrastructure sensitive areas, tables, chairs and other Town owned property.
- \* Regular Inspections of department vehicles and all equipment, schedule and obtain necessary repairs & in-house routine maintenance
- \* Continue to educate and compare methods, procedures and programs that enhance facility operations in terms of safety, efficiency and energy savings.
- \* Maintain the Heritage Pool, including the facility, slide, picnic area, pool chemicals, automatic cleaning and heating system.
- \* Regular inspection & maintenance of all outdoor recreational facilities and playground equipment to catch needed repairs, replacement or update to current safety standards
- \* Meet the needs and requests for service from staff and public in a professional and courteous manner.
- \* Maintain the recycle center and the Town's recycle bins.
- \* Work to establish upgraded, or develop new parks and recreation facilities

**Department Staffing:**

Public Works Director/Engineer (0.15)	Maintenance Worker 1 (0.99) * 2 vacant positions	P.W. Analyst (0.10)
Maintenance Foreman (0.99)	Janitor 1 (100)	
Parks Lead Worker (0.99)	Janitor 2 (0.99)	
Maintenance Worker 1 (0.85)	Public Works Administrative Assistant (0.12)	

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

1. Plants to Main Street & Marshal Office Repair of Main Street Drip System
2. Repaint Library Annex, install new heater and new ADA parking for Library
3. ADA Ramp at Building 200
4. Rain Gutters at CVMO and Historical Society
5. Cool Coat Building 200 flat roof
6. New plants and repairs of the sprinkler system at the Marshal Office
7. Lock out/Tag Out system
8. Buter Park: install 2 new slide, ADA sidewalk section
9. Installed new fixtures and hotwater heater at Visitor Center

**Performance Objectives for Fiscal Year 2012/2013:**

- 1.
- 2.
- 3.
- 4.
- 5.

**Significant Expenditure Changes:**

\*

**Maintenance**

**Fund / Dept: 01-420**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
600000	Salaries	202,236	195,768	195,768	213,507	210,000	
600100	Overtime	261	400	400	0	0	
601000	FICA	12,436	12,162	12,162	13,237	13,237	
601100	Medicare	2,908	2,844	2,844	3,096	3,096	
601200	Retirement	19,859	19,617	19,617	23,806	23,806	
601300	Unemployment	551	400	400	547	547	
601400	Workman's Compensation	5,567	10,421	10,421	7,729	7,729	
602000	Health, Dental & Life Ins	39,943	34,768	34,768	44,186	44,186	
<b>Total Wages &amp; Related</b>		<b>\$ 283,761</b>	<b>\$ 276,380</b>	<b>\$ 276,380</b>	<b>\$ 306,108</b>	<b>\$ 302,601</b>	<b>\$ -</b>
<b>Operating Expenditures</b>							
701000	Training	1,180	3,800	3,800	3,800	2,400	
701500	Travel	164	500	500	500	500	
702000	Uniforms	2,111	2,400	2,400	2,400	2,400	
703000	Office Supplies	243	250	250	300	300	
703800	Advertising		230	230	100	100	
704200	Software Recurring Fees				1,200	1,200	
705000	Auto Repair/Maintenance	3,264	4,000	4,000	6,000	6,000	
705500	Fuel	5,679	7,600	7,600	6,600	6,600	
706000	Electric	2,272	2,800	2,800	2,800	2,800	
706100	Gas/Propane	540	750	750	750	750	
706200	Water	559	750	750	750	750	
706300	Sewer	382	350	350	350	350	
706400	Waste Removal	218	250	250	250	250	
706600	Cell Phone	895	1,050	1,050	1,475	1,475	
706700	Pest Control	935	600	600	100	100	
711000	Legal Services		400	400	200	200	
713000	Equipment Rental		500	500	250	250	
713210	Office Equipment		0	0	100	100	
713240	Maintenance Equipment	2,421	3,500	3,500	3,500	3,500	
751000	Building Maintenance	43,060	42,300	42,300	42,300	35,000	
751200	Safety Equipment	295	500	500	500	500	
751300	OSHA Medical Supplies	968	800	800	800	800	
751400	Graffiti Clean-Up		200	200	200	200	
751500	Fire Extinguishers	1,501	3,000	3,000	4,300	4,300	
751600	Park Facilities Maintenance	9,547	13,890	13,890	13,890	13,890	
751700	Grounds Maintenance	8,506	8,500	8,500	8,500	8,500	
751750	Flags & Banners				1,400	1,400	
751800	Fertilizer / Herbicides	4,576	6,200	6,200	6,200	6,200	
751903	Visitor's Center Maintenance	616	500	500	500	500	
753000	Janitorial Supplies	5,595	5,200	5,200	6,000	6,000	
753100	Mats & Rugs	2,509	2,700	2,700	2,700	2,700	
<b>Total Operating Expenditures</b>		<b>\$ 98,036</b>	<b>\$ 113,520</b>	<b>\$ 113,520</b>	<b>\$ 118,715</b>	<b>\$ 110,015</b>	<b>\$ -</b>
<b>Equipment/Capital Expenditures</b>							
N/A		0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 381,797</b>	<b>\$ 389,900</b>	<b>\$ 389,900</b>	<b>\$ 424,823</b>	<b>\$ 412,616</b>	<b>\$ -</b>
<b>Revenues</b>							
470000	Facility Rental Fees	3,067	0	0	0	0	0
<b>Total Departmental Revenues</b>		<b>\$ 3,067</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 378,730</b>	<b>\$ 389,900</b>	<b>\$ 389,900</b>	<b>\$ 424,823</b>	<b>\$ 412,616</b>	<b>\$ -</b>





# Community Development

## Community Development

### Our Mission

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

### Department Duties/Description

The Community Development Department oversees and prepares department procedures for the development process within the Town of Camp Verde. This division of the Department performs the management activities and is the direct contact to the Town Council and Town Manager. This division provides for and facilitates the activities and functions of Planning & Zoning Commission and the Board of Adjustments for the public hearing process to include the following:

- \* Scheduling of Public Hearings once the applicant has made a complete submittal and received all staff approvals to be heard.
- \* Posting of all Public Hearings and sending out the 300 foot contact letters as required by State Law.
- \* Preparing all staff reports to the Council, Commission, and the Board of Adjustments.

### Department Staffing:

Community Development Director (0.30)  
Assistant Planner/Admin. Assistant (0.60)  
Chief Building Official (.03)  
Permit Tech/Admin. Asst. (.03)

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

1. Per Council direction, processed the abandonment of the Silverado Subdivision at Simonton Ranch and directed consultants to prepare an Abandonment Plat which was recorded by this Department. Also, processed a voiding of the Preliminary Plat approvals which had expired within the Simonton Ranch Development.
2. Researched the positive and negative effects to the Town for required changes to Development Impact Fees processes by the Arizona State Legislature under Senate Bill 1525. The Council adopted a moratorium for Development Impact Fees which became effective on January 7, 2012.
3. Provided in-house training for the Planning & Zoning Commission and the Board of Adjustment & Appeals on significant changes to the re-write of the Town's Planning & Zoning Ordinance.

### Performance Objectives for Fiscal Year 2012/2013:

1. Continue to review incomplete or expired approvals for subdivisions and bring recommendations of voiding to the Town Council.
2. Continue to learn all aspects for the Incode Software modules to include permitting revenue tracking, billing and receipting.
3. Begin working on the General Plan Elements. The General Plan update or amendment is due by 2014 per State Statue.
4. With the enforcement of Nuisance Violations being transferred to the Town Code, the enforcement processes have changed as compared to what they were in the Planning & Zoning Ordinance. New forms and notices are being completed to meet these requirements. Also, off-premise solicitation signage was implemented into the Town Code this last year. Forms and notices will also be prepared and refined for this process.

### Significant Expenditure Changes:

- \* Through the months of February and March 2012, Development Standards Reviews (Commercial Development) and Permitting have increased. Also, fuel costs have been increasing on a weekly basis.
- \* With the assumption that this trend will continue, operating expenses will increase with the corresponding work loads and are addressed in this budget.

