



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

Corrected **AGENDA**

**WORK SESSION**

**MAYOR and COMMON COUNCIL**

**of the TOWN OF CAMP VERDE**

**COUNCIL CHAMBERS - 473 S. Main Street, # 106**

Friday ~~WEDNESDAY~~, **MAY 6, 2011**

**9:00 a.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 2011/12 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. **Public Works**
    - ✓ Parks & Recreation
      - Pool
      - Children's Recreational Programs
      - Adult Recreational Programs
      - Senior Recreational Programs
      - Community Programs
    - ✓ Public Works/Engineer
    - ✓ Storm Water Management
    - ✓ Maintenance
    - ✓ HURF/Streets
  - b. **Community Development**
    - ✓ Community Development
    - ✓ Building Department
    - ✓ Current Planning
    - ✓ Long Range Planning
    - ✓ Code Enforcement
    - ✓ Impact Fee Fund
  - c. **Municipal Court**
  - d. **Magistrate Special Revenue Fund**
  - e. **Library**
    - ✓ Camp Verde Community Library
    - ✓ Children's Library
    - ✓ Library Building Fund
  - f. **Mayor and Council**
  - g. **Town Clerk**
  - h. **Finance Department**
  - i. **Legal Department**
  - j. **Non-departmental**
  - k. **Information Technology Services**
  - l. **Town Manager**
  - m. **Marshal's Department**
  - n. **Animal Control**
  - o. **Human Resources**
  - p. **CIP Fund**
  - q. **Parks Fund**
  - r. **Yavapai-Apache Gaming Compact Fund**

- s. Non-Federal Grants Fund
- t. Federal Grants
- u. CDBG Grants Fund
- v. 9-1-1 Fund
- w. Housing Grant Fund
- x. Donations Fund
- y. Debt Service Fund
- z. Contingency Fund

5. **Review of the FY 2011/12 proposed fees for Town Services**

6. **Adjournment**

Posted by: O Jones

Date/Time: 4-28-2011 9:00 a.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.

# Memo

To: Mayor and Town Council  
From: Russ Martin, Town Manager

Date: April 27, 2011  
Re: 2011-2012 Draft Budget

---

Attached is the staff prepared budget for your review along with the three year plan. On May 6 2011, we will be working together (Citizens/Council/Staff) to develop a budget for revenues anticipated, and more directly this year, budget for monies currently held in reserve, to provide services for our community. In addition, discussion will occur regarding the pursuit of long awaited capital improvements.

The data may appear familiar in places within the document, as many projected amounts within the budget will not be changing from the current 2011-12 budget. Our current budget has served us well. Though some capital projects were not finalized, they are closer to completion, even as we curb our expenses to meet a slower revenue stream.

Moving forward, this budget will allow us to continue at the current operational level for another three, possibly four, years while allowing the Town to maintain an adequate reserve for operations. However, the growing capital needs of the community, including simple replacement of existing capital assets, creates a problem which much be addressed within the coming years.

We will take a large step towards planning and finding solutions to this dilemma in the Fall with completion of a new CIP (Capital Improvements Plan). With this in mind, I have recommended cuts to most of the projects submitted that are not already underway or critical to maintain critical Town services.

Please see the attached three year plan that shows projected reserve funds should you approve the submitted budget with the current operational shortfalls. The annual operational deficit, approximately \$350,000, does not include any capital projects, and maintains a sufficient reserve of approximately \$1,700,000. We have no intention of spending beyond the established \$1,000,000 which has been identified as a preferred minimum balance. This plan may allow progress on a few capital projects and/or compensate for even lower revenue in the years ahead.

There is a lot of information to review. Please take the time to go through this document recognizing that it is a ***draft*** and we can modify the data. It is presented for discussion and possible change. Through the public review process and subsequent direction from you, we will move forward and continue to serve our community as conscientious stewards of Town funds.

As you have questions, please keep track of them for discussion on May 6<sup>th</sup>. If you have questions which you would like addressed prior to that meeting, or wish to express comments or concerns, please feel free to contact me via the information below.

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



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

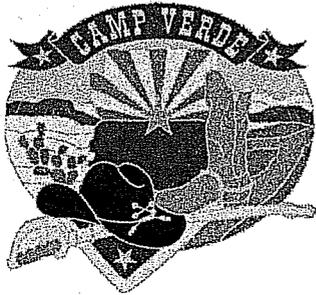
# Town of Camp Verde, Arizona

473 S Main Street

Camp Verde, AZ 86322

(928) 567-6631

[www.campverde.az.gov](http://www.campverde.az.gov)



Fiscal Year  
2011-2012  
DRAFT Budget

General Fund

Summary of Expenditures by Category

Salary Related Expenditures

	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000 Salaries	2,811,720	2,811,720	2,663,071	2,613,556	2,608,956	
6001 Overtime	36,400	36,400	33,400	36,400	36,400	
6002 Holiday Pay	13,000	13,000	13,000	13,000	13,000	
6003 Uniform Allowance	22,200	20,100	20,100	22,200	22,200	
6010 FICA	103,002	133,892	128,497	123,041	122,756	
6011 Medicare	41,808	41,808	38,004	38,935	38,971	
6012 Retirement	160,295	302,334	293,855	291,749	291,749	
6013 Unemployment Insurance	7,195	7,195	6,569	5,418	5,381	
6014 Workman's Compensation	22,185	53,161	35,464	42,099	41,824	
6020 Health, Dental, Life & STD Insurance	411,013	411,013	371,427	439,661	439,661	
<b>Total Salary Related Expenditures</b>	<b>\$ 3,628,817</b>	<b>\$ 3,830,622</b>	<b>\$ 3,603,385</b>	<b>\$ 3,626,059</b>	<b>\$ 3,620,897</b>	

Operational Expenditures

7010 Training	26,250	26,250	27,450	31,300	29,000	
7015 Travel	11,400	11,400	11,700	17,850	15,350	
7020 Uniforms	4,900	4,900	4,597	4,800	4,800	
7030 Office Supplies	27,500	27,450	27,139	27,750	27,250	
7032 Copier Paper	3,500	3,500	3,500	3,500	3,500	
7035 Subscriptions/Memberships	14,371	14,371	13,095	16,415	16,415	
7036 Books/Tapes/Publications	22,775	22,775	21,175	28,600	21,600	
7037 Printing	6,450	6,450	5,730	6,450	6,450	
7038 Advertising	8,801	8,801	8,750	8,450	8,450	
7039 Postage	20,681	20,681	13,864	6,800	6,800	
7040 Computer Services/Software	23,320	23,320	22,386	17,200	17,200	
7041 Internet Wireless Access	8,900	8,900	8,845	9,500	9,500	
7042 IT System Maintenance/Anti-Virus	2,750	2,750	2,750	2,750	2,750	
7050 Auto Repair/Maintenance	35,900	35,900	35,750	41,330	41,330	
7055 Fuel/Oil/Lube	58,775	58,775	58,475	65,900	64,900	
7060 Electric	94,901	94,901	96,106	96,851	95,551	
7061 Gas/Propane	40,075	40,075	34,495	38,785	38,476	
7062 Water	13,265	13,265	12,985	12,240	12,090	
7063 Sewer	8,997	8,997	8,887	8,980	8,600	
7064 Waste Removal	6,817	6,817	6,154	7,417	7,297	
7065 Telephone	27,969	27,969	27,969	27,969	27,969	
7066 Cell Phone	2,880	2,880	2,430	2,625	2,625	
7067 Pest Control	3,783	3,783	3,721	3,738	3,703	
7100 Consulting Services	196,453	196,453	180,953	105,000	105,000	
7110 Legal Services	92,650	92,650	90,259	90,300	24,300	
7120 Contract Labor/Services	118,520	118,520	111,191	114,500	43,500	
7130 Equipment Rental	325	325	0	325	325	
7200 Service Charges	10,024	10,024	10,004	5,000	5,000	
7210 Credit Card Processing Fees	4,150	4,150	6,650	6,000	6,000	
7220 Liability Insurance	194,613	194,613	194,613	175,000	175,000	
7300 Commission Expense	0	0	0	0	0	
7500-7999 Department Specific Expenditures	777,456	777,456	729,449	1,093,153	1,100,553	
<b>Total Operational Expenditures</b>	<b>\$ 1,869,151</b>	<b>\$ 1,869,101</b>	<b>\$ 1,781,072</b>	<b>\$ 2,076,478</b>	<b>\$ 1,931,284</b>	

Equipment/Capital Expenditures

8000 Office Equipment/Furniture	951	951	800	850	850	
8010 Computer Equipment	3,600	3,300	1,800	0	0	
8020 Equipment Lease	25,060	25,060	24,365	21,375	21,375	
8030 Maintenance Equipment	0	0	0	0	0	
8040 Structural	0	0	0	0	0	
8050 Parks & Recreation Equipment	0	0	0	0	0	
8055 Light Recreational Equipment	0	0	0	1,250	1,250	
8712 Main Street Surveys & Encroachment Easements	23,000	23,000	0	0	0	
<b>Total Equipment/Capital Expenditures</b>	<b>\$ 52,611</b>	<b>\$ 52,311</b>	<b>\$ 26,965</b>	<b>\$ 23,475</b>	<b>\$ 23,475</b>	

Operating Transfers and Contingency

8803 Transfers Out-CIP Fund	80,000	80,000	242,000	80,000	80,000	
8813 Transfers Out-Debt Service Fund	305,625	305,625	264,585	168,695	168,695	
8815 Transfers Out-Library Building Fund	100	100	100	100	100	
9999 Contingency	200,000	27,725	20,500	200,000	100,000	
Employee Payouts Upon Termination of Employment	0	0	0	50,000	50,000	
<b>Total Operating Transfers and Contingency</b>	<b>\$ 585,725</b>	<b>\$ 413,450</b>	<b>\$ 527,185</b>	<b>\$ 498,795</b>	<b>\$ 398,795</b>	

Total General Fund Expenditures

**\$ 6,136,304 \$ 6,165,484 \$ 5,938,607 \$ 6,224,807 \$ 5,974,451**

General Purpose Revenues  
Local Revenues

	2009/2010 AUDITED	2010/2011 COUNCIL	2010/2011 ADJUSTED	2010/2011 ESTIMATED	2011/2012 DEPARTMENT	2011/2012 MANAGER	2011/2012 COUNCIL
Fund 01-40-00	ACTUALS	ADOPTION	BUDGET	ACTUALS	REQUESTED	RECOMMEND	ADOPTION
01-4001 Town Sales Tax	1,347,731	1,740,000	1,740,000	1,500,000	1,500,000	1,500,000	
13-4001 1% Construction Tax - Allocated to Debt Serv Fund	117,693	40,000	40,000	43,410	40,000	40,000	
03-4001 2% Construction Tax - Allocated to CIP Fund	80,000	80,000	80,000	86,822	80,000	80,000	
04-4001 Parks Fund Sales Tax Allocation	440,000	0	0	0	0	0	
01-4002 Accommodation Tax	110,798	110,000	135,000	103,000	105,000	105,000	
4181 APS Franchise	196,256	190,000	185,000	130,000	190,000	190,000	
4182 CV Water System Franchise	22,993	20,000	20,000	15,000	20,000	20,000	
4183 NPG Cable Franchise Fees	14,683	14,400	16,000	10,867	11,000	14,400	
4184 UNS Gas Franchise Fees	8,733	4,500	4,500	4,000	4,500	4,500	
4330 Reimbursement/Restitution	51,526	500	500	1,000	1,100	500	
4710 Rio Verde Plaza Rents	0	0	0	0	0	0	
4800 Miscellaneous	2,761	10,000	10,000	30,000	10,000	10,000	
4810 Surplus Property Sales - Town	0	4,000	4,000	32,000	4,000	4,000	
4900 Investment Interest	13,326	6,000	40,000	7,600	40,000	40,000	
<b>TOTAL</b>	<b>\$ 2,406,500</b>	<b>\$ 2,219,400</b>	<b>\$ 2,275,000</b>	<b>\$ 1,963,699</b>	<b>\$ 2,005,600</b>	<b>\$ 2,008,400</b>	

State Shared Revenues

Fund 01-41-00							
4010 Urban Revenue Sharing	1,385,355	1,044,224	1,385,314	1,385,314	1,044,224	1,044,224	
4015 State Sales Tax	787,425	804,989	824,927	824,927	804,989	804,989	
<b>TOTAL</b>	<b>\$ 2,172,780</b>	<b>\$ 1,849,213</b>	<b>\$ 2,210,241</b>	<b>\$ 2,210,241</b>	<b>\$ 1,849,213</b>	<b>\$ 1,849,213</b>	

County Revenues

Fund 01-43-00							
4020 Vehicle License Tax	583,115	588,311	620,000	620,000	577,351	577,351	
<b>TOTAL</b>	<b>\$ 583,115</b>	<b>\$ 588,311</b>	<b>\$ 620,000</b>	<b>\$ 620,000</b>	<b>\$ 577,351</b>	<b>\$ 577,351</b>	

Total General Purpose Revenues

<b>\$ 5,162,395</b>	<b>\$ 4,656,924</b>	<b>\$ 5,105,241</b>	<b>\$ 4,793,940</b>	<b>\$ 4,432,164</b>	<b>\$ 4,434,964</b>	
---------------------	---------------------	---------------------	---------------------	---------------------	---------------------	--

Operating Transfers

7704 Transfers In-Parks Fund	0	0	0	0	0	0	
7703 Transfers In-CIP Fund	0	0	0	0	0	0	
8803 Transfers Out-CIP Fund	(235,387)	(709,102)	(80,000)	(486,000)	(792,000)	(457,500)	
8804 Transfers Out-Parks Fund	(440,000)	0	0	0	0	0	
8806 Transfers Out-Non-Federal Grants Fund	(5,184)	0	0	0	0	0	
8813 Transfers Out-Debt Service Fund	(228,719)	(168,695)	(305,625)	(336,031)	(576,717)	(576,717)	
8815 Transfers Out-Library Building Fund	(100)	(100)	(100)	(100)	0	0	
8820 Transfers Out-HURF Fund	0	0	0	0	0	0	
<b>TOTAL</b>	<b>\$ (909,390)</b>	<b>\$ (877,897)</b>	<b>\$ (385,725)</b>	<b>\$ (822,131)</b>	<b>\$ (1,368,717)</b>	<b>\$ (1,034,217)</b>	

Net Available General Purpose Revenues

<b>\$ 4,253,005</b>	<b>\$ 3,779,027</b>	<b>\$ 4,719,516</b>	<b>\$ 3,971,809</b>	<b>\$ 3,063,447</b>	<b>\$ 3,400,747</b>	
---------------------	---------------------	---------------------	---------------------	---------------------	---------------------	--

General Fund Departmental Subsidies

20-10 Mayor & Council	31,173	24,172	24,172	29,871	29,871	30,871	
20-11 Town Manager	174,450	207,767	207,767	203,756	201,959	201,959	
20-12 Town Clerk	196,322	230,220	230,220	230,220	165,399	165,399	
20-13 Finance Department	137,010	335,206	334,906	273,908	238,630	238,630	
20-14 Human Resources	53,042	61,926	61,926	61,926	51,511	47,481	
20-16 Legal Department	146,350	122,089	122,089	122,089	122,089	122,089	
20-17 Non-Departmental	507,032	0	0	0	429,653	439,653	
20-18 Information Technology Services	0	77,973	77,973	77,973	141,729	141,729	
20-20 Maintenance Division	329,745	(374,487)	371,687	371,687	385,050	385,050	
20-30 Municipal Court	171,588	106,475	106,475	69,519	78,786	78,786	
20-40 Public Works/Engineer	128,040	123,464	123,464	96,264	121,989	121,989	
20-41 Storm Water Management	61,712	31,030	31,030	29,130	44,114	44,114	
20-50 Community Development	81,395	41,868	41,868	41,868	43,562	43,562	
20-51 Building Department	15,950	15,921	15,921	41,391	48,917	48,917	
20-52 Current Planning	52,493	53,466	53,466	53,466	57,925	57,925	
20-53 Long Range Planning	204,905	151,039	151,039	151,039	27,523	27,523	
20-54 Code Enforcement	41,900	24,062	24,062	24,062	27,524	27,524	
20-60 Marshal's Department	1,868,231	1,589,228	1,791,033	1,631,333	1,768,271	1,768,373	
20-61 Animal Control	109,587	117,940	117,940	117,612	121,467	121,467	
20-70 Camp Verde Community Library	143,232	105,409	105,409	99,662	104,797	99,797	
20-71 Beaver Creek Library	22,922	5,993	5,993	5,993	0	0	
20-72 Camp Verde Children's Library	84,199	105,153	105,153	105,153	94,544	92,044	
20-80 Parks & Recreation	177,520	156,057	156,057	156,057	134,781	134,781	
20-82 Pool	65,588	41,273	41,273	23,853	2,814	2,814	
20-83 Children's Recreational Programs	(11,210)	4,134	4,134	(3,026)	6,373	6,373	
20-84 Adult Recreational Programs	290	(132)	(132)	(3,362)	(262)	(262)	
20-85 Senior Recreational Programs	0	0	0	0	0	0	
20-86 Community Programs	4,790	4,456	4,456	3,290	4,062	4,062	
9999 Contingency	20,500	200,000	27,725	20,500	200,000	200,000	
Employee Payouts Upon Termination of Employment	0	0	0	0	50,000	50,000	
<b>Total General Purpose Subsidies</b>	<b>\$ 4,818,756</b>	<b>\$ 3,561,704</b>	<b>\$ 4,337,108</b>	<b>\$ 4,035,237</b>	<b>\$ 4,703,078</b>	<b>\$ 4,702,651</b>	

Net <Subsidy From>/Contribution To General Fund Balance

<b>\$ (565,751)</b>	<b>\$ 217,323</b>	<b>\$ 382,408</b>	<b>\$ (63,428)</b>	<b>\$ (1,639,631)</b>	<b>\$ (1,301,904)</b>	
---------------------	-------------------	-------------------	--------------------	-----------------------	-----------------------	--

Prior Year Ending General Fund Fund Balance  
Estimated Ending General Fund Fund Balance (deficit)

<b>\$ 3,516,668</b>	<b>\$ 2,950,917</b>	<b>\$ 3,667,027</b>	<b>\$ 3,906,063</b>	<b>\$ 3,842,635</b>	<b>\$ 3,842,635</b>	
<b>\$ 2,950,917</b>	<b>\$ 3,168,241</b>	<b>\$ 4,049,435</b>	<b>\$ 3,842,635</b>	<b>\$ 2,203,003</b>	<b>\$ 2,540,730</b>	

# 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) - Annual appointment by the Council  
Councilors (5)

## Accomplishments for the Fiscal Year 2010/2011:

- 1 Completed a comprehensive review of the Town Code.
- 2 Completed a comprehensive review of the P&Z Ordinances.
- 3 Instituted the Town of Camp Verde Operations & Procedures Guide.
- 4 Approved a balanced budget.
- 5 Continued the partnership with State Parks to keep Ft. Verde State Historic Park open.
- 6 Instituted methods that support community events put on by private promoters
- 7 Continued the partnership with the Chamber of Commerce to operate the Visitors Center & promote economic development.

## Performance Objectives for Fiscal Year 2011/2012:

- 1 Continue our commitment to fiscal responsibility in the downturned economy. We will strive to maintain a balanced budget to the extent possible without eliminating services.
- 2 Continue our strong commitment to serving our 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:

- \* Office Supplies were negated in the FY10-11 budget and absorbed by the Clerk's Office
- \* Critical training & travel expenses were eliminated in the FY10-11 budget. With new Council members coming on board in July, training is a higher priority.

Mayor & Council  
Fund 01-20-10

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMENDATION	2011/2012 COUNCIL ADOPTION
6000	Salaries	3,600	3,600	3,600	3,600	3,600	
6010	FICA	223	223	223	223	223	
6011	Medicare	52	52	52	52	52	
6013	Unemployment	39	39	39	29	29	
6014	Workman's Compensation	214	214	214	273	273	
<b>Total Salary Expenditures</b>		<b>\$ 4,128</b>	<b>\$ 4,128</b>	<b>\$ 4,128</b>	<b>\$ 4,177</b>	<b>\$ 4,177</b>	

Operating Expenditures

7010	Training	300	300	300	2,300	2,300	
7015	Travel	300	300	300	2,500	2,500	
7030	Office Supplies	50	50	0	500	500	
7035	Subscriptions/Memberships	0	0	0	0	0	
7055	Fuel/Oil/Lube	0	0	0	1,000	1,000	
7060	Electric	1,300	1,300	1,300	1,300	1,300	
7061	Gas/Propane	309	309	309	309	309	
7062	Water	150	150	150	150	150	
7063	Sewer	380	380	380	380	380	
7064	Waste Removal	120	120	120	120	120	
7066	Cell Phone	0	0	0	0	0	
7067	Pest Control	35	35	35	35	35	
7110	Legal Services	16,000	16,000	16,000	16,000	16,000	
7570	Security System	0	0	0	0	0	
7571	Public Relations	500	500	500	500	500	
7572	Special Committee Assignments	0	0	0	0	0	
7573	Dinner/Reception Expense	600	600	600	600	600	
7574	Televised Council Meetings	0	0	0	0	1,000	
<b>Total Operating Expenditures</b>		<b>\$ 20,044</b>	<b>\$ 20,044</b>	<b>\$ 20,044</b>	<b>\$ 25,694</b>	<b>\$ 26,694</b>	

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	0	0	0	0	0	
8010	Computer Equipment	0	0	0	0	0	
<b>Total Equipment/Capital Expenditures</b>		<b>\$ -</b>					

Total Expenditures

<b>\$ 24,172</b>	<b>\$ 24,172</b>	<b>\$ 24,172</b>	<b>\$ 29,871</b>	<b>\$ 30,871</b>
------------------	------------------	------------------	------------------	------------------

Revenues

Mayor & Council Revenues

N/A	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>				

Net <Subsidy From>/Contribution To General Purpose Revenue	<b>\$ (24,172)</b>	<b>\$ (24,172)</b>	<b>\$ (24,172)</b>	<b>\$ (29,871)</b>	<b>\$ (30,871)</b>
------------------------------------------------------------	--------------------	--------------------	--------------------	--------------------	--------------------

# Town Manager

## Our Mission

To serve the citizens of the Town of Camp Verde in ways that will demonstrate our commitment to excellence and to 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)  
Assistant to the Town Manager (.95)

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

1. Transitioned new Town Manager
2. Acquired the Public Works Yard on Industrial Drive.
3. Completed the Land Use Code Re-Write initiative, vis a vis the Special Projects Administrator
4. For Council's approval completed the Risk Management Policies & Procedures/Safety Program vis a vis the Risk Manager
5. Loss Control Audit - Improvements made in housekeeping and safety vis a vis the Maintenance Dept. and Risk Manager
6. Continue to represent the Town in the negotiation process relative to water rights
7. Transitioned Human Resources (HR) to Town Manager's Department
8. Continue to develop a plan, for Council's consideration, for the construction of an Animal Shelter in Camp Verde
9. Continue to support implementation of state-of-the-art software (including InCode) to improve the efficiency of the workforce
10. Pursue economic development initiatives within the development community
11. Worked with Tax Auditor to recapture construction, sales & rental transaction privilege tax collections with a yield of \$45,000.
12. Initiated an on-line safety training to help improve town staff understanding of safety (currently in test phase)

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

1. Continue to support (acquire) the Public Works Yard on Industrial Drive
2. Implement Risk Management Policies and Procedures/Safety Program
3. Continue to represent the Town in the negotiation process relative to water rights
4. Continue to develop a plan for Council's consideration, for the construction of an Animal Shelter in Camp Verde
5. Continue to support implementation of state-of-the-art software (including InCode) to improve the efficiency of the workforce
6. Continue to pursue economic development initiatives within the development community
7. Capital Improvement Projects (CIP) - Revision

### Significant Expenditure Changes:

- \* Special Projects Administrator - Layoff 4/1/11 - Staffing reflected in LRP & IT
- \* Increase in Town Manager's cell phone ( 7066) with text/calendar features to enhance communication & operations efficiency
- \* Did not expend ICMA/ACMA (7035) membership funds in FY 10/11; however, will expend said funds in FY 11/12 to maintain networking w/colleagues by attending Arizona City/County Manager's Association and League of Arizona Cities and Towns Conference in order to improve management skills, develop partnerships and become privy to grant opportunities.

Town Manager  
Fund 01-20-11

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	157,617	157,617	157,617	149,486	149,486	
6010	FICA	9,772	9,772	9,772	9,268	9,268	
6011	Medicare	2,285	2,285	2,285	2,168	2,168	
6012	Retirement	15,525	15,525	15,525	16,070	16,070	
6013	Unemployment Insurance	147	147	147	113	113	
6014	Workman's Compensation	387	387	387	421	421	
6020	Health, Dental, Life & STD Insurance	12,483	12,483	12,483	13,907	13,907	
	<b>Total Salary Expenditures</b>	<b>\$ 198,217</b>	<b>\$ 198,217</b>	<b>\$ 198,217</b>	<b>\$ 191,434</b>	<b>\$ 191,434</b>	

Operating Expenditures

7010	Training	400	400	400	1,000	1,000	
7015	Travel	500	500	50	1,200	1,200	
7030	Office Supplies	1,800	1,800	1,500	1,800	1,800	
7035	Subscriptions/Memberships	1,400	1,400	100	1,400	1,400	
7036	Books/Tapes/Publications	200	200	25	200	200	
7037	Printing	500	500	100	500	500	
7039	Postage	75	75	25	0	0	
7040	Computer Services/Software	500	500	0	0	0	
7060	Electric	1,050	1,050	1,000	1,050	1,050	
7061	Gas/Propane	250	250	250	250	250	
7062	Water	400	400	357	400	400	
7063	Sewer	300	300	265	300	300	
7064	Waste Removal	100	100	81	100	100	
7066	Cell Phone	1,050	1,050	1,050	1,300	1,300	
7067	Pest Control	25	25	25	25	25	
7110	Legal Services	500	500	111	500	500	
7571	Public Relations	500	500	200	500	500	
	<b>Total Operating Expenditures</b>	<b>\$ 9,550</b>	<b>\$ 9,550</b>	<b>\$ 5,539</b>	<b>\$ 10,525</b>	<b>\$ 10,525</b>	

Equipment/Capital Expenditures

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

Total Expenditures

<b>\$ 207,767</b>	<b>\$ 207,767</b>	<b>\$ 203,756</b>	<b>\$ 201,959</b>	<b>\$ 201,959</b>
-------------------	-------------------	-------------------	-------------------	-------------------

Revenues

Town Manager Revenues

N/A	0	0	0	0	0
<b>Total Departmental Revenues</b>	<b>\$ -</b>				

Net <Subsidy From>/Contribution To General Purpose Revenues

<b>\$ (207,767)</b>	<b>\$ (207,767)</b>	<b>\$ (203,756)</b>	<b>\$ (201,959)</b>	<b>\$ (201,959)</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
- \* CDBG Program Management
- \* Provides receptionist & IT services for the Admin Offices

## Department Staffing:

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

## Accomplishments for the Fiscal Year 2010/2011:

- 1 Completed the 2011 Election Cycle.
- 2 Met customer service objective through improved delivery services in the areas of licensing and permitting
- 3 Improved accessibility and information on Clerk's Web page
- 4 Completed policies to include Agenda Guidelines, Records Mgmt, Special Events
- 5 Completed the environmental review for the Hollamon Street project (CDBG)
- 6 All Clerk's Office staff attended CPR and AED training and are certified
- 7 Completed audit of business licenses in preparation of new software
- 8 Developed procedures for agenda preparation & records management
- 9 Updated the Special Events procedures

## Performance Objectives for Fiscal Year 2011/2012:

- 1 Provide commission training on OML and Town policies
- 2 Provide staff training on the new policies (Agenda Guidelines & Records Mgmt)
- 3 Complete the business license conversion for InCode software
- 4 Prepare for the installation of the InCode Document Management system
- 5 Conduct at least one Citizen Academy
- 6 Complete the Hollamon Street project (CDBG)
- 7 Train staff on new agenda guidelines & records management policy

## Significant Expenditure Changes:

- \* Business license revenues were initially reduced 20% due to a reduction in fees. A 50% reduction would have been more accurate.
- \* Expenditure decreases due to no elections this year and loss of an employee
- \* Liquor license exceeded estimated revenues due to unanticipated license applications and special events

## Department Statistics for the Fiscal Year 2010/2011 (7/1/10 through 4/1/11):

620 Business Licenses on File	* Council Meetings (July 1, 2010 - April 2011)
217 Information/Customer Service Requests	21 Regular Sessions
0 Formal Citizen Complaints	5 Special Sessions
0 Zoning Complaints Processed	5 Work Sessions
21 New Resolutions Processed	3 Executive Sessions
7 New Ordinances Processed	5 Amended Agendas/Additional Info Pkts
7 Special Events Permits Processed	
20 Liquor License Permits Processed	
106 Special Event Vendor Licenses	

Town Clerk  
Fund 01-20-12

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	157,547	157,547	157,547	130,876	130,876	
6001	Overtime	0	0	0	0	0	
6010	FICA	9,768	9,768	9,768	8,114	8,114	
6011	Medicare	2,284	2,284	2,284	1,898	1,898	
6012	Retirement	15,516	15,516	15,516	0	0	
6013	Unemployment Insurance	295	295	295	221	221	
6014	Workman's Compensation	387	387	387	369	369	
6020	Health, Dental, Life & STD Insurance	18,564	18,564	18,564	20,165	20,165	
	<b>Total Salary Expenditures</b>	<b>\$ 204,362</b>	<b>\$ 204,362</b>	<b>\$ 204,362</b>	<b>\$ 161,644</b>	<b>\$ 161,644</b>	

Operating Expenditures

7010	Training	1,000	1,000	1,000	1,500	1,500	
7015	Travel	500	500	500	1,200	1,200	
7030	Office Supplies	1,000	1,000	1,000	2,000	2,000	
7035	Subscriptions/Memberships	550	550	550	550	550	
7037	Printing	0	0	0	0	0	
7038	Advertising	3,000	3,000	3,000	3,000	3,000	
7039	Postage	1,313	1,313	1,313	0	0	
7040	Computer Services/Software	1,000	1,000	1,000	0	0	
7055	Fuel/Oil/Lube	0	0	0	0	0	
7060	Electric	1,800	1,800	1,800	1,800	1,800	
7061	Gas/Propane	500	500	500	500	500	
7062	Water	415	415	415	415	415	
7063	Sewer	500	500	500	500	500	
7064	Waste Removal	140	140	140	140	140	
7067	Pest Control	50	50	50	50	50	
7110	Legal Services	4,000	4,000	4,000	3,000	3,000	
7580	Election (3)	27,000	27,000	27,000	0	0	
7581	Recording Fees	50	50	50	50	50	
	<b>Total Operating Expenditures</b>	<b>\$ 42,818</b>	<b>\$ 42,818</b>	<b>\$ 42,818</b>	<b>\$ 14,705</b>	<b>\$ 14,705</b>	

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	0	0	0	0	0	
8010	Computer Equipment	0	0	0	0	0	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>					

Total Expenditures

<b>\$ 247,180</b>	<b>\$ 247,180</b>	<b>\$ 247,180</b>	<b>\$ 176,349</b>	<b>\$ 176,349</b>
-------------------	-------------------	-------------------	-------------------	-------------------

Revenues

Town Clerk Revenues

40-12-4100	Copies	10	10	10	0	0	
40-12-4120	Business License	16,000	16,000	16,000	10,000	10,000	
40-12-4121	Liquor License	200	200	200	950	950	
40-12-4141	Special Event Permit Fee	750	750	750	0	0	
	<b>Total Departmental Revenues</b>	<b>\$ 16,960</b>	<b>\$ 16,960</b>	<b>\$ 16,960</b>	<b>\$ 10,950</b>	<b>\$ 10,950</b>	

Net <Subsidy From>/Contribution To General Purpose Revenues

<b>\$ (230,220)</b>	<b>\$ (230,220)</b>	<b>\$ (230,220)</b>	<b>\$ (165,399)</b>	<b>\$ (165,399)</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.
- \* Creating monthly financial reports to monitor department's compliance with the budget.
- \* Maintaining the Town's bank accounts and investments.
- \* Accounts Payable
- \* Payroll
- \* Assisting the auditing firm with the Town's annual financial audit.
- \* Many other financial type duties.

