

# August 2017 Monthly Report



**Town Manager  
Russ Martin  
928-554-0001**

## DEPARTMENT HEAD INFORMATION

|                              |                      |                 |
|------------------------------|----------------------|-----------------|
| <b>Town Clerk</b>            | <b>Judy Morgan</b>   | <b>554-0021</b> |
| <b>Finance Director</b>      | <b>Mike Showers</b>  | <b>554-0811</b> |
| <b>Economic Development</b>  | <b>Steve Ayers</b>   | <b>554-0007</b> |
| <b>Marshal</b>               | <b>Nancy Gardner</b> | <b>554-8301</b> |
| <b>Engineer/Public Works</b> | <b>Ron Long</b>      | <b>554-0821</b> |
| <b>Magistrate</b>            | <b>Paul Schlegel</b> | <b>554-0031</b> |
| <b>Librarian</b>             | <b>Kathy Hellman</b> | <b>554-8381</b> |
| <b>Community Development</b> | <b>Carmen Howard</b> | <b>554-0054</b> |
| <b>Risk Management</b>       | <b>Carol Brown</b>   | <b>554-0003</b> |



## *Memorandum*

To: Mayor and Council  
From: Russ Martin, Town Manager  
Date: September 14, 2017  
Cc: Department Heads  
Re: Manager's report for the period ending August 31, 2017

---

The following is the Manager's report regarding activities in the month of August 2017:

### **"Old Guys Award"**

Not that all that could be said has not already been said, but one more chance to recognize how valuable this group of volunteers among many others has been to as they say in the military "force multiplier". As a Town Manager I cannot think of a more valuable enhancement to our staff then volunteers and they work to make this community great and it was an honor to take them and see them get THE award for volunteerism in our state, it was a great and memorable event.

### **Prep for upcoming meetings**

This month staff has, among other things, prepared for upcoming meetings in October on Verde Lakes and finance/refinancing of sewer loans and ultimately the new Camp Verde Sports Complex. These are significant in scope and will involve several discussions about financing for years to come for Camp Verde, I would encourage the public to participate so that as many can understand the options and decisions ahead for our community

### **Arizona League of Cities and Towns**

I have the great opportunity to spend more direct time with the Council during the few days as well as a couple of highlights for me which include service awards for Jackie Baker (16 years!) and Robin Whatley (8) and funding opportunities for Towns and utilities.

*For questions or comments please contact me at [russ.martin@campverde.az.gov](mailto:russ.martin@campverde.az.gov) or at 554-0001.*

# Town of Camp Verde

## Revenue Drivers

June 2017

| Sources*           | Jun-17         | In/De % | May-17         | Apr-17         | FYTD Avg       | Bud/Month      | YTD Bud +/-      | LYM Avg +/-    | L5YM Avg +/-  |
|--------------------|----------------|---------|----------------|----------------|----------------|----------------|------------------|----------------|---------------|
| City Sales Tax     | 320,162        | 9%      | 294,539        | 289,451        | 263,640        | 293,917        | (363,316)        | (11,709)       | 49,250        |
| City .65% Increase | 60,597         | 5%      | 57,854         | 54,920         | 49,414         | 48,583         | 9,965            | (1,502)        | N/A           |
| State Sales Tax    | 83,870         | -5%     | 88,092         | 94,343         | 84,770         | 87,583         | (33,756)         | (858)          | 6,317         |
| VLT                | 63,879         | 1%      | 63,517         | 57,633         | 59,457         | 55,442         | 48,180           | 2,482          | 8,749         |
| URS                | 113,728        | 0%      | 113,728        | 113,728        | 113,728        | 113,800        | (866)            | 4,636          | 15,951        |
| HURF               | 83,870         | 8%      | 77,782         | 85,730         | 76,983         | 74,292         | 32,293           | 3,589          | 11,268        |
| <b>TOTAL</b>       | <b>726,106</b> |         | <b>695,511</b> | <b>695,806</b> | <b>647,992</b> | <b>673,617</b> | <b>(307,500)</b> | <b>(3,362)</b> | <b>91,534</b> |

\* - The above revenue sources (less HURF) represent approximately 85% of the Town's General Fund operating revenues.

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

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

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

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

**L4YM Avg +/-:** Last four years monthly average over/short. The difference between this year's *FYTD Avg* and the average of the last 4 year's *FYTD Avg* (with the exception of the *City Sales Tax* line which is the last 5 years average).