### Fiscal Notes

- \* All utility expenditures for the following departments are included in the Community Development Department:  
Community Development                      Long Range Planning  
Current Planning                                      Code Enforcement

**Community Development**  
**Fund / Dept: 01-500**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND
<b>Expenditures</b>						
<b>Wages &amp; Related</b>						
600000	Salaries	26,515	24,933	24,933	27,144	22,600
601000	FICA	1,462	1,546	1,546	1,683	1,252
601100	Medicare	342	362	362	394	293
601200	Retirement	2,618	2,518	2,518	3,027	2,252
601300	Unemployment	38	28	28	40	37
601400	Workman's Compensation	275	357	357	516	1,024
602000	Health, Dental & Life Ins	3,448	3,477	3,477	3,231	2,874
<b>Total Wages &amp; Related</b>		<b>\$ 34,698</b>	<b>\$ 33,221</b>	<b>\$ 33,221</b>	<b>\$ 36,035</b>	<b>\$ 30,332</b>
<b>Operating Expenditures</b>						
701000	Training	80	2,000	2,000	2,000	2,000
701500	Travel	22	870	870	870	870
703000	Office Supplies	50	300	300	400	400
703500	Subscriptions/Memberships	362	570	570	570	570
703600	Books/Tapes/Publications				120	120
703700	Printing		50	50	50	50
703800	Advertising	28	100	100	100	100
705000	Auto Repair/Maintenance	9	400	400	800	800
705500	Fuel	250	600	600	840	840
706000	Electric	1,825	1,835	1,835	1,835	1,835
706100	Gas/Propane	354	400	400	400	400
706200	Water	425	460	460	460	460
706300	Sewer	470	530	530	530	530
706400	Waste Removal	128	150	150	150	150
706600	Cell Phone	87				
706700	Pest Control	43	50	50	50	50
711000	Legal Services	648	1,000	1,000	1,000	1,000
713100	Equipment Maint. Agreements	312	0	0	500	500
751200	Safety Equipment	38	75	75	150	150
756001	Maps / Cartography		50	50	50	50
758100	Recording Fees	13				
<b>Total Operating Expenditures</b>		<b>\$ 5,144</b>	<b>\$ 9,440</b>	<b>\$ 9,440</b>	<b>\$ 10,875</b>	<b>\$ 10,875</b>
<b>Equipment/Capital Expenditures</b>						
802000	Equipment Lease		850	850	500	500
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ 850</b>	<b>\$ 850</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Total Departmental Expenditures</b>		<b>\$ 39,842</b>	<b>\$ 43,511</b>	<b>\$ 43,511</b>	<b>\$ 47,410</b>	<b>\$ 41,707</b>
<b>Revenues</b>						
410000	Copies	80	25	25	25	25
<b>Total Departmental Revenues</b>		<b>\$ 80</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 25</b>
<b>Net Effect on General Fund</b>		<b>\$ 39,762</b>	<b>\$ 43,486</b>	<b>\$ 43,486</b>	<b>\$ 47,385</b>	<b>\$ 41,682</b>

## Building Department

### Our Mission

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

### Department Duties/Description

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

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

### Department Staffing:

Community Development Director (0.0.15)  
Assistant Planner/Admin. Asst. (0.10)  
Chief Building Official (0.79)  
Building Inspector (vacant)  
Permit Technician/Administrative Assistant (0.75)

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

- 1 Preparation of the 2012/2013 Building Department Budget
- 2 Renewed ICC Certification for Building Plans Examiner - Robert Foreman
- 3 Attended Council/Staff meetings as necessary
- 4 Attended regional and state AZBO meetings regarding 2012 Building Codes
- 5 Performed audit with Office of Manufactured Housing in conformance with the adopted IGA
- 6 Performed audit with Insurance Services Office (ISO) for Building Code Effectiveness Grading Evaluation
- 7 Attended training seminars with Yavapai County Flood Control
- 8 Attended Fall training with ICC & AZBO
- 9 Attended Spring training with ICC & AZBO
- 10 Preparation of the 2012/2013 Building Department Fee Schedule
- 11 Attended pre-development meetings for commercial development projects (Alliance Beverage, Copper Star Shooting Range, Caduceus Cellars, Northern Arizona Healthcare, Alliance Street Works, etc.)
- 12 Meetings with Jack Judd, Chief Building Official for Yavapai County regarding 2012 Building Codes, standard operating procedures, IGA relations with the County, etc.
- 13 Training meetings with Mike Witt, Senior Plans Examiner for Yavapai County on policies and procedures on major project plan reviews - Becky Oium and Robert Foreman
- 14 Continued efforts to update, improve and clarify the IGA with the Camp Verde Fire District for their input on opinions of interpretations of the Town's adopted Fire Code in regard to fire suppression systems
- 15 Robert Foreman continued to perform duties as the Town Safety Officer
- 16 Robert Foreman continued to perform duties as Acting Code Enforcement Official
- 17 Continued efforts regarding collection/dispersment of Camp Verde Fire District Review/Inspection Fees
- 18 Continued efforts to update and improve Building Department information and procedures
- 19 Provided public education brochures during Building Safety Month in May and throughout the year

### Performance Objectives for Fiscal Year 2012/2013:

- 1 Robert Foreman: Obtain Fire Inspector I and II Certifications
- 2 Becky Oium: Obtain Residential Plans Examiner Certification
- 3 Robert Foreman: Renew certifications for Certified Building Code Official, Commercial Plumbing Inspector, Commercial Mechanical Inspector and Residential Building Inspector
- 4 Assit with drafting an Intergovernmental Agreement (IGA) with Yavapai County for Flood Control services

**Building Department****Fund / Dept: 01-510**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND
<b>Expenditures</b>						
<b>Wages &amp; Related</b>						
600000	Salaries	69,269	65,177	65,177	79,834	70,000
601000	FICA	4,253	4,041	4,041	4,950	3,895
601100	Medicare	994	945	945	1,158	911
601200	Retirement	6,830	6,583	6,583	8,901	7,004
601300	Unemployment	161	100	100	164	159
601400	Workman's Compensation	516	596	596	1,078	697
602000	Health, Dental & Life Ins	12,231	12,308	12,308	13,211	12,248
<b>Total Wages &amp; Related</b>		<b>\$ 94,254</b>	<b>\$ 89,750</b>	<b>\$ 89,750</b>	<b>\$ 109,296</b>	<b>\$ 94,914</b>
<b>Operating Expenditures</b>						
701000	Training	200	1,300	1,300	2,500	1,750
701500	Travel	95	1,280	1,280	1,500	1,500
703000	Office Supplies	719	1,500	1,500	1,500	1,500
703500	Subscriptions/Memberships	250	300	300	300	300
703600	Books/Tapes/Publications		250	250	1,500	1,500
703700	Printing	451	525	525	525	525
703800	Advertising		50	50	250	250
703900	Postage	65				
705000	Auto Repair/Maintenance	773	1,000	1,000	1,000	1,000
705500	Fuel	980	1,800	1,800	2,500	2,500
706000	Electric	1,483	1,800	1,800	1,800	1,800
706100	Gas/Propane	284	325	325	325	325
706200	Water	304	350	350	350	350
706300	Sewer	382	470	470	470	470
706400	Waste Removal	104	126	126	126	126
706600	Cell Phone	141	300	300	300	300
706700	Pest Control	35	40	40	40	40
710000	Consulting Services	1,427	10,000	10,000	10,000	10,000
711000	Legal Services	241	1,000	1,000	2,500	2,500
713100	Equipment Maint. Agreements	308	0	0	500	500
713210	Office Equipment		100	100	0	0
721000	Credit Card Processing Fees	2,115	1,500	1,500	1,500	1,500
751200	Safety Equipment	37	100	100	150	150
<b>Total Operating Expenditures</b>		<b>\$ 10,394</b>	<b>\$ 24,116</b>	<b>\$ 24,116</b>	<b>\$ 29,636</b>	<b>\$ 28,886</b>
<b>Equipment/Capital Expenditures</b>						
802000	Equipment Lease	738	1,000	1,000	500	500
<b>Total Equipment/Capital Expenditures</b>		<b>\$ 738</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Total Departmental Expenditures</b>		<b>\$ 105,386</b>	<b>\$ 114,866</b>	<b>\$ 114,866</b>	<b>\$ 139,432</b>	<b>\$ 124,300</b>
<b>Revenues</b>						
414000	Plan Review Fees	24,312	21,084	21,084	33,000	33,000
414300	Building Permits	59,940	45,252	45,252	60,000	60,000
<b>Total Departmental Revenues</b>		<b>\$ 84,252</b>	<b>\$ 66,336</b>	<b>\$ 66,336</b>	<b>\$ 93,000</b>	<b>\$ 93,000</b>
<b>Net Effect on General Fund</b>		<b>\$ 21,134</b>	<b>\$ 48,530</b>	<b>\$ 48,530</b>	<b>\$ 46,432</b>	<b>\$ 31,300</b>

## Current Planning

### Our Mission

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

### Department Duties/Description

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

#### Department Staffing:

Community Development Director (0.32)  
Assistant Planner/Admin. Assistant (0.57)  
Permit Tech/Admin. Assistant (.05)

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

1. Under the newly adopted Planning & Zoning Ordinance, Current Planning processed 8 Development Standards Reviews for Commercial Developments in Camp Verde. Several of these reviews included the following:
  - \* Copper Star Indoor Shooting Range
  - \* Alliance Beverage Distribution Warehouse
  - \* Alliance Paving Office and Warehouse
  - \* Carl's Custom Meats
  - \* Caduceus Cellars - Co-op Wine Production Facility
2. Monitored and mandated final completion of the Ringo Rio mass grading project off of Old State Highway 279. This included removal of 800,000 cubic yards of soil for a proposed RV park.
3. Reviewed the current status of Out of Africa for inclusion of a "Zip Line" attraction under the current Planned Unit Development Approval

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

1. Continue to learn all aspects for the Incode Software modules to include permitting revenue tracking, billing and receipting. Continue to refine the Development Standards Review Processes for time saving features.

#### Significant Expenditure Changes:

- \* Through the months of February and March, 2012, Development Standards Reviews (Commercial Development) and Permitting have increased. Also, fuel costs have been increasing on a weekly basis.