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

## Department Staffing:

Finance Director (1)  
Accountant (1)  
Finance Clerk (0.50)

## Accomplishments for the Fiscal Year 2010/2011:

1. Completed the CAFR (Comprehensive Annual Financial Report) and submitted said report to the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting program.
2. Provided financial updates to Council and departments.
3. Received the Town's first Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY2010-2011 Budget document.
4. Made revisions to the Financial Operations Guide and Financial Policies.
5. Implemented the INCODE software system.
6. Continued to streamline the Town's budget process with an eye towards improving accountability and transparency.
7. Continued to pursue professional growth and development opportunities in the fields of accounting and finance.

## Performance Objectives for Fiscal Year 2011/2012:

1. Oversee the compilation of the Town's 2011-2012 budget document.
2. Ensure that the execution of the Town's 2011-2012 budget comports with the vision of the Town Council.
3. Complete the 2010-2011 audit of the Town's Comprehensive Annual Financial Report. Reporting program.
4. Continue the improvements to the budget process and budget document.
5. Update the Financial Operations Guide upon implementation of the new financial software system.
6. Continue training and professional development.
7. Ladder the Town's monies in approved investments in order to increase the interest earnings received by the Town.

## Significant Expenditure Changes:

- \* Reduction in staffing (.75 FTEs) have resulted in significant salary reductions.

## Fiscal Notes

- \* Upon departure of the Finance Director, the Town contracted with an outside CPA firm to provide consulting services for duties normally provided by the Finance Director position as well as assistance in the preparation of the financial statements for audit. A Finance Director was hired March 16, 2011. Therefore, the department will decrease its need for Consulting Services (7100) significantly.
- \* Consulting Services (7100) consists of \$28,000 for the Sales Tax Auditing Program (Don Zelechowski).
- \* Contract Labor/Services (7120) consists of \$30,000 budgeted for the annual audit and the Town's Comprehensive Annual Financial Report (CAFR).
- \* Due to a reduction in training over the few years, staff has been unable to keep up with professional development goals. Training opportunities are needed to enhance financial skillsets and provided to date best practices knowledge within the industry.

Finance Department  
Fund 01-20-13

Expenditures		2010/2011	2010/2011	2010/2011	2011/2012	2011/2012	2011/2012
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	165,898	165,898	105,000	121,806	121,806	
6001	Overtime	0	0	0	0	0	
6010	FICA	10,286	10,286	10,286	7,552	7,552	
6011	Medicare	2,406	2,406	2,406	1,766	1,766	
6012	Retirement	16,341	16,341	16,341	13,094	13,094	
6013	Unemployment Insurance	246	246	246	184	184	
6014	Workman's Compensation	408	408	408	343	343	
6020	Health, Dental, Life & STD Insurance	20,805	20,805	20,805	22,599	22,599	
	<b>Total Salary Expenditures</b>	<b>\$ 216,388</b>	<b>\$ 216,388</b>	<b>\$ 155,490</b>	<b>\$ 167,345</b>	<b>\$ 167,345</b>	<b>\$ -</b>
<b>Operating Expenditures</b>							
7010	Training	1,000	1,000	1,000	2,000	2,000	
7015	Travel	500	500	500	1,000	1,000	
7030	Office Supplies	2,000	2,000	2,000	1,500	1,500	
7035	Subscriptions/Memberships	805	805	805	805	805	
7036	Books/Tapes/Publications	100	100	100	100	100	
7037	Printing	1,500	1,500	1,500	1,500	1,500	
7038	Advertising	3,000	3,000	3,000	3,000	3,000	
7039	Postage	960	960	960	0	0	
7040	Computer Services/Software	2,200	2,200	2,200	0	0	
7060	Electric	600	600	600	600	600	
7061	Gas/Propane	180	180	180	180	180	
7062	Water	200	200	200	200	200	
7063	Sewer	90	90	90	90	90	
7064	Waste Removal	50	50	50	50	50	
7065	Telephone	450	450	450	450	450	
7067	Pest Control	10	10	10	10	10	
7100	Consulting Services	71,473	71,473	71,473	28,000	28,000	
7110	Legal Services	1,500	1,500	1,500	0	0	
	Auditors	30,000	30,000	30,000	30,000	30,000	
	<b>Total Operating Expenditures</b>	<b>\$ 116,618</b>	<b>\$ 116,618</b>	<b>\$ 116,618</b>	<b>\$ 69,485</b>	<b>\$ 69,485</b>	<b>\$ -</b>
<b>Equipment/Capital Expenditures</b>							
8000	Office Equipment/Furniture	0	0	0	0		
8010	Computer Equipment	400	100	0	0	0	
8020	Equipment Lease	1,800	1,800	1,800	1,800	1,800	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ 2,200</b>	<b>\$ 1,900</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	
<b>Total Expenditures</b>		<b>\$ 335,206</b>	<b>\$ 334,906</b>	<b>\$ 273,908</b>	<b>\$ 238,630</b>	<b>\$ 238,630</b>	<b>\$ -</b>
<b>Revenues</b>							
<b>Finance 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 &lt;Subsidy From&gt;/Contribution To General Purpose Revenues</b>		<b>\$ (335,206)</b>	<b>\$ (334,906)</b>	<b>\$ (273,908)</b>	<b>\$ (238,630)</b>	<b>\$ (238,630)</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 ( )

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

1. Relocated Human Resources to Town administrative offices and staffed by the Human Resource Specialist for 20 hours a week.
2. Centralized all Town employees' personal and training records.
3. Implemented AMRRP training Web-portal to provide a cost effective safety training program

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

1. Continue to assist all departments with Human Resource issues.
2. Coordinate training on various topics for all employees.
3. Establish Town of Camp Verde recruitment, selection and placement guidelines.
4. Revise Resolution 2006-710 relative to salary equivalent for computing workers' compensation insurance premiums and compensation for volunteers.
5. Obtain passwords to all Town computers – a fail-safe action in the event of an emergency.

### Significant Expenditure Changes:

- \* Professional development will be required in order to train existing staff to provide exceptional employee relations, benefits management, and recruiting services for the Town.

### 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 a Personnel Hearing Officer (if needed).
- \* Employee Safety Program (752100) covers expenditures for the Safety Committee to use for Town safety issues.
- \* Recruitment Expenses (752200) covers expenditures associated with recruiting and processing new and current employees and volunteers to include: fingerprinting, drug screening, DOT drug testing, polygraphs, psychological testing, and medicals.
- \* Employee Recognition Program (752300) covers expenditures for employee morale and recognition programs.

Human Resources

Fund 01-20-14

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	26,230	26,230	26,230	26,915	26,915	
6010	FICA	1,626	1,626	1,626	1,669	1,669	
6011	Medicare	380	380	380	390	390	
6012	Retirement	2,584	2,584	2,584	2,893	2,893	
6013	Unemployment Insurance	30	30	30	11	11	
6014	Workman's Compensation	614	614	614	22	22	
6020	Health, Dental, Life & STD Insurance	2,561	2,561	2,561	2,781	2,781	
	<b>Total Salary Expenditures</b>	<b>\$ 34,026</b>	<b>\$ 34,026</b>	<b>\$ 34,026</b>	<b>\$ 34,681</b>	<b>\$ 34,681</b>	

Operational Expenditures

70**	Tuition Reimbursement	9,900	9,900	9,900	9,000	5,000	
7010	Training				700	700	
7015	Travel	0	0	0	300	300	
7030	Office Supplies	500	500	500	500	500	
7035	Subscriptions/Membership	0	0	0	330	300	
7038	Advertising	1,000	1,000	1,000	1,000	1,000	
7110	Legal Services	2,500	2,500	2,500	2,500	2,500	
7520	Personnel Grievance Officer	2,000	2,000	2,000	2,000	2,000	
7521	Employee Safety Program	500	500	500	0	0	
7522	Recruitment Expenses	11,000	11,000	11,000	0	0	
7523	Employee Recognition Program	500	500	500	500	500	
	<b>Total Operational Expenditures</b>	<b>\$ 27,900</b>	<b>\$ 27,900</b>	<b>\$ 27,900</b>	<b>\$ 16,830</b>	<b>\$ 12,800</b>	

Total Expenditures

<b>\$ 61,926</b>	<b>\$ 61,926</b>	<b>\$ 61,926</b>	<b>\$ 51,511</b>	<b>\$ 47,481</b>
------------------	------------------	------------------	------------------	------------------

Revenues

Human Resources Revenues

N/A

Total Departmental Revenues

0	0	0	0	0
<b>\$ -</b>				

Net <Subsidy From>/Contribution To General Purpose Revenues

<b>\$ (61,926)</b>	<b>\$ (61,926)</b>	<b>\$ (61,926)</b>	<b>\$ (51,511)</b>	<b>\$ (47,481)</b>
--------------------	--------------------	--------------------	--------------------	--------------------

# Legal

## Department Duties/Description

The Legal expense account is used to track the payments on the contract for the Town's Prosecution Contract for the Camp Verde Municipal Court, the costs associated with the Civil Hearing Officer, and litigation expenditures. The prosecution contract is not coded to the Camp Verde Municipal Court's budget as it is a conflict of interest for the Court to manage the prosecutor's contract.

### Department Staffing:

Town Prosecutor (Contract)  
Civil Hearing Officer

### Fiscal Notes

- \* The Prosecution Contract (7120) covers the Town's Prosecuting Attorney for the Municipal Court.
- \* The Civil Hearing Officer provides services for the Community Development Department regarding issues of code non-compliance and discrepancies
- \* Legal Services (7110) specific liability of \$25,000 were included to cover a specific liability.
- \* Miscellaneous legal/litigation expenses will cost \$10,000 beyond the \$25,000 above in legal services
- \* Insurance litigation deductibles are \$10,000 via Southwest Risk Services (SWRS) paid by Town.
- \* Expenses will go beyond insurance company's threshold of \$5,000.



# Non-Department Expenditures

## Departmental Duties/Description

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

### Significant Expenditure Changes:

- \* Fuel (7055) increased due to current and pending increases in fuel prices
- \* Electric (7065) increased due to increased expenditures to-date (3/21/11)
- \* Service Charges (7200) decreased due to decreased expenditures to-date (3/21/11)
- \* Liability Insurance (7220) decreased due to revisions in coverage (vis a vis Town Manager and Risk Manager), other departments reporting sale of assets and Public Works/on-line auction.
- \* The lease for copiers (8020) in Administration will expire September 2011 and two units will be replaced by one unit. The \$6000 reduction in appropriation for copier expense in FY 11/12 (\$8,000 savings in FY 12/13 - 15/16) are a result of: Aggressive pricing and technological advances allowing color and B/W features to be combined into one unit

### Fiscal Notes

- \* Subscriptions/Memberships (7035) consists of \$1,613 for NACOG's portion of the Rural Transportation Liaison and Economic Development Administration for the regional planning grant and \$9069 for the Town's annual dues to the League of Arizona Cities and Towns & misc. amounts
- \* All postage (7039) has been reinstated to non-departmental expenses reduced - currently have \$8,000 in postage machine
- \* Utility expenditures are for those buildings/services that are not allocable to any one department.
- \* Camp Verde Visitors Center (7800) are monies transferred to the Camp Verde Chamber of Commerce for the operation of the Visitors Center.
- \* Fort Verde Historic State Park (FVHSP) IGA (7810) provides for the monies pledged in the Intergovernmental Agreement (IGA) with Arizona State Parks Board to provide funding to maintain the operations of Fort Verde State Park through June 30, 2011. The amount listed in the Manager's Recommendation column is for the period of July 1, 2011 through June 30, 2012 (FY 11/12). A new Intergovernmental Agreement will be required to support the funding of FVHSP for FY 11/12.
- \* Recycling (7840) funds decreased due to funds only being appropriated through the conclusion of the agreement (August 15, 2011) The combination of the Town's budget constraints and the increase in citizen's recycling eliminates the need for Town funding.
- \* Emergency Services Agreement (7850) is an Intergovernmental Agreement with Yavapai County for coordination of emergency services in the event of a large emergency.
- \* Camp Verde Sanitary District IGA Ground Lease (7860) provides for the annual lease payment of the 15 acres leased by the Town from the Camp Verde Sanitary District in accordance with the Intergovernmental Agreement (IGA).
- \* Stewards of Public Lands (7910) are monies allocated to assist the Stewards of Public Lands volunteer group with their public land clean-up projects for needed supplies, dump fees, etc.
- \* Verde Valley Senior Center (7930) are monies to help fund the Verde Valley Senior Center's operations including the Meals-On-Wheels program that services residents of Camp Verde.
- \* Water Adjudication (7940) is an appropriation for water right acquisition. Expenses would include items such as legal, hydrologist and engineer studies, etc.
- \* Yavapai County Water Advisory Committee (7960) is a committee of local communities and stakeholders committed to preserving sustainable water resources within Yavapai County by developing and enacting a total water management strategy. Monies provided to this committee are used to fund studies used in developing the management strategy.
- \* Yavapai County - Fort Verde State Park IGA Assistance (43-17-4350) are monies contributed by Yavapai County to assist the Town of Camp Verde in maintaining the operations of Fort Verde State Park due to drastic budget cuts to the State Parks from the State of Arizona.

# Non-Departmental

Fund 01-20-17

## Expenditures

ACCT #s	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
7032	Copier Paper	3,500	3,500	3,500	3,500	3,500	
7035	Subscriptions/Memberships	9,000	9,000	9,000	11,000	11,000	
7038	Newspaper Town Page	0	0	0	0	0	
7039	Postage	12,000	12,000	5,500	2,000	2,000	
7041	Internet Wireless Access	0	0	0	0	0	
7042	IT System Maint/Anti-Virus	0	0	0	0	0	
7050	Auto Repair/Maintenance	3,600	3,600	3,600	3,600	3,600	
7055	Fuel/Oil/Lube	200	200	200	400	400	
7060	Electric	7,500	7,500	7,500	7,500	7,500	
7061	Gas/Propane	5,000	5,000	5,000	5,000	5,000	
7062	Water	1,500	1,500	1,500	1,500	1,500	
7063	Sewer	500	500	500	500	500	
7064	Waste Removal	400	400	400	400	400	
7065	Telephone	12,800	12,800	12,800	13,500	13,500	
7067	Pest Control	950	950	950	950	950	
7068	Rio Verde Plaza Utility Expenses	0	0	0	0	0	
7100	Consultant Services	0	0	0	0	0	
7110	Legal Services	0	0	0	0	0	
7200	Service Charges	10,000	10,000	10,000	5,000	5,000	
7220	Liability Insurance	194,613	194,613	194,613	175,000	175,000	
7519	Equip Maintenance-Office Equip	1,000	1,000	1,000	1,000	1,000	
7573	Conf Rm Supplies (P&R Bldg)	300	300	300	300	300	
7800	Camp Verde Visitors Center	55,000	55,000	55,000	55,000	55,000	
7801	Tourism Marketing	25,000	25,000	25,000	25,000	25,000	
	Economic Development Project				0	10,000	
7802	Visitors Center - Pest Control	300	300	300	300	300	
7810	Fort Verde State Historic Park IG	105,000	105,000	105,000	75,000	75,000	
7821	LTAI II Grant Match-Transit Vou	0	0	0	0	0	
7840	Recycling	7,200	7,200	7,200	800	800	
7850	Emergency Services Agreement	4,000	4,000	4,000	4,000	4,000	
7860	Camp Verde Sanitary District IG	100	100	100	100	100	
7900	Organizational Donations	0	0	0	0	0	
7910	Stewards of Public Lands	1,500	1,500	1,500	1,500	1,500	
7920	Natural Resources Committee	0	0	0	0		
7930	Verde Valley Senior Center	12,500	12,500	12,500	12,500	12,500	
	DWR				15,153	15,153	
7940	Water Adjudication	20,000	20,000	20,000	20,000	20,000	
7950	Youth Count	0	0	0	0	0	
7960	Yavapai County Water Advisory	10,000	10,000	10,000	10,000	10,000	
<b>Total Operating Expenditures</b>		<b>\$ 503,463</b>	<b>\$ 503,463</b>	<b>\$ 496,963</b>	<b>\$ 450,503</b>	<b>\$ 460,503</b>	

**Equipment/Capital Expenditures**

8020	Equipment Lease (copy machine)	14,000	14,000	14,000	8,000	8,000	
8020	Equipment Lease (postage meter)	1,128	1,128	1,128	1,150	1,150	
<b>Total Equipment/Capital Expenditures</b>		<b>\$ 15,128</b>	<b>\$ 15,128</b>	<b>\$ 15,128</b>	<b>\$ 9,150</b>	<b>\$ 9,150</b>	

<b>Total Expenditures</b>	<b>\$ 518,591</b>	<b>\$ 518,591</b>	<b>\$ 518,591</b>	<b>\$ 459,653</b>	<b>\$ 469,653</b>	
---------------------------	-------------------	-------------------	-------------------	-------------------	-------------------	--

**Revenues**

**Non-Departmental Revenues**

43-17-435 Yavapai County - Fort Verde Sta	30,000	30,000	30,000	30,000	30,000	
<b>Total Departmental Revenues</b>	<b>\$ 30,000</b>					

Net <Subsidy From>/Contribution

To General Purpose Revenues	<b>\$ (488,591)</b>	<b>\$ (488,591)</b>	<b>\$ (488,591)</b>	<b>\$ (429,653)</b>	<b>\$ (439,653)</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:

Special Projects Director (0.05)  
Administrative Assistant, shared position with Town Clerk's Office (0.10)  
Assistant to the Town Manager (0.05)

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

1. The computer hardware replacement plan has continued.
2. The System Center has been implemented; which allows all computers to be updated automatically with security patches and system inventory management.
3. All computers have been updated to the new operating system, Windows 7 and are running Microsoft Office 2010.
4. The Disaster Recovery Plan has been developed and implemented.  
Testing needs to be completed; the Communicator has been installed.
5. The Library has been migrated from wireless internet to DSL, which is faster, more reliable and less costly.
6. The Library and Marshal's Office has been networked to the main Town campus and currently in the testing phase.

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

1. Continue with the hardware replacement plan.
2. Plan for improved collaborative structures and practices to increase productivity.

### 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.
- \* Software Reoccurring Fees (7042) consists of annual Symantec Anti-Virus and Microsoft Office Professional software maintenance fees.

# Information Technology Services

Fund 01-20-18

## Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 EST ACTUALS	2011/2012 DEPT REQ	2011/2012 MANAGER RECOMM	2011/2012 COUNCIL ADOPTION
6000	Salaries	9,723	9,723	9,723	14,742	14,742	
6010	FICA	603	603	603	914	914	
6011	Medicare	141	141	141	214	214	
6012	Retirement	958	958	958	1,585	1,585	
6013	Unemployment Insurance	15	15	15	11	11	
6014	Workman's Compensation	24	24	24	33	33	
6020	Health, Dental, Life & STD Insurance	1,280	1,280	1,280	1,280	1,280	
<b>Total Salary Expenditures</b>		<b>\$ 12,743</b>	<b>\$ 12,743</b>	<b>\$ 12,743</b>	<b>\$ 18,779</b>	<b>\$ 18,779</b>	

### Operational Expenditures

7040	Computer Services/Software	0	0	0	56,200	56,200	
7041	Internet Wireless Access	8,400	8,400	8,400	9,000	9,000	
7042	Software Reoccurring Fees	2,750	2,750	2,750	2,750	2,750	
7100	Consulting Services	54,080	54,080	54,080	55,000	55,000	
<b>Total Operation Expenditures</b>		<b>\$ 65,230</b>	<b>\$ 65,230</b>	<b>\$ 65,230</b>	<b>\$ 122,950</b>	<b>\$ 122,950</b>	

### Equipment/Capital Expenditures

5300	Network/Infrastructure Upgrades	0	0	0	0	0	0
5310	InCode Software	0	0	0	0	0	0

Total Equipment/Capital Expenditures

<b>\$ -</b>							
-------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------

**Total Expenditures**

<b>\$ 77,973</b>	<b>\$ 77,973</b>	<b>\$ 77,973</b>	<b>\$ 141,729</b>	<b>\$ 141,729</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
------------------	------------------	------------------	-------------------	-------------------	-------------	-------------	-------------

## Revenues

Information Technology Services  
N/A

0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---

**Total Departmental Revenues**

<b>\$ -</b>							
-------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------

Net <Subsidy From>/Contribution To General Purpose Revenue **\$ (77,973) \$ (77,973) \$ (77,973) \$ (141,729) \$ (141,729) \$ (314,203)**

## Maintenance

### 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 strive to be 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,
- \* Flags and poles at Town Hall and Hallett Plaza, hang and remove special event/holiday banners & decorations
- \* Supervise community service workers and adult probation.
- \* Ensure that fire extinguishers are inspected, charged, in good working order, located in
- \* Assist with special events and programs: provide keys, grounds mapping to locate infrastructure sensitive
- \* Regular Inspections of department vehicles and all equipment, schedule and obtain necessary
- \* Continue to educate and compare methods, procedures and programs that enhance facility
- \* 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
- \* 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 (0.10)	Maintenance Worker 2 (0.97) * 2 vacant positions
Maintenance Foreman (0.97)	Janitor 1 (0.99)
Parks Lead Worker (0.99)	Janitor 2 (0.99)
Maintenance Worker 1 (0.87)	Public Works Administrative Assistant (0.10)

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

1. Re-lamp of the lights at Butler Baseball fields and extend service contract
2. Rain gutters on Gymnasium, Historical Society and Visitor Center
3. Removal of old Marshal Office Trailer
4. Installed bar-b-ques at Butler Park, Arturo Park and the Ramada
5. Termite treatment and resulting repairs to interior/exterior at Visitor Center
6. New plants and repairs of the sprinkler system at the Marshal Office
7. New plants on Main Street and completion of the sprinkler system on Town Campus
8. Re-Roof of Administration and 200 buildings
9. Project manager for the EECBG - HVAC retrofit at Library and Gymnasium
10. HVAC Maintenance Contract to provide preventative maintenance inspections for all Town HVAC units
11. Two crew members received level one OSHA asbestos training
12. Obtained bids and awarded contract to paint Town buildings

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

1. Construct ADA sidewalks, benches and drinking fountains at Butler Park
2. Construct fence above retaining wall at Ramada
3. Replace HAVC units at Town Hall
4. Re-roof Gymnasium, Maintenance project room and adult reading room  
Replace front gymnasium doors, hardware and add Proximity Card system

### Significant Expenditure Changes:

- \* Training: increase reflects all Maintenance Staff attendance at the AZ Parks/Rec Association annual 2- day conference
- \* Re: Fuel/Oil/Lube & Gas/Propane: items are required for efficient daily ops and div's portion of monthly expenses,
- \* Re: Office Supplies - Increase represents the amount needed for Divisions pro-rated portion of office supplies
- \* Re: Pest Control, the requested amount reflects the potential for possible infestation treatment to other Town Bldgs. As was required in 10/11 budget year for the Visitor Center

Maintenance Department  
Fund 01-20-20

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	195,768	195,768	195,768	195,768	195,768	
6001	Overtime	400	400	400	400	400	
6010	FICA	12,162	12,162	12,162	12,162	12,162	
6011	Medicare	2,844	2,844	2,844	2,844	2,844	
6012	Retirement	19,323	19,323	19,323	19,323	19,323	
6013	Unemployment Insurance	452	452	452	452	452	
6014	Workman's Compensation	8,542	8,542	8,542	10,889	10,889	
6020	Health, Dental, Life & STD Insurance	38,281	38,281	38,281	41,582	41,582	
	<b>Total Salary Expenditures</b>	<b>\$ 277,772</b>	<b>\$ 277,772</b>	<b>\$ 277,772</b>	<b>\$ 283,420</b>	<b>\$ 283,420</b>	

Operational Expenditures

7010	Training	1,800	1,800	1,500	3,800	3,800	
7015	Travel	500	500	100	500	500	
7020	Uniforms	2,500	2,500	2,197	2,400	2,400	
7030	Office Supplies	50	50	239	250	250	
7038	Advertising				230	230	
7050	Auto Repair/Maintenance	4,000	4,000	2,700	4,000	4,000	
7055	Fuel/Oil/Lube	4,000	4,000	7,000	7,600	7,600	
7060	Electric	2,800	2,800	2,800	2,800	2,800	
7061	Gas/Propane	650	650	730	750	750	
7062	Water	750	750	650	750	750	
7063	Sewer	350	350	350	350	350	
7064	Waste Removal	200	200	250	250	250	
7066	Cell Phone	1,000	1,000	1,050	1,050	1,050	
7067	Pest Control	65	65	1,025	600	600	
7110	Legal Services				400	400	
7510	Building Maintenance	36,000	36,000	29,575	37,300	37,300	
7511	Rio Verde Plaza-Maint Exps	0	0	0	0	0	
7512	Safety Equipment	500	500	500	500	500	
7513	OSHA Medical Supplies	1,800	1,800	495	800	800	
7514	Graffiti Clean-Up	500	500	200	200	200	
7515	Fire Extinguishers	2,000	2,000	2,000	3,000	3,000	
7516	Park Equipment Maintenance	2,500	2,500	1,450	2,000	2,000	
7517	Grounds Maintenance	8,000	8,000	7,550	8,500		
7518	Fertilizer/Herbicides	6,000	6,000	6,000	6,200	6,200	
7519	Visitor's Center Building-Maint Exps	2,000	2,000	2,000	500	500	
7530	Janitorial Supplies	8,000	8,000	4,800	5,200	5,200	
7531	Town Mats & Rugs	2,250	2,250	2,650	2,700	2,700	
	<b>Total Operational Expenditures</b>	<b>\$ 88,215</b>	<b>\$ 88,215</b>	<b>\$ 77,811</b>	<b>\$ 92,630</b>	<b>\$ 84,130</b>	

Equipment/Capital Expenditures

8020	Equipment Lease	500	500	500	500	500	
8030	Maintenance Equipment	3,500	3,500	129	3,500	3,500	
8040	Structural	5,000	5,000	3,000	5,000	5,000	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ 8,500</b>	<b>\$ 8,500</b>	<b>\$ 3,129</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>	

Total Expenditures

<b>\$ 374,487</b>	<b>\$ 374,487</b>	<b>\$ 358,712</b>	<b>\$ 385,050</b>	<b>\$ 376,550</b>
-------------------	-------------------	-------------------	-------------------	-------------------

Revenues

Maintenance Department Revenues

40-20-4700	Facilities Rentals	0	0	0	0	0	0
	<b>Total Departmental Revenues</b>	<b>\$ -</b>					

Net <Subsidy From>/Contribution To General Purpose Revenues

<b>\$ (374,487)</b>	<b>\$ (374,487)</b>	<b>\$ (358,712)</b>	<b>\$ (385,050)</b>	<b>\$ (376,550)</b>	<b>\$ -</b>
---------------------	---------------------	---------------------	---------------------	---------------------	-------------

# 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's jurisdiction. The Court also provides protective orders. The Court also provides, to all individuals, equal access, professional and impartial treatment, and just resolution of all court matters.

The Municipal Court's duties include:

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

## Department Staffing:

Magistrate	1
Assistant Magistrates	3.25
Court Supervisor	.75
Court Clerks	3

## Accomplishments for the Fiscal Year 2010/2011:

1. Completed FARE data clean up of disqualified reports
2. Completed successfully a Triennial External Audit
3. Increased Attorney fee reimbursement in the amount of 99% over last 9 months.
4. Removed deceased defendants from collections, and skip traced for defendants' current addresses, expediting collections.

## Performance Objectives for Fiscal Year 2011/2012:

1. TO DO MORE WITH LESS, due to economic decline. Including timely processing of increased caseload with current staffing
2. To acquire more pertinent training to fulfill not only mandated but job-related classes.
3. Update current pre-adjudicated warrant suspensions
4. Look into other ways to utilize credit card payments, where the payor will have to pay the fee, NOT the court. Including payments via the internet and IVR.

## Significant Expenditure Changes:

- \* CONTRACT LABOR, does not include audit expenditures. Reduced from \$3500 to \$500
- CREDIT CARD FEES, more money is being collected and more of it by credit cards, fees increased from \$2500 to \$4500
- COURT APPOINTED ATTORNEY FEES, the last 12 months trends indicate the amount will be reduced from \$22,000 to \$12,000
- DUI's filings have remained about the same. (DUI's usually require a court appointed attorney)
- NOTE: The court has been able to collect 99% of the Atty Fees Expenditures back in Revenue over the last 9 months.

## Fiscal Notes

- \* Contract Labor/Services (7120) does NOT include any audit fees, only \$500 for interpreters.

## Department Statistics FY 2010-2011

During the Fiscal Year 2010-2011 from July 1, 2010 through March 31, 2011, the Municipal Court processed the following:

* Misdemeanor/FTA -	393	* Civil Traffic -	1191
* DUI	65	* Harassment Injunction -	16
* Serious Traffic	8	* Order of Protection -	22
* Criminal Traffic	286		

TOTAL YEAR TO DATE 1962 FILINGS

TOTAL YEAR TO DATE SAME TIME LAST YEAR 1541 FILINGS

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 01-20-30

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	203,565	203,565	203,565	205,643	205,643	
6000	Salaries (Pro-Tem Judges)	10,000	10,000	10,000	10,000	10,000	
6010	FICA	13,241	13,241	13,241	13,370	13,370	
6011	Medicare	3,097	3,097	3,097	3,127	3,127	
6012	Retirement	20,051	20,051	20,051	22,107	22,107	
6013	Unemployment Insurance	637	637	637	478	478	
6014	Workman's Compensation	408	408	408	473	473	
6020	Health, Dental, Life & STD Insurance	25,606	25,606	25,606	27,814	27,814	
	<b>Total Salary Expenditures</b>	<b>\$ 276,605</b>	<b>\$ 276,605</b>	<b>\$ 276,605</b>	<b>\$ 283,011</b>	<b>\$ 283,011</b>	

Operational Expenditures

7010	Training	800	800	800	800	800	
7015	Travel	1,750	1,750	1,200	1,750	1,750	
7030	Office Supplies	4,100	4,100	3,500	3,500	3,500	
7035	Subscriptions/Memberships	125	125	150	150	150	
7036	Books/Tapes/Publications	1,075	1,075	200	200	200	
7037	Printing	300	300	300	300	300	
7039	Postage	1,282	1,282	1,300	1,300	1,300	
7060	Electric	3,000	3,000	2,600	2,600	2,600	
7061	Gas/Propane	482	482	515	511	511	
7062	Water	765	765	765	765	765	
7063	Sewer	695	695	720	720	720	
7064	Waste Removal	216	216	216	216	216	
7065	Telephone	183	183	183	183	183	
7067	Pest Control	80	80	80	80	80	
7120	Contract Labor/Services INTERPRETORS	4,000	4,000	500	500	500	
7210	Credit Card Processing Fees	2,500	2,500	4,500	4,500	4,500	
7555	Court Appointed Attorneys	22,000	22,000	12,000	12,000	12,000	
7558	Jury Fees	200	200	200	200	200	
7559	Recording System	0	0	0	0	0	
7570	Security System	0	0	0	0	0	
	<b>Total Operational Expenditures</b>	<b>\$ 43,553</b>	<b>\$ 43,553</b>	<b>\$ 29,729</b>	<b>\$ 30,275</b>	<b>\$ 30,275</b>	

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	500	500	500	500	500	
8020	Equipment Lease	0	0	0	0	0	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ 500</b>					

Total Expenditures

<b>\$ 320,658</b>	<b>\$ 320,658</b>	<b>\$ 306,834</b>	<b>\$ 313,786</b>	<b>\$ 313,786</b>
-------------------	-------------------	-------------------	-------------------	-------------------

Revenues

Municipal Court Revenues

40-30-4130	Fines/Fees & Forfeitures	201,868	201,868	225,000	225,000	225,000	
40-30-4310	Court Appt Attorney Reimb	12,315	12,315	12,315	10,000	10,000	
40-30-4110	Credit Card Fees Collected	0	0	0			
	<b>Total Departmental Revenues</b>	<b>\$ 214,183</b>	<b>\$ 214,183</b>	<b>\$ 237,315</b>	<b>\$ 235,000</b>	<b>\$ 235,000</b>	

Net <Subsidy From>/Contribution To General Purpose Revenues

<b>\$ (106,475)</b>	<b>\$ (106,475)</b>	<b>\$ (69,519)</b>	<b>\$ (78,786)</b>	<b>\$ (78,786)</b>
---------------------	---------------------	--------------------	--------------------	--------------------

## Public Works Department

### Our Mission

Public Works strives to provide 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 Maintenances/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)

Special Projects Coordinator (0.10)

Public Works Administrative Assistant (0.35)

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

1. Completed the design for the Cliffs/Finnie Flat Channel
2. Design work for Finnie Flat Sidewalk complete for the necessary Right Of Way in Front of Bashas' - Started the process to acquire needed ROW
3. Completed the EECBG HVAC retrofit at Public Works and the Library - 12 new high efficient units were installed with funds from the ARRA
4. Completed the purchase of the Public Works Yard
5. Green design for Rio Verde Plaza was completed
6. Vacant Street Inspector position was filled with a more technical position of Public Works Project Manager
7. Provided plan for the remodel to the exterior of the Old Marshal Office/Library annex

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

1. Work to obtain Town ROW for Peterson Rd. for additional access to the Public Works Yard
2. Begin to secure and clean up the Public Works Yard at Industrial Dr. so that Street vehicles, and equipment may be relocated
3. Obtain authorization from Forest Service to widen and construct the entry to the land purchased off SR-260 at McCracken Ln.
4. Continue to provide engineering support to Community Development
5. Complete Engineering Standards
6. All Staff to attend training and/or seminars that will introduce new technologies and sources of information

### Significant Expenditure Changes:

- \* **Training, Travel & Computer Software** although these were not fully utilized in 10/11 FY we have targeted specific needs for training and new software for
- \* Public Works Administration and expect to expend the amount requested in 11/12 FY Re: **Consulting Services** The amount requested is supported given the infrastructure needs of the Town and roll-over effects of planned projects \* **Legal Services**: the increase is based on the projects and anticipated requests for service in 11/12 \* **Main Street Surveys**: this project is targeted for completion in 11/12

### Fiscal Notes

- \* Staff requests the addition and funding of the following account titles of the budget: **Fuel, Oil and Lube** (7055/ \$200) and **Vehicle Maintenance** (7050/ \$300) the Department has a vehicle that is used by the Director, and Administrative Staff for inspections, attend meetings and do Town business, the addition of these titles will better track the use of this vehicle and related expenses. Also, **Advertising** (7038/ \$235) is needed to track the required advertising for the procurement of goods or services.