# Town of Camp Verde

## Revenue Drivers

July 2017

| Sources*           | Jul-17         | In/De % | Jun-17         | May-17         | FYTD Avg       | Bud/Month      | YTD Bud +/-   | LYM Avg +/-   | L5YM Avg +/-   |
|--------------------|----------------|---------|----------------|----------------|----------------|----------------|---------------|---------------|----------------|
| City Sales Tax     | 320,425        | 0%      | 320,162        | 294,539        | 265,615        | 284,583        | 35,843        | 56,785        | 79,385         |
| City .65% Increase | 61,986         | 2%      | 60,597         | 57,854         | 61,986         | 53,834         | 8,152         | 12,572        | 11,821         |
| State Sales Tax    | 87,322         | 4%      | 83,870         | 88,092         | 87,322         | 88,333         | (1,011)       | 2,552         | 6,075          |
| VLT                | 60,471         | -5%     | 63,879         | 63,517         | 60,471         | 60,417         | 54            | 1,014         | 7,182          |
| URS                | 115,994        | 2%      | 113,728        | 113,728        | 115,994        | 116,667        | (672)         | 2,267         | 10,767         |
| HURF               | 83,870         | 0%      | 83,870         | 77,782         | 83,870         | 76,250         | 7,620         | 6,887         | 14,227         |
| Sewer User Fees    | 70,241         | 0%      | 70,322         | 70,347         | 70,241         | 70,500         | (259)         | 85            | 1,752          |
| <b>TOTAL</b>       | <b>800,310</b> |         | <b>796,428</b> | <b>765,858</b> | <b>745,499</b> | <b>750,583</b> | <b>49,726</b> | <b>82,162</b> | <b>131,209</b> |

\* - The above revenue sources (less HURF) represent approximately **89%** of the Town's General Fund operating revenues.

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

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

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

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

**L5YM Avg +/-:** Last five years monthly average over/short. The difference between this year's *FYTD Avg* and the average of the last 5 year's *FYTD Avg*. (L5YM Avg for .65% increase is only 2 year average).



## Office of the Town Clerk August 2017

**Note from the Clerk:** The Clerk's department received two large records requests the end of August, which has put a substantial work load on many departments to fulfill. I want to thank everyone involved for their efforts and for working with Virginia and me in a responsive and prompt manner. Please communicate with me as soon as possible if you have any problems moving forward in gathering the materials. As I know you are all aware, records requests can become litigious if not handled properly. Thank you.

### Business License 2017

|                 | Jan | Feb | March | April | May | June | July | August | Sept | Oct | Nov | Dec |
|-----------------|-----|-----|-------|-------|-----|------|------|--------|------|-----|-----|-----|
| New*            | 5   | 14  | 20    | 14    | 10  | 12   | 12   | 10     |      |     |     |     |
| Renewal notices | 49  | 84  | 66    | 63    | 52  | 63   | 76   | 77     |      |     |     |     |
| Total on File*  | 830 | 837 | 828   | 842   | 832 | 833  | 836  | 829    |      |     |     |     |

\*does not include Non Profits or Special Event Vendors

### Business License 2016

|                | Jan      | Feb     | March   | April   | May     | June    | July    | August  | Sept    | Oct     | Nov     | Dec   |
|----------------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-------|
| New*           | 19       | 21      | 19      | 15      | 13      | 15      | 11      | 17      | 26      | 21      | 15      | 7     |
| Renewed        | 38       | 64      | 26      | 59      | 46      | 40      | 35      | 43      | 56      | 45      | 40      | 39    |
| Total on File  | 749      | 755     | 770     | 772     | 774     | 783     | 794     | 801     | 822     | 807     | 820     | 825   |
| Closed License | 2        | 8       | 4       | 7       | 7       | 6       | 2       | 10      | 1       | 20      | 5       | 2     |
| Total Revenue  | \$ 1,900 | \$2,650 | \$1,600 | \$2,225 | \$1,800 | \$1,750 | \$1,425 | \$1,825 | \$1,300 | \$1,075 | \$1,100 | \$975 |

New licenses for the Month do not include Special Event License

### INFORMATION/RECORDS REQUEST 2017 (LIST ON FILE IN CLERK'S OFFICE)

|                         | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total     |
|-------------------------|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-----------|
| Number of Requests 2017 | 6   | 5   | 10    | 6     | 9   | 6    | 6    | 6   |      |     |     |     | <b>48</b> |
| Number of Requests 2016 | 3   | 3   | 2     | 3     | 9   | 11   | 4    | 4   | 2    | 2   | 3   | 0   | <b>46</b> |

|                         |    |    |    |    |    |    |    |    |   |   |    |    |            |
|-------------------------|----|----|----|----|----|----|----|----|---|---|----|----|------------|
| Number of Requests 2015 | 12 | 3  | 8  | 9  | 12 | 15 | 8  | 13 | 7 | 3 | 8  | 4  | <b>102</b> |
| Number of Requests 2014 | 12 | 44 | 15 | 13 | 18 | 23 | 13 | 31 | 7 | 3 | 29 | 19 | <b>217</b> |