#### Fiscal Notes

As can be seen from the Accomplishment for the Fiscal Year 2011/2012 above, the current trend is indicating an increase in these types of projects. If this trend continues, additional operational costs are expected for Fiscal Year 2012/2013.

**Current Planning****Fund / Dept: 01-520**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND
<b>Expenditures</b>						
<b>Wages &amp; Related</b>						
600000	Salaries	42,456	39,151	39,151	39,431	33,000
601000	FICA	2,525	2,427	2,427	2,445	1,952
601100	Medicare	591	568	568	572	457
601200	Retirement	4,185	3,954	3,954	4,397	3,510
601300	Unemployment	102	60	60	73	73
601400	Workman's Compensation	307	302	302	276	434
602000	Health, Dental & Life Ins	7,068	7,301	7,301	5,888	5,611
<b>Total Wages &amp; Related</b>		<b>\$ 57,234</b>	<b>\$ 53,763</b>	<b>\$ 53,763</b>	<b>\$ 53,082</b>	<b>\$ 45,037</b>
<b>Operating Expenditures</b>						
703000	Office Supplies	262	1,000	1,000	1,000	1,000
703700	Printing		100	100	100	100
703800	Advertising	284	1,000	1,000	1,000	1,000
711000	Legal Services	3,431	5,000	5,000	5,000	5,000
713100	Equipment Maint. Agreements	383			500	500
756001	Maps / Cartography		25	25	25	25
758100	Recording Fees	72	0	0	100	100
<b>Total Operating Expenditures</b>		<b>\$ 4,432</b>	<b>\$ 7,125</b>	<b>\$ 7,125</b>	<b>\$ 7,725</b>	<b>\$ 7,725</b>
<b>Equipment/Capital Expenditures</b>						
802000	Equipment Lease	1,367	1,800	1,800	500	500
<b>Total Equipment/Capital Expenditures</b>		<b>\$ 1,367</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Total Departmental Expenditures</b>		<b>\$ 63,033</b>	<b>\$ 62,688</b>	<b>\$ 62,688</b>	<b>\$ 61,307</b>	<b>\$ 53,262</b>

**Revenues**

## Long Range Planning

### Our Mission

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

### Department Duties/Description

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

#### Department Staffing:

Community Development Director (0.32)  
Assistant Planner/Admin. Assistant (0.20)  
Permit Tech/Admin. Assistant (.10)

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

1. With the adoption of the new Planning & Zoning Ordinance and the effective date being June 25, 2011, the Long Range Planning
2. Division completed several small projects through the rest of the fiscal year as follows:
  - \* Analysis of possible annexation areas to the Town that could provide Economic Development opportunities.
  - \* Initiated a text amendment to the new Planning & Zoning Ordinance that provided the Community Wide (Event & Show) Temporary Sign areas as specified by the Town Council. Also, to allow for up to a 16 square foot Temporary Sign area in these specified areas.

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

1. Continue to learn all aspects for the Incode Software modules to include permitting revenue tracking, billing and receipting.
2. Begin compiling data for the required General Plan update or amendment with Public Community meetings to begin garnering public input.

#### Significant Expenditure Changes:

- \* Outside services will be required to generate certain maps and graphics for the General Plan update or amendment. These services will be included in this Fiscal Budget. Also, advertisement and publishing costs will increase, which will be included in this budget.

#### Fiscal Notes

- \* With the General Plan update process starting and continuing through this fiscal year, operational expenses will be increasing such as follows:  
Office Supply increase = \$800.00, Printing increase = \$100.00, Advertising increase = \$700.00, Consulting Services increase = \$300.00,  
Maps/Catography increase = \$2,700.00

# Long Range Planning

Fund / Dept: 01-530

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND
<b>Expenditures</b>						
<b>Wages &amp; Related</b>						
600000	Salaries	43,062	11,466	11,466	26,302	22,400
601000	FICA	2,626	711	711	1,631	1,290
601100	Medicare	614	166	166	381	302
601200	Retirement	4,245	1,158	1,158	2,933	2,320
601300	Unemployment	87	77	77	44	44
601400	Workman's Compensation	234	65	65	316	404
602000	Health, Dental & Life Ins	5,666	1,565	1,565	3,590	3,216
<b>Total Wages &amp; Related</b>		<b>\$ 56,534</b>	<b>\$ 15,208</b>	<b>\$ 15,208</b>	<b>\$ 35,197</b>	<b>\$ 29,976</b>
<b>Operating Expenditures</b>						
703000	Office Supplies	33	200	200	2,000	1,000
703500	Subscriptions/Memberships	352				
703700	Printing		0	0	500	100
703800	Advertising	353	300	300	2,000	1,000
703900	Postage	111				
704000	Computer Services/Software	706				
710000	Consulting Services	49,863	2,000	2,000	10,000	5,000
711000	Legal Services	5,790	1,000	1,000	2,000	1,000
713100	Equipment Maint. Agreements				840	840
756001	Maps / Cartography		200	200	3,000	1,000
756100	General Plan	182	500	500	1,000	500
<b>Total Operating Expenditures</b>		<b>\$ 57,390</b>	<b>\$ 4,200</b>	<b>\$ 4,200</b>	<b>\$ 21,340</b>	<b>\$ 10,440</b>
<b>Equipment/Capital Expenditures</b>						
	N/A	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 113,924</b>	<b>\$ 19,408</b>	<b>\$ 19,408</b>	<b>\$ 56,537</b>	<b>\$ 40,416</b>
<b>Revenues</b>						
	N/A	0	0	0	0	0
<b>Total Departmental Revenues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 113,924</b>	<b>\$ 19,408</b>	<b>\$ 19,408</b>	<b>\$ 56,537</b>	<b>\$ 40,416</b>

## Code Enforcement

### Our Mission

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

### Department Duties/Description

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

#### Department Staffing:

Community Development Director (v: (0.32)  
Assistant Planner/Admin. Asst. (.07)  
Chief Building Official (0.18)  
Permit Tech/ Admin. Assistant (0.07)

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

1. With the Nuisance Violation Section being transferred to the Town Code, the processes for enforcement are different than under a Zoning Violation. The Community Development Department revised the enforcement violation documents to now address Nuisance & Zoning Violation individually.
2. A new item was also added to the Town Code for Off-Premise Solicitation (Signage). Documents and processes for enforcement have now been created to address this new item.
3. In the months of February and March of 2012, a significant increase in building permits and Development Standards Reviews has occurred. With this in mind, the Department has reorganized Code Enforcement to bring the entire staff into the process. This collaboration spreads the workloads for enforcement to achieve a better productivity while allowing staff members to complete their daily duties.

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

1. Continue to learn all aspect for the Incode Software nodules to include permitting revenue tracking, billing and receipting.
2. With the Council's and Town Manager's support, obtain a full or part time Code Enforcement Officer to meet the needs of the Community.

#### Significant Expenditure Changes:

- \* With the addition of a full or part time Code Enforcement Officer, the Departments wages and operating expenses (fuel) will increase.

#### Fiscal Notes

- \* A full time Code Enforcement Officer would increase expenses for wages and benefits.
- \* A part time Code Enforcement Officer would proportionately increase expenses for wages but, would reduce the cost of most benefits. The difference being productivity.

**Code Enforcement****Fund / Dept: 01-540**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND
<b>Expenditures</b>						
<b>Wages &amp; Related</b>						
600000	Salaries	11,057	18,247	18,247	61,371	36,000
601000	FICA	656	1,131	1,131	3,805	2,283
601100	Medicare	153	265	265	890	534
601200	Retirement	1,090	1,843	1,843	6,843	4,106
601300	Unemployment	22	24	24	124	124
601400	Workman's Compensation	189	304	304	921	553
602000	Health, Dental & Life Ins	1,778	3,199	3,199	9,980	2,780
<b>Total Wages &amp; Related</b>		<b>\$ 14,945</b>	<b>\$ 25,013</b>	<b>\$ 25,013</b>	<b>\$ 83,934</b>	<b>\$ 46,379</b>
<b>Operating Expenditures</b>						
701000	Training		0	0	400	400
701500	Travel		0	0	200	200
703000	Office Supplies	186	100	100	300	100
705000	Auto Repair/Maintenance	289	600	600	600	600
705500	Fuel		600	600	840	600
706600	Cell Phone	139	275	275	290	275
711000	Legal Services		2,000	2,000	2,000	2,000
713100	Equipment Maint. Agreements	235	0	0	500	500
756210	Nuisance Abatement				10,000	5,000
756220	Dangerous Bldg. Abatement				10,000	5,000
758100	Recording Fees				200	200
<b>Total Operating Expenditures</b>		<b>\$ 849</b>	<b>\$ 3,575</b>	<b>\$ 3,575</b>	<b>\$ 25,330</b>	<b>\$ 14,875</b>
<b>Equipment/Capital Expenditures</b>						
802000	Equipment Lease		1,000	1,000	500	500
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Total Departmental Expenditures</b>		<b>\$ 15,794</b>	<b>\$ 29,588</b>	<b>\$ 29,588</b>	<b>\$ 109,764</b>	<b>\$ 61,754</b>
<b>Revenues</b>						
414100	Permit Fees	5,572	0	0	0	0
414200	Zoning Fines	205	2,000	2,000	500	500
<b>Total Departmental Revenues</b>		<b>\$ 5,777</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>Net Effect on General Fund</b>		<b>\$ 10,017</b>	<b>\$ 27,588</b>	<b>\$ 27,588</b>	<b>\$ 109,264</b>	<b>\$ 61,254</b>





# Marshal's Office

# Marshal's Department

## Our Mission

To value employees, work together in partnership with other law enforcement entities to be a model of excellence in policing, and embrace the community by delivering the highest level of professional service.