Public Works/Engineer  
Fund 01-20-40  
Expenditures

		2010/2011	2010/2011	2010/2011	2011/2012	2011/2012	2011/2012
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJ BUDGET	EST ACTUALS	DEPT REQ'D	MANAGER RECMN'D	COUNCIL ADOPTION
6000	Salaries	63,379	63,379	63,379	65,078	65,078	
6010	FICA	3,929	3,929	3,929	4,035	4,035	
6011	Medicare	919	919	919	944	944	
6012	Retirement	6,243	6,243	6,243	6,996	6,996	
6013	Unemployment Insurance	79	79	79	60	60	
6014	Workman's Compensation	914	914	914	10,482	10,482	
6020	Health, Dental, Life & STD Ins	6,722	6,722	6,722	7,301	7,301	
<b>Total Salary Expenditures</b>		<b>82,184</b>	<b>82,184</b>	<b>82,184</b>	<b>94,894</b>	<b>94,894</b>	
<b>Operational Expenditures</b>							
7010	Training	500	500	500	500	500	
7015	Travel	500	500	500	200	200	
7030	Office Supplies	700	700	700	700	700	
7035	Subscriptions/Memberships	400	400	400	400	400	
7036	Books/Tapes/Publications	250	250	250	250	250	
7037	Printing	200	200	200	200	200	
7038	Advertising	0	0	0	235	235	
7040	Computer Services/Software	1,000	1,000	1,000	0	0	
7050	Vehicle Maintenance	0	0	0	300	300	
7055	Fuel, Oil/Lube	0	0	0	200	200	
7060	Electric	1,000	1,000	1,000	900	900	
7061	Gas/Propane	300	300	300	310	310	
7062	Water	350	350	350	350	350	
7063	Sewer	140	140	140	140	140	
7064	Waste Removal	90	90	90	90	90	
7065	Telephone	80	80	80	50	50	
7067	Pest Control	20	20	20	20	20	
7100	Consulting Services	9,500	9,500	4,150	5,000	5,000	
7110	Legal Services	2,000	2,000	4,100	2,000	2,000	
7590	County Flood Control Items	0	0	0	0	0	
<b>Total Operational Expenditures</b>		<b>17,030</b>	<b>17,030</b>	<b>13,780</b>	<b>11,845</b>	<b>11,845</b>	
<b>Equipment/Capital Expenditures</b>							
8000	Office Equipment/Furniture	250	250	200	250	250	
8010	Computer Equipment	1,000	1,000	100	0	0	
8712	Main St Surveys & Encroachment Easements	23,000	23,000	0	15,000		
<b>Total Equipment/Capital Expenditures</b>		<b>24,250</b>	<b>24,250</b>	<b>300</b>	<b>15,250</b>	<b>250</b>	
<b>Total Expenditures</b>		<b>123,464</b>	<b>123,464</b>	<b>96,264</b>	<b>121,989</b>	<b>106,989</b>	
<b>Revenues</b>							
<b>Public Works/Engineer Revenues</b>							
40-40-4140	Engineer Plan Review Fees	0	0	0	0	0	
40-40-4320	County Flood Control Items Reim	0	0	0	0	0	
<b>Total Departmental Revenues</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Net <Subsidy From>/Contribution To Gen Purpose Revenues		<b>\$ (123,464)</b>	<b>\$ (123,464)</b>	<b>\$ (96,264)</b>	<b>\$ (121,989)</b>	<b>\$ (106,989)</b>	

# Storm Water Management

## Our Mission

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

## Department Duties/Description

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

### Department Staffing:

Public Works Director/Engineer (0.10)	Medium Equipment Operator 2 (0.04)
Public Works Project Manager (0.20)	Heavy Equipment Operator (vacant)
Streets Foreman (0.04)	Special Projects Coordinator (0.10)
Medium Equipment Operator 1 (0.04)	

### Accomplishments for the Fiscal Year 2009/2010:

1. Researched options to cut construction costs & completed re-design work for the Cliffs Parkway/Finnie Flats Road Drainage Project
2. Addition of Public Works Project Manager position who will devote a portion of his time to begin development of the Storm Water division of Public Works
3. Worked with Yavapai Co. Flood Control to detail the Cliffs/Finnie Flat Drainage project in order to request a roll-over of IGA funds and request additional funding the completion of this important drainage channel. Also, obtained Small Projects Funds from Yavapai County Flood Control for drainage related projects
4. Submitted the annual MS4 report to ADEQ and completed required street sweeping.
5. Continued support of the Stewards of Public Lands in clean-up events.
6. Completed minor drainage projects in Reddell Ranch, Fort River Caves & Pioneer Acres neighborhoods & smaller culvert projects at various locations in Town

### Performance Objectives for Fiscal Year 2010/2011:

1. Complete the Cliffs/Finnie Flat Drainage Channel; both design and construction
2. Identify, prioritize & plan projects that can be completed using the Small Projects funding from Yavapai County Flood
3. Work with Yavapai County Flood Control and FEMA to develop and establish flood plain records for new and existing structures.
4. Develop a master list of all Town owned storm water structures.
5. Develop a maintenance schedule for all Town owned storm water structures.

### Significant Expenditure Changes:

- \* Training: It is important that staff attend workshops, classes and seminars to inform staff of important changes and requirements. Stormwater training provides an important opportunity to network with State, County and Federal agencies to learn of grant or possible funding opportunities.

### Fiscal Notes

- \* Staff is requesting a rollover of \$296,530 from the Yavapai County Flood Control IGA for the construction of the Cliffs Parkway/Finnie Flat Road Drainage work. The Yavapai County Flood Control IGA rollover amount and requested new funding will total \$718,000
- \* In 1972, the Federal Clean Water Act was passed. As stewards of approximately 18.5 miles of the Verde River (listed as an impaired waterway) we can expect growing scrutiny from Federal and State agencies. The Public Works Project Manager will begin to outline basic responsibilities of the Stormwater Division. As the division is not sufficiently staffed, time and resources are utilized for planning a complete, functioning Storm Water Management division and minor projects.
- \* General Funds are critical to provide the necessary staffing and implementation of the Stormwater requirements. Consulting Services (7100) in the amount of \$1,400 is requested to provide engineering, hydrologic and other professional consulting services necessary to correct the Storm Water problems and maintain the infrastructure to meet regulatory requirements as well as the annual ADEQ report. Yavapai County Flood Control (7590 and 4320) are comprised of monies provided by Yavapai County for the Cliffs Parkway Drainage Channel. This amount does not contain sufficient funds to fully mitigate the storm water/drainage flows in the Cliffs Subdivision, Outpost Mall, and Town Homes. additional CIP funding is being requested.

Storm Water Management  
Fund 01-20-41

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	21,359	21,359	21,359	21,359	21,359	
6010	FICA	1,324	1,324	1,324	1,324	1,324	
6011	Medicare	310	310	310	310	310	
6012	Retirement	2,104	2,104	2,104	2,296	2,296	
6013	Unemployment Insurance	32	32	32	24	24	
6014	Workman's Compensation	713	713	713	10,482	10,482	
6020	Health, Dental, Life & STD Insurance	2,689	2,689	2,689	2,920	2,920	
	<b>Total Salary Expenditures</b>	<b>28,530</b>	<b>28,530</b>	<b>28,530</b>	<b>38,714</b>	<b>38,714</b>	

Operational Expenditures

7010	Training	200	200	200	1,200	1,200	
7015	Travel	0	0	0	300	300	
7030	Office Supplies	50	50	50	50	50	
7035	Subscriptions/Memberships	100	100	100	100	100	
7036	Books/Tapes/Publications	100	100	100	100	100	
7037	Printing	150	150	150	150	150	
7100	Consulting Services	1,400	1,400	0	3,000	3,000	
7110	Legal Services	500	500	0	500	500	
7590	Yavapai County Flood Control Items	314,530	314,530	314,530	718,000	718,000	
	Yavapai County Flood - Small Projects	0	0	0	25,000	25,000	
	<b>Total Operational Expenditures</b>	<b>317,030</b>	<b>317,030</b>	<b>315,130</b>	<b>748,400</b>	<b>748,400</b>	

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	0	0	0	0	0	
8010	Computer Equipment	0	0	0	0	0	
	<b>Total Equipment/Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

Total Expenditures

<b>345,560</b>	<b>345,560</b>	<b>343,660</b>	<b>787,114</b>	<b>787,114</b>
----------------	----------------	----------------	----------------	----------------

Revenues

Storm Water Management Revenues

43-41-4320	Yavapai County Flood Control - IGA	314,530	314,530	314,530	718,000	718,000	
	Yavapai County Flood- Small Projects				25,000	25,000	
	<b>Total Departmental Revenues</b>	<b>314,530</b>	<b>314,530</b>	<b>314,530</b>	<b>743,000</b>	<b>743,000</b>	

Net <Subsidy From>/Contribution To General Purpose Revenues

<b>(31,030)</b>	<b>(31,030)</b>	<b>(29,130)</b>	<b>(44,114)</b>	<b>(44,114)</b>
-----------------	-----------------	-----------------	-----------------	-----------------

# Community Development

## Our Mission

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

## Department Duties/Description

The Community Development Department oversees 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 (1 (0.42)  
Assistant Planner/Administrative Assistant (0.03)

## Accomplishments for the Fiscal Year 2010/2011:

1. Administrated the Planning & Zoning Ordinance rewrite adoption with the Planning & Zoning Commission and Town Council.
2. Provided research and verification of several high liability non-conforming uses diverting imminent legal liability for the Town.
3. Provided on going in-house training for staff.
4. Performed reviews of the rewrite draft document of the Planning & Zoning Ordinance as written or amended by the Consultant, P & Z Commission and Council.

## Performance Objectives for Fiscal Year 2011/2012:

1. Continue to provide in-house training, particularly on the newly adopted Planning & Zoning Ordinance.
2. Verify the new zoning maps and update as needed.
3. Convert to the incode software modules for permitting, revenue, reciepting, billing and staff time sheets.

## Significant Expenditure Changes:

- \* Expenditures will remain virtually the same as the last fiscal year.

## Fiscal Notes

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

Community Development  
Fund 01-20-50

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	24,933	24,933	24,933	24,933	24,933	
6010	FICA	1,546	1,546	1,546	1,546	1,546	
6011	Medicare	362	362	362	362	362	
6012	Retirement	2,456	2,456	2,456	2,680	2,680	
6013	Unemployment Insurance	38	38	38	38	38	
6014	Workman's Compensation	293	293	293	819	819	
6020	Health, Dental, Life & STD Insurance	3,201	3,201	3,201	2,920	2,920	
	<b>Total Salary Expenditures</b>	<b>\$ 32,828</b>	<b>\$ 32,828</b>	<b>\$ 32,828</b>	<b>\$ 33,297</b>	<b>\$ 33,297</b>	

Operational Expenditures

7010	Training	500	500	500	2,000	2,000	
7015	Travel	200	200	200	870	870	
7030	Office Supplies	300	300	300	300	300	
7035	Subscriptions/Memberships	400	400	400	570	570	
7036	Books/Tapes/Publications	0	0	0	0	0	
7037	Printing	50	50	50	50	50	
7038	Advertising	100	100	100	100	100	
7039	Postage	400	400	400	0	0	
7040	Computer Services/Software	400	400	400	0	0	
7050	Auto Repair/Maintenance	400	400	400	400	400	
7055	Fuel/Oil/Lube	400	400	400	600	600	
7060	Electric	1,835	1,835	1,835	1,835	1,835	
7061	Gas/Propane	360	360	360	400	400	
7062	Water	460	460	460	460	460	
7063	Sewer	530	530	530	530	530	
7064	Waste Removal	150	150	150	150	150	
7066	Cell Phone	130	130	130	0	0	
7067	Pest Control	50	50	50	50	50	
7100	Consulting Services	0	0	0	0	0	
7110	Legal Services	1,000	1,000	1,000	1,000	1,000	
7300	Commission Expense	0	0	0	0	0	
7512	Safety Equipment	75	75	75	75	75	
7560	Maps/Cartography	50	50	50	50	50	
7561	General Plan	0	0	0	0	0	
7581	Recording Fees	0	0	0	0	0	
	<b>Total Operational Expenditures</b>	<b>\$ 7,790</b>	<b>\$ 7,790</b>	<b>\$ 7,790</b>	<b>\$ 9,440</b>	<b>\$ 9,440</b>	

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	100	100	100	0	0	
8010	Computer Equipment	500	500	500	0	0	
8020	Equipment Lease	800	800	800	850	850	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ 1,400</b>	<b>\$ 1,400</b>	<b>\$ 1,400</b>	<b>\$ 850</b>	<b>\$ 850</b>	

Total Expenditures

	<b>\$ 42,018</b>	<b>\$ 42,018</b>	<b>\$ 42,018</b>	<b>\$ 43,587</b>	<b>\$ 43,587</b>	
--	------------------	------------------	------------------	------------------	------------------	--

Revenues

Community Development Revenues

40-50-4100	Copies	150	150	150	25	25	
40-50-4141	Permit Fees	0	0	0	0	0	
40-50-4142	Zoning Fines	0	0	0	0	0	
40-50-4144	Recording Fees	0	0	0	0	0	
	<b>Total Departmental Revenues</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 25</b>	<b>\$ 25</b>	

Net <Subsidy From>/Contribution To General Purpose Revenues

	<b>\$ (41,868)</b>	<b>\$ (41,868)</b>	<b>\$ (41,868)</b>	<b>\$ (43,562)</b>	<b>\$ (43,562)</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 requirement to safeguard the public health, safety and general welfare through means of egress facilities, strength, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency operations. Duties include:

- \* Review, document, record and maintain the records of all permit submittals, inspection records and historical information.
- \* Provide plan review to ensure that the plans submitted are designed to meet the requirements of the adopted building codes.
- \* Provide inspections during each phase of construction, checking for structural strength, adequate sanitation and water, ventilation, stability, egress/ingress and safety from fire and other hazards.
- \* Provide monthly building information 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 (0.11)  
Senior Planner/Acting Community Development Director (vacant)  
Chief Building Official (Contracted Service)  
Building Inspector (0.83)  
Permit Technician/Administrative Assistant (0.97)

## Accomplishments for the Fiscal Year 2010/2011:

1. Prepared documents and attended Council meetings for adoption of the amended Building Department Fee Schedule
2. Preparation of 2011-2012 Budget for Building Department
3. Department lead for implementing new Incode software system for building permits and cash collections
4. Participation in and revisions to Planning & Zoning Ordinance Rewrite
5. Received Permit Tech of the Year Award from Arizona Building Officials for FY 2009/2010-Becky Oium
6. Renewed ICC Residential Inspector, Commercial Inspector and Building Inspector Certifications
7. Renewed ICC Permit Technician Certification - Becky Oium
8. Continued efforts regarding collection/disbursement of Camp Verde Fire District Review/Inspection Fees
9. Continued efforts to update and improve Building Department information and procedures
10. Attended Council/Staff meetings as necessary

## Performance Objectives for Fiscal Year 2011/2012:

1. Robert Foreman: Obtain Fire Inspector I and II Certifications
2. Becky Oium: Obtain Residential Plans Examiner Certification

## Significant Expenditure Changes:

\*

## Fiscal Notes

- \* Continue IGA with Yavapai County for Building Support Services
- \* Continue IGA with Camp Verde Fire District for Fire Services
- \* Increase in Membership Dues (Acct 703500) for ICC and AZBO
- \* Increase Legal Services (Acct 711000) for unforeseen legal issues.
- \* Increase Credit Card Processing Fees due to shortage last fiscal year.

## Department Statistics 2010/2011 (as of March 2011):

- \* Permits - 212
- \* Inspections - 526
- \* Plan Reviews - 74
- \* Phone Calls - 1943
- \* Customers - 1267

Building Department  
Fund 01-20-51

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	65,177	65,177	65,177	65,177	65,177	
6010	FICA	4,041	4,041	4,041	4,041	4,041	
6011	Medicare	945	945	945	945	945	
6012	Retirement	6,420	6,420	6,420	7,006	7,006	
6013	Unemployment Insurance	134	134	134	100	100	
6014	Workman's Compensation	488	488	488	560	560	
6020	Health, Dental, Life & STD Insurance	11,331	11,331	11,331	12,308	12,308	
	<b>Total Salary Expenditures</b>	<b>\$ 88,535</b>	<b>\$ 88,535</b>	<b>\$ 88,535</b>	<b>\$ 90,137</b>	<b>\$ 90,137</b>	

Operating Expenditures

7010	Training	350	350	350	1,300	1,300	
7015	Travel	100	100	100	1,280	1,280	
7030	Office Supplies	1,500	1,500	1,500	1,500	1,500	
7035	Subscriptions/Memberships	250	250	250	300	300	
7036	Books/Tapes/Publications	250	250	0	250	250	
7037	Printing	525	525	330	525	525	
7038	Advertising	50	50	0	50	50	
7039	Postage	100	100	65	0	0	
7040	Computer Services/Software	0	0	0	0	0	
7050	Auto Repair/Maintenance	1,000	1,000	1,000	1,000	1,000	
7055	Fuel/Oil/Lube	1,500	1,500	1,500	1,800	1,800	
7060	Electric	1,650	1,650	1,650	1,800	1,800	
7061	Gas/Propane	325	325	325	325	325	
7062	Water	350	350	350	350	350	
7063	Sewer	470	470	470	470	470	
7064	Waste Removal	126	126	126	126	126	
7066	Cell Phone	300	300	300	300	300	
7067	Pest Control	40	40	40	40	40	
7100	Consulting Services	10,000	10,000	1,250	10,000	10,000	
7110	Legal Services	250	250	500	1,000	1,000	
7210	Credit Card Processing Fees	1,000	1,000	1,500	1,500	1,500	
7512	Safety Equipment	50	50	50	100	100	
	<b>Total Operating Expenditures</b>	<b>\$ 20,186</b>	<b>\$ 20,186</b>	<b>\$ 11,656</b>	<b>\$ 24,016</b>	<b>\$ 24,016</b>	

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	100	100	0	100	100	
8010	Computer Equipment	500	500	0	0	0	
8020	Equipment Lease	1,500	1,500	1,200	1,000	1,000	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ 2,100</b>	<b>\$ 2,100</b>	<b>\$ 1,200</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>	

Total Expenditures

<b>\$ 110,821</b>	<b>\$ 110,821</b>	<b>\$ 101,391</b>	<b>\$ 115,253</b>	<b>\$ 115,253</b>
-------------------	-------------------	-------------------	-------------------	-------------------

Revenues

Building Department Revenues

40-51-4110	Credit Card Fees Collected	0	0	0	0	0
40-51-4140	Plan Review Fees	32,400	32,400	20,000	21,084	21,084
40-51-4141	Permit Fees	0	0	0	0	0
40-51-4143	Building Permits	62,500	62,500	40,000	45,252	45,252
	<b>Total Departmental Revenues</b>	<b>\$ 94,900</b>	<b>\$ 94,900</b>	<b>\$ 60,000</b>	<b>\$ 66,336</b>	<b>\$ 66,336</b>

Net <Subsidy From>/Contribution To General Purpose Revenues

<b>\$ (15,921)</b>	<b>\$ (15,921)</b>	<b>\$ (41,391)</b>	<b>\$ (48,917)</b>	<b>\$ (48,917)</b>
--------------------	--------------------	--------------------	--------------------	--------------------

# Current Planning

## Our Mission

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

## Department Duties/Description

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

### Department Staffing:

Community Development Director (1 (0.32)  
Assistant Planner/Administrative Assistant (0.90)

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

1. Initiated a review of all existing & current Use Permits and required all permits, soon to expire, to reapply & obtain new Use Permits.
2. Initiated, under Council Direction, the voiding of any expired subdivision processes and abandon and revert to acreage the Silverado Subdivision, all in the Simonton Ranch Master Planned Community.

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

1. Become familiar with, and provide any recommendation for the changes of the newly adopted Planning & Zoning Ordinance.

### Significant Expenditure Changes:

- \* Expenditures will remain virtually the same as the last fiscal year.

### Fiscal Notes

Workman's Compensation calculations include 3.5 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. The volunteers include 50% of the Planning & Zoning Commission members.

Current Planning  
Fund 01-20-52

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	39,151	39,151	39,151	39,151	39,151	
6010	FICA	2,427	2,427	2,427	2,427	2,427	
6011	Medicare	568	568	568	568	568	
6012	Retirement	3,856	3,856	3,856	4,209	4,209	
6013	Unemployment Insurance	79	79	79	60	60	
6014	Workman's Compensation	248	248	248	284	284	
6020	Health, Dental, Life & STD Insurance	6,722	6,722	6,722	7,301	7,301	
	<b>Total Salary Expenditures</b>	<b>\$ 53,051</b>	<b>\$ 53,051</b>	<b>\$ 53,051</b>	<b>\$ 54,000</b>	<b>\$ 54,000</b>	

Operational Expenditures

7010	Training	0	0	0	0	0	
7015	Travel	0	0	0	0	0	
7030	Office Supplies	1,000	1,000	1,000	1,000	1,000	
7035	Subscriptions/Memberships	0	0	0	0	0	
7036	Books/Tapes/Publications	0	0	0	0	0	
7037	Printing	100	100	100	100	100	
7038	Advertising	1,000	1,000	1,000	1,000	1,000	
7039	Postage	150	150	150	0	0	
7040	Computer Services/Software	0	0	0	0	0	
7100	Consulting Services	0	0	0	0	0	
7110	Legal Services	5,000	5,000	5,000	5,000	5,000	
7300	Commission Expense	0	0	0	0	0	
7560	Maps/Cartography	25	25	25	25	25	
7581	Recording Fees	0	0	0	0	0	
	<b>Total Operational Expenditures</b>	<b>\$ 7,275</b>	<b>\$ 7,275</b>	<b>\$ 7,275</b>	<b>\$ 7,125</b>	<b>\$ 7,125</b>	

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	0	0	0	0	0	
8010	Computer Equipment	500	500	500	0	0	
8020	Equipment Lease	1,640	1,640	1,640	1,800	1,800	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ 2,140</b>	<b>\$ 2,140</b>	<b>\$ 2,140</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	

Total Expenditures

<b>\$ 62,466</b>	<b>\$ 62,466</b>	<b>\$ 62,466</b>	<b>\$ 62,925</b>	<b>\$ 62,925</b>
------------------	------------------	------------------	------------------	------------------

Revenues

Current Planning Revenues

40-52-4141	Permit Fees	9,000	9,000	9,000	5,000	5,000	
40-52-4100	Copies	0	0	0	0	0	
40-52-4144	Recording Fees	0	0	0	0	0	
	<b>Total Departmental Revenues</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	

Net <Subsidy From>/Contribution To General Purpose Revenues

<b>\$ (53,466)</b>	<b>\$ (53,466)</b>	<b>\$ (53,466)</b>	<b>\$ (57,925)</b>	<b>\$ (57,925)</b>
--------------------	--------------------	--------------------	--------------------	--------------------

# Long Range Planning

## Our Mission

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

## Department Duties/Description

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

### Department Staffing:

Community Development Director (1 (0.09)  
Assistant Planner/Administrative Assistant (0.08)

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

1. Completed the Planning & Zoning Ordinance rewrite.
2. Completed the Geo-File Generation & Plotting of the Town of Camp Verde Zoning Maps and the Land Use Map.

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

1. Verify the plotted zoning maps.
2. Become well acquainted with the new Planning & Zoning Ordinance and provide any changes that are needed due to the rewrite through the Planning & Zoning Commission and Town Council.

### Significant Expenditure Changes:

- \* With the completion of the Planning & Zoning Ordinance rewrite, Consulting Fees and the Special Project Directors' salary will be greatly reduced and eliminated respectively.

\*

### Fiscal Notes

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

Long Range Planning  
Fund 01-20-53

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	71,445	71,445	71,445	11,466	11,466	
6010	FICA	4,430	4,430	4,430	711	711	
6011	Medicare	1,036	1,036	1,036	166	166	
6012	Retirement	7,037	7,037	7,037	1,233	1,233	
6013	Unemployment Insurance	102	102	102	77	77	
6014	Workman's Compensation	327	327	327	284	284	
6020	Health, Dental, Life & STD Insurance	8,642	8,642	8,642	9,387	9,387	
	<b>Total Salary Expenditures</b>	<b>\$ 93,019</b>	<b>\$ 93,019</b>	<b>\$ 93,019</b>	<b>\$ 23,323</b>	<b>\$ 23,323</b>	

Operational Expenditures

7010	Training	500	500	500	0	0	
7015	Travel	50	50	50	0	0	
7030	Office Supplies	200	200	200	200	200	
7035	Subscriptions/Memberships	350	350	350	0	0	
7036	Books/Tapes/Publications	0	0	0	0	0	
7037	Printing	0	0	0	0	0	
7038	Advertising	600	600	600	300	300	
7039	Postage	100	100	100	0	0	
7040	Computer Services/Software	720	720	720	0	0	
7100	Consulting Services	50,000	50,000	50,000	2,000	2,000	
7110	Legal Services	5,000	5,000	5,000	1,000	1,000	
7560	Maps/Cartography	0	0	0	200	200	
7561	General Plan	500	500	500	500	500	
	<b>Total Operational Expenditures</b>	<b>\$ 58,020</b>	<b>\$ 58,020</b>	<b>\$ 58,020</b>	<b>\$ 4,200</b>	<b>\$ 4,200</b>	

Equipment/Capital Expenditures

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

Total Expenditures

	<b>\$ 151,039</b>	<b>\$ 151,039</b>	<b>\$ 151,039</b>	<b>\$ 27,523</b>	<b>\$ 27,523</b>	
--	-------------------	-------------------	-------------------	------------------	------------------	--

Revenues

Long Range Planning Revenues

	0	0	0	0	0	
<b>Total Departmental Revenues</b>	<b>\$ -</b>					

Net <Subsidy From>/Contribution To General Purpose Revenues

	<b>\$ (151,039)</b>	<b>\$ (151,039)</b>	<b>\$ (151,039)</b>	<b>\$ (27,523)</b>	<b>\$ (27,523)</b>	
--	---------------------	---------------------	---------------------	--------------------	--------------------	--

# Code Enforcement

## Our Mission

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

## Department Duties/Description

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

### Department Staffing:

Community Development Director (1 (0.07)  
Building Inspector/Acting Code Enforcement Officer (0.18)  
Building Administrative Assistant (0.02)

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

1. Through the Planning & Zoning Ordinance rewrite, several important changes have occurred. These Changes are as follows:
  - A. In most cases, code violations will be cited to the Magistrate Court as a criminal violation.
  - B. The nuisance and code violations section of the Planning & Zoning Ordinance are now placed in the Town Code.

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

1. From the Town Council's directive, Code & Nuisance Enforcement will become Pro-Active as well as reactive.

### Significant Expenditure Changes:

- \* With the anticipated increase in Code & Nuisance Complaint Enforcement it is understood that operational expenditures will grow. It is uncertain how big an impact this will be.

### Fiscal Notes

- \* Workman's Compensation calculations include 7 volunteers per month calculated at a \$400 value per volunteer per month. This value is then multiplied by the rates set by the worker's compensation provider to find the actual premium paid. The volunteers include the Board of Adjustment members.

## Code Enforcement

Fund 01-20-54

## Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	17,247	17,247	17,247	18,247	18,247	
6010	FICA	1,069	1,069	1,069	1,131	1,131	
6011	Medicare	250	250	250	265	265	
6012	Retirement	1,699	1,699	1,699	1,962	1,962	
6013	Unemployment Insurance	33	33	33	24	24	
6014	Workman's Compensation	287	287	287	330	330	
6020	Health, Dental, Life & STD Insurance	2,753	2,753	2,753	2,990	2,990	
	<b>Total Salary Expenditures</b>	<b>\$ 23,337</b>	<b>\$ 23,337</b>	<b>\$ 23,337</b>	<b>\$ 24,949</b>	<b>\$ 24,949</b>	

## Operational Expenditures

7010	Training	0	0	0	0	0	
7015	Travel	0	0	0	0	0	
7030	Office Supplies	200	200	200	100	100	
7035	Subscriptions/Memberships	0	0	0	0	0	
7036	Books/Tapes/Publications	0	0	0	0	0	
7037	Printing	0	0	0	0	0	
7038	Advertising	50	50	50	0	0	
7039	Postage	500	500	500	0	0	
7040	Computer Services/Software	0	0	0	0	0	
7050	Auto Repair/Maintenance	400	400	400	600	600	
7055	Fuel/Oil/Lube	375	375	375	600	600	
7066	Cell Phone	200	200	200	275	275	
7110	Legal Services	100	100	100	2,000	2,000	
7300	Commission Expense	0	0	0	0	0	
	<b>Total Operational Expenditures</b>	<b>\$ 1,825</b>	<b>\$ 1,825</b>	<b>\$ 1,825</b>	<b>\$ 3,575</b>	<b>\$ 3,575</b>	

## Equipment/Capital Expenditures

8000	Office Equipment/Furniture	0	0	0	0	0	
8010	Computer Equipment	500	500	500	0	0	
8020	Equipment Lease	400	400	400	1,000	1,000	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ 900</b>	<b>\$ 900</b>	<b>\$ 900</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	

## Total Expenditures

	<b>\$ 26,062</b>	<b>\$ 26,062</b>	<b>\$ 26,062</b>	<b>\$ 29,524</b>	<b>\$ 29,524</b>	
--	------------------	------------------	------------------	------------------	------------------	--

## Revenues

## Code Enforcement Revenues

40-54-4141	Permit Fees	0	0	0	0	0	
40-54-4142	Zoning Fines	2,000	2,000	2,000	2,000	2,000	
	<b>Total Departmental Revenues</b>	<b>\$ 2,000</b>					

Net &lt;Subsidy From&gt;/Contribution To General Purpose Revenues

	<b>\$ (24,062)</b>	<b>\$ (24,062)</b>	<b>\$ (24,062)</b>	<b>\$ (27,524)</b>	<b>\$ (27,524)</b>	
--	--------------------	--------------------	--------------------	--------------------	--------------------	--

# Marshal's Department

## Our Mission

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

## Department Duties/Description

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

### Department Staffing:

Town Marshal (1)	Dispatch Supervisor (1)
Lieutenant (1)	Dispatcher (5) *2 vacant position
Sergeant (4)	Marshal's Department/Human Resources Admin Assistant (0.80)
Deputy (10) *4 vacant positions	Records Supervisor (1)
School Resource Officer (.16) - 2 months not at school	Records Clerk (1)
Detective (1)	

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

1. Marshal's Office volunteers (VIPS) contributed over 1,893 hours.
2. CVMO employees received 672 hours of training.
3. Received grant of \$47,500 for a new K9 vehicle.
4. Received a \$12,000 grant from the Governor's Office of Highway Safety
5. Conducted 5 narcotic related search warrants that resulted in 22 arrests
6. Conducted annual Safety Fair at Bashas
7. Conducted annual National Night Out.