**Clerk's Office Overall Revenue and Expense Report**  
Monthly Activity

|          | Yearly Budgeted Amount 2015-16 | Jan        | Feb        | March       | April      | May        | June        |
|----------|--------------------------------|------------|------------|-------------|------------|------------|-------------|
| Revenue  | \$17,000                       | \$1,300    | \$3,200    | \$3,127     | \$2,425    | \$1,575    | \$2,750.50  |
| Expenses | \$157,438                      | \$10,371   | \$15,587   | 30,667      | \$12,169   | \$11,930   | \$12,005.39 |
| 2016-17  |                                |            |            |             |            |            |             |
| Revenue  | \$23,000                       | \$1,275.00 | \$2,602.50 | \$3,655.50  | \$2,201.50 | \$2,462.75 | \$1,325.00  |
| Expense  | \$192,105                      | \$9,172.71 | \$9,131.87 | \$12,334.18 | \$8,555.39 | \$6,547.31 | \$9,752.67  |

|          | Yearly Budgeted Amount 2016-17 | July        | August      | Sept        | Oct        | Nov         | Dec         |
|----------|--------------------------------|-------------|-------------|-------------|------------|-------------|-------------|
| Revenue  | \$23,000                       | \$1,525.00  | \$2,552.00  | \$2,075.75  | \$2,850.00 | \$1,100.00  | \$3,150.25  |
| Expenses | \$192,105                      | \$11,870.45 | \$25,871.49 | \$22,093.40 | 12,635.84  | \$12,371.11 | \$14,563.97 |
| 2017-18  |                                |             |             |             |            |             |             |
| Revenue  | <b>\$21,750</b>                | 1,556.10    | 1,775.00    |             |            |             |             |
| Expense  | <b>\$181,515</b>               | 20,013.94   | 13,693.52   |             |            |             |             |

**Training**

Town Clerk Judy Morgan attended the Annual League of Cities and Towns Conference.

*Judy Morgan, Town Clerk*

| ID   | CODE | NAME   | MAILING ADDRESS  | PROPERTY ADDRESS      |
|------|------|--|--|-----------------------|
| 3345 | SERV | VARNEY'S WINDOW WASHING                      | PO BOX 3833<br>COTTONWOOD, AZ 86326                              |                       |
| 3346 | CONT | JAYDEN ELECTRIC                              | 2050 N 16TH STREET SUITE C<br>PHOENIX,, AZ 85006                 |                       |
| 3347 | SERV | ██████████<br>WILD WESTERN HORSEBACK ADVENT  | PO BOX 792<br>CLARKDALE, AZ 86324                                | 4020 N CHERRY ROAD    |
| 3348 | CONT | ██████████<br>COPPERSTATE PAVING & CONSTRUCT | 403 N ARIZONA AVENUE<br>PRESCOTT, AZ 86301                       | 403 N ARIZONA AVENUE  |
| 3349 | CONT | ██████████<br>THE BUILDERS OF ARIZONA INC    | MARK ERVIN<br>17420 N 55TH LANE<br>GLENDALE, AZ 85308            | 000 NONE              |
| 3350 | CONT | ██████████<br>BURRO ELECTRIC                 | 824 N YALE DR<br>GILBERT, AZ 85234                               | 000 OUT OF TOWN BUS   |
| 3351 | CONT | ██████████<br>MOUNTAIN TOP PLUMBING INC      | WILLIAM MAULE<br>977 HEATHER LANE<br>CHINO VALLEY, AZ 86323      | 00 OUT OF TOWN        |
| 3352 | CONT | ██████████<br>R & H CONSTRUCTION LLC         | HEATHER BOLLSCHWEILER<br>2337 E WILLIS ROAD<br>GILBERT, AZ 85297 | OUT OF TOWN           |
| 3357 | SERV | REMIK WEST-WATT, PLC                         | 2601 N CAMPBELL AVE<br>SUITE 101<br>TUCSON, AZ 85719             | 661 E HOWARDS ROAD B3 |
| 3358 | SERV | ██████████<br>CAMP VERDE LLC                 | PO BOX 1844<br>CAMP VERDE, AZ 86322                              | 3755 OLD HWY 279      |