## Department Duties/Description

The Camp Verde Marshal's Office is responsible for providing law enforcement services to the citizens and visitors of the Town of Camp Verde twenty-four hours a day, seven days a week. Some of the law enforcement services include providing a 911 communications center, establishing community education on crime prevention, investigating crimes and traffic accidents, protecting life and property, enforcing federal, state, and local laws, upholding the constitutional rights of all persons, providing emergency management and animal control services. The department exists to serve the public improve the quality of life for all citizens.

### Department Staffing:

Town Marshal 1)	Dispatch Supervisor (1)
Lieutenant (1)	Dispatcher (6) *1 vacant position
Sergeant (4)	Admin Assistant (vacant)
Deputy (10) *5 vacant positions	Records Specialist (1)
Detective (1)	Records Clerk (1)

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

1. Marshal's Office volunteers (VIPS) contributed over 2,341.5hours.
2. CVMO employees received 975 hours of training
3. Conducted 23 narcotic related search warrants that resulted in 38 arrests
4. Conducted annual Safety Fair at Bashas
5. Conducted annual National Night Out.

### Performance Objectives for Fiscal Year 2012/2013:

1. Increase business checks and neighborhood police presence, targeting crime areas to reduce criminal acts
2. Actively seek and apply for public safety grants.
3. Empower and guide employees to create and carry out required training to maintain certifications and levels of proficiency.
4. Implement uniforms for the volunteers.
5. Create a motor officer position
6. Replace the current K9 dog due to need for current K9 to retire
7. Work with CVFD to create an updated emergency plan for CVMO
8. Train employees on the new mobile data terminals for patrol vehicles.

### Significant Expenditure Changes:

- \* Mobile data terminals for patrol
- \* Spillman server upgrade
- \* Salary adjustments

### Fiscal Notes

- \* Workman's Compensation calculations include 22 volunteers per month calculated at a \$400 value per volunteer per month. This value is then multiplied by the rates set by the worker's compensation provider to find the actual premium paid. The volunteers include the Volunteers in Police Services (VIPS) members.
- \* Federal Grant funding for the PANT Officer will no longer be available and CVMO will be absorbing the cost of the PANT Officer.
- \* Funding for the mobile data computers for the patrol vehicles will be supplemented using RICO money.
- \* Computer server upgrade costs associated with Spillman will be split between four agencies

### Department Statistics FY 2011-2012

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

**Marshal's Department**  
Fund / Dept: 01-600

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND
<b>Expenditures</b>						
<b>Wages &amp; Related</b>						
600000	Salaries	1,156,293	1,196,633	1,196,633	1,320,851	1,240,000
600100	Overtime	33,658	35,000	35,000	40,000	40,000
600200	Holiday Pay	15,085	12,000	12,000	30,000	30,000
600300	Uniform Allowance	18,300	20,400	20,400	30,000	22,000
601000	FICA	31,878	32,770	32,770	36,323	34,100
601100	Medicare	17,134	18,328	18,328	19,152	19,152
601200	Retirement	150,457	188,709	188,709	208,298	200,000
601300	Unemployment	2,414	1,693	1,693	2,400	2,400
601400	Workman's Compensation	29,497	39,819	39,819	63,205	63,205
602000	Health, Dental & Life Ins	163,235	207,632	207,632	193,989	193,989
<b>Total Wages &amp; Related</b>		<b>\$ 1,617,951</b>	<b>\$ 1,752,984</b>	<b>\$ 1,752,984</b>	<b>\$ 1,944,218</b>	<b>\$ 1,844,846</b>
<b>Operating Expenditures</b>						
701000	Training	5,684	8,000	8,000	8,000	8,000
701500	Travel	2,262	6,000	6,000	6,000	6,000
702000	Uniforms	512	2,400	2,400	0	0
703000	Office Supplies	4,695	8,000	8,000	10,000	6,000
703500	Subscriptions/Memberships	270	990	990	750	750
703600	Books/Tapes/Publications	177	500	500	0	0
703700	Printing	2,262	2,500	2,500	2,500	2,500
703900	Postage	169				
704000	Computer Services/Software	15,545	17,200	17,200	34,211	34,211
705000	Auto Repair/Maintenance	26,322	35,000	35,000	40,000	40,000
705500	Fuel	48,746	55,000	55,000	60,000	60,000
706000	Electric	18,788	22,000	22,000	22,000	22,000
706100	Gas/Propane	2,509	3,500	3,500	3,500	3,500
706200	Water	2,866	3,000	3,000	3,000	3,000
706300	Sewer	2,118	2,400	2,400	2,400	2,200
706400	Waste Removal	600	1,600	1,600	1,800	1,800
706500	Telephone	6,946	9,000	9,000	0	0
706600	Cell Phone	404	500	500	500	500
706700	Pest Control	350	315	315	315	315
710000	Consulting Services				10,000	0
711000	Legal Services	167	3,000	3,000	18,000	3,000
713100	Equipment Maint. Agreements	1,397	3,000	3,000	4,150	4,150
754000	Patrol/Investigation Equip.	4,234	5,000	5,000	5,800	5,800
754100	Patrol/Investigation Equip. Maint	2,187	3,000	3,000	9,000	3,000
754200	Communication Equipment		500	500	800	800
754300	Communication Equip. Maint	2,907	2,000	2,000	2,000	2,000
754400	Repeater/Generator Maint	1,559	1,400	1,400	1,800	1,800
754700	Crime Prevention		500	500	500	500
754800	Advocacy Center	2,646	2,700	2,700	2,700	2,700
754900	Medical Supplies	720	1,000	1,000	1,000	1,000
755200	K-9 Expenditures	542	1,000	1,000	5,000	1,000
<b>Total Operating Expenditures</b>		<b>\$ 157,584</b>	<b>\$ 201,005</b>	<b>\$ 201,005</b>	<b>\$ 255,726</b>	<b>\$ 216,526</b>
<b>Equipment/Capital Expenditures</b>						
802000	Equipment Lease	2,955	4,300	4,300	2,630	2,630
<b>Total Equipment/Capital Expenditures</b>		<b>\$ 2,955</b>	<b>\$ 4,300</b>	<b>\$ 4,300</b>	<b>\$ 2,630</b>	<b>\$ 2,630</b>
<b>Total Departmental Expenditures</b>		<b>\$ 1,778,490</b>	<b>\$ 1,958,289</b>	<b>\$ 1,958,289</b>	<b>\$ 2,202,574</b>	<b>\$ 2,064,002</b>
<b>Revenues</b>						
410000	Copies	1,514	2,000	2,000	1,400	1,400
414504	Fingerprint Fees	965	1,000	1,000	800	800
480000	Miscellaneous	618	2,400	2,400	0	0
440000	Yav-Apache Dispatch	71,750	72,675	72,675	73,600	73,600
<b>Total Departmental Revenues</b>		<b>\$ 74,847</b>	<b>\$ 78,075</b>	<b>\$ 78,075</b>	<b>\$ 75,800</b>	<b>\$ 75,800</b>
<b>Net Effect on General Fund</b>		<b>\$ 1,703,643</b>	<b>\$ 1,880,214</b>	<b>\$ 1,880,214</b>	<b>\$ 2,126,774</b>	<b>\$ 1,988,202</b>

## Animal Control

### Our Mission

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

### Department Duties/Description

Animal Control is a division of the Camp Verde Marshal's Office. Animal Control's primary duties are to respond to animal calls for service and take the appropriate action to ensure the best interest of the citizens and the animal.

### Department Staffing:

Animal Control Officer (2)

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

1. Impounded 361 animals.
2. Adopted out 15 animals
3. Relocated 68 animals to rescue shelters
4. Returned 70 dogs to their owners
5. Euthanized 63 dogs and 145 cats
6. Responded to 901 dog at large calls
7. Answered 110 barking dog calls
8. Handled 32 dog bite cases
9. Issued 1,400 dog licenses.
10. Participated in the Petapaloosa event
11. Hosted 6 spay / neuter clinics

### Performance Objectives for Fiscal Year 2012/2013:

1. Continue animal welfare programs by working with other organizations to offer clinics and community education
2. Train new animal control officer.
3. Review current facility and procedure of the animal control program for more efficient and economical process
4. Maintain relationship with WalMart who provides free dog and cat food.
5. Review animal control shelter program and present results to Council
6. Review and modify Animal Control policy and procedure

### Fiscal Notes

- \* Workman's Compensation calculations include one volunteer per month calculated at a \$400 value per volunteer per month. This value is then multiplied by the rates set by the worker's compensation provider to find the actual premium paid.