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

1. Continue to be responsive to requests from citizens in matters dealing with crime and public safety.
2. Actively seek and apply for public safety grants.
3. Ensure all members of the department receive required training to maintain certifications and levels of proficiency.
4. Continue to support our volunteer program.

### Significant Expenditure Changes:

\*

### Fiscal Notes

- \* Workman's Compensation calculations include 27 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.
- \* Expenditures for the officer assigned to PANT are budgeted in the Federal Grants Fund as they are reimbursable through the grant received by the City of Sedona.
- \* Expenditures for the officer assigned to School Resource Officer are budgeted in the State Grants Fund as they are reimbursable through the grant received by Camp Verde Unified School District. The School Resource Officer funding provides for ten (10) months of expenditures. The remaining two (2) months are funded through the Marshal's Department budgetary unit in the General Fund.
- \* Computer Services/Software (7040) includes the costs associated with maintaining the Records Management System and Computer Aided Dispatch "SPILLMAN" and the office computers.
- \* Patrol/Investigation Equipment/Supplies (7540) includes costs for drug test kits, crime scene supplies, evidence collection, flares, ammunition, batteries, intoxilyzer supplies, latex gloves, ballistic vests, etc.
- \* Equipment Lease (8020) is allocated for the lease of a copy machine.

### Department Statistics FY 2010-2011

- |                             |                           |
|-----------------------------|---------------------------|
| * Homicides - 0             | * Domestic Violence - 111 |
| * Sexual Assaults - 17      | * DUI Arrests - 49        |
| * Residential Burglary - 36 | * Juvenile Arrests - 66   |
| * Commercial Burglary - 25  | * Adult Arrests - 306     |
| * Thefts - 171              | * Traffic Accidents - 172 |
| * Motor Vehicle Theft - 14  | * Citations Issued - 574  |

Marshall's Department  
Fund 01-20-60

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	1,175,654	1,175,654	1,096,028	1,152,505	1,152,505	
6001	Overtime	35,000	35,000	32,000	35,000	35,000	
6002	Holiday Pay	12,000	12,000	12,000	12,000	12,000	
6003	Uniform Allowances	20,400	18,300	18,300	20,400	20,400	
6010	FICA	1,306	32,195	26,800	32,195	32,195	
6011	Medicare	18,024	18,024	14,220	17,689	17,791	
6012	Retirement	6,099	148,138	139,659	158,080	158,080	
6013	Unemployment Insurance	2,313	2,313	1,700	1,735	1,735	
6014	Workman's Compensation	1,090	32,066	22,400	436	436	
6020	Health, Dental, Life & STD Insurance	197,587	197,587	158,000	211,001	211,001	
	<b>Total Salary Expenditures</b>	<b>\$ 1,469,473</b>	<b>\$ 1,671,278</b>	<b>\$ 1,521,107</b>	<b>\$ 1,641,041</b>	<b>\$ 1,641,143</b>	

Operational Expenditures

7010	Training	8,000	8,000	8,000	8,000	8,000	
7015	Travel	6,000	6,000	6,000	6,000	6,000	
7020	Uniforms	2,400	2,400	2,400	2,400	2,400	
7030	Office Supplies	8,000	8,000	8,000	8,000	8,000	
7035	Subscriptions/Memberships	740	740	740	990	990	
7036	Books/Tapes/Publications	800	800	500	500	500	
7037	Printing	2,500	2,500	2,500	2,500	2,500	
7039	Postage	500	500	250	0	0	
7040	Computer Services/Software	16,500	16,500	16,500	17,200	17,200	
7050	Auto Repair/Maintenance	30,000	30,000	30,000	35,000	35,000	
7055	Fuel/Oil/Lube	50,000	50,000	50,000	55,000	55,000	
7060	Electric	22,000	22,000	22,000	22,000	22,000	
7061	Gas/Propane	3,500	3,500	3,500	3,500	3,500	
7062	Water	2,700	2,700	2,700	3,000	3,000	
7063	Sewer	2,400	2,400	2,400	2,400	2,400	
7064	Waste Removal	1,600	1,600	1,000	1,600	1,600	
7065	Telephone	9,000	9,000	9,000	9,000	9,000	
7066	Cell Phone	1,000	1,000	500	500	500	
7067	Pest Control	315	315	315	315	315	
7110	Legal Services	3,000	3,000	0	3,000	3,000	
7519	Equipment Maint-Comp Repair/Replace/Maint	3,000	3,000	0	3,000		
7540	Patrol/Investigation Equipment/Supplies	5,000	5,000	5,000	5,000	5,000	
7541	Patrol/Investigation Equipment Maintenance	3,000	3,000	3,000	3,000	3,000	
7542	Communication Equipment/Supplies	500	500	0	500	500	
7543	Communication Equipment Maintenance	2,000	2,000	2,000	2,000	2,000	
7544	Repeater/Generator Maintenance	1,400	1,400	1,400	1,400	1,400	
7547	Crime Prevention	500	500	0	500	500	
7548	Advocacy Center	2,700	2,700	2,646	2,700	2,700	
7549	Medical Supplies	1,000	1,000	1,000	1,000	1,000	
7552	K-9 Vet/Supplies	1,000	1,000	1,000	1,000	1,000	
	<b>Total Operational Expenditures</b>	<b>\$ 191,055</b>	<b>\$ 191,055</b>	<b>\$ 182,351</b>	<b>\$ 201,005</b>	<b>\$ 198,005</b>	

Equipment/Capital Expenditures

8020	Equipment Lease	3,950	3,950	3,950	4,300	4,300	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ 3,950</b>	<b>\$ 3,950</b>	<b>\$ 3,950</b>	<b>\$ 4,300</b>	<b>\$ 4,300</b>	

Total Expenditures

	<b>\$ 1,664,478</b>	<b>\$ 1,866,283</b>	<b>\$ 1,707,408</b>	<b>\$ 1,846,346</b>	<b>\$ 1,843,448</b>	
--	---------------------	---------------------	---------------------	---------------------	---------------------	--

Revenues

Marshall's Department Revenues

40-60-4100	CVMO - Reports	1,500	1,500	2,000	2,000	2,000	
40-60-4150	Fingerprinting	1,000	1,000	1,000	1,000	1,000	
40-60-4400	Yavapai Apache Dispatch	71,750	71,750	70,875	72,675	72,675	
40-60-4800	CVMO Miscellaneous Revenues	1,000	1,000	2,200	2,400	2,400	
	<b>Total Departmental Revenues</b>	<b>\$ 75,250</b>	<b>\$ 75,250</b>	<b>\$ 76,075</b>	<b>\$ 78,075</b>	<b>\$ 78,075</b>	

Net <Subsidy From>/Contribution To General Purpose Revenues

	<b>\$ (1,589,228)</b>	<b>\$ (1,791,033)</b>	<b>\$ (1,631,333)</b>	<b>\$ (1,768,271)</b>	<b>\$ (1,765,373)</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 enforce Chapter 6 of the Camp Verde Town Code.

### **Department Staffing:**

Animal Control Officer (2)

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

1. Impounded 307 animals.
2. Adopted out 73 animals and returned 117 to their owners.
3. Issued 1,400 dog licenses.

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

1. Continue animal welfare programs.
2. Continue communication with animal rescue groups to assist with adoptions.
3. Continue relationship with WalMart who provides free dog and cat food.

### **Fiscal Notes**

- \* Workman's Compensation calculations include two 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.

Animal Control  
Fund 01-20-61

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	65,366	65,366	65,366	65,366	65,366	
6001	Overtime	1,000	1,000	1,000	1,000	1,000	
6002	Holiday Pay	1,000	1,000	1,000	1,000	1,000	
6003	Uniform Allowances	1,800	1,800	1,800	1,800	1,800	
6010	FICA	4,288	4,288	4,288	4,288	4,288	
6011	Medicare	1,003	1,003	1,003	1,003	1,003	
6012	Retirement	6,636	6,636	6,636	7,242	7,242	
6013	Unemployment Insurance	151	151	151	113	113	
6014	Workman's Compensation	1,240	1,240	1,240	1,423	1,423	
6020	Health, Dental, Life & STD Insurance	12,803	12,803	12,803	13,907	13,907	
	<b>Total Salary Expenditures</b>	<b>\$ 95,287</b>	<b>\$ 95,287</b>	<b>\$ 95,287</b>	<b>\$ 97,142</b>	<b>\$ 97,142</b>	

Operational Expenditures

7010	Training	500	500	0	500	500	
7015	Travel	500	500	0	500	500	
7030	Office Supplies	250	250	150	250	250	
7035	Subscriptions/Memberships	50	50	50	50	50	
7037	Printing	625	625	500	625	625	
7041	Internet Wireless Access	500	500	445	500	500	
7050	Auto Repair/Maintenance	500	500	350	500	500	
7055	Fuel/Oil/Lube	2,300	2,300	2,300	2,500	2,500	
7060	Electric	2,500	2,500	2,700	2,900	2,900	
7061	Gas/Propane	1,700	1,700	2,100	2,700	2,700	
7062	Water	0	0	0	0	0	
7065	Telephone	500	500	500	500	500	
7110	Legal Services	1,000	1,000	0	1,000	1,000	
7550	Animal Control Equipment/Supplies	2,650	2,650	2,500	2,500	2,500	
7551	Animal Cremations	1,500	1,500	1,500	1,500	1,500	
7553	Animal Shelter Lease Payments	18,728	18,728	18,930	19,200	19,200	
	<b>Total Operational Expenditures</b>	<b>\$ 33,803</b>	<b>\$ 33,803</b>	<b>\$ 32,025</b>	<b>\$ 35,725</b>	<b>\$ 35,725</b>	

Equipment/Capital Expenditures

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

Total Expenditures

<b>\$ 129,090</b>	<b>\$ 129,090</b>	<b>\$ 127,312</b>	<b>\$ 132,867</b>	<b>\$ 132,867</b>
-------------------	-------------------	-------------------	-------------------	-------------------

Revenues

Animal Control Revenues

40-61-4160	Dog Licenses	5,300	5,300	5,700	5,700	5,700	
40-61-4161	Impound Fees	3,200	3,200	2,500	3,200	3,200	
40-61-4162	Adoption Fees	2,650	2,650	1,500	2,500	2,500	
40-61-4163	Vaccination Fees (combine with Adoption)	0	0	0	0	0	
	<b>Total Departmental Revenues</b>	<b>\$ 11,150</b>	<b>\$ 11,150</b>	<b>\$ 9,700</b>	<b>\$ 11,400</b>	<b>\$ 11,400</b>	

Net <Subsidy From>/Contribution To General Purpose Revenues

<b>\$ (117,940)</b>	<b>\$ (117,940)</b>	<b>\$ (117,612)</b>	<b>\$ (121,467)</b>	<b>\$ (121,467)</b>
---------------------	---------------------	---------------------	---------------------	---------------------

# Camp Verde Community Library

## Our Mission

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

## Department Duties/Description

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

### Department Staffing:

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

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

1. Replaced four public access computers and one laser printer with 12 public access
2. Created and presented library instructional programs with funding from an LSTA (Library Services & Technology Act ) grant.
3. Regraveled the unpaved portion of parking lot, installed additional electrical circuits and fixed other safety concerns with building.
4. Migrated to a new library automation system.
5. Flag pole repaired by Post 93 Camp Verde American Legion.

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

1. Continue Children's programs and expand adult programs under the concept of cost neutrality.
2. Revise population projections to determine future library needs.
3. Maintain or improve the level of service we provide the public.

### Significant Expenditure Changes:

### Fiscal Notes

- \* The Beaver Creek Library is now operated and funded by the Yavapai County Library District.
- \* Workman's Compensation calculations include 27 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.
- \* Contract Labor/Services (7120) is used for courier services for inter-library loans and for the collection agency.
- \* Library Programs (7640) current consists of scrapbooking programs and minor expenses for new adult programs.
- \* Amazon.com Book Sales (4810) revenue line item is used to track book sales online.

Camp Verde Community Library  
Fund 01-20-70

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	106,149	106,149	106,149	111,892	111,892	
6001	Overtime	0	0	0	0	0	
6010	FICA	6,581	6,581	6,581	6,937	6,937	
6011	Medicare	1,539	1,539	1,539	1,622	1,622	
6012	Retirement	9,495	9,495	9,495	10,980	10,980	
6013	Unemployment Insurance	315	315	315	237	237	
6014	Workman's Compensation	536	536	536	631	631	
6020	Health, Dental, Life & STD Insurance	16,964	16,964	16,964	19,122	19,122	
	<b>Total Salary Expenditures</b>	<b>\$ 141,580</b>	<b>\$ 141,580</b>	<b>\$ 141,580</b>	<b>\$ 151,421</b>	<b>\$ 151,421</b>	

Operational Expenditures

7010	Training	0	0	0	500	500	
7015	Travel	0	0	0	200	200	
7030	Office Supplies	4,500	4,500	4,500	5,000	5,000	
7035	Subscriptions/Memberships	1	1	0	0	0	
7036	Books/Tapes/Publications	13,500	13,500	13,500	18,000	13,500	
7038	Advertising	1	1	0	0	0	
7039	Postage	3,000	3,000	3,000	3,500	3,500	
7040	Computer Services/Software	1,000	1,000	566	0	0	
7060	Electric	5,500	5,500	5,155	5,500	5,500	
7061	Gas/Propane	2,000	2,000	3,487	3,500	3,500	
7062	Water	733	733	416	750	750	
7064	Waste Removal	500	500	456	500	500	
7065	Telephone	1,340	1,340	1,409	1,500	1,500	
7067	Pest Control	200	200	183	200	200	
7110	Legal Services	0	0	148	500	500	
7120	Contract Labor/Services	5,000	5,000	4,341	5,000	5,000	
7200	Service Charges	24	24	4	0	0	
7519	Equipment Maintenance	500	500	0	500	500	
7613	Volunteer Expenses	800	800	903	1,000	1,000	
7640	Library Programs	2,000	2,000	900	2,000	1,500	
7641	Amigo/Aznet-Lib Database Access	2,500	2,500	1,095	2,500	2,500	
7642	Dynix-Lib Automation Program	13,000	13,000	6,500	13,000	13,000	
	<b>Total Operational Expenditures</b>	<b>\$ 56,099</b>	<b>\$ 56,099</b>	<b>\$ 46,563</b>	<b>\$ 63,650</b>	<b>\$ 58,650</b>	

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	1	1	0	0	0	
8020	Equipment Lease	730	730	335	730	730	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ 731</b>	<b>\$ 731</b>	<b>\$ 335</b>	<b>\$ 730</b>	<b>\$ 730</b>	

Total Expenditures

<b>\$ 198,410</b>	<b>\$ 198,410</b>	<b>\$ 188,478</b>	<b>\$ 215,801</b>	<b>\$ 210,801</b>
-------------------	-------------------	-------------------	-------------------	-------------------

Revenues

Camp Verde Community Library Revenues

40-70-4100	Library Copies	1,071	1,071	627	627	627
40-70-4130	Library Fines/Fees	6,176	6,176	3,435	3,435	3,435
40-70-4810	Amazon.com Book Sales	1,000	1,000		1,000	1,000
43-70-4025	Library District	84,754	84,754	84,754	105,942	105,942
	<b>Total Departmental Revenues</b>	<b>\$ 93,001</b>	<b>\$ 93,001</b>	<b>\$ 88,816</b>	<b>\$ 111,004</b>	<b>\$ 111,004</b>

Net <Subsidy From>/Contribution To General Purpose Revenues

<b>\$ (105,409)</b>	<b>\$ (105,409)</b>	<b>\$ (99,662)</b>	<b>\$ (104,797)</b>	<b>\$ (99,797)</b>
---------------------	---------------------	--------------------	---------------------	--------------------

# Beaver Creek Library

## **Our Mission**

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

## **Department Duties/Description**

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

### **Department Staffing:**

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

- 1.

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

- 1.
- 2.

#### **Significant Expenditure Changes:**

\*

#### **Fiscal Notes**

\* Yavapai County Library District funds operation of the Beaver Creek Library Site. Town funds are not used for this purpose.

# Camp Verde Children's Library

## Our Mission

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

## Department Duties/Description

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

### Department Staffing:

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

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

1. Added many new programs including: Children's Book Club, Mom's Read, Early Literacy Classes, and Children's Internet Classes.
2. Continued existing programs and added new programs with the help of volunteers (and no assistant).
4. Learned operation of new computer equipment.
3. Managed a successful Adult Scrapbooking Program and a Saturday (children, teen, and adult) Scrapbooking Program.

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

1. Provide quality Children's and Scrapbooking Programs that are cost-neutral

### Significant Expenditure Changes:

### Fiscal Notes

- \* Library Programs (7640) currently consists of story time, crafts, performers, and school visits as well as Book Club, Mom's Read, Internet Classes and Social Time for our Patrons.

Camp Verde Children's Library

Fund 01-20-72

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	70,750	70,750	70,750	58,946	58,946	
6010	FICA	4,386	4,386	4,386	3,655	3,655	
6011	Medicare	1,026	1,026	1,026	855	855	
6012	Retirement	6,969	6,969	6,969	5,806	5,806	
6013	Unemployment Insurance	151	151	151	151	151	
6014	Workman's Compensation	174	174	174	185	185	
6020	Health, Dental, Life & STD Insurance	8,002	8,002	8,002	8,692	8,692	
	<b>Total Salary Expenditures</b>	<b>\$ 91,458</b>	<b>\$ 91,458</b>	<b>\$ 91,458</b>	<b>\$ 78,289</b>	<b>\$ 78,289</b>	

Operational Expenditures

7010	Training	0	0	0	50	50	
7015	Travel	0	0	0	100	100	
7036	Books/Tapes/Publications	6,500	6,500	6,500	9,000	6,500	
7060	Electric	2,500	2,500	2,500	2,000	2,000	
7061	Gas/Propane	1,000	1,000	1,000	2,000	2,000	
7062	Water	367	367	367	150	150	
7064	Waste Removal	250	250	250	200	200	
7065	Telephone	973	973	973	650	650	
7067	Pest Control	105	105	105	105	105	
7640	Library Programs	2,000	2,000	2,000	2,000	2,000	
	<b>Total Operational Expenditures</b>	<b>\$ 13,695</b>	<b>\$ 13,695</b>	<b>\$ 13,695</b>	<b>\$ 16,255</b>	<b>\$ 13,755</b>	

Equipment/Capital Expenditures

8000	Office Equipment/Furniture	0	0	0	0	0	
8020	Equipment Lease	0	0	0	0	0	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>					

Total Expenditures

<b>\$ 105,153</b>	<b>\$ 105,153</b>	<b>\$ 105,153</b>	<b>\$ 94,544</b>	<b>\$ 92,044</b>
-------------------	-------------------	-------------------	------------------	------------------

Revenues

Children's Library Revenues

0	0	0	0	0
<b>\$ -</b>				

Net <Subsidy From>/Contribution To General Purpose Revenues

<b>\$ (105,153)</b>	<b>\$ (105,153)</b>	<b>\$ (105,153)</b>	<b>\$ (94,544)</b>	<b>\$ (92,044)</b>
---------------------	---------------------	---------------------	--------------------	--------------------

# Parks and Recreation

## Our Mission

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

## Department Duties/Description

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

The Parks and Recreation Department is responsible for the following:

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

## Department Staffing:

Public Works Director/Engineer (0.10)

Recreation Supervisor (0.70)

Public Works Administrative Assistant (0.10)

Receptionist (0) - vacant

## Accomplishments for the Fiscal Year 2010/2011:

1. Planning and implementing community events and programs.
2. Scheduling and rental of facilities and ball fields.
3. Scheduling ball field lights.
4. Working with Little League, AYSO and Youth Football on the organization of field usage.
5. Supervise part-time employees that include: referees, scorekeepers, umpires, seasonal teen employees at the pool.

## Performance Objectives for Fiscal Year 2011/2012:

1. Continue offering the same customer service as in the past.

## Significant Expenditure Changes:

## Fiscal Notes

- \* The utility calculations (7060-7067) include the Parks and Recreation Offices along with the Community Center Gym, the Ramada, Butler Park, the Skate Park, and Hallet Plaza.

Parks & Recreation  
Fund 01-20-80

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	76,119	76,119	76,119	58,447	58,447	
6001	Overtime	0	0	0	0	0	
6010	FICA	4,719	4,719	4,719	3,624	3,624	
6011	Medicare	1,104	1,104	1,104	847	847	
6012	Retirement	7,498	7,498	7,498	6,283	6,283	
6013	Unemployment Insurance	1,214	1,214	1,214	880	880	
6014	Workman's Compensation	1,669	1,669	1,669	183	183	
6020	Health, Dental, Life & STD Insurance	10,178	10,178	10,178	8,692	8,692	
	<b>Total Salary Expenditures</b>	<b>\$ 102,501</b>	<b>\$ 102,501</b>	<b>\$ 102,501</b>	<b>\$ 81,762</b>	<b>\$ 81,762</b>	

Operational Expenditures

7010	Training	0	0	0	350	350	
7015	Travel	0	0	0	250	250	
7020	Uniforms	0	0	0	0	0	
7030	Office Supplies	600	600	600	600	600	
7035	Subscriptions/Memberships	200	200	200	100	100	
7038	Advertising	0	0	0	0	0	
7039	Postage	216	216	216	0	0	
7050	Auto Repair/Maintenance	0	0	0	0	0	
7055	Fuel/Oil/Lube	0	0	0	0	0	
7060	Electric	33,666	33,666	33,666	33,666	33,666	
7061	Gas/Propane	7,869	7,869	7,869	6,500	6,500	
7062	Water	4,225	4,225	4,225	3,000	3,000	
7063	Sewer	2,242	2,242	2,242	2,200	2,200	
7064	Waste Removal	2,500	2,500	2,500	3,150	3,150	
7065	Telephone	300	300	300	300	300	
7066	Cell Phone	0	0	0	0	0	
7067	Pest Control	588	588	588	588	588	
7110	Legal Services	300	300	300	300	300	
7120	Contract Labor/Services	0	0	0			
7210	Credit Card Processing Fees	650	650	650	0	0	
7300	Commission Expense	0	0	0	0	0	
7301	Youth Commission	0	0	0	0	0	
7610	Recreational Programs	0	0	0	0	0	
7612	Recreation Program Sponsorships	0	0	0	0	0	
7620	Summer Program	0	0	0	0	0	
	<b>Total Operational Expenditures</b>	<b>\$ 53,356</b>	<b>\$ 53,356</b>	<b>\$ 53,356</b>	<b>\$ 51,004</b>	<b>\$ 51,004</b>	

Equipment/Capital Expenditures

8010	Computer Equipment	200	200	200	0	0	
8020	Equipment Lease	0	0	0	1,895	1,895	
8050	Parks & Recreation Equipment	0	0	0	0	0	
8055	Light Recreational Equipment	0	0	0	0	0	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 2,015</b>	<b>\$ 2,015</b>	

Total Expenditures

<b>\$ 156,057</b>	<b>\$ 156,057</b>	<b>\$ 156,057</b>	<b>\$ 134,781</b>	<b>\$ 134,781</b>
-------------------	-------------------	-------------------	-------------------	-------------------

Revenues

Parks & Recreation Revenues

40-80-4210	Recreational Programs	0	0	0	0	0
40-80-4215	Summer Program	0	0	0	0	0
40-80-4230	Sponsorships-Rec Programs	0	0	0	0	0
	<b>Total Departmental Revenues</b>	<b>\$ -</b>				

Net <Subsidy From>/Contribution To General Purpose Revenues

<b>\$ (156,057)</b>	<b>\$ (156,057)</b>	<b>\$ (156,057)</b>	<b>\$ (134,781)</b>	<b>\$ (134,781)</b>
---------------------	---------------------	---------------------	---------------------	---------------------

# Camp Verde Heritage Pool

## Our Mission

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

## Department Duties/Description

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

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>* Supervise pool operations.</li> <li>* Prevention of accidents through proper supervision of the pool and bath house.</li> <li>* Greet pool patrons in a friendly, professional manner.</li> <li>* Must be familiar with and follow pool cash handling procedures.</li> <li>* Work with outside groups on pool rental and swim practice times.</li> <li>* Keep pool office, pool deck, slide, restrooms and surrounding grounds clean and safe</li> <li>* Provide healthy outdoor recreational programs such as swim lessons, water aerobics, lap swim, and open swim.</li> </ul> | <ul style="list-style-type: none"> <li>* Providing swim lessons to the community.</li> <li>* Promote water safety.</li> <li>* Make sure life guard and life saving certifications are current.</li> <li>* Report all emergencies, accidents, or first aid through incident reports.</li> <li>* Protect the patrons of the pool through proper life guard techniques.</li> <li>* Must be familiar with the American Red Cross life guarding regulations.</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Department Staffing:

Recreation Supervisor (.17)	Lifeguard (15)
Head Guard (4)	Cashier (5)
Maintenance Worker (.08) + 3 Workers at 40 hours for initial pool opening preparation (.02 each)	

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

1. Provided a safe, accident swim season
- 2.

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

1. Provide a safe, fun accident free swim season
2. Reduce number of employees at the pool for a cost savings.
3. Reduce hours on Fridays to noon to 8pm to save on operation costs.

### Significant Expenditure Changes:

- \* Operating Transfer In - Yavapai-Apache Gaming Compact revenue line item is the allocation of the monies received by the Town from the Yavapai-Apache Nation through Proposition 200 to help fund the operations of the Heritage Pool in the 2011 season. Without the funds received from the Yavapai-Apache Nation, the Town would be unable to open the Pool for the duration of the season.

### Fiscal Notes

- \* The "Department Requested" column projects the pool opening for the regular season of Memorial Day weekend through Labor Day weekend in both the 2011 and 2012 seasons with the regular operating hours of:

<p><b>Monday - Thursday</b>                  7:00am - 8:00am Water Aerobics                  7:00am - 8:00am Lap Swim                  8:00am - 11:45pr Swim Lessons                  12:00pm - 7:00pr Open Swim</p>	<p><b>Friday</b>                  12:00pm - 7:00pm</p>	<p>Open Swim</p>
<p><b>Saturday</b>                  12:00pm - 7:00pr Open Swim</p>	<p><b>Sunday</b>                  1:00pm - 5:00pm</p>	<p>Open Swim</p>

In August, after school starts the pool will only be open on Sat. and Sun.

Camp Verde Heritage Pool  
Fund 01-20-82

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	51,472	51,472	51,472	46,243	46,243	
6010	FICA	3,191	3,191	3,191	2,867	2,867	
6011	Medicare	746	746	746	671	671	
6012	Retirement	478	478	478	521	521	
6013	Unemployment	556	556	556	375	375	
6014	Workman's Comp	2,347	2,347	2,347	2,419	2,419	
6020	Health, Dental, Life & STD Ins	896	896	896	973	973	
	<b>Total Salary Expenditures</b>	<b>\$ 59,686</b>	<b>\$ 59,686</b>	<b>\$ 59,686</b>	<b>\$ 54,069</b>	<b>\$ 54,069</b>	

Operational Expenditures

7010	Training	500	500	500	500	500	
7060	Electric	5,000	5,000	3,800	3,800	3,800	
7061	Gas/Propane	13,500	13,500	6,000	10,000	10,000	
7062	Water	0	0	0	0	0	
7063	Sewer	0	0	0	0	0	
7064	Waste Removal	225	225	225	225	225	
7065	Telephone	650	650	390	400	400	
7067	Pest Control	315	315	220	220	220	
7600	Pool Chemicals	4,500	4,500	2,200	4,500	4,500	
7601	Pool Supplies	500	500	500	500	500	
7602	Pool Equipment Maintenance/Repair	6,265	6,265		5,000	5,000	
7603	Pool Concession Supplies	0	0	200	200	200	
7604	Permits	400	400	400	400	400	
7605	Swim Team	0	0	0	0	0	
	<b>Total Operational Expenditures</b>	<b>\$ 31,855</b>	<b>\$ 31,855</b>	<b>\$ 14,435</b>	<b>\$ 25,745</b>	<b>\$ 25,745</b>	

Total Expenditures

<b>\$ 91,541</b>	<b>\$ 91,541</b>	<b>\$ 74,121</b>	<b>\$ 79,814</b>	<b>\$ 79,814</b>
------------------	------------------	------------------	------------------	------------------

Revenues

Pool Revenues

40-82-4170	Pool-User Fees	17,000	17,000	17,000	17,000	17,000	
40-82-4820	Pool Concession Sales	0	0	0	0	0	
40-82-7707	Operating Transfer In - Yavapai-Apache Gaming	33,268	33,268	33,268	60,000	60,000	
	<b>Total Departmental Revenues</b>	<b>\$ 50,268</b>	<b>\$ 50,268</b>	<b>\$ 50,268</b>	<b>\$ 77,000</b>	<b>\$ 77,000</b>	

Net <Subsidy From>/Contribution To General Purpose Revenues

<b>\$ (41,273)</b>	<b>\$ (41,273)</b>	<b>\$ (23,853)</b>	<b>\$ (2,814)</b>	<b>\$ (2,814)</b>
--------------------	--------------------	--------------------	-------------------	-------------------

# Children's Recreational Programs

## Our Mission

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

## Department Duties/Description

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

- \* Grasshopper Basketball
- \* 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 2010/2011:

1. Provided a successful youth basketball program for kids in the 1st through 8th grades.
2. Provided a safe place for the community children to trick or treat.

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

1. Increase the number of teams in the 5th - 8th grade division of Grasshopper Basketball
2. Increase the quantity of candy purchased for Trick or Treat Main Street to meet the large need for this program.

### Significant Expenditure Changes:

- \* Increase in Rec Programs (7610) to purchase additional candy for Trick or Treat Main Street.

### Fiscal Notes:

- \* The Yavapai-Apache Nation has provided funding for the Children's Programs through Proposition 202, Gaming Compact revenue distributions. These funds are tracked in the Yavapai-Apache Gaming Compact Fund (fund 07). When monies are needed to support Children's Recreation programs, an operating transfer is made from the Yavapai-Apache Gaming Compact Fund to the General Fund's Children's Recreational Programs budgetary unit.