TOTAL LICENSES: 10



Town of Camp Verde

# Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 08/31/2017

|                                  |                                  | Original<br>Total Budget | Current<br>Total Budget | Period<br>Activity | Fiscal<br>Activity | Variance<br>Favorable<br>(Unfavorable) | Percent<br>Remaining |
|----------------------------------|----------------------------------|--------------------------|-------------------------|--------------------|--------------------|--|----------------------|
| <b>Revenue</b>                   |                                  |                          |                         |                    |                    |  |                      |
| <a href="#">01-120-40-410000</a> | COPIES                           | 0.00                     | 0.00                    | 0.00               | 6.10               | 6.10                                   | 0.00 %               |
| <a href="#">01-120-40-412000</a> | BUSINESS LICENSE FEES            | 20,000.00                | 20,000.00               | 1,625.00           | 3,175.00           | -16,825.00                             | 84.13 %              |
| <a href="#">01-120-40-412100</a> | LIQUOR LICENSE FEES              | 1,750.00                 | 1,750.00                | 150.00             | 150.00             | -1,600.00                              | 91.43 %              |
|                                  | <b>Revenue Total:</b>            | <b>21,750.00</b>         | <b>21,750.00</b>        | <b>1,775.00</b>    | <b>3,331.10</b>    | <b>-18,418.90</b>                      | <b>84.68 %</b>       |
| <b>Expense</b>                   |                                  |                          |                         |                    |                    |  |                      |
| <a href="#">01-120-20-600000</a> | SALARIES                         | 122,955.00               | 122,955.00              | 9,457.60           | 20,448.00          | 102,507.00                             | 83.37 %              |
| <a href="#">01-120-20-601000</a> | FICA                             | 7,625.00                 | 7,625.00                | 583.17             | 1,256.74           | 6,368.26                               | 83.52 %              |
| <a href="#">01-120-20-601100</a> | MEDICARE                         | 1,785.00                 | 1,785.00                | 136.39             | 293.94             | 1,491.06                               | 83.53 %              |
| <a href="#">01-120-20-601200</a> | RETIREMENT                       | 14,140.00                | 14,140.00               | 1,087.62           | 2,350.44           | 11,789.56                              | 83.38 %              |
| <a href="#">01-120-20-601300</a> | UNEMPLOYMENT INSURANCE           | 280.00                   | 280.00                  | 36.11              | 123.91             | 156.09                                 | 55.75 %              |
| <a href="#">01-120-20-601400</a> | WORKERS COMPENSATION             | 370.00                   | 370.00                  | 16.78              | 36.30              | 333.70                                 | 90.19 %              |
| <a href="#">01-120-20-602000</a> | HEALTH, DENTAL & LIFE INSURANCE  | 18,760.00                | 18,760.00               | 1,332.24           | 3,864.64           | 14,895.36                              | 79.40 %              |
| <a href="#">01-120-20-701000</a> | TRAINING                         | 1,200.00                 | 1,200.00                | 0.00               | 0.00               | 1,200.00                               | 100.00 %             |
| <a href="#">01-120-20-701500</a> | TRAVEL                           | 700.00                   | 700.00                  | 0.00               | 1,227.88           | -527.88                                | -75.41 %             |
| <a href="#">01-120-20-703000</a> | OFFICE SUPPLIES                  | 2,000.00                 | 2,000.00                | 68.61              | 108.68             | 1,891.32                               | 94.57 %              |
| <a href="#">01-120-20-703500</a> | MEMBERSHIPS                      | 600.00                   | 600.00                  | 0.00               | 160.00             | 440.00                                 | 73.33 %              |
| <a href="#">01-120-20-703800</a> | ADVERTISING                      | 1,000.00                 | 1,000.00                | 0.00               | 174.47             | 825.53                                 | 82.55 %              |
| <a href="#">01-120-20-711000</a> | LEGAL SERVICES                   | 2,000.00                 | 2,000.00                | 0.00               | 234.00             | 1,766.00                               | 88.30 %              |
| <a href="#">01-120-20-712000</a> | CONTRACT LABOR                   | 6,000.00                 | 6,000.00                | 750.00             | 900.00             | 5,100.00                               | 85.00 %              |
| <a href="#">01-120-20-713210</a> | OFFICE EQUIPMENT                 | 1,000.00                 | 1,000.00                | 0.00               | 145.22             | 854.78                                 | 85.48 %              |
| <a href="#">01-120-20-758100</a> | RECORDING FEES                   | 100.00                   | 100.00                  | 0.00               | 0.00               | 100.00                                 | 100.00 %             |
| <a href="#">01-120-20-758200</a> | RECORDS MANAGEMENT               | 1,000.00                 | 1,000.00                | 0.00               | 0.00               | 1,000.00                               | 100.00 %             |
|                                  | <b>Expense Total:</b>            | <b>181,515.00</b>        | <b>181,515.00</b>       | <b>13,468.52</b>   | <b>31,324.22</b>   | <b>150,190.78</b>                      | <b>82.74 %</b>       |
|                                  | <b>Report Surplus (Deficit):</b> | <b>-159,765.00</b>       | <b>-159,765.00</b>      | <b>-11,693.52</b>  | <b>-27,993.12</b>  | <b>131,771.88</b>                      | <b>82.48 %</b>       |



## Group Summary

| Account Typ...                   | Original<br>Total Budget | Current<br>Total Budget | Period<br>Activity | Fiscal<br>Activity | Variance<br>Favorable<br>(Unfavorable) | Percent<br>Remaining |
|----------------------------------|--------------------------|-------------------------|--------------------|--------------------|--|----------------------|
| Revenue                          | 21,750.00                | 21,750.00               | 1,775.00           | 3,331.10           | -18,418.90                             | 84.68 %              |
| Expense                          | 181,515.00               | 181,515.00              | 13,468.52          | 31,324.22          | 150,190.78                             | 82.74 %              |
| <b>Report Surplus (Deficit):</b> | <b>-159,765.00</b>       | <b>-159,765.00</b>      | <b>-11,693.52</b>  | <b>-27,993.12</b>  | <b>131,771.88</b>                      | <b>82.48 %</b>       |