## Animal Control

Fund / Dept: 01-610

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND
<b>Expenditures</b>						
<b>Wages &amp; Related</b>						
600000	Salaries	66,051	65,366	65,366	68,147	63,147
600100	Overtime	317	1,000	1,000	1,000	1,000
600200	Holiday Pay	282	1,000	1,000	1,000	1,000
600300	Uniform Allowance	1,800	1,800	1,800	1,800	1,800
601000	FICA	4,244	4,288	4,288	4,288	4,288
601100	Medicare	993	1,003	1,003	1,003	1,003
601200	Retirement	6,571	6,804	6,804	10,747	10,747
601300	Unemployment	175	113	113	178	178
601400	Workman's Compensation	1,149	1,423	1,423	1,626	1,626
602000	Health, Dental & Life Ins	13,088	13,907	13,907	14,602	14,602
<b>Total Wages &amp; Related</b>		<b>\$ 94,670</b>	<b>\$ 96,704</b>	<b>\$ 96,704</b>	<b>\$ 104,391</b>	<b>\$ 99,391</b>
<b>Operating Expenditures</b>						
701000	Training	34	500	500	500	500
701500	Travel	385	500	500	500	500
703000	Office Supplies	90	250	250	250	250
703500	Subscriptions/Memberships	95	50	50	50	50
703700	Printing	445	625	625	625	625
704100	Internet Wireless Access	439	500	500	0	0
705000	Auto Repair/Maintenance	140	500	500	1,000	1,000
705500	Fuel	2,269	2,500	2,500	3,000	3,000
706000	Electric	2,782	2,900	2,900	2,900	2,900
706100	Gas/Propane	1,830	2,700	2,700	2,700	2,700
706500	Telephone	344	500	500	500	450
711000	Legal Services		1,000	1,000	1,000	1,000
755000	Animal Control Equipment	1,426	2,500	2,500	2,500	2,500
755100	Animal Cremations	1,352	1,500	1,500	1,900	1,900
755300	Facility Lease Payments	18,930	19,200	19,200	19,200	12,000
<b>Total Operating Expenditures</b>		<b>\$ 30,561</b>	<b>\$ 35,725</b>	<b>\$ 35,725</b>	<b>\$ 36,625</b>	<b>\$ 29,375</b>
<b>Equipment/Capital Expenditures</b>						
N/A			0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>





# Library

## Camp Verde Community Library

### Our Mission

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

### Department Duties/Description

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

### Department Staffing:

Library Director (0.75)  
Library Specialist (1) vacant  
Senior Clerk (2)  
Library Clerk (.40)

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

1. Presented revised population projections to determine future library needs.
2. Created and presented a new library program to educate our patrons in the use of ereaders and ebook.
3. Facilitated the formation of the Camp Verde Home Educators group with a series of library programs
4. Created and presented a new library program to educate our senior patrons in the use of computers.
5. Brought in the OneBookAZ author to speak to our patrons.
6. Added an outside bulletin board for community announcements.
7. Added a display case for our music CDs to allow for expansion of that collection.
8. Recruited 5 new volunteers to help with library operations
9. Brought in a program from the Verde valley Archaeology Center for the newly formed Camp Verde Home Educators
10. With the help of the Library Endowment, we started a book rental program
11. Spent \$20,000 on books and other library materials to satisfy an obligation of our library service agreement with the Yavapai County Library District. \$13,500 was for the Camp Verde Community Library and \$6,500 was for the Children's Library

### Performance Objectives for Fiscal Year 2012/2013:

1. Explore Internet social medias a publicity tool and an avenue for patron service and communication.
2. Improve and enhance the library's web site.
3. Start building up staffing levels in anticipation of a new library building
4. Continue Children's programs and expand adult programs under the concept of cost neutrality.
5. Plan for a new library building

### Significant Expenditure Changes:

1. Books / Tapes / Publications line (01-700-20-703600) doubled for satisfy the County requirement that we match their

**Library****Fund / Dept: 01-700**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND
<b>Expenditures</b>						
<b>Wages &amp; Related</b>						
600000	Salaries	129,657	111,892	111,892	164,091	154,091
601000	FICA	8,039	6,937	6,937	10,174	10,174
601100	Medicare	1,880	1,622	1,622	2,379	2,379
601200	Retirement	11,767	11,180	11,180	17,342	17,342
601300	Unemployment	383	237	237	333	333
601400	Workman's Compensation	815	631	631	1,120	1,120
602000	Health, Dental & Life Ins	19,366	33,029	33,029	25,660	25,660
<b>Total Wages &amp; Related</b>		<b>\$ 171,907</b>	<b>\$ 165,528</b>	<b>\$ 165,528</b>	<b>\$ 221,099</b>	<b>\$ 211,099</b>
<b>Operating Expenditures</b>						
701000	Training		500	500	700	700
701500	Travel		200	200	300	300
703000	Office Supplies	5,589	5,000	5,000	6,000	6,000
703500	Subscriptions/Memberships	263				
703600	Books/Tapes/Publications	13,591	13,500	13,500	26,000	15,000
703900	Postage	2,981	3,500	3,500	4,000	3,000
704000	Computer Services/Software	1,203			500	500
706000	Electric	5,997	5,500	5,500	5,666	5,666
706100	Gas/Propane	4,993	3,500	3,500	4,000	4,000
706200	Water	464	750	750	750	750
706400	Waste Removal	456	500	500	500	500
706500	Telephone	1,631	1,500	1,500	0	0
706700	Pest Control	205	200	200	200	200
711000	Legal Services	148	500	500		
712000	Contract Labor/Services	4,863	5,000	5,000	5,600	5,000
713000	Equipment Rental		3,000	3,000	2,000	2,000
713100	Equipment Maint. Agreements	670	0	0		
713210	Office Equipment	0	0	0	500	500
720000	Service Charges	4				
751902	Equipment Maintenance	258	500	500	500	500
761300	Volunteer Expense	953	1,000	1,000	1,100	1,100
764000	Library Programs	891	1,500	1,500	1,600	1,500
764101	Amigo/Aznet Database	1,095	2,500	2,500	2,000	2,000
764200	Dynix Automation	7,210	13,000	13,000	8,000	8,000
<b>Total Operating Expenditures</b>		<b>\$ 53,465</b>	<b>\$ 61,650</b>	<b>\$ 61,650</b>	<b>\$ 69,916</b>	<b>\$ 57,216</b>
<b>Equipment/Capital Expenditures</b>						
N/A		0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 225,372</b>	<b>\$ 227,178</b>	<b>\$ 227,178</b>	<b>\$ 291,015</b>	<b>\$ 268,315</b>

## Camp Verde Children's Library

### Our Mission

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

### Department Duties/Description

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

### Department Staffing:

Library Director (0.25)  
Children's Librarian (1)

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

1. Added 2 Children's Book Club programs
2. Added American Heritage Academy to our list of school visitors
3. Added 6 new volunteers to help with programing and shelving
4. Continued existing programs and added new programs with the help of volunteers (and no assistant).
5. Learned operation of eReaders.
6. Managed a successful Adult Scrapbooking Program with only the funds that were donated.

### Performance Objectives for Fiscal Year 2012/2013:

1. Provide quality Children's Programs
2. Provide 2 adult scrapbooking programs per month that are cost neutral
3. Make plans for a new Children's Library within a new library building

### Significant Expenditure Changes:

1. Books / Tapes / Publications line (01-710-20-703600) doubled for satisfy the County requirement that we match their

**Children's Library**  
**Fund / Dept: 01-710**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND
<b>Expenditures</b>						
<b>Wages &amp; Related</b>						
600000	Salaries	47,702	58,946	58,946	62,695	62,695
601000	FICA	2,954	3,655	3,655	3,887	3,887
601100	Medicare	691	855	855	909	909
601200	Retirement	4,550	5,953	5,953	6,991	6,991
601300	Unemployment	89	113	113	111	111
601400	Workman's Compensation	70	185	185	395	395
602000	Health, Dental & Life Ins	6,544	15,645	15,645	8,553	8,553
<b>Total Wages &amp; Related</b>		<b>\$ 62,600</b>	<b>\$ 85,352</b>	<b>\$ 85,352</b>	<b>\$ 83,541</b>	<b>\$ 83,541</b>
<b>Operating Expenditures</b>						
701000	Training		50	50	100	100
701500	Travel		100	100	150	150
703600	Books/Tapes/Publications	1,160	6,500	6,500	14,000	7,500
706000	Electric	1,894	2,000	2,000	2,900	2,900
706100	Gas/Propane		2,000	2,000	2,000	2,000
706200	Water	136	150	150	150	150
706400	Waste Removal	144	200	200	200	200
706500	Telephone	515	650	650	0	0
706700	Pest Control	65	105	105	650	650
764000	Library Programs	1,212	2,000	2,000	2,500	1,500
<b>Total Operating Expenditures</b>		<b>\$ 5,126</b>	<b>\$ 13,755</b>	<b>\$ 13,755</b>	<b>\$ 22,650</b>	<b>\$ 15,150</b>
<b>Equipment/Capital Expenditures</b>						
	N/A	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>





# Parks & Rec

## Parks and Recreation

### Our Mission

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

### Department Duties/Description

The Parks and Recreation Department is responsible for providing recreational and social programs and events for all ages. The Parks and Recreation Department is responsible for Parks and Recreation, and the Heritage Pool.