### Department Statistics FY 2010/2011

	<u># Participants</u>
* Grasshopper Basketball Teams	34

Children's Recreational Programs  
Fund 01-20-83

Expenditures		2010/2011	2010/2011	2010/2011	2011/2012	2011/2012	2011/2012
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
6000	Salaries	13,060	13,060	5,900	10,341	10,341	
6010	FICA	810	810	810	641	641	
6011	Medicare	189	189	189	150	150	
6012	Retirement	1,086	1,086	1,086	893	893	
6013	Unemployment	39	39	39	29	29	
6014	Workman's Comp	576	576	576	519	519	
6020	Health, Dental, Life & STD Insurance	1,472	1,472	1,472	1,599	1,599	
	<b>Total Salary Expenditures</b>	<b>\$ 17,233</b>	<b>\$ 17,233</b>	<b>\$ 10,073</b>	<b>\$ 14,173</b>	<b>\$ 14,173</b>	
<b>Operational Expenditures</b>							
7120	Contract Labor/Services	4,000	4,000	4,000	3,500	3,500	
7610	Recreational Programs	1,800	1,800	1,800	3,500	3,500	
7612	Recreational Program Sponsorships	8,850	8,850	8,850	3,600	3,600	
7620	Summer Program	2,000	2,000	2,000	0	0	
	<b>Total Operational Expenditures</b>	<b>\$ 16,650</b>	<b>\$ 16,650</b>	<b>\$ 16,650</b>	<b>\$ 10,600</b>	<b>\$ 10,600</b>	
<b>Equipment/Capital Expenditures</b>							
8050	Parks & Rec Equipment	0	0	0	0	0	
8055	Light Recreational Equipment	0	0	0	800	800	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800</b>	<b>\$ 800</b>	
<b>Total Expenditures</b>		<b>\$ 33,883</b>	<b>\$ 33,883</b>	<b>\$ 26,723</b>	<b>\$ 25,573</b>	<b>\$ 25,573</b>	
<b>Revenues</b>							
<b>Children's Recreational Program Revenues</b>							
40-83-4210	Children's Recreational Programs	4,000	4,000	4,000	3,600	3,600	
40-83-4215	Summer Program	0	0	0	0	0	
40-83-4230	Sponsorships	8,850	8,850	8,850	3,600	3,600	
40-83-7707	Operating Transfers In - Yavapai-Apache Gaming	16,899	16,899	16,899	12,000	12,000	
	<b>Total Departmental Revenues</b>	<b>\$ 29,749</b>	<b>\$ 29,749</b>	<b>\$ 29,749</b>	<b>\$ 19,200</b>	<b>\$ 19,200</b>	
<b>Net &lt;Subsidy From&gt;/Contribution To General Purpose Revenues</b>		<b>\$ (4,134)</b>	<b>\$ (4,134)</b>	<b>\$ 3,026</b>	<b>\$ (6,373)</b>	<b>\$ (6,373)</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 2010/2011:

1. Hosted an Adult Softball League with 8 teams participating

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

1. Continue providing Adult Softball
2. Bring back Men's Basketball League. 3 on 3 failed last year due to lack of teams. Community would rather have a Men's League
3. Increase fees so that registration will cover the cost of the program. ( Softball \$300 per team, Basketball \$450 per team)

### Significant Expenditure Changes:

### Department Statistics FY 2010/2011

	<u># Teams</u>	<u># Games</u>
* Co-Rec Softball	8	48

Adult Recreational Programs

Fund 01-20-84

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	2,166	2,166	2,166	1,114	1,114	
6010	FICA	134	134	134	69	69	
6011	Medicare	31	31	31	16	16	
6012	Retirement	213	213	213	120	120	
6013	Unemployment	2	2	2	2	2	
6014	Workman's Comp	99	99	99	58	58	
6020	Health, Dental, Life & STD Insurance	192	192	192	209	209	
	<b>Total Salary Expenditures</b>	<b>\$ 2,838</b>	<b>\$ 2,838</b>	<b>\$ 2,838</b>	<b>\$ 1,588</b>	<b>\$ 1,588</b>	

Operational Expenditures

7120	Contract Labor/Services	4,520	4,520	1,350	4,500	4,500	
7610	Recreational Programs	110	110	50	100	100	
	<b>Total Operational Expenditures</b>	<b>\$ 4,630</b>	<b>\$ 4,630</b>	<b>\$ 1,400</b>	<b>\$ 4,600</b>	<b>\$ 4,600</b>	

Equipment/Capital Expenditures

8050	Parks & Rec Equipment	0	0	0	0	0	
8055	Light Recreational Equipment	0	0	0	450	450	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450</b>	<b>\$ 450</b>	

Total Expenditures

	<b>Total Expenditures</b>	<b>\$ 7,468</b>	<b>\$ 7,468</b>	<b>\$ 4,238</b>	<b>\$ 6,638</b>	<b>\$ 6,638</b>	
--	---------------------------	-----------------	-----------------	-----------------	-----------------	-----------------	--

Revenues

Adult Recreational Program Revenues

40-84-4210	Adult Recreational Programs	7,600	7,600	7,600	6,900	6,900	
40-84-4230	Sponsorships	0	0	0	0	0	
	<b>Total Departmental Revenues</b>	<b>\$ 7,600</b>	<b>\$ 7,600</b>	<b>\$ 7,600</b>	<b>\$ 6,900</b>	<b>\$ 6,900</b>	

Net <Subsidy From>/Contribution To General Purpose Revenues

	<b>Net &lt;Subsidy From&gt;/Contribution To General Purpose Revenues</b>	<b>\$ 132</b>	<b>\$ 132</b>	<b>\$ 3,362</b>	<b>\$ 262</b>	<b>\$ 262</b>	
--	--------------------------------------------------------------------------	---------------	---------------	-----------------	---------------	---------------	--

# Senior Recreational Programs

## Our Mission

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

## Department Duties/Description

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

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

## Department Staffing:

Recreation Supervisor (0)

## Accomplishments for the Fiscal Year 2010/2011:

1. Due to budgetary constraints, the Senior Recreational Programs division had no activity in the FY 2010-2011.

## Performance Objectives for Fiscal Year 2011/2012:

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

## Significant Expenditure Changes:

\*

# 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
- \* Bus trips

### 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 2010/2011:

1. Hosted a successful Craft Bazaar and Parade of Lights
2. Unable to provide bus trips due to loss of use of school bus.

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

1. Work with School District to be able to utilize a school bus for three (3) bus trips to D-Back Games
2. Establish better hours for the Parade and Bazaar

### Significant Expenditure Changes:

- \* All expenditures have been reduced as a result of fewer programs being offered.

### Department Statistics FY 2010/2011

	<u># Participants</u>
* Christmas Craft Bazaar (vendors)	30
* Parade of Lights (entries)	15
*	
*	

Community Programs

Fund 01-20-86

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	3,571	3,571	2,605	3,456	3,456	
6010	FICA	221	221	221	214	214	
6011	Medicare	52	52	52	50	50	
6012	Retirement	352	352	352	372	372	
6013	Unemployment	8	8	8	6	6	
6014	Workman's Comp	163	163	163	181	181	
6020	Health, Dental, Life & STD Insurance	640	640	640	209	209	
	<b>Total Salary Expenditures</b>	<b>\$ 5,006</b>	<b>\$ 5,006</b>	<b>\$ 4,040</b>	<b>\$ 4,487</b>	<b>\$ 4,487</b>	

Operational Expenditures

7130	Equipment Rental	325	325	0	325	325	
7610	Recreational Programs	0	0	0	0	0	
7612	Recreational Program Sponsorships	7,308	7,308	0	3,600	3,600	
	<b>Total Operational Expenditures</b>	<b>\$ 7,633</b>	<b>\$ 7,633</b>	<b>\$ -</b>	<b>\$ 3,925</b>	<b>\$ 3,925</b>	

Equipment/Capital Expenditures

8050	Parks & Rec Equipment	0	0		0	0	
8055	Light Recreational Equipment	0	0		0	0	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ -</b>					

Total Expenditures

	<b>Total Expenditures</b>	<b>\$ 12,639</b>	<b>\$ 12,639</b>	<b>\$ 4,040</b>	<b>\$ 8,412</b>	<b>\$ 8,412</b>	
--	---------------------------	------------------	------------------	-----------------	-----------------	-----------------	--

Revenues

Community Programs Revenue

40-86-4210	Community Programs	875	875	750	750	750	
40-86-4230	Sponsorships	7,308	7,308	0	3,600	3,600	
	<b>Total Departmental Revenues</b>	<b>\$ 8,183</b>	<b>\$ 8,183</b>	<b>\$ 750</b>	<b>\$ 4,350</b>	<b>\$ 4,350</b>	

Net <Subsidy From>/Contribution To General Purpose Revenues

	<b>Net &lt;Subsidy From&gt;/Contribution To General Purpose Revenues</b>	<b>\$ (4,456)</b>	<b>\$ (4,456)</b>	<b>\$ (3,290)</b>	<b>\$ (4,062)</b>	<b>\$ (4,062)</b>	
--	--------------------------------------------------------------------------	-------------------	-------------------	-------------------	-------------------	-------------------	--

# Capital Improvement Funds

Capital Improvement Funds consists of the Capital Improvement Projects Fund and the Parks Fund. These funds are used for expenditures that are a structure, improvement, piece of equipment or other major asset having a useful life of at least two years.

The Town Code, Section 3-4-3.5 Capital Improvement Budget Policies dictates the following criteria for the Capital Improvement Funds:

1. The Town will make all capital improvements in accordance with an adopted and funded capital improvement program and will include an annual six-year plan for capital improvements (CIP design, development, implementation, and operating and maintenance costs).
2. The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the Capital Improvement Plan and Town priorities, and whose operating and maintenance costs have been included in the budget.
3. The Town will coordinate development of the capital improvement budget with the development of the operating budget. All costs for internal professional services needed to implement the CIP will be included in the operating budget for the year the CIP is to be implemented.
4. The Parks Fund and other special development impact funds may only be used to fund facilities included in the Town's master plans.

The Capital Improvements Plan (CIP) is a critical piece in the Town's overall planning. It is the most important implementation tool of the General Plan. Development of the community's facilities and services is one of the primary functions of municipal government. Without a functional transportation system, water and wastewater facilities, public safety services, drainage systems, parks and recreation facilities, and other public facilities, a community cannot reach its potential as a quality place to live. While the Town does not currently provide all of these services to the entire community, it still must plan for them as development occurs.

The CIP is a multi-year plan that outlines current capital and infrastructure needs, future anticipated needs, current projects, and future costs to the community. It addresses both repair and replacement of existing infrastructure as well as the development of new facilities to accommodate future growth and/or improve services. The CIP links the Town's planning and budgeting functions. The CIP is to be used as a guide in decision making.

The process for the CIP's development is divided into six key phases, culminating in the presentation of a Capital Improvement Plan (CIP) to the Town Council for approval. The phases are:

- \* Development of CIP Evaluation Criteria. This process defines how CIP projects will be evaluated and prioritized.
- \* Public Participation. A resident survey is developed, distributed, and analyzed.
- \* Needs Assessment. Future needs are outlined utilizing the General Plan and taking growth patterns into consideration.
- \* Financial Analysis. Examining of the Town's recent revenues, expenditures, current debt, and bond capacity.
- \* Capital Projects Evaluation. CIP projects are evaluated and prioritized utilizing the developed Evaluation Criteria.
- \* Development of CIP Document. All of the preceding steps culminate in the development of the CIP Document which includes an implementation section, outlines how the CIP will be updated on an annual basis.

The planning period for a CIP is five years. The expenditures proposed for the first year of the program are incorporated into the annual budget as the capital budget.

One of the most important aspects of the CIP process is it is not a once a year effort, but an important ongoing part of the Town's overall management process. New information and evolving priorities require continual review.

It is important to note that the Town's most recent Capital Improvements Plan document expired at the end of the 2006-2007 fiscal year. The Town is researching options relative to updating the CIP and maintaining it on an annual basis as is required.

### **Department Duties/Description**

The Town of Camp Verde's Capital Improvement Projects Fund was established to provide for the infrastructure and capital needs of the departments of the Town of Camp Verde. The Capital Improvement Projects Fund is funded by allocating 2 cents of the 3 cent Construction Tax received by the Town. Construction Tax is a non-recurring revenue, thus it is proper to use these revenues solely for non-recurring (non-operating) expenditures such as capital projects. The remaining Service Fund to fund the GADA 1 cent of the Construction Tax is allocated to the Debt loan payment.

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

1. Replacement of nine HVAC Units on the Public Works /Finance Building & Gym
2. Removed the Old Marshal's Trailer.
3. Completed the Design Work for the Rio Verde Plaza Remodel.
4. Install New Culverts on Verde Lakes Drive.
5. Installed New Gutters at the Marshal's Office, Historical Society Bldg., and Visitors Center.
6. Replaced the Carpets in Town Hall
7. Re-roofed Town Hall and 200 Bldg. Roofs.
8. Painted the Exterior of the Town Hall Complex buildings.
9. Purchased 16.76 Acres of Land for the Establishment of a street yard.

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

1. Please see page 6-3 and 6-4 for a listing of projects to be completed in the FY2011-2012.

#### **Significant Expenditure Changes:**

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

#### **Fiscal Notes**

CIP Fund  
Fund 03

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
50-00-5015	Verde Lakes Drive Culverts	80,000	80,000	80,000	0	0	
50-00-5073	Rio Verde Plaza Improvements	40,200	40,200	40,200	0	0	
50-00-5080	CVMO Vehicles	30,000	30,000	30,000	30,000	30,000	
50-00-5086	Public Works Vehicle (small 4X4 SUV)	0	0	0	0	0	
50-00-5087	Pool Heater	0	0	0	0	0	
50-00-5121	Library Enhancement	5,000	5,000	5,000	5,000	0	
50-00-5300	Computer/networking infrastructure upgrades	148,111	148,111	148,111	0	0	
50-00-5310	Governmental Software Package & Licensing	68,199	68,199	68,199	0	0	
50-00-5400	Public Works Yard Construction (CVSD 15 Acre Site)	0	0	0	0	0	
50-00-5410	Streets Inspector Truck	0	0	0	0	0	
50-00-5412	Streets Department Equipment/Vehicle	0	0	0	0	0	
50-00-5450	Road Improvement/Construction & Pavement	0	0	0	0	0	
50-00-5452	Finnie Flat Sidewalk Transportation Enhancement	136,000	136,000	0	136,000	136,000	
50-00-5453	Main Street Traffic Circle	0	0	0	0	0	
50-00-5454	Sidewalk, Pathways, and Bike Trails	0	0	0	0	0	
50-00-5500	Administration Vehicles	20,000	20,000	3,500	0	0	
50-00-5084	Warranty and Re-Lamp at Butler Park	18,576	18,576	18,576	0	0	
50-00-5092	Rain Gutters for Marshal's Office and Historical Society	7,383	7,383	7,383	0	0	
50-00-5093	Sprinkler System for Town Grounds	13,000	13,000	8,000	5,000	5,000	
50-00-5094	Replace Carpet in Town Hall	22,775	22,775	22,775	0	0	
50-00-5097	Exterior Painting of Town Buildings	17,500	17,500	0	17,500	17,500	
50-00-5098	Re-Roof of Town Buildings	37,000	37,000	37,000	0	0	
50-00-5083	Maintenance Vehicle - 1/2 Ton 2-Wheel Drive Truck	20,868	20,868	20,868	0	0	
50-00-5400	Purchase 15 Acres & Develop a Public Works Yard	444,145	444,145	444,145	0	0	
50-00-5016	Cliffs/Finnie Flat Drainage Project	180,000	180,000	0	280,000	280,000	
50-00-5087	Pool Cover	7,400	7,400	7,400	0	0	
50-00-5118	Removal of Old CVMO Trailer	20,000	20,000	15,000	0	0	
	Ford Taurus Engine Repairs	0	0	0	0	0	
	Tres Rios Rd. Replace Ditch Crossing	0	0	0	25,000	25,000	
	USFS Easement NEPA Study, Survey, & Plat	0	0	0	35,000	35,000	
	Downtown Parking Lots (Hollamon & V.C.)Material Only				50,000	50,000	
	Basha's Drainage Channel Improvements Clean & Rip Rap	0	0	0	25,000	25,000	
	Public Works Yard Clear & Grub, Grade, and Improve Fence	0	0	0	180,000	180,000	
	PW Yard Clean Up and Secure Buildings	0	0	0	25,000	25,000	
	Gymnasium Repair Roof Structure & Re-roof	0	0	0	70,000	0	
	Gym replace Double Doors & Install Proxy Card Hardware	0	0	0	15,000	-	
	P & R and IT Rooms Install Security Roll Shutters	0	0	0	10,000	10,000	
	Town Hall Replace 3 HVAC units	0	0	0	30,000	0	
	Library Annex Rplace Heat Pump	0	0	0	8,000	8,000	
	Repair and Cool Coat Existing Foam Roof	0	0	0	5,000	5,000	
	New Banners and Flags	0	0	0	7,500	-	
	Riding Mower (62" Deck & 0-Turn)	0	0	0	15,000	-	
	Butler Park Improvements				12,000	-	
	Re-Surface Pool	0	0	0	80,000	-	
	Vermeer Chipper	0	0	0	25,000	25,000	
	Uninterrupted Power Source for Traffic Signals	0	0	0	15,000	15,000	
	Widen Access Road to the 15 Acres Leased from CVSD	0	0	0	0	0	
	Pool Remodel Showers & Replace Hot Water Heater	0	0	0	6,000	6,000	
	<b>Total Requested Projects</b>	<b>\$ 1,316,157</b>	<b>\$ 1,316,157</b>	<b>\$ 956,157</b>	<b>\$ 1,112,000</b>	<b>\$ 877,500</b>	<b>\$ -</b>

Operating Transfers

8801	Operating Transfer Out - General Fund	0	0	0	0	0	0
8804	Operating Transfer Out - Parks Fund	0	0	0	0	0	0
8820	Operating Transfer Out - Streets/HURF Fund	0	0	0	\$ -	\$ -	\$ -
	<b>Total Operating Transfers</b>	<b>\$ -</b>					

Total Expenditures

<b>\$ 1,316,157</b>	<b>\$ 1,316,157</b>	<b>\$ 956,157</b>	<b>\$ 1,112,000</b>	<b>\$ 877,500</b>	<b>\$ -</b>
---------------------	---------------------	-------------------	---------------------	-------------------	-------------

Revenues

CIP Fund Revenues

40-00-7701	Operating Transfer In - General Fund	709,102	709,102	709,102	792,000	557,500	
40-00-7701	Operating Transfer In - Streets/HURF Fund	0	0	0	320,000	320,000	
	<b>Total Departmental Revenues</b>	<b>\$ 709,102</b>	<b>\$ 709,102</b>	<b>\$ 709,102</b>	<b>\$ 1,112,000</b>	<b>\$ 877,500</b>	<b>\$ -</b>

Net <Subsidy From>/Contribution To CIP Fund Balance

<b>\$ (607,055)</b>	<b>\$ (607,055)</b>	<b>\$ (247,055)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
---------------------	---------------------	---------------------	-------------	-------------	-------------

Prior Year Ending CIP Fund Balance

<b>\$ 32,658</b>	<b>\$ 32,658</b>	<b>\$ 32,658</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
------------------	------------------	------------------	-------------	-------------	-------------

Estimated Ending CIP Fund Balance (deficit)

<b>\$ (574,397)</b>	<b>\$ (574,397)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
---------------------	---------------------	-------------	-------------	-------------	-------------

# Parks Fund

## Our Mission

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

## Department Duties/Description

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

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

1. The Parks Fund currently has a negative fund balance. This means that the Parks Fund has no cash with which to fund its operations. In light of this predicament, the Parks Fund was authorized to fund basic operations such as port-a-jons at the parks and the Operating Transfer Out to the Debt Service Fund for the payments on Butler Park Soccer Field.

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

1. Maintain port-a-jons at the parks.
2. Provide funding for the Butler Park Soccer Field payments to the Debt Service Fund.

### Significant Expenditure Changes:

### Fiscal Notes

- \* Due to the financial constraints that the Town is experiencing, no monies have been allocated to the Parks Fund in the 2011-2012 fiscal year.
- \* Local Park Improvements (5130) provides for port-a-jons at the parks and for 11/12 budget year improvements to the restrooms to include: lighting, hot water, and heater.
- \* Rezzonico Park (5160) provides for port-a-jons at Rezzonico Park.
- \* Interfund Loan Repayment (8801) will not be made in the 2010-2011 fiscal year due to monetary constraints.

### Refunding Agreement

- \* Staff is recommending discontinuing the allocation of \$200,000 to the Parks Fund for the FY 2011-2012. This allocation has been used to cover the Interfund Loan Agreement between the General Fund and the Parks Fund for the purchase of the Community Park land. Discontinuing the allocation will result in a longer pay back period for the Parks Fund to fulfill its obligation to the General Fund. The Amended Interfund Loan Agreement was adopted by Council on May 5, 2010.

Parks Fund  
Fund 04

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
50-00-5120	Community Park Development	20,000	20,000	140	0	0	
50-00-5130	Local Park Improvements	5,000	5,000	1,000	10,000	10,000	
50-00-5160	Rezzonico Park	1,500	1,500	1,719	1,890	1,890	
50-00-8801	Interfund Loan Repayment (General Fund)	0	0	0	0	0	
<b>Total Assumption Projects</b>		<b>\$ 26,500</b>	<b>\$ 26,500</b>	<b>\$ 2,859</b>	<b>\$ 11,890</b>	<b>\$ 11,890</b>	

Operating Transfers

50-00-8806	Operating Transfer Out-State Grants	0	0	0	0	0	
50-00-8813	Operating Transfer Out-Debt Service Fund	5,400	5,400	5,400	5,400	5,400	
<b>Total Operating Transfers</b>		<b>\$ 5,400</b>					

Total Expenditures

<b>\$ 31,900</b>	<b>\$ 31,900</b>	<b>\$ 8,259</b>	<b>\$ 17,290</b>	<b>\$ 17,290</b>
------------------	------------------	-----------------	------------------	------------------

Revenues

Parks Fund Revenues

40-00-7701	Operating Transfers In - General Fund	0	0	0	0	0	
Other Revenues		0	0	0	0	0	
<b>Total Departmental Revenues</b>		<b>\$ -</b>					

Net <Subsidy From>/Contribution To Parks Fund Balance

<b>\$ (31,900)</b>	<b>\$ (31,900)</b>	<b>\$ (8,259)</b>	<b>\$ (17,290)</b>	<b>\$ (17,290)</b>
--------------------	--------------------	-------------------	--------------------	--------------------

Prior Year Ending Parks Fund Balance

<b>\$ (744,077)</b>	<b>\$ (775,977)</b>	<b>\$ (744,077)</b>	<b>\$ (752,336)</b>	<b>\$ (752,336)</b>
---------------------	---------------------	---------------------	---------------------	---------------------

Estimated Ending Parks Fund Balance (deficit)

<b>\$ (775,977)</b>	<b>\$ (807,877)</b>	<b>\$ (752,336)</b>	<b>\$ (769,626)</b>	<b>\$ (769,626)</b>
---------------------	---------------------	---------------------	---------------------	---------------------

# Magistrate Special Revenue Fund

## Department Duties/Description

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

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

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

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

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

### Fiscal Notes:

Fill the Gap funds will be utilized to pay for annual audio/visual maintenance fees, monthly DSL fees, copier lease and computer equipment lease. Paying our copier lease and computer equipment lease from this fund is only temporary. This fund has an accrual balance but can not tolerate more than two years.

The Court Enhancement Fund is being utilized to pay for legal research, digital recording maintenance, security maintenance, training, travel and interpreters.

Magistrate Special Revenue Fund  
Fund 05

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
60-51-6000	Fill the Gap Salaries	0	0	0	0	0	
60-51-6010	FICA	0	0	0	0	0	
60-51-6011	Medicare	0	0	0	0	0	
60-51-6012	Retirement	0	0	0	0	0	
60-51-6013	Unemployment	0	0	0	0	0	
60-51-6014	Workman's Compensation	0	0	0	0	0	
60-51-6020	Health, Dental, Life & STD Insurance	0	0	0	0	0	
60-68-6000	Court Enhancement Salaries	0	0	0	0	0	
60-68-6010	FICA	0	0	0	0	0	
60-68-6011	Medicare	0	0	0	0	0	
60-68-6012	Retirement	0	0	0	0	0	
60-68-6013	Unemployment	0	0	0	0	0	
60-68-6014	Workman's Compensation	0	0	0	0	0	
60-68-6020	Health, Dental, Life & STD Insurance	0	0	0	0	0	
60-68-7651	Fill the Gap	1,500	1,500	1,506	1,506	13,260	
60-68-7652	Local JCEF	2,775	2,775	2,775	1,800	1,800	
60-68-7653	Court Enhancement	16,461	16,461	16,461	15,250	7,761	
	<b>Total Special Fund Expenditures</b>	<b>\$ 20,736</b>	<b>\$ 20,736</b>	<b>\$ 18,556</b>	<b>\$ 18,560</b>	<b>\$ 18,560</b>	

Revenues

Special Fund Revenues

40-00-4131	Local JCEF	3,084	3,084	3,084	2,400	2,400	
40-00-4132	Fill the Gap	3,516	3,516	3,516	2,800	2,800	
40-00-4133	Court Enhancement	23,812	23,812	23,812	20,800	20,800	
	<b>Total Special Fund Revenues</b>	<b>\$ -</b>	<b>\$ 30,412</b>	<b>\$ -</b>	<b>\$ 26,000</b>	<b>\$ 26,000</b>	<b>\$ -</b>

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

	\$ -	\$ 9,676	\$ -	\$ 7,444	\$ 3,179	\$ -
--	------	----------	------	----------	----------	------

Prior Year Ending Magistrate Special Revenues Fund Balance

	\$ 101,862	\$ 101,862	\$ 101,862	\$ 101,862	\$ 109,306	\$ 109,306
--	------------	------------	------------	------------	------------	------------

Estimated Ending Magistrate Special Revenues Fund Balance (deficit)

	\$ 101,862	\$ 111,538	\$ 101,862	\$ 109,306	\$ 112,485	\$ 109,306
--	------------	------------	------------	------------	------------	------------

Designated Funds - Fill the Gap

Prior Year Ending Fill the Gap Designation	31,478	31,478	31,478	31,478	34,278	34,278
Est. <Subsidy From>/Contribution To Fill the Gap Designation	0	2,016	0	2,800	2,800	0
Estimated Ending Fill the Gap Designated Fund Balance	<b>\$ 31,478</b>	<b>\$ 33,494</b>	<b>\$ 31,478</b>	<b>\$ 34,278</b>	<b>\$ 37,078</b>	<b>\$ 34,278</b>

Designated Funds - Local JCEF

Prior Year Ending Local JCEF Designation	25,817	25,817	25,817	25,817	28,217	28,217
Est. <Subsidy From>/Contribution To Local JCEF Designation	0	309	0	2,400	2,400	0
Estimated Ending Local JCEF Designated Fund Balance	<b>\$ 25,817</b>	<b>\$ 26,126</b>	<b>\$ 25,817</b>	<b>\$ 28,217</b>	<b>\$ 30,617</b>	<b>\$ 28,217</b>

Designated Funds - Court Enhancement

Prior Year Ending Court Enhancement Fund Designation	44,567	44,567	44,567	44,567	65,367	65,367
Est. <Subsidy From>/Contribution To Court Enhancement Fund Designation	0	7,351	0	20,800	20,800	0
Estimated Ending Court Enhancement Designated Fund Balance	<b>\$ 44,567</b>	<b>\$ 51,918</b>	<b>\$ 44,567</b>	<b>\$ 65,367</b>	<b>\$ 86,167</b>	<b>\$ 65,367</b>

# Non-Federal Grants

## Department Duties/Description

The Non-Federal Grants Fund tracks expenditures and revenues for grants not issued by the Federal Government. The current grant items are the School Resource Officer Grant, LTAF II Grant, Yavapai County Anti-Racketeering (RICO) Funds, and Governor's Office of Highway Safety. The Town of Camp Verde is not the direct grant recipient of the School Resource Officer Grant, but rather a sub-recipient as the funds are distributed to the Town of Camp Verde from the main grant recipient to reimburse the Town for actual expenditures of the Town's employee that participates in the grant.

### Department Staffing:

School Resource Officer (0.84) - Ten months of the year only, the remaining two months is budgeted in the General Fund Marshal's Department

### Fiscal Notes

- \* LTAF II Grant funding has been eliminated as the funding from the Arizona Lottery has been permanently swept by the State of Arizona. The monies have been used to fund the Transit Voucher Program. Funds not expended in prior years have been allocated to fund the expenses of continuing this program until funds are depleted. NACOG administers the transit portion of the program.
- \* School Resource Officer Grant provides funding through the Camp Verde Unified School District that covers the expenditures of one Deputy for the months of August through May (school year) to provide services to the School and have a presence at the School.
- \* Yavapai County Anti-Racketeering (RICO) is monies received from Yavapai County that may be used to fund items such as (list is not all inclusive):
  - \* Gang prevention programs
  - \* Substance abuse prevention programs
  - \* Substance abuse education programs
  - \* Witness protection
  - \* Investigation and prosecution of case
  - \* Payment of compensation to "injured persons"
  - \* Law enforcement equipment and operations
  - \* Many other uses as defined in the grant paperwork.

The proposed uses of the Yavapai County Anti-Racketeering (RICO) monies in the FY2011-2012 include the purchase of needed law enforcement equipment.

- \* Governor's Office of Highway Safety Grant has been moved to the Federal Grants Fund (Fund 08) as the funds are Federal pass-through monies.

Non-Federal Grants Fund  
Fund 06

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
50-08-6000	Rezzonico Park Grant Salaries	0	0	0	0	0	0
50-08-6010	Rezzonico Park Grant FICA	0	0	0	0	0	0
50-08-6011	Rezzonico Park Grant Medicare	0	0	0	0	0	0
50-08-6012	Rezzonico Park Grant Retirement	0	0	0	0	0	0
50-08-6013	Rezzonico Park Grant Worker's Compensation	0	0	0	0	0	0
50-08-6020	Rezzonico Park Grant Health, Dental, Life & STD Insurance	0	0	0	0	0	0
50-08-9999	Rezzonico Park Grant Expenditures	0	0	0	0	0	0
50-18-6000	LTAf II Salary	0	0	0	0	0	0
50-18-6010	LTAf II FICA	0	0	0	0	0	0
50-18-6011	LTAf II Medicare	0	0	0	0	0	0
50-18-6012	LTAf II Retirement	0	0	0	0	0	0
50-18-6013	LTAf II Unemployment Insurance	0	0	0	0	0	0
50-18-6014	LTAf II Worker's Compensation	0	0	0	0	0	0
50-18-6020	LTAf II Health, Dental, Life & STD Insurance	0	0	0	0	0	0
50-18-9999	LTAf II Grant	18,600	18,600	18,600	18,600	18,600	18,600
50-19-6000	School Resource Officer Salary	48,972	48,972	48,972	48,972	48,972	48,972
50-19-6001	School Resource Officer Overtime	0	0	0	0	0	0
50-19-6003	School Resource Officer Uniform Allowance	900	900	900	900	900	900
50-19-6011	School Resource Officer Medicare	723	723	723	723	723	723
50-19-6012	School Resource Officer Retirement	7,189	7,189	7,189	7,723	7,723	7,723
50-19-6013	School Resource Officer Unemployment Insurance	76	76	76	57	57	57
50-19-6014	School Resource Officer Worker's Compensation	1,573	1,573	1,573	1,416	1,416	1,416
50-19-6020	School Resource Officer Health, Dental, Life & STD Insurance	5,335	5,335	5,335	5,335	5,335	5,335
50-19-9999	School Resource Officer	0	0	0	0	0	0
50-28-6000	PANT Salary	0	0	0	38,682	38,682	38,682
50-28-6001	PANT Overtime	0	0	0	7,000	7,000	7,000
50-28-6002	PANT Holiday Pay	0	0	0	150	150	150
50-28-6003	PANT Uniform Allowance	0	0	0	1,200	1,200	1,200
50-28-6011	PANT Medicare	0	0	0	682	682	682
50-28-6012	PANT Retirement	0	0	0	7,228	7,228	7,228
50-28-6013	PANT Unemployment Insurance	0	0	0	57	57	57
50-28-6014	PANT Worker's Compensation	0	0	0	1,258	1,258	1,258
50-28-6020	PANT Health, Dental, Life & STD Insurance	0	0	0	6,402	6,402	6,402
50-30-9999	Yavapai County Anti-Racketeering (RICO) Expenditures	68,000	68,000	56,197	58,000	58,000	58,000
50-60-9999	Governor's Office of Highway Safety Grant Expenditures	15,100	15,100	11,743	8,400	8,400	8,400
<b>Total Non-Federal Grants Expenditures</b>		<b>\$ 166,468</b>	<b>\$ 166,468</b>	<b>\$ 151,308</b>	<b>\$ 212,783</b>	<b>\$ 212,783</b>	

Revenues

Non-Federal Grants Fund Revenues

41-08-4335	Rezzonico Park Grant Reimbursements	0	0	0	0	0	0
41-19-4335	School Resource Officer Reimbursements	61,845	61,845	61,845	65,125	65,125	65,125
41-18-4335	LTAf II Grant	0	0	0	0	0	0
41-28-4335	PANT Reimbursements	0	0	0	0	0	0
41-30-4335	Yavapai County Anti-Racketeering (RICO)	20,000	41,500	41,500	20,000	20,000	20,000
41-60-4335	Governor's Office of Highway Safety Grant	15,100	12,000	11,743	8,400	8,400	8,400
40-00-7701	Operating Transfer In - General Fund	0	0	0	0	0	0
40-00-7704	Operating Transfer In - Parks Fund	0	0	0	0	0	0
<b>Total Non-Federal Grants Revenues</b>		<b>\$ 96,945</b>	<b>\$ 115,345</b>	<b>\$ 115,088</b>	<b>\$ 93,525</b>	<b>\$ 93,525</b>	

Net <Subsidy From>/Contribution To Non-Federal Grants Fund Deferred Revenue Balance

<b>\$ (69,523)</b>	<b>\$ (51,123)</b>	<b>\$ (36,220)</b>	<b>\$ (119,258)</b>	<b>\$ (119,258)</b>	
--------------------	--------------------	--------------------	---------------------	---------------------	--

Deferred Revenue Balances

LTAf II Grant	\$ (610)	\$ (610)	\$ (610)	\$ (19,210)	\$ (19,210)	
Yavapai County Anti-Racketeering (RICO)	\$ (18,000)	\$ 3,500	\$ 15,303	\$ (22,697)	\$ (22,697)	
		<b>\$ (18,610)</b>	<b>\$ 2,890</b>	<b>\$ 14,693</b>	<b>\$ (41,907)</b>	<b>\$ (41,907)</b>

# Yavapai-Apache Gaming Compact

## Department Duties/Description

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

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

1. Provided funding for the Grasshopper Basketball program and other recreational opportunities for youth.
2. Established an account to track the payments of monies allocated to the Camp Verde School District for tutor services in accordance with the request of the Yavapai-Apache Nation.
3. Established an account to track the payments of monies allocated to the Mingus Union High School District for tutor services in accordance with the request of the Yavapai-Apache Nation.