**Fund Summary**

| <b>Fund</b>                      | <b>Original<br/>Total Budget</b> | <b>Current<br/>Total Budget</b> | <b>Period<br/>Activity</b> | <b>Fiscal<br/>Activity</b> | <b>Variance<br/>Favorable<br/>(Unfavorable)</b> |
|----------------------------------|----------------------------------|---------------------------------|----------------------------|----------------------------|---|
| 01 - GENERAL FUND                | -159,765.00                      | -159,765.00                     | -11,693.52                 | -27,993.12                 | 131,771.88                                      |
| <b>Report Surplus (Deficit):</b> | <b>-159,765.00</b>               | <b>-159,765.00</b>              | <b>-11,693.52</b>          | <b>-27,993.12</b>          | <b>131,771.88</b>                               |

**MONTHLY REPORT FOR AUGUST 2017**  
**BUILDING DIVISION**

Attended the yearly National Night Out, and it was wet. Pre-Development meeting with applicant and stakeholders regarding a proposed five (5) unit set of Duplex's on Montezuma Castle Hwy. Had a conceptual meeting with applicant and Engineer on a horse facility on Old Hwy 279. Had a conceptual meeting with C.D. Director, Planner and applicant on a proposed animal processing facility on Cheery Creek Road. Took a field trip to Chino Valley to observe a similar operation. Had a meeting with the C.D. Director and a property owner regarding an ongoing neighbor dispute.

Had a meeting of an R.V. Park owner and Building Staff regarding permits for three (3) new buildings at his Park and the Contractors being used. Our new Permit Technician Denise Pitts completed her second month of training and is coming along quite well. Met with the owner of a local industrial park, C.D. Director and Planner concerning new structures on his property. Also met with a new property owner in regard to a proposed Animal Sanctuary off of Arena Del Loma. Met with C.D. Director and applicant regarding a proposed agricultural facility on Howards Rd. Met with C.D. Director, and Pattie Schechter and Sharon Bonesteel, SRP reps regarding economic development in Camp Verde.

Worked throughout the month with Jon Rivero and Sandy Farrar on the Code Enforcement inspections they are doing and the process to move them along to being resolved. Conducted eighty (80) Code Enforcement Inspections since taking on that extra duty. Expect a new Code Enforcement Officer to start with Community Development by the end of September. Completed a Zoning Review for a map change request. Processed several Special Event applications. Met with the Fire Marshal, C.D. Director and owner of a property proposed as a Wine Tasting and retail sales. Had an on-site meeting with the Fire Marshal and the owners of a proposed wine tasting and retail sales of same, in regard to Emergency Access. Issue should be resolved shortly.

Completed 75 building inspections, 22 residential plan check reviews, 6 commercial plan check reviews, 86 phone calls, 14 meetings, 15 miscellaneous site inspections, 12 miscellaneous postings, 2 transmittals, 2 business licenses issued.



Robert Foreman CBCO

Building Official

## **Monthly Report for Planning & Zoning Items**

**Month/Year: August 2017**

Zoning Clearances Completed:

Residential: 10

Commercial: 8

Zoning Verifications: 1

Administrative Reviews: 0

Minor Land Divisions: 0

Temporary Use Permits: 0

Zoning Map Change: 0

Use Permits: 0

Board of Adjustment Meetings: 1

Planning Commission Meetings: 0

PZC Items to Town Council: 0

Ordinances/Resolutions Adopted: 0

Phone Calls Processed: 182

# BUILDING MONTHLY REPORT

| <b>AUG 2017</b>                | <b>CURRENT MONTH</b> | <b>PREVIOUS MONTH</b> | <b>2016-2017 FY</b> |
|--------------------------------|----------------------|-----------------------|---------------------|
| PERMITS ISSUED                 | 39                   | 33                    | 258                 |
| PERMITS FINALED                | 35                   | 19                    | 209                 |
| PLAN REVIEWS PERFORMED         | 28                   | 27                    | 161                 |
| INSPECTIONS PERFORMED          | 75                   | 58                    | 646                 |
| PHONE CALLS RECEIVED           | 429                  | 391                   | 3730                |
| BUSINESS LICENSES REVIEWED     | 5                    | 10                    | 48                  |
| BUSINESS LICENSE INSPECTIONS   | 1                    | 0                     | 15                  |
| MISCELLANEOUS SITE INSPECTIONS | 15                   | 22                    | 75                  |
| <u>BUILDING VIOLATIONS</u>     |                      |                       |                     |
| Dangerous Building             | 0                    | 0                     | 5                   |
| Stop Work Order                | 1                    | 0                     | 3                   |
| Grading Without Permit         | 0                    | 0                     | 0                   |

MISCELLANEOUS:



# COURT NEWS

Camp Verde Municipal Court monthly newsletter

AUGUST 2017

## AzCourtHelp.org earns National & International Accolades

PHOENIX – The National Association for Court Management (NACM) presented this year’s Top 10 Court Technology Solutions Awards during its annual conference last week with the top honors going to AzCourtHelp.org. It is Arizona’s new statewide virtual legal resource center, which launched in January 2017. The award honors courts that make the best use of technology to improve court services and access to the public. AzCourtHelp.org beat entries from Dubai, Rwanda, and several US states.