The Parks and Recreation Department is responsible for the following:

- \* Planning and implementing community events and programs.
- \* Scheduling and rental of facilities and ball fields.
- \* Scheduling ball field lights.
- \* Working with Little League, AYSO and Youth Football on the organization of field usage.
  
- \* Supervise part-time employees that include: referees, scorekeepers, umpires, seasonal teen employees at the pool and parks, and summer program staff.
- \*  
\*

### Department Staffing:

Public Works Director/Engineer (0.10)  
Recreation Supervisor (1)  
Parks & Recreation Administrative Assistant (0.60)  
Public Works Administrative Assistant (0.10)  
Receptionist (0) - vacant

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

1. Worked with local non-profits to assist with special events
2. Worked with the community to assist with facility rentals.

### Performance Objectives for Fiscal Year 2012/2013:

1. Provide additional programs for the community.
2. Provide new mats and wall mats for the gym. Wall mats are a safety item.

### Significant Expenditure Changes:

1. New line item for OSHA Medical supplies in the amount of \$500. This is for the first aid cabinet in the Parks office. In the past it has been charged to Maintenance.
2. Re-activate line item 01-800-20-805000, Parks & Rec. Equipment and fund with \$5,880 for the purchase of new gym floor covers and wall mats for the gym.

### Fiscal Notes

\*

**Parks & Rec****Fund / Dept: 01-800**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND
<b>Expenditures</b>						
<b>Wages &amp; Related</b>						
600000	Salaries	61,793	28,815	28,815	55,255	30,000
601000	FICA	3,788	3,624	3,624	3,426	2,056
601100	Medicare	886	847	847	801	481
601200	Retirement	5,916	5,903	5,903	6,161	3,697
601300	Unemployment	97	880	880	112	112
601400	Workman's Compensation	1,195	1,563	1,563	1,939	1,163
602000	Health, Dental & Life Ins	7,591	4,172	4,172	8,622	5,173
<b>Total Wages &amp; Related</b>		<b>\$ 81,266</b>	<b>\$ 45,804</b>	<b>\$ 45,804</b>	<b>\$ 76,316</b>	<b>\$ 42,681</b>
<b>Operating Expenditures</b>						
701000	Training		350	350		
701500	Travel		250	250		
703000	Office Supplies	590	600	600	600	600
703500	Subscriptions/Memberships		100	100	700	700
706000	Electric	36,664	33,666	33,666	33,666	33,666
706100	Gas/Propane	4,596	6,500	6,500	6,500	6,500
706200	Water	2,617	3,000	3,000	3,000	3,000
706300	Sewer	1,911	2,200	2,200	2,200	2,200
706400	Waste Removal	3,042	3,150	3,150	3,150	3,150
706500	Telephone		300	300	0	0
706700	Pest Control	505	588	588	588	588
711000	Legal Services	278	300	300	300	300
713100	Equipment Maint. Agreements	360			450	450
713210	Office Equipment	120				
713220	Rec. Equipment				5,880	5,880
721000	Credit Card Processing Fees	781				
751300	OSHA Medical Supplies				500	500
<b>Total Operating Expenditures</b>		<b>\$ 51,464</b>	<b>\$ 51,004</b>	<b>\$ 51,004</b>	<b>\$ 57,534</b>	<b>\$ 57,534</b>
<b>Equipment/Capital Expenditures</b>						
802000	Equipment Lease	1,533	1,895	1,895	1,895	1,895
<b>Total Equipment/Capital Expenditures</b>		<b>\$ 1,533</b>	<b>\$ 1,895</b>	<b>\$ 1,895</b>	<b>\$ 1,895</b>	<b>\$ 1,895</b>
<b>Total Departmental Expenditures</b>		<b>\$ 134,263</b>	<b>\$ 98,703</b>	<b>\$ 98,703</b>	<b>\$ 135,745</b>	<b>\$ 102,110</b>
<b>Revenues</b>						
	N/A		0	0	0	0
<b>Total Departmental Revenues</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 134,263</b>	<b>\$ 98,703</b>	<b>\$ 98,703</b>	<b>\$ 135,745</b>	<b>\$ 102,110</b>



**Heritage Pool**  
Fund / Dept: 01-820

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
<b>Wages &amp; Related</b>							
600000	Salaries	40,148	46,243	46,243	52,706	52,706	
601000	FICA	2,486	2,867	2,867	3,268	3,268	
601100	Medicare	581	671	671	764	764	
601200	Retirement	305	4,671	4,671	1,048	1,048	
601300	Unemployment	515	375	375	570	570	
601400	Workman's Compensation	1,074	2,572	2,572	1,850	1,850	
602000	Health, Dental & Life Ins	578	1,460	1,460	1,711	1,711	
<b>Total Wages &amp; Related</b>		<b>\$ 45,687</b>	<b>\$ 58,859</b>	<b>\$ 58,859</b>	<b>\$ 61,917</b>	<b>\$ 61,917</b>	<b>\$ -</b>
<b>Operating Expenditures</b>							
701000	Training	225	500	500	500	500	
706000	Electric	4,441	3,800	3,800	3,800	3,800	
706100	Gas/Propane	9,890	10,000	10,000	13,000	13,000	
706400	Waste Removal		225	225	225	225	
706500	Telephone	312	400	400	400	400	
706700	Pest Control	330	220	220	220	220	
760000	Pool Chemicals	3,295	4,500	4,500	4,500	4,500	
760100	Pool Supplies	170	500	500	3,700	3,700	
760200	Equipment Maintenance	5,230	5,000	5,000	5,000	5,000	
760300	Concession Supplies		200	200	200	200	
760400	Permits	397	400	400	900	900	
<b>Total Operating Expenditures</b>		<b>\$ 24,290</b>	<b>\$ 25,745</b>	<b>\$ 25,745</b>	<b>\$ 32,445</b>	<b>\$ 32,445</b>	<b>\$ -</b>
<b>Equipment/Capital Expenditures</b>							
N/A		0	0	0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 69,977</b>	<b>\$ 84,604</b>	<b>\$ 84,604</b>	<b>\$ 94,362</b>	<b>\$ 94,362</b>	<b>\$ -</b>
<b>Revenues</b>							
417000	User Fees	17,312	17,000	17,000	17,000	17,000	0
482000	Concession Sales	188	0	0	200	200	0
<b>Total Departmental Revenues</b>		<b>\$ 17,500</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ 17,200</b>	<b>\$ 17,200</b>	<b>\$ -</b>
<b>Operating Transfers</b>							
500700	Op. Trans. In - YAN F07	33,268	60,000	60,000	0	0	0
<b>Total Departmental Revenues</b>		<b>\$ 33,268</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Effect on General Fund</b>		<b>\$ 19,209</b>	<b>\$ 7,604</b>	<b>\$ 7,604</b>	<b>\$ 77,162</b>	<b>\$ 77,162</b>	<b>\$ -</b>

## Children's Recreational Programs

### Our Mission

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

### Department Duties/Description

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

- \* Grasshopper Basketball
- \* Trick or Treat Main Street

### Department Staffing:

Recreation Supervisor (0.11)

Medium Equipment Operator 1 (0.02)

Medium Equipment Operator 2 (0.02)

Scorekeepers (2)

Receptionist - Vacant

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

1. Provided a successful youth basketball program for kids in the 1st through 5th grades.
2. Provided a safe place for the community children to trick or treat.

### Performance Objectives for Fiscal Year 2012/2013:

1. Replace the 7th & 8th Grade B-Ball League with a Summer Teen League
2. Bring back the Youth Summer Program
3. Provide additional youth programs throughout the year.

### Significant Expenditure Changes:

- \* Increase line item 01-830-20-762000 by \$20,000 to fund a Youth Summer Program
- Increase line item 01-830-20-761000 by \$5,000 to fund new programs for the youth.

### Fiscal Notes:

**Children's Recreation****Fund / Dept: 01-830**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND
<b>Expenditures</b>						
<b>Wages &amp; Related</b>						
600000	Salaries	5,141	5,965	5,965	5,300	5,300
601000	FICA	315	370	370	329	329
601100	Medicare	74	86	86	77	77
601200	Retirement	381	602	602	591	591
601300	Unemployment	17	29	29	67	67
601400	Workman's Compensation	179	321	321	547	547
602000	Health, Dental & Life Ins	505	1,043	1,043	0	0
<b>Total Wages &amp; Related</b>		<b>\$ 6,612</b>	<b>\$ 8,416</b>	<b>\$ 8,416</b>	<b>\$ 6,911</b>	<b>\$ 6,911</b>
<b>Operating Expenditures</b>						
712000	Contract Labor/Services	4,155	3,500	3,500	3,500	3,500
713220	Rec. Equipment		800	800	800	800
761000	Recreational Programs	2,487	3,500	3,500	8,500	3,000
761200	Recreational Programs Sponsors	3,554	3,600	3,600	3,600	3,600
762000	Summer Program				20,000	0
<b>Total Operating Expenditures</b>		<b>\$ 10,196</b>	<b>\$ 11,400</b>	<b>\$ 11,400</b>	<b>\$ 36,400</b>	<b>\$ 10,900</b>
<b>Equipment/Capital Expenditures</b>						