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

1. Provide funding to support the Children's Recreational Programs division of Parks & Recreation. This division provides activities such as Grasshopper Basketball and other recreational opportunities for youth.
2. Provide funding to support the operation of the Heritage Pool for the 2011 swim season.
3. Provide funding to support the building of a new Library.

### Fiscal Notes:

- \* Projected designated fund balance amounts for the 2011-2012 fiscal year are estimated on the same percentage breakout as the allocations stated in the contribution letter from the Yavapai-Apache Nation for the funds received in the 2010-2011 fiscal year.
- \* Camp Verde School District Tutor Expenditures was established to track the reimbursement requests from the Camp Verde Unified School District for tutor services pursuant to the distribution request by the Yavapai-Apache Nation.
- \* Mingus Union High School District Tutor Expenditures was established to track the reimbursement requests from Mingus Union High School for tutor services pursuant to the distribution request by the Yavapai-Apache Nation.

Yavapai-Apache Gaming Compact  
Fund 07

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
50-00-9999	Yavapai-Apache Gaming Compact Expenditures	0	0	0	0	0	
20-80-7610	Parks & Recreation Youth Program Expenditures	0	0	0	0	0	
20-86-7701	Operating Transfers Out - Gen Fund Children's Recreation	16,899	16,899	16,899	16,899	16,899	
20-00-9990	Camp Verde School District Tutor Expenditures	33,000	33,000	33,000	0	0	
20-00-9991	Mingus Union High School Tutor Expenditures	56,162	56,162	56,162	55,658	55,658	
20-82-7701	Operating Transfers Out - Gen Fund Camp Verde Heritage Pool	33,268	33,268	33,268	33,268	33,268	
20-00-7715	Operating Transfers Out - Library Building Fund	14,258	14,258	14,258	13,021	13,021	
	<b>Total Yavapai-Apache Gaming Expenditures</b>	<b>\$ 153,587</b>	<b>\$ 153,587</b>	<b>\$ 153,587</b>	<b>\$ 118,846</b>	<b>\$ 118,846</b>	

Revenues

Yavapai-Apache Gaming Compact Revenues

42-00-4600	Yavapai-Apache Gaming Compact	80,000	80,000	80,000	140,679	140,679	
	<b>Total Yavapai-Apache Gaming Revenues</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 140,679</b>	<b>\$ 140,679</b>	

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

	<b>\$ (73,587)</b>	<b>\$ (73,587)</b>	<b>\$ (73,587)</b>	<b>\$ 21,833</b>	<b>\$ 21,833</b>
--	--------------------	--------------------	--------------------	------------------	------------------

Prior Year Ending Yavapai-Apache Gaming Compact Fund Balance

	179,309	179,309	179,309	105,722	105,722
--	---------	---------	---------	---------	---------

Estimated Ending Yavapai-Apache Gaming Compact Fund Balance (deficit)

	<b>\$ 105,722</b>	<b>\$ 105,722</b>	<b>\$ 105,722</b>	<b>\$ 127,555</b>	<b>\$ 126,318</b>
--	-------------------	-------------------	-------------------	-------------------	-------------------

Designated Funds - Parks & Recreation Youth Programs

Prior Year Ending Parks & Recreation Youth Programs Designation	178,024	178,024	178,024	161,125	161,125
Est. <Subsidy From>/Contribution To Parks & Rec Youth Programs Designation	(16,899)	(16,899)	(16,899)	(16,899)	(16,899)
Estimated Ending Parks & Recreation Youth Programs Designated Fund Balance	<b>\$ 161,125</b>	<b>\$ 161,125</b>	<b>\$ 161,125</b>	<b>\$ 144,226</b>	<b>\$ 144,226</b>

Designated Funds - Camp Verde Heritage Pool

Prior Year Ending Camp Verde Heritage Pool Designation	33,268	33,268	33,268	33,268	33,268
Est. <Subsidy From>/Contribution To Camp Verde Heritage Pool Designation	332	332	332	332	332
Estimated Ending Camp Verde Heritage Pool Designated Fund Balance	<b>\$ 33,600</b>				

Designated Funds - Library Building Fund

Prior Year Ending Library Building Fund Designation	0	0	0	0	0
Est. <Subsidy From>/Contribution To Library Building Fund Designation	0	0	0	0	0
Estimated Ending Library Building Fund Designated Fund Balance	<b>\$ -</b>				

Designated Funds - Camp Verde School District Tutor

Prior Year Ending Camp Verde School District Tutor Designation	0	0	0	0	0
Est. <Subsidy From>/Contribution To Camp Verde School District Tutor Designation	0	0	0	0	0
Estimated Ending Camp Verde School District Tutor Designated Fund Balance	<b>\$ -</b>				

Designated Funds - Mingus Union High School District Tutor

Prior Year Ending Mingus Union High School District Tutor Designation	56,162	56,162	56,162	55,658	55,658
Est. <Subsidy From>/Contribution To Mingus Union High School District Tutor Designation	(56,162)	(56,162)	(56,162)	(55,658)	(55,658)
Estimated Ending Mingus Union High School District Tutor Designated Fund Balance	<b>\$ -</b>				

Undesignated Funds

Estimated Ending Undesignated Fund Balance	<b>\$ (89,003)</b>	<b>\$ (89,003)</b>	<b>\$ (89,003)</b>	<b>\$ (50,271)</b>	<b>\$ (51,508)</b>
--------------------------------------------	--------------------	--------------------	--------------------	--------------------	--------------------

# Federal Grants

## Department Duties/Description

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

### Department Staffing:

PANT Officer (1)

### Fiscal Notes

- \* Energy Efficiency & Conservation Block Grant was awarded to the Town of Camp Verde through the American Recovery and Reinvestment Act. This grant will be used to replace the air conditioning units on the Public Works/Parks & Recreation Building and complete energy efficiency modifications.
- \* PANT (Partners Against Narcotics Trafficking) Grant is a regional grant, currently administered through the Town of Prescott Valley, that provides funding for one Deputy. The officers receive specialized training and work in conjunction with other departments around the Verde Valley in narcotics related activities.
- \* Library Services and Technology Act (LSTA) Grant was obtained with the objective of creating and presenting Library programs either in-house or off-site. The programs will target three groups: homeschool mothers, parents with young children, and senior citizens. These programs will inform these groups of the services that the Library provides as well as instruction on how to use the Library's various services.

Federal Grants Fund  
Fund 08

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
20-12-9999	2010 Census Complete Count Program	0		0	0	0	
20-20-9999	Energy Efficiency & Conservation Block Grant	91,151	91,151	91,151	91,151	91,151	
20-60-6000	COPS Grant Salary	73,496	73,496	73,496	73,496	73,496	
20-60-6003	COPS Grant Uniform Allowance	2,400	2,400	2,400	2,400	2,400	
20-60-6011	COPS Grant Medicare	1,066	1,066	1,066	1,066	1,066	
20-60-6012	COPS Grant Retirement	10,789	10,789	10,789	10,789	10,789	
20-60-6013	COPS Grant Unemployment Insurance	151	151	151	151	151	
20-60-6014	COPS Grant Workman's Compensation	2,361	2,361	2,361	2,361	2,361	
20-60-6020	COPS Grant Health, Dental, Life & STD Ins	12,803	12,803	12,803	12,803	12,803	
50-28-6000	PANT Officer Salary	39,649	39,649	39,649	38,682	38,682	
50-28-6001	PANT Officer Overtime	7,000	7,000	7,000	7,000	7,000	
50-28-6002	PANT Officer Holiday Pay	150	150	150	150	150	
50-28-6003	PANT Officer Uniform Allowance	1,200	1,200	1,200	1,200	1,200	
50-28-6011	PANT Officer Medicare	696	696	696	682	682	
50-28-6012	PANT Officer Retirement	6,870	6,870	6,870	7,228	7,228	
50-28-6013	PANT Officer Unemployment Insurance	76	76	76	57	57	
50-28-6014	PANT Officer Workman's Compensation	1,428	1,428	1,428	1,258	1,258	
50-28-6020	PANT Officer Health, Dental, Life & STD Insurance	6,402	6,402	6,402	6,402	6,402	
50-60-9999	Edwards Byrnes Memorial Justice Assistance Grant Expenditures	0	0	0	0	0	
50-70-9999	Library Services and Technology Act (LSTA) Grant Expenditures	15,575	15,575	15,575	15,575	15,575	
<b>Total Federal Grant Expenditures</b>		<b>\$ 273,262</b>	<b>\$ 273,262</b>	<b>\$ 273,262</b>	<b>\$ 272,449</b>	<b>\$ 272,449</b>	

Revenues

Federal Grants Fund Revenues

44-12-4335	2010 Census Complete Count Program Revenues	0	0	0	0	0	
44-20-4335	Energy Efficiency & Conservation Block Grant Reimbursements	91,151	91,151	91,151	91,151	91,151	
44-62-4335	COPS Grant Revenues	103,066	103,066	103,066	103,066	103,066	
44-28-4335	PANT Officer Grant Reimbursements	63,471	63,471	63,471	62,657	62,657	
44-60-4335	Edward Byrnes Memorial Justice Assistance Grant Revenues	0	0	0	0	0	
44-70-4335	Library Services and Technology Act (LSTA) Grant Reimbursements	15,575	15,575	15,575	15,575	15,575	
<b>Total Federal Grant Revenues</b>		<b>\$ 273,262</b>	<b>\$ 273,262</b>	<b>\$ 273,262</b>	<b>\$ 272,449</b>	<b>\$ 272,449</b>	

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

\$ -	\$ -	\$ -	\$ -	\$ -
------	------	------	------	------

Prior Year Ending Federal Grants Fund Balance

\$ -	\$ -	\$ -	\$ -	\$ -
------	------	------	------	------

Estimated Ending Federal Grants Fund Balance (deficit)

\$ -	\$ -	\$ -	\$ -	\$ -
------	------	------	------	------

# CDBG Fund

## Our Mission

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

## Department Duties/Description

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

### Department Staffing:

Town Clerk (0.064)  
Public Works Director/Engineer (0.05)  
Building Inspector (0.02)  
Town Manager/Finance Director (0.005)  
Administrative Assistant (0.067)

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

- 1.
- 2.

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

- 1.

### Fiscal Notes

- \* This process will encompass two (2) years from the time that the contracts are signed. Some amounts may be transferred to the next fiscal year if needed.

CDBG Grants Fund  
Fund 09

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
30-00-9999	Hollamon Street Improvement Exps	319,448	319,448	319,448	319,448	319,448	
30-00-9998	Grant Administration (Hollamon St Improv)	24,725	24,725	24,725	24,725	24,725	
60-00-9998	Grant Administration (107-07)	0	0	0	0	0	
60-00-8000	Senior Center Expenses (108-07)	0	0	0	0	0	
70-00-6000	FY2010 Salaries	12,822	12,822	12,822	12,500	12,500	
70-00-6010	FY2010 FICA	795	795	795	775	775	
70-00-6011	FY2010 Medicare	186	186	186	181	181	
70-00-6012	FY2010 Retirement	1,263	1,263	1,263	1,344	1,344	
70-00-6013	FY2010 Unemployment	16	16	16	12	12	
70-00-6014	FY2010 Worker's Compensation	86	86	86	70	70	
70-00-6020	FY2010 Health, Dental, Life & STD Insurance	1,319	1,319	1,319	1,319	1,319	
70-00-9998	FY2010 Funding Cycle Administration	0	0	0	0	0	
	Total CDBG Grant Expenditures	\$ 360,659	\$ 360,659	\$ 360,659	\$ 360,374	\$ 360,374	

Revenues

CDBG Grants Fund Revenues

42-30-4335	Hollamon Street Improvements	319,448	319,448	319,448	319,448	319,448	
42-30-4336	Grant Administration (Hollamon St Improv)	52,025	52,025	52,025	52,025	52,025	
42-60-4336	Grant Administration (107-07)	0	0	0	0	0	
42-68-4335	Senior Center Reimbursements (108-07)	0	0	0	0	0	
	Total CDBG Grant Revenues	\$ 371,473	\$ 371,473	\$ 371,473	\$ 371,473	\$ 371,473	

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

\$ 10,814	\$ 10,814	\$ 10,814	\$ 11,099	\$ 11,099
-----------	-----------	-----------	-----------	-----------

Prior Year Ending CDBG Fund Balance

\$ -	\$ 10,814	\$ 21,628	\$ 32,442	\$ 32,442
------	-----------	-----------	-----------	-----------

Estimated Ending CDBG Fund Balance (deficit)

\$ 10,814	\$ 21,628	\$ 32,442	\$ 43,541	\$ 43,541
-----------	-----------	-----------	-----------	-----------

# 9-1-1 Fund

## Department Duties/Description

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

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

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

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

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

1. To enhance 9-1-1 operations

### Significant Expenditure Changes:

- \* 9-1-1 Expenditures (7010) is allocated to allow for 9-1-1 training or other related expenditures that may arise in the 2011-2012 fiscal year.

### Fiscal Notes:

- \* Due to the State's 9-1-1 budget being drastically reduced, it is unknown at the time of preparing the budget as to whether or not the municipalities will receive distributions in the 2010-2011 fiscal year. The amounts budgeted are in anticipation of the Town receiving the funds as experienced in prior fiscal years.

9-1-1 Fund

Fund 10

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
20-60-9999	9-1-1 Expenditures	2,684	2,684	2,684	1,784	1,784	
	<b>Total 9-1-1 Expenditures</b>	<b>\$ 2,684</b>	<b>\$ 2,684</b>	<b>\$ 2,684</b>	<b>\$ 1,784</b>	<b>\$ 1,784</b>	

Revenues

9-1-1 Fund Revenues

40-20-4016	9-1-1 Distributions	500	0	0	0	0	
	<b>Total 9-1-1 Revenues</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

Net <Subsidy From>/Contribution To 9-1-1 Fund Balance

<b>\$ (2,184)</b>	<b>\$ (2,684)</b>	<b>\$ (2,684)</b>	<b>\$ (1,784)</b>	<b>\$ (1,784)</b>
-------------------	-------------------	-------------------	-------------------	-------------------

Prior Year Ending 9-1-1 Fund Balance

<b>\$ 2,684</b>	<b>\$ 2,684</b>	<b>\$ 1,784</b>	<b>\$ (900)</b>	<b>\$ (2,684)</b>
-----------------	-----------------	-----------------	-----------------	-------------------

Estimated Ending 9-1-1 Fund Balance (deficit)

<b>\$ 500</b>	<b>\$ -</b>	<b>\$ (900)</b>	<b>\$ (2,684)</b>	<b>\$ (4,468)</b>
---------------	-------------	-----------------	-------------------	-------------------

## Library Building Fund

### Department Duties/Description

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

### Fiscal Note

- \* Due to the decline in interest rates nationwide, the projected amount of interest revenues have been decreased accordingly.
- \* The Council has approved an Operating Transfer from the General Fund to support the fundraising efforts for the building of a new library.
- \* The Library Building Fund was designated as a recipient of the funds received from the Yavapai-Apache Nation through the Proposition 200 Gaming Compact. The Council has allocated \$13,021 of the funds received from the Yavapai-Apache Nation towards the Library Building Fund.

Library Building Fund  
Fund 15

Expenditures		2010/2011	2010/2011	2010/2011	2011/2012	2011/2012	2011/2012
ACCOUNT NUMBERS	ACCOUNT TITLE	COUNCIL ADOPTION	ADJUSTED BUDGET	ESTIMATED ACTUALS	DEPARTMENT REQUESTED	MANAGER RECOMMEND	COUNCIL ADOPTION
50-00-8000	Library Master Plan Design	0	0	0	0	0	
	Library Building Expenditures	0	0	0	0	0	
	<b>Total Library Building Fund Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

Revenues

Library Building Fund Revenues

40-00-4600	Donation Revenues	12,000	12,000	12,000	13,021	13,021	
40-00-4900	Interest Revenues	700	700	700	700	700	
40-00-7701	Operating Transfer In - from General Fund	100	100	100	100	100	
40-00-7707	Operating Transfer In - Y-A Nation Gaming Compact	14,258	14,258	14,258	13,021	13,021	
	<b>Total Library Building Fund Revenues</b>	<b>\$ 27,058</b>	<b>\$ 27,058</b>	<b>\$ 27,058</b>	<b>\$ 26,842</b>	<b>\$ 26,842</b>	

Net <Subsidy From>/Contribution To Library Building Fund Balance

<b>\$ 27,058</b>	<b>\$ 27,058</b>	<b>\$ 27,058</b>	<b>\$ 26,842</b>	<b>\$ 26,842</b>
------------------	------------------	------------------	------------------	------------------

Prior Year Ending Library Building Fund Balance

<b>\$ 227,598</b>	<b>\$ 254,656</b>	<b>\$ 281,714</b>	<b>\$ 308,772</b>	<b>\$ 335,614</b>
-------------------	-------------------	-------------------	-------------------	-------------------

Estimated Ending Library Building Fund Balance (deficit)

<b>\$ 254,656</b>	<b>\$ 281,714</b>	<b>\$ 308,772</b>	<b>\$ 335,614</b>	<b>\$ 362,456</b>
-------------------	-------------------	-------------------	-------------------	-------------------

# Impact Fees

## Department Duties/Description

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

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

The Town Code Article 7-10, Municipal Development Fees, details the purpose and intent of establishing and collecting Development Fees as well as defining under what types of development the fees are assessed, procedures for imposition, calculation, and collection of the Development Fees, annual reporting requirements, and tracking of funds collected.

Development Fees are assessed to provide for the development of Public Facilities and Services required by the new development. The Town Code defines "Public Facility or Service" as public improvements, facilities or services, including police facilities, municipal facilities, open space, parks and library facilities necessitated by New Development. "Public Facility Expenditures" is defined as an appropriation or expenditure of public funds incurred in connection with the provision of a Public Facility or Service, including but not limited to:

- a. planning, legal, appraisal, financing, development, and other costs related to the acquisition of, or use rights on, land;
- b. the costs of compliance with bidding procedures and applicable administrative and legal requirements; and
- c. all other costs necessarily incident to provision of the Public Facility.

Impact Fee Fund  
Fund 16

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
01-00-9999	General Government Expenditures	0	0	0	0	0	
02-00-9999	Police Services Expenditures	0	0	0	0	0	
03-00-9999	Library Expenditures	0	0	0	0	0	
04-00-9999	Parks & Recreation Expenditures	0	0	0	0	0	
	<b>Total Impact Fee Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

Revenues

Impact Fee Revenues

40-01-4145	General Government Impact Fees	4,349	4,349	4,927	4,927	4,927	
40-01-4900	General Government Interest	175	175	175	175	175	
40-02-4145	Police Services Impact Fees	2,070	2,070	2,345	2,345	2,345	
40-02-4900	Police Services Interest	185	185	185	185	185	
40-03-4145	Library Impact Fees	4,132	4,132	4,681	4,681	4,681	
40-03-4900	Library Interest	105	105	105	105	105	
40-04-4145	Parks & Recreation Impact Fees	9,220	9,220	10,445	10,445	10,445	
40-04-4900	Parks & Recreation Interest	240	240	240	240	240	
	<b>Total Impact Fee Revenues</b>	<b>\$ 20,476</b>	<b>\$ 20,476</b>	<b>\$ 23,103</b>	<b>\$ 23,103</b>	<b>\$ 23,103</b>	

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

<b>\$ 20,476</b>	<b>\$ 20,476</b>	<b>\$ 23,103</b>	<b>\$ 23,103</b>	<b>\$ 23,103</b>
------------------	------------------	------------------	------------------	------------------

Prior Year Ending Impact Fee Fund Balance

<b>\$ 152,234</b>	<b>\$ 152,234</b>	<b>\$ 152,234</b>	<b>\$ 175,337</b>	<b>\$ 175,337</b>
-------------------	-------------------	-------------------	-------------------	-------------------

Estimated Ending Impact Fee Fund Balance (deficit)

<b>\$ 172,710</b>	<b>\$ 172,710</b>	<b>\$ 175,337</b>	<b>\$ 198,440</b>	<b>\$ 198,440</b>
-------------------	-------------------	-------------------	-------------------	-------------------

Designated Funds - General Government Impact Fees

Prior Year Ending General Government Impact Fees Designation	35,007	35,007	35,007	40,109	40,109
Est. <Subsidy From>/Contribution To General Government Impact Fees Designation	4,524	4,524	5,102	5,102	5,102
Estimated Ending General Government Impact Fees Designated Fund Balance	<b>\$ 39,531</b>	<b>\$ 39,531</b>	<b>\$ 40,109</b>	<b>\$ 45,211</b>	<b>\$ 45,211</b>

Designated Funds - Police Services Impact Fees

Prior Year Ending Police Services Impact Fees Designation	22,364	22,364	22,364	24,894	24,894
Est. <Subsidy From>/Contribution To Police Services Impact Fees Designation	2,255	2,255	2,530	2,530	2,530
Estimated Ending Police Services Impact Fees Designated Fund Balance	<b>\$ 24,619</b>	<b>\$ 24,619</b>	<b>\$ 24,894</b>	<b>\$ 27,424</b>	

Designated Funds - Library Impact Fees

Prior Year Ending Library Impact Fees Designation	29,328	29,328	29,328	34,114	34,114
Est. <Subsidy From>/Contribution To Library Impact Fees Designation	4,237	4,237	4,786	4,786	4,786
Estimated Ending Library Impact Fees Designated Fund Balance	<b>\$ 33,565</b>	<b>\$ 33,565</b>	<b>\$ 34,114</b>	<b>\$ 38,900</b>	<b>\$ 38,900</b>

Designated Funds - Parks & Recreation Impact Fees

Prior Year Ending Parks & Recreation Impact Fees Designation	65,534	65,534	65,534	76,219	76,219
Est. <Subsidy From>/Contribution To Parks & Recreation Impact Fees Designation	9,460	9,460	10,685	10,685	10,685
Estimated Ending Parks & Recreation Impact Fees Designated Fund Balance	<b>\$ 74,994</b>	<b>\$ 74,994</b>	<b>\$ 76,219</b>	<b>\$ 86,904</b>	<b>\$ 86,904</b>

Undesignated Funds

Estimated Ending Undesignated Fund Balance	<b>\$ -</b>				
--------------------------------------------	-------------	-------------	-------------	-------------	-------------

# Housing Grant Fund

## **Our Mission**

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

### **Department Staffing:**

Owner Occupied Home Rehabilitation Specialist (Consultant)  
Finance Clerk (payment and account tracking as well as annual reporting requirements)

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

1. Maintained five (5) open loans payable to the Revolving Loan Fund (RLF).
2. Completed on-going grant obligations (e.g. furthering fair housing, RLF reporting, etc.)
- 3.

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

1. Maintain five (5) open loans payable to the Revolving Loan Fund (RLF)
2. Complete on-going grant obligations (e.g. furthering fair housing, RLF reporting, etc)
3. Verify owner occupancy of Home Rehabilitation Program participants.
4. Administer HOME & State Housing Fund Grant if awarded in Spring 2011. (\$300,000 OOHR)

### **Fiscal Notes**

- \* Revolving Loan Fund balance as of December 31, 2010 - \$69,192.
- \* June 30, 2011 estimated Revolving Loan Fund balance - \$77,690
- \* June 30, 2012 estimated Revolving Loan Fund balance - \$96,101

# Housing Grant Fund

Fund 18

## Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 EST ACTUALS	2011/2012 DEPT REQUEST	2011/2012 MANAGER RECOM'ND	2011/2012 COUNCIL ADOPTION
50-00-9999	Local Revolving Loan Fund Exps*	70,000	70,000	0	95,000	95,000	
	HOME Grant Salaries	0	0	0	0	0	
	HOME Grant FICA	0	0	0	0	0	
	HOME Grant Medicare	0	0	0	0	0	
	HOME Grant Retirement	0	0	0	0	0	
	HOME Grant Unemployment Insurance	0	0	0	0	0	
	HOME Grant Workman's Compensation	0	0	0	0	0	
	HOME Grant Health, Dent, Life & STD Ins	0	0	0	0	0	
	HOME Grant Administration Expenses	0	0	0	10,000	10,000	
	HOME Grant Rehabilitation Expenses	0	0	0	100,000	100,000	
	<b>Total Housing Fund Expenditures</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ 205,000</b>	<b>\$ 425,000</b>	

## Revenues

### Housing Fund Revenues

40-10-4335	HOME Grant Rehabilitation Reimb.	0	0	0	100,000	100,000	
40-10-4336	HOME Grant Administration Reimb.	0	0	0	10,000	10,000	
42-50-4720	Local Revolving Loan Fund Payments	18,201	18,201	18,201	18,201	18,201	
42-50-4900	Local Revolving Loan Fund Interest	900	900	900	900	900	
	<b>Total Housing Fund Revenues</b>	<b>\$ 19,101</b>	<b>\$ 19,101</b>	<b>\$ 19,101</b>	<b>\$ 129,101</b>	<b>\$ 129,101</b>	

Net <Subsidy From>/Contribution To Housing Grant Fund Balance **\$ (50,899) \$ (50,899) \$ 19,101 \$ (75,899) \$ (295,899)**

Prior Year Ending Housing Grant Fund Balance **\$ 77,000 \$ 77,000 \$ 77,000 \$ 77,000 \$ 77,000**  
 Estimated Ending Housing Grant Fund Balance (deficit) **\$ 26,101 \$ 26,101 \$ 96,101 \$ 1,101 \$ (218,899)**

# Donations

## **Department Duties/Description**

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

### **Fiscal Notes**

- \* In the 2011-2012 fiscal year, the Town Manager's Recommendation allows for the Departments to expend the prior year's fund balances along with the anticipated donation revenues in the 2011-2012 fiscal year to offset the decrease in their General Fund budgets.

Donations  
Fund 19

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2009/2010 AUDITED ACTUALS	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
50-01-9999	Animal Shelter Expenditures	1,975	5,000	5,000	5,000	6,000	5,000	
50-02-9999	K-9 Expenditures	0	1,500	1,000	0	1,500	1,500	
50-03-9999	General CVMO Donations	0	1,000	1,000	0	1,000	1,000	
50-04-9999	Camp Verde Library Donations	0	7,261	7,261	1,450	1,500	1,500	
50-05-9999	Beaver Creek Library Donations	0	0	0	0	0	0	
50-06-9999	Parks & Recreation Donations	889	2,852	2,852	0	0	0	
50-07-9999	Volunteers in Police Services Donations	0	200	200	0	200	200	
	Total Donation Fund Expenditures	\$ 2,864	\$ 17,813	\$ 17,313	\$ 6,450	\$ 10,200	\$ 9,200	

Revenues

Donation Fund Revenues								
40-01-4600	Animal Shelter Donations	715	2,000	2,000	4,608	2,000	2,000	
40-02-4600	K-9 Donations	0	0	0	1,380	1,000	1,000	
40-03-4600	General CVMO Donations	0	0	100	0	1,000	1,000	
40-04-4600	Camp Verde Library Donations	4,297	4,000	4,000	208	0	0	
40-05-4600	Beaver Creek Library Donations	433	0	0	0	0	0	
40-06-4600	Parks & Recreation Donations	500	0	0	0	0	0	
40-07-4600	Volunteers in Police Services Donations	100	0	100	50	200	200	
	Total Donation Fund Revenues	\$ 6,045	\$ 6,000	\$ 6,200	\$ 6,246	\$ 4,200	\$ 4,200	

Net <Subsidy From>/Contribution To Donation Fund Balance	\$ 3,181	\$ (11,813)	\$ (11,113)	\$ (250)	\$ (6,000)	\$ (5,000)
----------------------------------------------------------	----------	-------------	-------------	----------	------------	------------

Prior Year Ending Donations Fund Balance	\$ 9,963	\$ 13,144	\$ 13,144	\$ 13,144	\$ 12,894	\$ 12,894
Estimated Ending Donations Fund Balance (deficit)	\$ 13,144	\$ 1,331	\$ 2,031	\$ 12,894	\$ 6,894	\$ 7,894

Designated Funds - Animal Shelter Donations							
Prior Year Ending Animal Shelter Donations Designation		5,600	4,340	4,340	4,340	3,948	3,948
Est. <Subsidy From>/Contribution To Animal Shelter Donations Designation		(1,260)	(3,000)	(3,000)	(392)	(4,000)	(3,000)
Estimated Ending Animal Shelter Donations Designated Fund Balance		\$ 4,340	\$ 1,340	\$ 1,340	\$ 3,948	\$ (52)	\$ 948

Designated Funds - K-9 Donations							
Prior Year Ending K-9 Donations Designation		1,936	1,936	1,936	1,936	436	
Est. <Subsidy From>/Contribution To K-9 Donations Designation		0	(1,500)	(1,000)	(1,500)	(500)	(500)
Estimated Ending K-9 Donations Designated Fund Balance		\$ 1,936	\$ 436	\$ 936	\$ 436	\$ (64)	\$ (500)

Designated Funds - General CVMO Donations							
Prior Year Ending General CVMO Donations Designation		1,000	1,000	1,000	1,000	1,100	1,100
Est. <Subsidy From>/Contribution To General CVMO Donations Designation		0	(1,000)	(1,000)	100	0	0
Estimated Ending General CVMO Donations Designated Fund Balance		\$ 1,000	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100

Designated Funds - Camp Verde Library Donations							
Prior Year Ending Camp Verde Library Donations Designation		1,407	5,704	5,704	5,704	8,254	8,254
Est. <Subsidy From>/Contribution To Camp Verde Library Donations Designation		4,297	(3,261)	(3,261)	2,550	(1,500)	(1,500)
Estimated Ending Camp Verde Library Donations Designated Fund Balance		\$ 5,704	\$ 2,443	\$ 2,443	\$ 8,254	\$ 6,754	\$ 6,754

Designated Funds - Beaver Creek Library Donations							
Prior Year Ending Beaver Creek Library Donations Designation		20	453	453	453	453	453
Est. <Subsidy From>/Contribution To Beaver Creek Library Donations Designation		433	0	0	0	0	0
Estimated Ending Beaver Creek Library Donations Designated Fund Balance		\$ 453	\$ 453	\$ 453	\$ 453	\$ 453	\$ 453

Designated Funds - Parks & Recreation Donations							
Prior Year Ending Parks & Recreation Donations Designation		0	(389)	(389)	(389)	(389)	(389)
Est. <Subsidy From>/Contribution To Parks & Recreation Donations Designation		(389)	(2,852)	(2,852)	0	0	0
Estimated Ending Parks & Recreation Donations Designated Fund Balance		\$ (389)	\$ (3,241)	\$ (3,241)	\$ (389)	\$ (389)	\$ (389)

Designated Funds - Volunteers in Police Services (VIPS) Donations							
Prior Year Ending VIPS Donations Designation		0	100	100	100	200	200
Est. <Subsidy From>/Contribution To VIPS Donations Designation		100	(200)	(200)	100	0	0
Estimated Ending VIPS Donations Designated Fund Balance		\$ 100	\$ (100)	\$ (100)	\$ 200	\$ 200	\$ 200

Undesignated Funds							
Estimated Ending Undesignated Fund Balance		\$ -	\$ -	\$ 200	\$ (1,108)	\$ (1,108)	\$ (672)

# 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 strive to preserve 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.