Later this month, the National Association of Counties (NACo) will honor Coconino County with its 2017 Achievement Award for its role in launching **AzCourtHelp.org**.

Veronica attended YCLJAA meeting in Prescott at the beautiful downtown Courthouse.

We celebrated Debbie’s birthday!

The Court is upgrading to Office 2016. Update taking place in September .

The Court is preparing for the case management system implementation to AJACS. Court is currently in case clean up mode. Training to take place in November and implementation in December!.

The court has been on AZTEC (current case management system) now for close to 17 yrs.



### Highlights from August

- 37 Criminal Misd. charges filed  
26 more than last month
- 31 initial appearances  
One more than last month
- 77 Civil traffic citations filed (CVMO & YANPD)  
35 more than last month
- AZCourtPay.com (FARE) revenue this month \$7669.73  
\$5925.03 more than last



**ARIZONA STATE TREASURER'S OFFICE**  
 1700 West Washington, Phoenix, Arizona 85007-2812  
 (602) 604-7800 FAX: (602) 542-7176

**STATE REMITTANCE REPORT**

|                  |   |              |                         |
|------------------|---|--------------|-------------------------|
| Report Period:   | <u>Aug-17</u>   | Prepared By: | <u>VERONICA PINEDA</u>  |
| Date:            | <u>09/06/2017</u>   | Title:       | <u>Court Supervisor</u> |
| Depositor Code # | <u>6332</u>   | Phone #:     | <u>928-554-0033</u>     |
| Depositor Name:  | <u>CAMP VERDE MUNICIPAL COURT</u>                             |              |                         |
| Address:         | <u>473 S MAIN STREET</u><br><u>CAMP VERDE MUNICIPAL COURT</u> |              |                         |