## Adult Recreational Programs

### Our Mission

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

### Department Duties/Description

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

- \* Men's Basketball League
- \* Co-Rec Softball

### Department Staffing:

Recreation Supervisor (0.01)  
Maintenance Worker 1 (0.02)

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

1. Tried to host an Adult Softball League but failed due to lack of teams.

### Performance Objectives for Fiscal Year 2012/2013:

1. Continue providing Adult Softball
2. Bring back Men's Basketball League.
- 3.

### Significant Expenditure Changes:

### Department Statistics FY 2010/2011

**Adult Recreation****Fund / Dept: 01-840**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND
<b>Expenditures</b>						
<b>Wages &amp; Related</b>						
600000	Salaries		1,114	1,114		
601000	FICA		69	69		
601100	Medicare		16	16		
601200	Retirement		112	112		
601300	Unemployment		2	2		
601400	Workman's Compensation		58	58		
602000	Health, Dental & Life Ins		209	209		
<b>Total Wages &amp; Related</b>		<b>\$ -</b>	<b>\$ 1,580</b>	<b>\$ 1,580</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating Expenditures</b>						
712000	Contract Labor/Services	350	4,500	4,500	4,500	4,500
713220	Rec. Equipment		450	450	450	450
761000	Recreational Programs	410	100	100	300	300
<b>Total Operating Expenditures</b>		<b>\$ 760</b>	<b>\$ 5,050</b>	<b>\$ 5,050</b>	<b>\$ 5,250</b>	<b>\$ 5,250</b>
<b>Equipment/Capital Expenditures</b>						
N/A			0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 760</b>	<b>\$ 6,630</b>	<b>\$ 6,630</b>	<b>\$ 5,250</b>	<b>\$ 5,250</b>
<b>Revenues</b>						
421002	Adult Rec Program	275	6,900	6,900	6,000	5,250
<b>Total Departmental Revenues</b>		<b>\$ 275</b>	<b>\$ 6,900</b>	<b>\$ 6,900</b>	<b>\$ 6,000</b>	<b>\$ 5,250</b>

## Senior Recreational Programs

### Our Mission

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

### Department Duties/Description

Parks and Recreation has not offered any Senior programs in the past. In future fiscal years, we hope to offer Senior programs that may include:

\*

\* Senior Social Club that may include board games, cards, classes and dances.

While the Senior Center does provide services, they are not Town-sponsored at this time.

### Department Staffing:

Recreation Supervisor (0)

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

1. Due to budgetary constraints, the Senior Recreational Programs division had no activity in the FY 2011-2012.

### Performance Objectives for Fiscal Year 2012/2013:

1. Would like to add money to the budget so that we can provide some programming for the senior population of the community.

### Significant Expenditure Changes:

**Senior Recreation Programs**  
**Fund / Dept: 01-850**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND
<b>Expenditures</b>						
Operating Expenditures						
713220	Rec. Equipment				4,000	0
Total Operating Expenditures		\$ -	\$ -	\$ -	\$ 4,000	\$ -
Equipment/Capital Expenditures						
	N/A		0	0	0	0
Total Equipment/Capital Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -
Total Departmental Expenditures		\$ -	\$ -	\$ -	\$ 4,000	\$ -
<b>Revenues</b>						
	N/A					0
Total Departmental Revenues		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Effect on General Fund</b>		\$ -	\$ -	\$ -	\$ 4,000	\$ -

## Community Programs

### Our Mission

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

### Department Duties/Description

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

- \* Christmas Craft Bazaar and Parade of Lights

### Department Staffing:

Recreation Supervisor (0.01)	Janitorial 1 (0.01)
Maintenance Foreman (0.01)	Janitorial 2 (0.01)
Maintenance Lead Worker (0.01)	Streets Foreman (0.01)
Maintenance Worker 1 (0.01)	Medium Equipment Operator 1 (0.01)
Maintenance Worker 2 (0.01)	Medium Equipment Operator 2 (0.01)

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

1. Hosted a successful Craft Bazaar and Parade of Lights
2. Hosted three trips to the Arizona Diamondback games.

### Performance Objectives for Fiscal Year 2012/2013:

1. Provide additional bus trips for the community, not all would be D-Back Games
2. Improve Christmas programs by possibly bringing back Breakfast with Santa and Kids Ornament making
3. Bring back some events and programs for the community.

### Significant Expenditure Changes:

### Department Statistics FY 2010/2011

**Community Recreation**  
**Fund / Dept: 01-860**

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND
<b>Expenditures</b>						
<b>Wages &amp; Related</b>						
600000	Salaries	2,605	3,456	3,456		
601000	FICA	160	214	214		
601100	Medicare	38	50	50		
601200	Retirement	257	349	349		
601300	Unemployment	0	6	6		
601400	Workman's Compensation	98	181	181		
602000	Health, Dental & Life Ins	347	695	695		
<b>Total Wages &amp; Related</b>		<b>\$ 3,505</b>	<b>\$ 4,951</b>	<b>\$ 4,951</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating Expenditures</b>						
713000	Equipment Rental		325	325	325	325
713100	Equipment Maint. Agreements		0	0		
761000	Recreational Programs		0	0	500	500
761200	Recreational Programs Sponsors		3,600	3,600	8,000	8,000
<b>Total Operating Expenditures</b>		<b>\$ -</b>	<b>\$ 3,925</b>	<b>\$ 3,925</b>	<b>\$ 8,825</b>	<b>\$ 8,825</b>
<b>Equipment/Capital Expenditures</b>						
N/A			0	0	0	0
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Departmental Expenditures</b>		<b>\$ 3,505</b>	<b>\$ 8,876</b>	<b>\$ 8,876</b>	<b>\$ 8,825</b>	<b>\$ 8,825</b>
<b>Revenues</b>						
421003	Community Programs	688	750	750	750	750
423004	Community Programs Sponsor		3,600	3,600	8,000	8,000
<b>Total Departmental Revenues</b>		<b>\$ 688</b>	<b>\$ 4,350</b>	<b>\$ 4,350</b>	<b>\$ 8,750</b>	<b>\$ 8,750</b>
<b>Net Effect on General Fund</b>		<b>\$ 2,817</b>	<b>\$ 4,526</b>	<b>\$ 4,526</b>	<b>\$ 75</b>	<b>\$ 75</b>





# HURF Fund

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

### Our Mission

The mission of the Streets Division is to provide the highest quality public roads through the prudent use of resources, technology, innovations, teamwork and coordination with Town employees and public agencies. We recognize the importance of preserving the Town's major investment in streets infrastructure so that the maximum benefit is obtained. We will continue to educate management, elected officials and the public of the importance of their roads and the potential impact of decisions they make.

### Department Duties/Description

Streets is a division of Public Works, it is funded through the Highway Users Revenue Fund (HURF); the division receives no funding from the General Fund. With a crew of three, and support of the Public Works Project Manager, the division maintains over 110 miles of paved roads, and several miles of dirt roads. Each year the Crew performs crack-seal, chip-seal, patch and pavement projects, road inspections, signage and monitors the traffic signals. Annually, over 7,000 cubic yards of tree/brush trimmings are cleared and added to the never-ending roadside trash removed from the Right of Way. We process an average of 25 Road Cut Permits and 75 Culvert Permits each year that require at least one inspection each by a crew member. We are responsible for street sweeping, dead animal pick-up/removal and the Adopt-A-Road program. The crew does the majority of maintenance on the vehicles and equipment used by Streets Division.

#### Department Staffing:

Public Works Director/Engineer (0.20)	Medium Equipment Operator (1.92)
Streets Foreman (0.96)	Streets Laborer (vacant)
Public Works Project Manager (0.80)	Public Works Administrative Assistant (0.45)
Heavy Equipment Operator (vacant)	

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

1. Completed over 60,000 lineal feet of Crack Seal preventative maintenance
2. Began updating signage to meet MUTCD retroreflectivity requirements
3. Hired the Public Works Project Manager

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

1. Complete clearing/cleaning the site and perimeter fencing at the Public Works/Streets Yard on Industrial Drive.
2. Plan and schedule for the Crack Seal, Chip Seal programs and Street Striping
3. Identify and participate in training in order to learn new techniques and keep current certifications
4. Plan and complete a chip seal overlay
5. Work with NACOG for the successful completion of the Hollamon street Sidewalk project
6. Maintain the Rights of Way and provide pick up from ADOPT A ROAD clean-ups

#### Significant Expenditure Changes:

- \* Training: this will allow the Street Crew to update certifications and attend training for new products/applications and safety
- \* Sewer: reflects the levy payable to CVSD for Industrial Drive
- \* Waste removal is increased to reflect anticipated clean-up at Industrial Dr
- \* With the purchase of Industrial Dr. the Town will replace lease payments with a 20-year loan for this appreciating asset
- \* Consulting Service is needed for any unexpected projects that require survey or engineering
- \* Planned maintenance to 4- 5 miles of roadway that has been delayed for years and now is critical
- \* Street Construction: sufficient to do one small project that will upgrade or provide a new section of road