## Activities/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, & are requesting \$95,000 for 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

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

Fund 20-20-00

## Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
6000	Salaries	195,576	195,576	195,576	193,877	193,877	
6001	Overtime	2,000	2,000	2,000	2,000	2,000	
6010	FICA	12,250	12,250	12,250	12,144	12,144	
6011	Medicare	2,865	2,865	2,865	2,840	2,840	
6012	Retirement	19,461	19,461	19,461	21,057	21,057	
6013	Unemployment Insurance	331	331	331	248	248	
6014	Workman's Compensation	9,831	9,831	9,831	8,848	8,848	
6020	Health, Dental, Life & STD Insurance	28,039	28,039	28,039	28,039	28,039	
	<b>Total Salary Expenditures</b>	<b>\$ 270,353</b>	<b>\$ 270,353</b>	<b>\$ 270,353</b>	<b>\$ 269,053</b>	<b>\$ 269,053</b>	

## Operational Expenditures

7010	Training	500	500	200	1,500	1,500	
7015	Travel	200	200	35	200	200	
7020	Uniforms	4,000	4,000	2,900	3,000	3,000	
7030	Office Supplies	800	800	600	800	800	
7035	Subscriptions/Memberships	100	100	50	100	100	
7036	Books/Tapes/Publications	100	100	75	100	100	
7037	Printing	200	200	100	200	200	
7038	Advertising	1,000	1,000	265	1,000	1,000	
7039	Postage	50	50	0	0	0	
7040	Computer Services/Software	3,000	3,000	1,800	0	0	
7050	Auto Repair/Maintenance	35,000	35,000	7,500	35,000	35,000	
7055	Fuel/Oil/Lube	40,000	40,000	7,050	40,000	40,000	
7060	Electric	2,750	2,750	1,600	2,100	2,100	
7061	Gas/Propane	1,500	1,500	975	1,100	1,100	
7062	Water	1,800	1,800	1,000	1,200	1,200	
7063	Sewer	250	250	135	3,200	3,200	
7064	Waste Removal	175	175	85	300	300	
7065	Telephone	500	500	424	500	500	
7066	Cell Phone	1,700	1,700	1,195	1,300	1,300	
7067	Pest Control	400	400	252	300	300	
7100	Consulting Services	15,000	15,000	3,000	15,000	15,000	
7110	Legal Services	2,000	2,000	250	2,000	2,000	
7120	Contract Labor/Services	3,000	3,000	0	3,000	3,000	
7130	Equipment Rental	1,200	1,200	200	1,200	1,200	
7220	Liability Insurance	12,387	12,387	12,378	12,378	12,378	
7513	OSHA Medical Supplies	1,200	1,200	10	1,200	1,200	
7553	Street Yard Lease Payments	36,720	36,720	36,720	0	0	
7560	Mapping	200	200	0	200	200	
7581	Recording Fees	300	300	50	300	300	
7700	Street Maintenance	40,000	40,000	25,000	60,000	60,000	
7710	Street & Safety Signing	10,000	10,000	2,000	10,000	10,000	
7730	Traffic Signal Maintenance	12,500	12,500	2,300	9,000	9,000	
7735	Traffic Signal Electricity	7,000	7,000	5,950	8,300	8,300	
7736	Main Street Lights/Irrigation Electricity	12,500	12,500	9,800	10,000	10,000	
7740	Small Tools	1,800	1,800	1,800	1,800	1,800	
7750	Litter Abatement	300	300	0	30	30	
	<b>Total Operational Expenditures</b>	<b>\$ 250,132</b>	<b>\$ 250,132</b>	<b>\$ 125,699</b>	<b>\$ 226,308</b>	<b>\$ 226,308</b>	

## Equipment/Capital Expenditures

8000	Office Equipment/Furniture	300	300	200	200	200	
8010	Computer Equipment	200	200	100	0	0	
8020	Equipment Lease	5,000	5,000	1,700	5,000	5,000	
8710	Street Construction	50,000	50,000	32,000	50,000	50,000	
8711	Street Stripping	25,000	25,000	25,000	25,000	25,000	
8712	Right-of-Way Acquisition	200	200	0	3,000	3,000	
8713	Chip Seal/Maintenance	59,000	59,000	0	29,000	29,000	
8714	Street Paving	50,000	50,000	0	20,000	20,000	
8715	Finnie Flat Sidewalk	27,000	27,000	750	25,000	25,000	
8716	Town Site Improvements	0	0	0	0	0	
	Streets Yard Debt Service	0	0	0	107,000	107,000	
	<b>Total Equipment/Capital Expenditures</b>	<b>\$ 216,700</b>	<b>\$ 216,700</b>	<b>\$ 59,750</b>	<b>\$ 264,200</b>	<b>\$ 264,200</b>	

## Total Expenditures

<b>\$ 737,185</b>	<b>\$ 737,185</b>	<b>\$ 455,802</b>	<b>\$ 652,561</b>	<b>\$ 652,561</b>
-------------------	-------------------	-------------------	-------------------	-------------------

Revenues

Streets/HURF Revenues

40-00-4330 Refunds/Reimbursements  
 40-00-4335 TEA Grant Reimbursements  
 40-00-4900 Interest  
 41-00-4030 HURF Revenue  
 41-00-4035 LTAF Revenue  
 40-00-7703 Operating Transfers In - CIP Fund  
**Total Departmental Revenues**

250	250	250	250	250
0	0	0	0	0
12	12	12	12	12
772,368	772,368	681,814	648,254	648,254
0	0	0	0	0
0	0	(225,000)	(320,000)	(320,000)
<b>\$ 772,630</b>	<b>\$ 772,630</b>	<b>\$ 457,076</b>	<b>\$ 328,516</b>	<b>\$ 328,516</b>

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

<b>\$ 35,445</b>	<b>\$ 35,445</b>	<b>\$ 1,274</b>	<b>\$ (324,045)</b>	<b>\$ (324,045)</b>
------------------	------------------	-----------------	---------------------	---------------------

Prior Year Ending Streets/HURF Fund Balance

924,322	924,322	924,322	925,596	925,596
---------	---------	---------	---------	---------

Estimated Ending Streets/HURF Fund Balance (deficit)

<b>\$ 959,767</b>	<b>\$ 959,767</b>	<b>\$ 925,596</b>	<b>\$ 601,551</b>	<b>\$ 601,551</b>
-------------------	-------------------	-------------------	-------------------	-------------------

## Debt Service Fund

### Department Duties/Description

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

#### Greater Arizona Development Authority (GADA)

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

The first payment was made to US Bank on February 1, 2006. Payments are made bi-annually; one payment consists of principle and interest, the other bi-annual payment consists of only interest. The complete Schedule of Payments is listed on page 8-5. The Schedule of Payments for the next four years is as follows:

Date	Amount	Interest	Principal
8/1/2011	\$ 125,750.00	\$ 40,750.00	\$ 85,000.00
2/1/2012	\$ 38,625.00	\$ 38,625.00	-
8/1/2012	\$ 128,625.00	\$ 38,625.00	\$ 90,000.00
2/1/2013	\$ 36,375.00	\$ 36,375.00	-
8/1/2013	\$ 131,375.00	\$ 36,375.00	\$ 95,000.00
2/1/2014	\$ 34,000.00	\$ 34,000.00	-
8/1/2014	\$ 134,000.00	\$ 34,000.00	\$ 100,000.00
2/1/2015	\$ 31,500.00	\$ 31,500.00	-

#### Camp Verde Sanitary District IGA (WIFA)

The Town of Camp Verde (Town) entered into an Intergovernmental Agreement (IGA) with the Camp Verde Sanitary District (District) on May 17, 2007 wherein the Town pledged \$135,000 per year to the District to be used in connection with the construction of a wastewater treatment plant. The District refinanced the loan originally secured through Koch Financial to secure savings through reduced interest rates. The loan was refinanced with the Water Infrastructure Finance Authority (WIFA).

The Town made the first payment to WIFA on December 22, 2009 and has continued to make the bi-annual payments as scheduled. The complete Loan Repayment Schedule is listed on page 8-6.

The Schedule of Lease Payments for the Water Infrastructure Finance Authority for the next four years are as follows:

Date	Amount	Interest	Principal
7/1/2011	\$ 88,965.75	\$ 30,805.03	\$ 58,160.72
1/1/2012	\$ 29,834.33	\$ 29,834.33	-
7/1/2012	\$ 29,834.33	\$ 29,834.33	-
1/1/2013	\$ 28,831.22	\$ 28,831.22	-
7/1/2013	\$ 90,939.56	\$ 28,831.22	\$ 62,108.34
1/1/2014	\$ 27,794.64	\$ 27,794.64	-
7/1/2014	\$ 91,976.14	\$ 27,794.64	\$ 64,181.50
1/1/2015	\$ 26,723.45	\$ 26,723.45	-

#### Chicago Title/NoteWorld (Butler Park)

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

The Town does not have an amortization schedule for the loan on the Butler Park Soccer Field, only a payment booklet. A calculation of the remaining payments shows that the property will be paid off in July 2014. The balance of the payments on a fiscal year basis is as follows:

Fiscal Year	Principal	Interest
2012	4,389	769
2013	4,850	309
2014	426	4

Debt Service Fund  
Fund 13

Expenditures

ACCOUNT NUMBERS	ACCOUNT TITLE	2010/2011 COUNCIL ADOPTION	2010/2011 ADJUSTED BUDGET	2010/2011 ESTIMATED ACTUALS	2011/2012 DEPARTMENT REQUESTED	2011/2012 MANAGER RECOMMEND	2011/2012 COUNCIL ADOPTION
50-58-8800	Principal-GADA Loan	85,000	85,000	85,000	85,000	85,000	
50-58-8801	Interest-GADA Loan	81,500	81,500	81,500	79,375	79,375	
50-58-8802	Miscellaneous Charges-GADA Loan	950	950	950	950	950	
<b>Sanitary District Loan Expenditures</b>							
60-00-8800	Principal-Sanitary District Loan	61,610	61,610	61,610	58,161	58,161	
60-00-8801	Interest-Sanitary District Loan	58,161	58,161	58,161	60,639	60,639	
<b>Butler Park Soccer Field</b>							
70-00-8800	Butler Park Soccer Field	5,400	5,400	5,400	5,400	5,400	
<b>InCode / Software Loan</b>							
	Network/Infrastructure Upgrades	0	0	0	103,611	103,611	
	InCode Software	0	0	0	184,405	184,405	
<b>Industrial Ground Lease Purchase</b>							
	Public Works/Streets Yard	0	0	0	107,000	107,000	
<b>Total Debt Service Fund Expenditures</b>		<b>\$ 292,621</b>	<b>\$ 292,621</b>	<b>\$ 292,621</b>	<b>\$ 684,541</b>	<b>\$ 684,541</b>	<b>\$ -</b>

Revenues

<b>GADA Loan Revenues</b>							
40-50-4900	GADA Loan Interest Revenue	400	400	400	400	400	
40-50-7701	Op Transfer - GF (1 cent of 3 cent Construction Tax)	40,000	40,000	40,000	40,000	40,000	
40-50-7777	Operating Transfers In - General Fund	128,695	128,695	128,695	124,925	124,925	
<b>Sanitary District Loan Revenues</b>							
40-60-7701	Operating Transfers In - General Fund	0	0	118,800	118,800	118,800	
<b>Butler Park Soccer Field Revenues</b>							
40-70-7704	Operating Transfers In - Parks Fund	0	0	5,400	5,400	5,400	
<b>InCode / Software Revenues</b>							
	Operating Transfer In - General Fund	0	0	0	287,192	287,192	
		0	0	0			
<b>Industrial Ground Lease Purchase</b>							
	Operating Transfer In - HURF Fund	0	0	0	107,000	107,000	
<b>Total Debt Service Fund Revenues</b>		<b>\$ 169,095</b>	<b>\$ 169,095</b>	<b>\$ 293,295</b>	<b>\$ 683,717</b>	<b>\$ 396,525</b>	<b>\$ -</b>

Net <Subsidy From>/Contribution To Debt Service Fund Balance

<b>\$ (123,526)</b>	<b>\$ (123,526)</b>	<b>\$ 674</b>	<b>\$ (824)</b>	<b>\$ (288,016)</b>	<b>\$ -</b>
---------------------	---------------------	---------------	-----------------	---------------------	-------------

Prior Year Ending Debt Service Fund Balance  
Estimated Ending Debt Service Fund Balance (deficit)

<b>\$ 124,350</b>	<b>\$ 124,350</b>	<b>\$ 124,350</b>	<b>\$ 824</b>	<b>\$ 824</b>	
<b>\$ 824</b>	<b>\$ 824</b>	<b>\$ 824</b>	<b>\$ (0)</b>	<b>\$ (287,192)</b>	<b>\$ -</b>

# GADA Loan

## DETAILED BOND DEBT SERVICE

Greater Arizona Development Authority  
 Town of Camp Verde, Arizona  
 Excise Tax Revenue Bonds, Series 2005

Dated Date 2/23/2005  
 Delivery Date 2/23/2005

### Serial Bond

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
2/23/2005					
2/1/2006			85,814.44	85,814.44	
8/1/2006	40,000	2.250%	45,700.00	85,700.00	171,514.44
2/1/2007			45,250.00	45,250.00	
8/1/2007	80,000	2.375%	45,250.00	125,250.00	170,500.00
2/1/2008			44,300.00	44,300.00	
8/1/2008	80,000	2.500%	44,300.00	124,300.00	168,600.00
2/1/2009			43,300.00	43,300.00	
8/1/2009	85,000	3.000%	43,300.00	128,300.00	171,600.00
2/1/2010			42,025.00	42,025.00	
8/1/2010	85,000	3.000%	42,025.00	127,025.00	169,050.00
2/1/2011			40,750.00	40,750.00	
8/1/2011	85,000	5.000%	40,750.00	125,750.00	166,500.00
2/1/2012			38,625.00	38,625.00	
8/1/2012	90,000	5.000%	38,625.00	128,625.00	167,250.00
2/1/2013			36,375.00	36,375.00	
8/1/2013	95,000	5.000%	36,375.00	131,375.00	167,750.00
2/1/2014			34,000.00	34,000.00	
8/1/2014	100,000	5.000%	34,000.00	134,000.00	168,000.00
2/1/2015			31,500.00	31,500.00	
8/1/2015	105,000	5.000%	31,500.00	136,500.00	168,000.00
2/1/2016			28,875.00	28,875.00	
8/1/2016	110,000	5.000%	28,875.00	138,875.00	167,750.00
2/1/2017			26,125.00	26,125.00	
8/1/2017	115,000	5.000%	26,125.00	141,125.00	167,250.00
2/1/2018			23,250.00	23,250.00	
8/1/2018	120,000	5.000%	23,250.00	143,250.00	166,500.00
2/1/2019			20,250.00	20,250.00	
8/1/2019	130,000	5.000%	20,250.00	150,250.00	170,500.00
2/1/2020			17,000.00	17,000.00	
8/1/2020	135,000	4.000%	17,000.00	152,000.00	169,000.00
2/1/2021			14,300.00	14,300.00	
8/1/2021	140,000	5.000%	14,300.00	154,300.00	168,600.00
2/1/2022			10,800.00	10,800.00	
8/1/2022	145,000	5.000%	10,800.00	155,800.00	166,600.00
2/1/2023			7,175.00	7,175.00	
8/1/2023	155,000	5.000%	7,175.00	162,175.00	169,350.00
2/1/2024			3,300.00	3,300.00	
8/1/2024	160,000	4.125%	3,300.00	163,300.00	166,600.00
	2,055,000		1,145,914.44	3,200,914.44	3,200,914.44

# Camp Verde Sanitary District IGA

Section 2: Loan Repayment Schedule  
Camp Verde Sanitary District  
22-Jul-09

Year	Period	Semi-Annual Payment Dates	Combined Interest and Fee Rate	Semi-Annual Combined Interest and Fee Payment	Annual Principal Repayment	Total Annual Payment
1	1	1/1/2010	3.338%	27,688.15		
1	2	7/1/2010	3.338%	31,744.38	56,282.02	115,714.55
2	3	1/1/2011	3.338%	30,805.03		
2	4	7/1/2011	3.338%	30,805.03	58,160.72	119,770.78
3	5	1/1/2012	3.338%	29,834.33		
3	6	7/1/2012	3.338%	29,834.33	60,102.12	119,770.78
4	7	1/1/2013	3.338%	28,831.22		
4	8	7/1/2013	3.338%	28,831.22	62,108.34	119,770.78
5	9	1/1/2014	3.338%	27,794.64		
5	10	7/1/2014	3.338%	27,794.64	64,181.50	119,770.78
6	11	1/1/2015	3.338%	26,723.45		
6	12	7/1/2015	3.338%	26,723.45	66,323.88	119,770.78
7	13	1/1/2016	3.338%	25,616.50		
7	14	7/1/2016	3.338%	25,616.50	68,537.78	119,770.78
8	15	1/1/2017	3.338%	24,472.61		
8	16	7/1/2017	3.338%	24,472.61	70,825.56	119,770.78
9	17	1/1/2018	3.338%	23,290.53		
9	18	7/1/2018	3.338%	23,290.53	73,189.72	119,770.78
10	19	1/1/2019	3.338%	22,068.99		
10	20	7/1/2019	3.338%	22,068.99	75,632.80	119,770.78
11	21	1/1/2020	3.338%	20,806.68		
11	22	7/1/2020	3.338%	20,806.68	78,157.42	119,770.78
12	23	1/1/2021	3.338%	19,502.24		
12	24	7/1/2021	3.338%	19,502.24	80,766.30	119,770.78
13	25	1/1/2022	3.338%	18,154.25		
13	26	7/1/2022	3.338%	18,154.25	83,462.28	119,770.78
14	27	1/1/2023	3.338%	16,761.26		
14	28	7/1/2023	3.338%	16,761.26	86,248.26	119,770.78
15	29	1/1/2024	3.338%	15,321.78		
15	30	7/1/2024	3.338%	15,321.78	89,127.22	119,770.78
16	31	1/1/2025	3.338%	13,834.25		
16	32	7/1/2025	3.338%	13,834.25	92,102.28	119,770.78
17	33	1/1/2026	3.338%	12,297.06		
17	34	7/1/2026	3.338%	12,297.06	95,176.66	119,770.78
18	35	1/1/2027	3.338%	10,708.55		
18	36	7/1/2027	3.338%	10,708.55	98,353.68	119,770.78
19	37	1/1/2028	3.338%	9,067.03		
19	38	7/1/2028	3.338%	9,067.03	101,636.72	119,770.78
20	39	1/1/2029	3.338%	7,370.72		
20	40	7/1/2029	3.338%	7,370.72	105,029.34	119,770.78
21	41	1/1/2030	3.338%	5,617.78		
21	42	7/1/2030	3.338%	5,617.78	108,535.22	119,770.78
22	43	1/1/2031	3.338%	3,806.32		
22	44	7/1/2031	3.338%	3,806.32	112,158.14	119,770.78
23	45	1/1/2032	3.338%	1,934.41		
23	46	7/1/2032	3.338%	1,934.41	115,902.04	119,770.86
				848,671.79	1,902,000.00	2,750,671.79

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
--	-------------------------------------------	-------------------------------	-------------------------------------------	-------------------------------

### Clerk's Office

<b>Duplication Rates</b>				
Current Agenda Packets (per page)	\$ 0.10	\$ 0.10	\$ 0.25	
Minutes	\$ 0.25	\$ 0.25	\$ 0.25	
Recordings (per CD)	\$ 5.00	\$ 5.00	\$ 5.00	
Public Records (per page)	\$ 0.25	\$ 0.25	\$ 0.25	
Business License List (Commercial request)	\$ 200.00	\$ 200.00	\$ 200.00	
<b>Notary Fees</b>				
No Charge	\$ -	\$ -	\$ -	
<b>Publicity Pamphlet</b>				
Argument	\$ 200.00	\$ 200.00	\$ 200.00	
<b>Business License Fees</b>				
<b>New or Change in Ownership or Location</b>				
Business License Fee/Inspection/Setup Fee	\$ 50.00	\$ 50.00	\$ 50.00	
Casual Business License- Peddler/Solicitor's License (in addition to \$1,000 Bond & Cost of Background Ck)	\$25.00 Per day	\$25.00 Per day	25.00 Per day	
Special Event Promoter (Per Event)	\$50.00	\$50.00	\$0.00	
Special Event Vendor (Non-Profits)	No Charge	No Charge	No Charge	
Special Event Vendor	\$25.00 Per Event	\$25.00 Per Event	\$25.00 Per Event	
<b>Renewal</b>				
Business License Fee (annual)	\$ 15.00	\$ 15.00	\$ 15.00	
Name/Address Change in Addition to Annual Fee	\$ 10.00	\$ 10.00	\$ 10.00	
<b>Rental Unit Fees - Same as new business license</b>				
<b>Residential (3 or more):</b>				
Inspection/Setup Fee (annual)	<del>\$ 25.00</del>	<del>\$ 25.00</del>	<del>\$ -</del>	
Business License (annual)	<del>\$ 25.00</del>	<del>\$ 25.00</del>	<del>\$ -</del>	
<b>Commercial (1 or more):</b>				
Inspection/Setup Fee (annual)	<del>\$ 25.00</del>	<del>\$ 25.00</del>	<del>\$ -</del>	

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
Business License (annual)	\$ 25.00	\$ 25.00	\$ -	
<b>Storage Unit Rental:</b>				
Inspection/Setup Fee	\$ 25.00	\$ 25.00	\$ -	
Business License (Annual)	\$ 25.00	\$ 25.00	\$ -	
<b>Liquor License Permits</b>				
Application/Posting/Inspection Fee	\$ 250.00	\$ 250.00	\$ 250.00	
<b>Business License (annually) + the following:</b>				
Series 01 through 14 and Series 16 & 17	\$ 50.00	\$ 50.00	\$ 50.00	
Series 15 Special Event (Temporary License - Annually)	\$ 100.00	\$ 100.00	\$ 100.00	
One-time Special Event Permit	\$ 50.00	\$ 50.00	\$ 50.00	

## Public Works

Site Plan Review	\$225.00 per sheet (1st & 2nd Reviews)	\$225.00 per sheet (1st & 2nd Reviews)	\$225.00 per sheet (1st & 2nd Reviews)	
Engineering report reviews (drainage reports, design reports, traffic reports (TIA) soils reports, and others)	\$250.00 per report; (includes first 2 reviews; \$150 for each subsequent review)	\$250.00 per report; (includes first 2 reviews; \$150 for each subsequent review)	\$250.00 per report; (includes first 2 reviews; \$150 for each subsequent review)	
Construction Plans and Grading Plans (Civil grading and drainage,	\$225 per sheet (includes first 2 reviews; \$250.00 for each subsequent review)	\$225 per sheet (includes first 2 reviews; \$250.00 for each subsequent review)	\$225 per sheet (includes first 2 reviews; \$250.00 for each subsequent review)	
As Built Plan Review	93.05 per sheet	\$ 90.00	\$ 90.00	
Plat Review (Preliminary & Final plat reviews)	\$250 per sheet (includes first 2 reviews; \$150 for each subsequent review)	\$250 per sheet (includes first 2 reviews; \$150 for each subsequent review)	\$250 per sheet (includes first 2 reviews; \$150 for each subsequent review)	
<b>Right of Way:</b>				
Encroachment permit	\$ 291.00	\$ 291.00	\$ 291.00	

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
<b>Miscellaneous Plan Review:</b>				
Engineer's Cost Estimate Residential grading plan review (\$100 for entire submittal) Plan revision reviews	\$100.00 per sheet	\$100.00 per sheet	\$100.00 per sheet	
Any Additional inspections	\$50.00 per inspection	\$50.00 per inspection	\$50.00 per inspection	
Public Improvement Construction Inspection	\$ 225.00	\$ 225.00	\$ 225.00	
Road Cut Permits (excluding utility companies)	\$ 50.00	\$ 50.00	\$ 50.00	
New Private Road Street Signs (per sign)	\$ 75.00	\$ 75.00	\$ 85.00	

### Finance Department

Non Sufficient Fund (NSF) Check Charge	\$ 25.00	\$ 25.00	\$ 30.00	
----------------------------------------	----------	----------	----------	--

**NOTE:** When the Town receives an NSF check, a letter is sent to the issuer giving them notice to take care of the check and fee within 5 working days. If they do not meet the deadline and they have not contacted the Town to make payment arrangements, the check is forwarded to the Yavapai County Attorney's Office Bad Check Program. They take over collection/prosecution efforts for the check. They do NOT collect the \$25.00 fee, only the amount of the check.

### Municipal Court

<b>ARS §22-404</b>				
Minimum Clerk Fee	\$ 17.00	\$ 17.00	\$ 17.00	
Research in Locating a Document	\$ 17.00	\$ 17.00	\$ 17.00	
Record Duplication	\$ 17.00	\$ 17.00	\$ 17.00	
Per Page Fee	\$ 0.50	\$ 0.50	\$ 0.50	
<b>Special Fees</b>				
Injunction Against Harassment	\$ -	\$ -	\$ -	
Domestic Violence Order of Protection	\$ -	\$ -	\$ -	

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
<b>ARS §12-284</b>				
<b>Special Fees</b>				
Marriage License (includes covenant marriages)	\$ 50.00	\$ 50.00	\$ 72.00	
Civil Traffic Default Fee	\$ 50.00	\$ 50.00	\$ 50.00	
Warrant Fee	\$ 150.00	\$ 150.00	\$ 150.00	
Municipal Court Enhancement	\$ 20.00	\$ 20.00	\$ 20.00	
Court Appointed Counsel Fee	\$ 25.00	\$ 25.00	\$ 25.00	
Collection fee( \$35 per charge + 19%)	varies	varies	19% + 35. per charge	
Deferral fee (\$1.00 - \$500.00)	varies	varies	1.00 - 500.00	

## Library

Photocopies	\$ 0.10	\$ 0.10	\$ 0.10	
Printouts from Public Access Computers	\$ 0.10	\$ 0.10	\$ 0.10	
Temporary Library Card for Seasonal Residents	\$ 50.00	\$ 50.00	\$ 50.00	
Card Replacement	\$ 3.00	\$ 3.00	\$ 3.00	
Overdue items (our Library) (per day)	\$ 0.10	\$ 0.10	\$ 0.10	
Overdue videos (our Library) (per day-per item)	\$ 0.50	\$ 0.50	\$ 0.50	
Overdue items (inside county)	varies	varies	varies	
Overdue items (outside county) (per item-day)	\$ 1.00	\$ 1.00	\$ 1.00	
Items placed on hold & not picked up <del>w/in 8 days</del>	\$ 1.00	\$ 1.00	\$ 1.00	
Lost items - replacement cost + \$5.00 processing fee + overdue fines	varies	varies	varies	
Items put in Book Drop that are marked "Do not put in Book Drop" (per item)	\$ 1.00	\$ 1.00	\$ 1.00	

## Marshal's Office

Reports (up to 20 pages)	\$ 5.00	\$ 5.00	\$ 5.00	
Additional pages (per page)	\$ 0.25	\$ 0.25	\$ 0.25	
Vehicle Impound Administrative Hearing			\$ 75.00	
911 Tape	\$ 10.00	\$ 10.00	\$ 10.00	

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
Photographs	\$ 10.00	\$ 10.00	\$ 10.00	
<b>Training Room Fee for all private and profit organizations</b>				
4-8 hours	\$ 25.00	\$ 25.00	\$ 25.00	
Less that 4 hours	\$ 15.00	\$ 15.00	\$ 15.00	
<b>Animal Shelter</b>				
Impound Fee	\$ 25.00	\$ 25.00	\$ 25.00	
Additional Fee per night	\$ 10.00	\$ 10.00	\$ 10.00	
<b>Animal License Fees</b>				
Altered Dog (purchased before March 1)	\$ 10.00	\$ 10.00	\$ 10.00	
Unaltered Dog (purchased before March 1)	\$ 12.00	\$ 12.00	\$ 12.00	
Altered Dog (purchased after March 1)	\$ 12.00	\$ 12.00	\$ 12.00	
Unaltered Dog (purchased after March 1)	\$ 15.00	\$ 15.00	\$ 15.00	
<b>NO LICENSE WILL BE ISSUED WITHOUT PROOF OF RABIES VACCINATION.</b>				
<b>Adoption Fees</b>				
Altered Animals	\$ 35.00	\$ 35.00	\$ 35.00	
Female Dogs	\$ 131.50	\$ 131.50	\$ 35.00	
Male Dogs	\$ 101.50	\$ 101.50	\$ 35.00	
Female Cats	\$ 101.50	\$ 101.50	\$ 35.00	
Male Cats	\$ 71.50	\$ 71.50	\$ 35.00	

\* ARS 11-1022 (effective 09/30/09) requires the shelter to have all dogs and cats

## Parks & Recreation

**Class A- Town co-sponsored, YOUTH SPORTS, NON-PROFIT GROUPS, CHURCHES, SCHOOLS and CIVIC GROUPS.**

**Class B-Individuals and groups using facilities whose purpose is clearly of a not for profit nature.**

**Class C-Profit Making individuals, groups or organizations**

~~NOTE: 2010 classes have been re-grouped. The previous~~  
classification did not allow for individual groups using Town

### Deposits

Security/Cleaning/Damage (all classes)	\$500.00	\$500.00	\$ 500.00	
Key Deposit (all classes) (per key)	\$110.00	\$110.00	\$ 110.00	

### Pool Fees

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
<b>Adults (18 &amp; over):</b>				
Per Visit	\$2.00	\$2.00	\$ 2.50	
10 Visits	\$15.00	\$15.00	\$ 20.00	
Season Pass	\$60.00	\$60.00	\$ 70.00	
<b>Children:</b>				
Per Visit	\$1.50	\$1.50	\$ 2.00	
10 Visits	\$12.50	\$12.50	\$ 15.00	
Season	\$50.00	\$50.00	\$ 60.00	
<b>Family Pass (Immediate Family Only)</b>				
10 Visits	\$25.00	\$25.00	\$ 30.00	
Season	\$100.00	\$100.00	\$ 125.00	
Swim Lessons (30 minutes) two week session 4 days a week	\$21.50	\$21.50	\$ 24.00	
Season passes can be paid in 2 installments - 1/2 on June 1 and remainder on July 1.				
Season passes for open swim & Family nights only. Lap swimmers & aerobics may purchase 10 visit passes or pay by visit.				
Private Use - Saturday and Sunday morning ONLY (per hour) plus staff wages and \$100 cleaning deposit	\$25.00	\$25.00	\$25.00	
<b>Banner Pole Fee</b>				
Class A	\$0.00	\$0.00	No charge	
Class B	\$50.00	\$50.00	\$50.00	
Class C	\$50.00	\$50.00	\$50.00	
<b>Electric and Ball Field Light Fee</b>				
Electric Park/Gazebo/Ramada - all classes	\$20.00	\$20.00	\$ 20.00	
<b>Ball Field Lights (24-hour cancellation notice required)</b>				
Class A	\$0.00	\$0.00	No charge	
Class B (per hour)	\$50.00	\$50.00	\$ 50.00	
Class C (per hour)	\$65.00	\$65.00	\$ 65.00	
<b>Specialty Classes</b>				
25% of fees to Town/75% to Instructor (adult)	25/75	25/75	25/75	
20% of fees to Town/85% to Instructor (youth)	20/80	20/80	20/80	
<b>Soccer and Baseball Field Fee</b>				
Class A	\$0.00	\$0.00	No charge	

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
Class B	\$0.00	\$0.00	\$ -	
Class C (per hour)	\$40.00	\$40.00	\$ 40.00	

### Community Center (Gym) Fee

Class A (per hour)	\$0.00	\$0.00	No charge	
Class B (per hour)	\$75.00	\$75.00	\$ 75.00	
Class C (per hour)	\$140.00	\$140.00	\$ 140.00	
Cleaning Deposit (Class A, B, & C)	\$500.00	\$500.00	\$ 500.00	

### GYM Floor Preparation FEE

Class A	\$65.00	\$65.00	\$ 65.00	
Class B	\$65.00	\$65.00	\$ 65.00	
Class C	\$65.00	\$65.00	\$ 65.00	

### Meeting Rooms FEE

Class A	\$0.00	\$0.00	No charge	
Class B (per day)	\$25.00	\$25.00	\$ 25.00	
Class C (per day)	\$50.00	\$50.00	\$ 50.00	

### Park Ramada, Gazebo or Town Ramada Reservation Fee

Class A	\$0.00	\$0.00	\$0.00	
Class B	\$5.00	\$5.00	\$5.00	
Class C	\$5.00	\$5.00	\$5.00	

### Equipment/Facility Fees for Non-Sponsored Special Events

#### Fencing Fee

Class A (per panel)	\$0.00	\$0.00	No charge	
Class B (per panel)	\$5.00	\$5.00	\$ 5.00	
Class C (per panel)	\$10.00	\$10.00	\$ 10.00	

#### Tent Lighting Fee

Class A	No charge	No charge	No charge	
Class B	\$50.00	\$50.00	\$ 50.00	
Class C	\$50.00	\$50.00	\$ 50.00	

#### Stage Fee

<del>Class A</del>	<del>No charge</del>	<del>No charge</del>	<del>\$ ———</del>	
<del>Class B</del>	<del>\$150.00</del>	<del>\$150.00</del>	<del>\$ ———</del>	
<del>Class C</del>	<del>\$200.00</del>	<del>\$200.00</del>	<del>\$ ———</del>	

#### Ramada/Vendor Electric Fee

Class A Per Day	\$100.00	\$100.00	\$ 100.00	
Class B Per Day	\$100.00	\$100.00	\$ 100.00	
Class C Per Day	\$150.00	\$150.00	\$ 150.00	

#### Use of Water Fee

Class A Per Day	\$40.00	\$40.00	\$ 40.00	
Class B Per Day	\$50.00	\$50.00	\$ 50.00	
Class C Per Day	\$100.00	\$100.00	\$ 100.00	

#### Gym FEE

Class A Per Day	No charge	No charge	No charge	
-----------------	-----------	-----------	-----------	--

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
Class B Per Day	\$300.00	\$300.00	\$300.00	
Class C Per Day	\$500.00	\$500.00	\$500.00	
<b>Kitchen FEE</b>				
Class A Per Day	No charge	No charge	No charge	
Class B Per Day	\$25.00	\$25.00	\$25.00	
Class C Per Day	\$50.00	\$50.00	\$50.00	
<b>Room 206 &amp; 207 FEE</b>				
Class A Per Day	No charge	No charge	No charge	
Class B Per Day	\$25.00	\$25.00	\$25.00	
Class C Per Day	\$50.00	\$50.00	\$50.00	
<b>Room 204 FEE</b>				
Class A Per Day	No charge	No charge	No charge	
Class B Per Day	\$25.00	\$25.00	\$25.00	
Class C Per Day	\$50.00	\$50.00	\$50.00	
<b>NOTE: 'NON-PROFIT' INCLUDES ALL CHARITABLE, RELIGIOUS, AND CIVIC ORGANIZATIONS AS DEFINED IN THE SPECIAL EVENTS PERMITTING HANDBOOK. PA Systems, extension cords, water hoses, cash registers, tables &amp; chairs not available</b>				
NOTE: IF STAFF IS USED FOR ANY PORTION OF SET UP OR CLEAN UP, (i.e. picking up or delivering equipment) A FEE WILL BE CHARGED IN AN EQUAL AMOUNT THAT WILL COVER STAFF TIME, AND RELATED EXPENSES.				