***negative amounts are not to be used on this form***  
 (contact this Office for guidance regarding negative entries)

| <b>DESCRIPTION</b>              | <b>STATUTE (ARS #)</b>   | <b>AMOUNT</b>  | <b>DESCRIPTION</b>   | <b>STATUTE (ARS #)</b> | <b>AMOUNT</b>  |
|---------------------------------|--------------------------|----------------|--|------------------------|----------------|
| <b>FINES &amp; FEES</b>         |                          |                | <b>FINES &amp; FEES (continued)</b>                        |                        |                |
| Confidential Inter Fund         | 08-135; 12-284.03A8      | _____          | Dept of Law - Crim. Cases                                  | 41-2421E4              | _____          |
| Juvenile Family Counseling      | 08-263C                  | _____          |  |                        |                |
| Victims's Rights - Juvenile     | 08-418; 41-191.08        | _____          | DUI-Public Safety Equip Fd                                 | 28-1381-3;28-8284,6-8  | <b>130.61</b>  |
| Victim's Rights Enforcement     | 12-116.09; 41-1722       | <b>86.90</b>   | BUI-Law Enf Boat Safety Fd                                 | 5-323;5-395.01,.03     | _____          |
| AHCCCS                          | 11-292                   | _____          |  | 28-1381-3;28-8284,6-8  | _____          |
| JCEF-Filing Fees                | 12-284.03A7; 22-281C1;   | _____          | FARE General Services Fee                                  |                        | _____          |
|                                 | 22-404C1                 | <b>3.74</b>    | FARE Delinquent Fee  |                        | <b>491.01</b>  |
| JCEF - Time Payment             | 12-116B                  | <b>415.55</b>  | FARE Special Collections Fee                               |                        | <b>1892.13</b> |
| JCEF - Diversion Fee            | 12-114                   | _____          | FARE Installment Fee                                       |                        | _____          |
| JCEF - Probation Assessment*    | 12-114.01                | <b>1027.24</b> | Constable Ethics Fund                                      | 11-445 (80%)           | _____          |
| DNA Penalty Assessment          | 12-116.01C, J            | <b>628.60</b>  | Constable Ethics Fund                                      | 11-445 (20%)           | _____          |
| 2011 Add'l Assmnt (**see below) | 12-116.04C               | <b>396.78</b>  | GITEM  | 41-1724/11-1051        | _____          |
| (**State Treas use only)        |                          | _____          | <b>OTHER FINES &amp; FEES (describe and indicate ARS#)</b> |                        | _____          |
|                                 | 50% GITEM                | _____          |  |                        | _____          |
| Confidential Address Fund       | 12-116.05                | <b>41.34</b>   |  |                        | _____          |
| Domestic Violence               | 12-116.06, 12-284.03A2   | <b>43.51</b>   |  |                        | _____          |
| Drug Prevention Res Center      | 12-284.03; 41-2402H      | _____          | <b>TAXES</b>   |                        | _____          |
| Child Abuse                     | 12-284.03A3              | _____          | Prior Year Real Property                                   | 42-208                 | _____          |
| Sex Offender Assessment         | 13-3821, 3824            | _____          | Personal Property  | 42-208                 | _____          |
| Anti-Racketeering Fund          | 13-811B; 13-2314.01      | _____          | County Education District                                  | 15-991.01A             | _____          |
| Drug & Gang Enforce Act         | 13-811C; 41-2402         | <b>1365.68</b> | Property-Min School Tax                                    | 15-992B,C              | _____          |
| Community Punishment            |                          | _____          | State Water Banking  | 48-3715.03; 45-2425    | _____          |
| Program Drug Fines              | 13-821; 12-299           | _____          | C.A.W.C.D.   | 48-3715                | _____          |
| Technical Registration Bd       | 12-116.08; 13-3423       | <b>45.00</b>   | Groundwater Replenishment                                  | 48-3773.A3; 48-3772    | _____          |
| Citizens Clean Election Fund    | 16-949D; 16-954C         | <b>1044.65</b> | Annual Membership Dues                                     | 48-3779                | _____          |
| Game & Fish Wildlife            | 17-313A                  | _____          | <b>OTHER TAXES (describe and indicate ARS #)</b>           |                        | _____          |
| AZ Lengthy Trial Fund           | 21-222                   | _____          |  |                        | _____          |
| Alternative Dispute             | 22-281C2; 12-135;        | _____          |  |                        | _____          |
| Resolution Fund                 | 12-284.03A5              | _____          | <b>90/10 REVENUE</b>                                       |                        | _____          |
| Mining Fees                     | 27-208D                  | _____          | Mobile Home Relocation                                     | 33-1476.03 (90%)       | _____          |
| Child Passenger Restraint       | 28-907C                  | <b>0.00</b>    | Mobile Home /Ins. & Cost                                   | 33-1476.03 (10%)       | _____          |
| DPS - Civil Penalty             | 28-4139C                 | <b>252.13</b>  |  |                        | _____          |
| DUI Abatement Fund              | 28-1304; 28-1382, 3      | <b>81.00</b>   |  |                        | _____          |
| General Fund/(includes          | 28-737; 28-876; 28-2416; | _____          |  |                        | _____          |
| Civil Penalties)                | 32-1166, 44-1799.81,     | _____          | <b>TOTAL AMOUNT REMITTED:</b>                              |                        | _____          |
|                                 | 41-1722                  | _____          | By Check   | <b>\$15,471.63</b>     | _____          |
| AZ Highway Fines (HURF)         | 28-5438F; 28-2533C       | _____          | By Cr Advice (Wire)  | _____                  | _____          |
| Victim Comp/Assistance          | 31-411F; 31-466B         | _____          |  |                        | _____          |
| Registrar of Contractors        | 32-1107; 32-1124         | <b>24.22</b>   | <b>TOTAL</b>   | <b>\$15,471.63</b>     | _____          |
| MSEF Penalty Assessment         | 36-2219.01; 12-116.02F   | <b>1361.27</b> |  |                        | _____          |
| CJEF Pentalty Assessment        | 41-2401; 12-116.01       | <b>4921.48</b> |  |                        | _____          |
| Arson Detection Reward Fund     | 41-2167                  | _____          |  |                        | _____          |
| FTG Penalty Assessment 7%       | 41-2421J; 12-116.01B     | <b>731.35</b>  |  |                        | _____          |
| Prison Const & Ops Fund         | 41-1651; 5-395.01A4      | <b>487.44</b>  |  |                        | _____          |

FOR STATE TREASURER USE ONLY

**NOTES:**  
 \*In Maricopa County Limited Jurisdiction Courts only, these monies are remitted to the county treasurer rather than the state.  
 These funds are not collected by courts

# LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT

## Page 1 Processing

Court ID: 1354

County: CAMP VERDE MUNICIPAL COURT

Report Month/Year: August 2017

| CRIMINAL TRAFFIC            |               |                               |                                |              |
|-----------------------------|---------------|-------------------------------|--------------------------------|--------------|
|                             | D.U.I.<br>(a) | Serious*<br>Violations<br>(b) | All Other<br>Violations<br>(c) | TOTAL<br>(d) |
| Pending 1st of Month        | 30            | 3                             | 73                             | 106          |
| Filed                       | 2             | 1                             | 3                              | 6            |
| Transferred In              | 0             | 0                             | 0                              | 0            |
| <b>SUBTOTAL</b>             | <b>32</b>     | <b>4</b>                      | <b>76</b>                      | <b>112</b>   |
| Transferred Out             | 0             | 0                             | 0                              | 0            |
| Other Terminations          | 4             | 0                             | 7                              | 11           |
| <b>TOTAL TERMINATIONS</b>   | <b>4</b>      | <b>0</b>                      | <b>7</b>                       | <b>11</b>    |
| Statistical Correction      | 0             | 0                             | 0                              | 0            |
| <b>Pending End of Month</b> | <b>28</b>     | <b>4</b>                      | <b>69</b>                      | <b>101</b>   |