#### Fiscal Notes

- \* Seasonal Labor is included in the salary related calculations. Amounts included are 1,440 hours at \$12.00 per hour of rework such as mowing/trimming, flagging, and chip seal, and 240 hours at \$20.00 for blading work plus all applicable taxes and benefits.
- \* HURF Revenues and LTAF Revenues are restricted monies received from the State that can only be used for transportation related expenditures. The State provides annual estimates of the amounts that each municipality will receive during the fiscal year.  
 HURF Revenues are derived from gasoline tax and a number of additional transportation related fees. One-half of monies received are distributed based on the population, the other half are allocated based on "county of origin" of gasoline sales. 2011/2012 revenue reflects the anticipated reduced funding. We have planned reserves in the HURF Fund Balance to account for this reduction, and are requesting \$434,950 for the 11/12 operational budget
- \* Transportation Management Plan:  
 The Town of Camp Verde has over 110 miles of paved roadways, valued in excess of \$16,800,000. With proper maintenance and preservation work, this valuable asset has a life of 15 to 20 years. Every \$1.00 spent in the first 15 years of the service life of a paved road, saves the Town \$5.00 in future rehabilitation costs. This is based on today's costs; as fuel/oil costs increase, rehabilitation costs will increase, making maintenance even more critical. Any Transportation Maintenance Program will address each of the following:
  - \* Routine maintenance such as street sweeping, clearing roadside ditches/structures, maintenance of markings and signage, crack fill, and pothole patching.
  - \* Preventative maintenance is the most cost effective. It is one tenth the cost of reconstruction. Preventative maintenance includes fog seal, crack seal, chip seal, and hot mix overlay.
  - \* Rehabilitation is the structural enhancement that extends the service life of existing pavement by increasing the thickness to accommodate existing and projected traffic conditions.
  - \* Establishing a chip seal program wherein the Town would chip seal 7.5 miles of road each year on a 15 year rotation would cost approximately \$750,000 per year. This program would allow for the proper preventative maintenance for the Town's current paved roadways but will require a financial commitment from the General Fund

**HURF Fund**  
Fund / Dept: 20-000

ACCOUNT NUMBERS	ACCOUNT TITLE	2010-11 AUDITED ACTUALS	2011-12 COUNCIL ADOPTION	2011-12 ADJUSTED BUDGET	2012-13 DEPT REQUESTED	2012-13 MANAGER RECOMMEND	2012-13 COUNCIL ADOPTION
<b>Expenditures</b>							
<b>Project Expenditures</b>							
600000	Salaries	165,415	193,877	193,877	264,021	220,510	
600100	Overtime		2,000	2,000	0	0	
601000	FICA	10,254	12,144	12,144	16,369	13,672	
601100	Medicare	2,398	2,840	2,840	3,828	3,197	
601200	Retirement	15,512	19,582	19,582	29,438	24,586	
601300	Unemployment Insurance	456	248	248	497	412	
601400	Workman's Compensation	8,002	8,848	8,848	23,762	19,846	
602000	Health Insurance	24,853	28,039	28,039	40,163	33,265	
<b>Total Salary Expenditures</b>		<b>\$ 226,890</b>	<b>\$ 267,578</b>	<b>\$ 267,578</b>	<b>\$ 378,078</b>	<b>\$ 315,488</b>	<b>\$ -</b>
<b>Operational Expenditures</b>							
701000	Training	175	1,500	1,500	1,900	1,900	
701500	Travel	65	200	200	1,430	1,430	
702000	Uniforms	3,427	3,000	3,000			
703000	Office Supplies	927	800	800	500	500	
703500	Subscriptions/Memberships	0	100	100	300	300	
703600	Books/Tapes/Publications	0	100	100	100	100	
703700	Printing	52	200	200	200	200	
703800	Advertising	193	1,000	1,000	800	800	
703900	Postage	43	0	0			
704000	Computer Services/Software	1,800	0	0	1,200	1,200	
705000	Auto Repair/Maintenance	11,342	35,000	35,000	30,000	15,000	
705500	Fuel	12,197	40,000	40,000	35,000	15,000	
706000	Electric	1,972	2,100	2,100	2,650	2,650	
706100	Gas/Propane	955	1,100	1,100	2,000	2,000	
706200	Water	1,111	1,200	1,200	1,300	1,300	
706300	Sewer	147	3,200	3,200	3,200	3,200	
706400	Waste Removal	742	300	300	300	300	
706500	Telephone	491	500	500	600	600	
706600	Cell Phone	1,224	1,300	1,300	1,640	1,640	
706700	Pest Control	455	300	300	300	300	
710000	Consulting Services	0	15,000	15,000	15,000	0	
711000	Legal Services	352	2,000	2,000	2,000	2,000	
712000	Contract Labor/Services	0	3,000	3,000	5,000	5,000	
713000	Equipment Rental	0	1,200	1,200	1,200	1,200	
713100	Equipment Maint. Agreements	356	500	500	450	450	
713210	Office Equipment	0	200	200	600	600	
713240	Maintenance Equipment	64	0	0	2,500	2,500	
722000	Liability Insurance	0	12,378	12,378	10,000	10,000	
751300	OSHA Medical Supplies	532	1,200	1,200	1,650	1,650	
755300	Street Yard Lease Payments	33,660	0	0	0	0	
756000	Mapping	0	200	200	200	200	
758100	Recording Fees	32	300	300	300	300	
770000	Street Maintenance	45,504	60,000	60,000	60,000	60,000	
770100	Street Striping		25,000	25,000	25,000	25,000	
770200	Chip Seal / Maintenance		59,000	59,000	65,000	65,000	
770400	Right-of-Way Aquisition		3,000	3,000	3,000	3,000	
771000	Street & Safety Signing	3,015	10,000	10,000	10,000	10,000	
773000	Traffic Signal Maintenance	2,359	9,000	9,000	8,000	8,000	
773500	Traffic Signal Electricity	8,069	8,300	8,300	8,300	8,300	
773600	Main Street Lights/Irrigation Electricity	10,936	10,000	10,000	10,000	10,000	
774000	Small Tools	1,227	1,800	1,800	2,500	2,500	
775000	Litter Abatement	0	30	30	500	500	
<b>Total Operational Expenditures</b>		<b>\$ 143,424</b>	<b>\$ 314,008</b>	<b>\$ 314,008</b>	<b>\$ 314,620</b>	<b>\$ 264,620</b>	<b>\$ -</b>
<b>Equipment/Capital Expenditures</b>							
800000	Office Equipment/Furniture		0	0	0	0	
801000	Computer Equipment		0	0			
802000	Equipment Lease	1,538	4,500	4,500			
824000	Vehicles				15,000	15,000	
871000	Street Construction	27	50,000	50,000	3,000	3,000	
871400	Street Paving		20,000	20,000	25,000	25,000	
871500	Finnie Flat Sidewalk	420	25,000	25,000	25,000	25,000	
871501	Finnie Flat Sidewalk RoWay		0	0	3,200	3,200	
<b>Total Equipment/Capital Expenditures</b>		<b>\$ 1,985</b>	<b>\$ 99,500</b>	<b>\$ 99,500</b>	<b>\$ 71,200</b>	<b>\$ 71,200</b>	<b>\$ -</b>
<b>Total Expenditures</b>		<b>\$ 372,299</b>	<b>\$ 681,086</b>	<b>\$ 681,086</b>	<b>\$ 763,898</b>	<b>\$ 651,308</b>	<b>\$ -</b>
<b>Revenues</b>							
403000	HURF Revenue	796,016	648,254	648,254	650,000	650,000	
433000	Refunds/Reimbursements	325	250	250	800	800	
481000	Surplus Property Sales				600	600	
490000	Interest	17	12	12	5,000	5,000	
<b>Total Departmental Revenues</b>		<b>\$ 796,358</b>	<b>\$ 648,516</b>	<b>\$ 648,516</b>	<b>\$ 656,400</b>	<b>\$ 656,400</b>	<b>\$ -</b>
<b>Operating Transfers</b>							
500800	Operating Transfers In - Fed Grants	8,783					
550300	Operating Transfers Out - CIP		(350,000)	(350,000)			
550900	Operating Transfers Out - CDBG		0	0	(66,934)	(66,934)	
551300	Operating Transfers Out - Debt Service		(23,468)	(23,468)	(102,401)	(102,401)	
<b>Total Operating Transfers</b>		<b>\$ 8,783</b>	<b>\$ (373,468)</b>	<b>\$ (373,468)</b>	<b>\$ (169,335)</b>	<b>\$ (169,335)</b>	<b>\$ -</b>
<b>Net Effect on HURF Fund</b>		<b>\$ (432,842)</b>	<b>\$ 406,038</b>	<b>\$ 406,038</b>	<b>\$ 276,833</b>	<b>\$ 164,243</b>	<b>\$ -</b>
Beginning HURF Fund Balance (Est'd)		\$ 924,322	\$ 1,357,164	\$ 1,357,164	\$ 950,000	\$ 950,000	
10-year Repayment Plan Set-aside					\$ 565,000	\$ 565,000	
<b>Ending HURF Fund Balance (Est'd)</b>		<b>\$ 1,357,164</b>	<b>\$ 951,126</b>	<b>\$ 951,126</b>	<b>\$ 108,167</b>	<b>\$ 220,757</b>	<b>\$ -</b>