**Recommend that tables and chairs be available to CLASS A for special events**

## Community Development

Board of Adjustment & Appeals				
Appeal	\$500.00	\$500.00	\$500.00	
Variance	\$800.00	\$800.00	\$800.00	
Additional Variance/Same Application	\$55.00	\$55.00	\$55.00	
Non-Conforming Use Hearing	\$1,500.00	\$1,500.00	\$1,500.00	
<b>Copies of Maps (plotted or color)</b>				
Large	\$30.00	\$30.00	\$30.00	
11 X 17	\$5.00	\$5.00	\$5.00	
8 X 11	\$5.00	\$5.00	\$5.00	
<b>General Plan Amendment</b>				
Minor	\$1,800.00	\$1,800.00	\$1,800.00	
Major	\$2,200.00	\$2,200.00	\$2,200.00	
<b>Map Change for Zoning (ZMC)</b>				
To Agriculture zone	\$1,700.00	\$1,700.00	\$1,700.00	
Residential to Residential (50 acres)	\$1,700.00	\$1,700.00	\$1,700.00	
plus \$55 for each additional acre	\$55.00	\$55.00	\$55.00	
Residential to Commercial (5 acres)	\$1,700.00	\$1,700.00	\$1,700.00	
plus \$85 for each additional acre	\$85.00	\$85.00	\$85.00	

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
Commercial to Industrial (5 acres)	\$1,700.00	\$1,700.00	\$1,700.00	
plus \$85 for each additional acre	\$85.00	\$85.00	\$85.00	
PAD and PUD (for one (1) acre)	\$1,700.00	\$1,700.00	\$1,700.00	
plus \$55 per acre up to 10 acres	\$55.00	\$55.00	\$55.00	
plus \$2.00 per acre over 10 acres	\$2.00	\$2.00	\$2.00	
Major Amendment (one (1) acre)	\$1,700.00	\$1,700.00	\$1,700.00	
plus \$55 per acre up to 10 acres	\$55.00	\$55.00	\$55.00	
plus \$2.00 per acre over 10 acres	\$2.00	\$2.00	\$2.00	
To Mixed Use/Low Density	\$1,700.00	\$1,700.00	\$1,700.00	
To Mixed Use/High Density	\$1,700.00	\$1,700.00	\$1,700.00	
<b>Minor Land Division</b>	\$165.00	\$165.00	\$165.00	

### Subdivision Plats

#### Administrative Conceptual Plan Review

\$ 500.00

Preliminary Plat (for 10 lots)	\$2,000.00	\$2,000.00	\$2,000.00	
plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00	
Final Plat (for 10 lots)	\$1,400.00	\$1,400.00	\$1,400.00	
plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00	
Amended Plat (for 10 lots)	\$835.00	\$835.00	\$835.00	
plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00	
Final Site Plan PAD Review	\$550.00	\$550.00	\$550.00	
Time Extensions	\$300.00	\$300.00	\$300.00	

### Appearance Standards

Appearance Standards Review Commercial Bldg, PUD/PAD	\$2,000.00	\$2,000.00	\$ 2,000.00	
Director Review: Commercial Bldg addition or an accessory structure that does not exceed 25% of the existing building floor area.	\$100.00	\$100.00	\$ 100.00	
Director Review: Signs	\$50.00	\$50.00	\$ -	
<b>Community Facilities District</b>	As determined by the Town Manager	As determined by the Town Manager	As determined by the Town Manager	

### Development Agreement

Revision to Amend	Hrly. Wage of Emp. + Materials	Hrly. Wage of Emp. + Materials	Hrly. Wage of Emp. + Materials	
Reconsideration	Hrly. Wage of Emp. + Materials	Hrly. Wage of Emp. + Materials	Hrly. Wage of Emp. + Materials	

### Use Permits

Open Space Uses	\$1,800.00	\$1,800.00	\$1,800.00	
Residential Uses	\$1,800.00	\$1,800.00	\$1,800.00	
Commercial ( RCD, RS, C1 & C2)	\$1,800.00	\$1,800.00	\$1,800.00	

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
Heavy Commercial/Industrial Uses	\$1,800.00	\$1,800.00	\$1,800.00	
Mobile Home Parks (for 10 spaces)	\$1,800.00	\$1,800.00	\$1,800.00	
plus \$15 per space up to 100 spaces	\$15.00	\$15.00	\$15.00	
plus \$10 for each additional space	\$10.00	\$10.00	\$10.00	
RV Parks	\$1,800.00	\$1,800.00	\$1,800.00	
plus \$15 per space up to 100 spaces	\$15.00	\$15.00	\$15.00	
plus \$5 for each additional space	\$10.00	\$10.00	\$10.00	
Mini Storage (per 20,000 per sq ft of enclosed spc)	\$1,800.00	\$1,800.00	\$1,800.00	
plus \$10 per 1,000 sq ft additional space	\$10.00	\$10.00	\$10.00	
RV Storage (per 50 spaces)	\$1,800.00	\$1,800.00	\$1,800.00	
plus \$5 for each additional space	\$5.00	\$5.00	\$5.00	
Mining (5 acres)	\$1,000.00	\$1,000.00	\$1,000.00	
plus \$55 per acre up to 50 acres	\$55.00	\$55.00	\$55.00	
plus \$10 for each additional acre	\$10.00	\$10.00	\$10.00	
<b>Continuance of Hearing</b>				
Before Advertising	\$100.00	\$100.00	\$100.00	
After Advertising	\$250.00	\$250.00	\$250.00	
<b>Signs</b>				
Non-Illuminated \$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 minimum	
Illuminated \$1 per sq ft - \$10 min	\$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 minimum	
Mural	\$25.00	\$25.00	\$25.00	
Off Premise	\$1,800.00	\$1,800.00	\$1,800.00	
<b>Street Abandonment</b>				
	\$1,800.00	\$1,800.00	\$1,800.00	
<b>Verification Letter</b>				
	\$170.00	\$170.00	\$170.00	
<b>Underground Utilities Exemption</b>				
	\$170.00	\$170.00	\$170.00	
<b>Wireless Communication</b>				
Administrative Review	\$300.00	\$300.00	\$300.00	
Applications requiring Special UP towers less than 99'	\$1,800.00	\$1,800.00	\$1,800.00	
Towers 100 to 199'	\$2,100.00	\$2,100.00	\$2,100.00	
Towers 200' and above	\$2,700.00	\$2,700.00	\$2,700.00	
<b>Zoning Clearance for Building Permits</b>				
Accessory buildings/structures-residential-remodel	\$25.00	\$25.00	\$ -	
Residential remodel/residential accessory structure	\$25.00	\$25.00	\$ 25.00	
Commercial remodel	\$110.00	\$110.00	\$ 110.00	

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
Commercial .01 per sq ft - minimum \$100	.01 sq ft-min \$100.00	.01 sq ft-min \$100.00	.01 sq ft-min \$100.00	
Fence ( <b>less than 6' in height</b> ) .05 per linear ft - minimum \$10	Min. \$10 or .05 L.F Plus \$50.00 Inspection Fee	Min. \$10 or .05 L.F Plus \$50.00 Inspection Fee	Min. \$10 or .05 L.F Plus \$50.00 Inspection Fee	
Houses	\$85.00	\$85.00	\$85.00	
Manufactured Home/ <b>FBB</b>	\$55.00	\$55.00		

THE VALUE OR VALUATION OF A BUILDING OR STRUCTURE FOR THE PURPOSE OF DETERMINING PERMIT AND PLAN REVIEW FEES WILL BE ESTABLISHED USING THE BUILDING VALUATION DATA (**bdv BVD**) CONTAINED IN THE INTERNATIONAL CODE COUNCIL BUILDING SAFETY JOURNAL PUBLISHED BI-ANNUALLY IN FEBRUARY AND AUGUST AND IS AVAILABLE FOR PUBLIC INSPECTION IN THE TOWN OF CAMP VERDE OFFICE OF COMMUNITY DEVELOPMENT, AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF ADOPTED CODES.

#### GRADING PERMIT FEES

50 Cubic Yds or less	\$23.50	\$23.50	\$ 23.50	
51 to 100 Cubic Yds	\$37.00	\$37.00	\$ 37.00	
101 to 1,000 Cubic Yds (for 1st 100 Cu. Yds) plus \$17.50 for each additional 100 cubic yds	\$37.00	\$37.00	\$ 37.00	
1,001 to 10,000 cubic yds (for 1st 1,000 Cu. Yds) plus \$14.50 for each addtl 1,000 cubic yds	\$194.50	\$194.50	\$ 194.50	
10,001 to 100,000 cubic yd. (for 1st 10,000) plus \$66 for each addtl 10,000 cubic yds	\$325.00	\$325.00	\$ 325.00	
100,001 cubic yds plus \$36.50 for each addtl 10,000 cubic yds	\$919.00	\$919.00	\$ 919.00	

#### BUILDING PERMIT FEES

TOTAL VALUATION			
\$1.00 TO \$500.00	\$	23.50	\$ 23.50
\$501.00 TO \$2,000.00	\$23.50 for the first 500.00 plus \$3.05 for each additional 100.00 or fraction thereof, to and including \$2,000.00		
\$2001.00 to \$25,000.00	\$69.25 for the first 2,000.00 plus \$14.00 for each additional 100.00 or fraction thereof, to and including \$25,000.00		
\$25,001 to \$50,000.00	\$391. <del>75</del> <b>.25</b> for the first 25,000.00 plus \$10.10 for each additional 1,000.00 or fraction thereof, to and including \$50,000.00		
\$50,001.00 to \$100,000.00	\$643.75 for the first 50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00		

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00			
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof. To and including \$1,000,000.00			
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof			
<p><b>NOTE: Unless otherwise noted, the (per sq. ft.) fees below are utilized to establish the cost of construction (labor and materials), to be used in calculating permit fees and do not reflect the cost of the permit.</b></p>				

### Miscellaneous Fees

Penalty- <b>Investigation fee</b> -Building without a permit	Equal to permit fee	Equal to permit fee	Equal to permit fee	
Inspection outside Normal Business Hrs (per hour - one (1) hour min)*	\$ 100.00	\$ 100.00	\$ 100.00	
Re-inspection Fees (per inspection) (per hour - one (1) hour min)*	\$ 50.00	\$ 50.00	\$ 50.00	
Inspection fee for which no fee is specifically indicated*	\$ 50.00	\$ 50.00	\$ 50.00	
Plan Review Fees shall be 65% of the building fee*	65 % of Bldg. Fee	65 % of Bldg. Fee	65 % of Bldg. Fee	
<b>Master Plan Review-First Review</b>	<b>65 % of Bldg. Fee</b>	<b>65 % of Bldg. Fee</b>	<b>65 % of Bldg. Fee</b>	
<b>Master Plan Review (each additional floorplan under same approved plan)</b>	<b>65 % of Bldg. Fee</b>	<b>65 % of Bldg. Fee</b>	<b>\$ 100.00</b>	
Additional plan review required by changes, additions or revisions to plans (per hour - charge one (1) hour min.)*	\$ 50.00	\$ 50.00	\$ 50.00	
For use of outside consultants for plan review and inspections, or both**	Actual Cost**	Actual Cost**	Actual Cost**	
Fee for Application Extension	\$ 25.00	\$ 25.00	\$ 25.00	
Fee for Permit Extension	\$ 25.00	\$ 25.00	\$ 25.00	
Fee for 2nd Permit Extension	\$ 50.00	\$ 50.00	\$ 50.00	
Fee for Temporary Certificate of Occupancy-Residential	\$ 300.00	\$ 300.00	\$ 300.00	
Fee for Temporary Certificate of Occupancy-Commercial	\$ 500.00	\$ 500.00	\$ 500.00	

**\*Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead equipment, hourly wages and fringe benefits of the employees involved.**

**Deposits - paid at time of plans submission.**

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
<b>New Commercial Project</b>	<b>Plan/Bldg/Eng/Fire Plan Review Fee</b>	<b>Plan/Bldg/Eng/Fire Plan Review Fee</b>	<b>Bldg/Eng/Fire Plan Review Fee</b>	
New Residence	\$ 150.00	\$ 150.00	\$ 150.00	
Remodel/Addition - up to \$5,000	\$ 25.00	\$ 25.00	\$ 25.00	
\$5,000 to \$10,000	\$ 50.00	\$ 50.00	\$ 50.00	
\$10,000 to \$25,000	\$ 75.00	\$ 75.00	\$ 75.00	
\$25,000 and up	\$100.00	\$100.00	\$100.00	

### Refunds

Plan Check Fees - once review begun	No refund	No refund	No refund	
Plan Withdrawn	retain \$50 per hr (minimum charge per hour or calculated plan rrw fee whichever is greater	retain \$50 per hr (minimum charge per hour or calculated plan rrw fee whichever is greater	retain \$50 per hr (minimum charge per hour or calculated plan rrw fee whichever is greater	
Building Permit fees w/ no work started and no inspections called . Time limit - one (1) year from permit issuance	Retain \$25 or 25%, Whichever is greater	Retain \$25 or 25%, Whichever is greater	Retain \$25 or 25%, Whichever is greater	
Plumbing, Electrical, Mechanical Fees w/ no work started and no inspections called - Time limit - one (1) year from permit issuance	Retain \$10 or 25%, whichever is greater.	Retain \$10 or 25%, whichever is greater.	Retain \$10 or 25%, whichever is greater.	

### Fees for All Over the Counter Permits

Electrical	\$50.00	\$50.00	\$ -	MOVED
Mechanical	\$50.00	\$50.00	\$ -	MOVED
Plumbing	\$50.00	\$50.00	\$ -	MOVED
Building	\$50.00	\$50.00	\$ -	MOVED

Combination permits will be charged at 50% of the original permit fee. Example:  
Electrical \$50 plus Mechanical \$25 equals \$75 total.

### ADDITIONAL SPECIFIC VALUATION DATA - \*\*Plus Any Utilities Installed

#### Residential ~~Agricultural and~~ Accessory Buildings/Structures

A. Barn (wood, metal, or masonry) (per sq ft)** <del>Plus Any Utilities Installed</del>	\$28.65	\$28.65	\$ 28.65	
B. Shade/Mare Motel/Pole Barn (per sq ft)** <del>Plus Any Utilities Installed</del>	\$15.00	\$15.00	\$ 15.00	
C. Greenhouse (per sq ft)** <del>Plus Any Utilities Installed</del>	\$15.00	\$15.00	\$ 15.00	
D. Storage Building or Shed (over 200 sq ft) (per sq ft) ** <del>Plus Any Utilities Installed</del>	\$15.00	\$15.00	\$ 15.00	
E. Carport (per sq ft)**	\$15.00		\$ 15.00	

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
F. Balcony (per sq ft)**	\$15.00		\$ 15.00	
G. Covered Patio at Grade Level (per sq ft)**	\$15.00		\$ 15.00	
H. Covered Deck Elevated (per sq Ft)**	\$15.00	\$15.00	\$15.00	
I. Open Deck Elevated (per sq ft)*	\$10.00	\$10.00	\$10.00	
J. Screened Porch under Existing Roof Cover (sq ft)**	\$6.00	\$6.00	\$6.00	
K. Gazebo/Ramada (per sq ft)**	\$12.50	\$12.50	\$12.50	
L. Pre-Fab Matal Awning (ENGINEERED)**	\$6.00	\$6.00	\$6.00	
M. Stairs (per sq ft)	\$7.00	\$7.00	\$7.00	
<b><u>Carpport (IF OVER 200 SQ. FT.)**</u></b>				
A. Wood (per sq ft)	\$15.00	\$15.00		MOVED
B. Metal (per sq ft)	\$15.00	\$15.00		MOVED
Alteration to Existing Residential Structure where no additional floor are or roof coverage is created, such as the conversion of patio or garage to habitable space. The valuation shall be determined as the difference in valuation between the two occupancies plus utilities unless otherwise noted.	Valuation	Valuation		
<b>Single Alteration to an existing structure – Residential</b>				
A. Enclose Exterior Wall Opening (per sq ft)	\$5.00	\$5.00	\$ -	
B. Add or Remove Interior Partition (includes utilities) (per sq ft)	\$30.00	\$30.00	\$ -	
C. Install Window or Sliding Glass Door (per sq ft)	\$7.50	\$7.50	\$ -	
D. Install Exterior Siding (per sq ft)	\$4.00	\$4.00	\$ -	
E. Plastering:			\$ -	
— Interior (per sq ft)	\$2.00	\$2.00	\$ -	
— Exteror (per sq ft)	\$4.00	\$4.00	\$ -	
F. Add Stone or Brick Veneer (per sq ft) (with no structural changes)	\$4.00	\$4.00	\$ -	
<b>Awning or Canopy** (Supported by Building)</b>				
A. Canvas (per sq ft)	\$4.00	\$4.00	\$ -	MOVED
B. Metal (per sq ft) (ENGINEERED)	\$8.00	\$8.00	\$ -	MOVED
<b>Balcony (per sq ft)</b>	\$15.00	\$15.00	\$ -	MOVED
<b>Demolition of Existing Structure</b>				
A. Up to two structures on same Assessor Parcel Number	\$50.00	\$50.00	\$ 50.00	

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
B. After 2 structures on same Assessor Parcel # (per structure)	\$25.00	\$25.00	\$ 25.00	

**Fireplace/Free Standing Stove/Inserts (other than new construction)**

	Valuation	Valuation	Valuation	
A. Concrete or Masonry (plans required) Fireplace/Freestanding Stove/Insert				
B. Pre-Fabricated Metal (no plans required)	-Valuation	-Valuation	\$ -	
C. Exterior Fireplace/Barbeque (plans required)	-Valuation	-Valuation	\$ -	

**Master Plan Fee**

First Floor Plan (per plan--65% of Building Fee)	-65% of Building Fee	-65% of Building Fee	\$ -	MOVED
Each additional Floor Plan under same approved subdivision plat	\$100.00	\$100.00	\$ -	MOVED

**Patio/Deck/Porch**

Covered Patio at Grade Level (per sq ft)	\$15.00	\$15.00	\$ -	MOVED
Covered Deck Elevated (per sq ft)	\$15.00	\$15.00	\$ -	MOVED
Open Deck Elevated (per sq ft)	\$10.00	\$10.00	\$ -	MOVED
Screened Porch under Existing Roof Cover (sq ft)	\$6.00	\$6.00	\$ -	MOVED
Pre-Fab Metal Awning (ENGINEERED)	\$6.00	\$6.00	\$ -	MOVED
Gazebo/Ramada (per sq ft)	\$12.50	\$12.50	\$ -	MOVED
Block Wall (fence or free standing wall) (sq ft) (No retaining/surcharge)	\$5.00	\$5.00	\$ -	MOVED
Manufactured Housing Skirting (per L.F.) (No retaining/surcharge)	\$5.00	\$5.00	\$ -	MOVED

**Block/Retaining Wall (measured from bottom of footing to top of wall; Walls over 4' require engineered plans) (length X height = sq footage)**

A. CMU, concrete (sq ft)	\$15.00	\$15.00	\$ 15.00	
B. Brick reinforced (sq ft)	\$15.00	\$15.00	\$ 15.00	
C. Un-reinforced Manufactured Unit (keystone, pavenstone, versalock, etc.) (sq ft)	\$15.00	\$15.00	\$ 15.00	
D. Rock/Stone un-reinforced (Engineered)	\$15.00	\$15.00	\$ 15.00	
E. Block Wall (fence or free standing wall) (sq ft) (No retaining/surcharge)	\$5.00	\$5.00	\$ 5.00	
F. Manufactured Housing Skirting (per L.F.) (No retaining/surcharge)	\$5.00	\$5.00	\$ 5.00	

**Roof Structure Replacement**

Valuation

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
--	-------------------------------------------	-------------------------------	-------------------------------------------	-------------------------------

**Roof Structure Replacement (includes trusses, rafters, sheeting, and roofing materials)**

A. Asphalt Shingles	-Valuation	-Valuation		COMBINED
B. Clay Tile	-Valuation	-Valuation		COMBINED
C. Wood Shake or Shingle	-Valuation	-Valuation		COMBINED
D. Rolled Roofing	-Valuation	-Valuation		COMBINED
E. Built Up or Hot Mop w/ Aggregate	-Valuation	-Valuation		COMBINED
<b>Shell Building (sq ft)</b>	\$50.00	\$50.00	\$ 50.00	

Definition of Shell Building: A shell building is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes are not shown on the plans and for which NO SPECIFIC USE or TENANT has been noted. A separate permit with plans for tenant improvements will be required at a later date for completion of a shell building. A "Shell Only" building may include a fire extinguishing system as needed for fire protection requirements and minimal electric for lighting (house panel only) and main under slab sewer drain (not to include fixtures) along with slab floor. Warehouses and industrial buildings shall not be considered as a shell building. NO Certificate of Occupancy shall be issued for any building permitted as a SHELL BUILDING under this definition.

**Swimming Pool/Spas - Square foot of water surface area based on length X width. \*\*Plus any**

Inground Pool (per sq ft) ** Plus Any Utilities Installed (includes utilities)	\$25.00	\$25.00	Valuation	
Inground Spa or Whirlpool (per sq ft) ** Plus Any Utilities Installed (includes utilities)	\$25.00	\$25.00	Valuation	

**Above ground and on-ground Pool/Spa**

<b>Pre-fabricated pool flat fee</b> ** Plus Any Utilities Installed	\$ 150.00	\$ 150.00	\$ 150.00	
<b>Pre-fabricated spa flat fee (utilities included)</b>	\$ 200.00	\$ 200.00	\$ 200.00	
<b>Stairs (sq ft)</b>	\$7.00	\$7.00	\$ -	
<b>Tenant Improvements</b>	Valuation	Valuation	Valuation	

**Above Ground Water Tank (over 5000 gallons)**

A. Residential	\$100.00	\$100.00	\$ 100.00	
B. Commercial	\$400.00	\$400.00	\$ 400.00	

**UTILITIES**

**New Construction or Addition - No utilities existing**

<b>Plumbing (per sq. ft)</b>	\$ 3.50	\$ 3.50	\$ 3.50	
<b>Electrical (per sq. ft)</b>	\$ 2.50	\$ 2.50	\$ 2.50	
<b>Mechanical (per sq. ft)</b>	\$ 1.50	\$ 1.50	\$ 1.50	

**Single Permit-New Construction (electrical, plumbing, or mechanical) Plans Required**

A. Up to \$6,000	\$75.00	\$100.00		
------------------	---------	----------	--	--

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
B. 6,001 or more (Bldg Permit Fee only per valuation) <b>Single Permit, Plans Required (electric, plumbing, mechanical)</b>	Valuation	Valuation	Valuation	

**Combined Permit for single equipment installations only (i.e. electric & mechanical for A/C equipment, building & electric for wood stove, plumbing & mechanical for heater, etc.)**

A. Up to \$6,000	\$100.00	\$100.00	\$ -	
B. 6,001 or more (Building Permit Fee only per valuation) <b>Combined Permit, Plans Required for (i.e. electric &amp; mechanical for A/C equipment, building &amp; electric for wood stove, plumbing &amp; mechanical for heater, etc.)</b>	Valuation	Valuation	Valuation	

**Over the Counter Permits**

Electrical	\$ 50.00	\$ 50.00	\$ 50.00	
Mechanical	\$ 50.00	\$ 50.00	\$ 50.00	
Plumbing	\$ 50.00	\$ 50.00	\$ 50.00	
Building	\$ 50.00	\$ 50.00	\$ 50.00	

Combination permits will be charged at 50% of the original permit fee. Example:  
Electrical \$50 plus Mechanical \$25 equals \$75 total.

**For New Construction or Addition that does not include utilities**

A. Plumbing (sq. ft.)	\$ 3.50	\$ 3.50		MOVED
B. Electrical (sq. ft.)	\$ 2.50	\$ 2.50		MOVED
C. Mechanical (sq. ft.)	\$ 1.50	\$ 1.50		MOVED

**Equipment**

**AIR CONDITIONING/HVAC SYSTEM**

<b>A. Residential</b>				
Up to \$6,000 Valuation (Flat Fee)	\$ 100.00	\$ 100.00		
\$6,001 or more in Valuation – Permit Fee Only	Valuation	Valuation		
<b>B. Roof Mounted HVAC System (plans required)</b>				
	Valuation	Valuation		
<b>C. Commercial (plans required) (sq. ft.)</b>				
	Valuation	Valuation		

**Fire Alarm**

A. Commercial- (Flat Fee)	\$150.00	\$150.00	\$150.00	
B. Residential (Flat Fee)	\$150.00	\$150.00	\$150.00	
<b>Kitchen Type I or II Hood System (plans required)</b>	Valuation	Valuation	Valuation	

**Solar Installation, Wind Turbines, Generators (plans required)**

A. Up to \$6,000 (flat fee)	\$150.00	\$150.00	\$150.00	
-----------------------------	----------	----------	----------	--

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
B. \$6,001 or more	Valuation	Valuation	Valuation	
<b>Sprinkler System</b>				
A. Commercial (Flat Fee)	\$150.00	\$150.00	\$150.00	
B. Residential (Flat Fee)	\$150.00	\$150.00	\$150.00	
<b>Tower (plans required) New Installation</b>				
A. Up to \$6,000 (Flat Fee)	\$185.00	\$185.00	\$185.00	
B. \$6,0001 or more	Valuation	Valuation	Valuation	
<b>Co-Locate Existing Tower (Plans Required)</b>				
A. Up to \$5,000 (Flat Fee)	\$165.00	\$165.00	\$165.00	
B. \$5,001 or more	Valuation	Valuation	Valuation	
<b>Elevator Permit Fees (Table 3-E)</b>				
<b>New Installations:</b>				
<b>A. Passenger or Freight Elevator, Escalator, Moving Walk</b>				
Up to and including \$40,000.00 of valuation	\$89.00	\$89.00		
Over \$40,000 of valuation \$89.00 plus \$1.65 for each \$1000.00 of or fraction thereof over \$40,000.00				
<b>B. Dumbwaiter or private residence elevator</b>				
Up to and including \$10,000.00 of valuation	\$25.00	\$25.00		
Over \$10,000 of valuation \$25.00 plus \$1.65 for each \$1,000.00 or fraction thereof over \$10,000.00				
<b>Major Alterations:</b>				
Fees for major alterations shall be based on the value of the project, labor and materials. Installation fees include charges for the first year's annual inspection fee and charges for electrical equipment on the conveyance side of the disconnect switch.	Valuation	Valuation		
<b>Elevator Annual Certificates of Inspection Fees (Table 3-E)</b>				
Each Elevator	\$41.50	\$41.50		
Each Escalator or Moving Walk	\$24.65	\$24.65		
Each Commercial Dumbwaiter	\$16.75	\$16.75		
<del>Each Escalator or moving walk unit powered by one motor shall be considered as a separate Escalator or moving walk.</del>				
<b>Manufactured Housing Permit Fees are established by the State Department of Fire, Building and Life Safety Office of Manufactured Housing and adopted by the Town of Camp Verde through</b>				
Manufactured Home (Includes 3 Inspections)	\$200.00	\$200.00	\$ 200.00	

	2010-2011 Department Recommendation	2010-2011 Council Approved	2011-2012 Department Recommendation	2011-2012 Council Approved
Factory Built/Modular Building (Residential)	\$600.00 per story Including systems	\$600.00 per story Including systems	\$600.00 per story Including systems	
Mobile Home Rehabilitation	\$102.00	\$102.00	\$ 102.00	
Factory Built/Modular Building Commercial	\$4.60 per story including systems	\$4.60 per story including systems	\$4.60 per story including systems	