\*A.R.S. 28-661 (if misdemeanor), -662,-663,-664,-665,-693,-708. See Instructions.

| TRAFFIC FAILURE TO APPEAR** |       |             |               |              |                |                |                |                            |
|-----------------------------|-------|-------------|---------------|--------------|----------------|----------------|----------------|----------------------------|
| Pending<br>1st of<br>Month  | Filed | Trans<br>In | SUB-<br>TOTAL | Trans<br>Out | Other<br>Term. | TOTAL<br>TERM. | Stat.<br>Corr. | Pending<br>End of<br>Month |
| 209                         | 1     | 0           | 210           | 0            | 3              | 3              | 0              | 207                        |

**\*\*READ:** These are FORMAL FTA FILINGS AND DISPOSITIONS CHARGING ANOTHER CRIMINAL OFFENSE, not bench warrants for failure to appear. FTA filings should also have original traffic complaint recorded in the CRIMINAL TRAFFIC SECTION above until that traffic filing has been terminated. Issuing a bench warrant or an FTA does not terminate the traffic filing.

Criminal Traffic/FTA Court Trials Held: **0**      Criminal Traffic/FTA Jury Trials Held: **0**

| CIVIL TRAFFIC              |       |             |               |              |                          |                |                |                |                            |
|----------------------------|-------|-------------|---------------|--------------|--------------------------|----------------|----------------|----------------|----------------------------|
| Pending<br>1st of<br>Month | Filed | Trans<br>In | SUB-<br>TOTAL | Trans<br>Out | Default<br>Judg-<br>ment | Other<br>Term. | TOTAL<br>TERM. | Stat.<br>Corr. | Pending<br>End of<br>Month |
| 166                        | 77    | 0           | 243           | 0            | 2                        | 62             | 64             | 0              | 179                        |

Civil Traffic Hearings Held: **2**

| VIOLATIONS OF A.R.S. 28-702.01 AND 28-702.04<br>(Part of Civil Traffic Above) |          |       |  |  |
|---|----------|-------|--|--|
| Filed   | Trans In | TOTAL |  |  |
| 1   | 0        | 1     |  |  |



**LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT**

Court ID: 1354

Page 2 Processing

County: CAMP VERDE MUNICIPAL COURT

Report Month/Year:

August 2017

| <b>MISDEMEANOR</b>              |            |              |               |              |                |                |                 |                          |            |
|---------------------------------|------------|--------------|---------------|--------------|----------------|----------------|-----------------|--------------------------|------------|
| Pending 1st of Month (a)        | Filed (b)  | Trans In (c) | SUB TOTAL (d) | Tran Out (e) | Other Term (f) | TOTAL TERM (g) | Stat. Corr. (h) | Pending End of Month (j) |            |
| Misdemeanor (Non-Traffic)       | 628        | 30           | 0             | 658          | 0              | 35             | 35              | 0                        | 623        |
| Failure to Appear (Non-Traffic) | 4          | 0            | 0             | 4            | 0              | 0              | 0               | 0                        | 4          |
| <b>TOTAL</b>                    | <b>632</b> | <b>30</b>    | <b>0</b>      | <b>662</b>   | <b>0</b>       | <b>35</b>      | <b>35</b>       | <b>0</b>                 | <b>627</b> |

**TRIALS HELD**

Misdemeanor Court/FTA Trials Held: **3**                      Misdemeanor/FTA Jury Trials Held: **0**

**FELONY**

| Pending 1st of Month (a) | Filed (b) | Trans In (c) | SUB TOTAL (d) | Trans Out (e) | Other Term (f) | TOTAL TERM (g) | Stat. Corr. (h) | Pending End of Month (j) |
|--------------------------|-----------|--------------|---------------|---------------|----------------|----------------|-----------------|--------------------------|
| 0                        | 0         | 0            | 0             | 0             | 0              | 0              | 0               | 0                        |

Felony Preliminary Hearings Held: **0**      Felony, Misdemeanor, Criminal Traffic Initial: Appearances: **31**

**LOCAL NON-CRIMINAL ORDINANCES**

|              | Pending 1st of Month | Filed    | SUB-TOTAL | Terminated | Stat. Corr. | Pending End of Month |
|--------------|----------------------|----------|-----------|------------|-------------|----------------------|
| Parking      | 0                    | 0        | 0         | 0          | 0           | 0                    |
| Non-Parking  | 31                   | 2        | 33        | 12         | 0           | 21                   |
| <b>TOTAL</b> | <b>31</b>            | <b>2</b> | <b>33</b> | <b>12</b>  | <b>0</b>    | <b>21</b>            |

# LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT

## Page 3 Processing

Court ID: 1354

County: CAMP VERDE MUNICIPAL COURT

Report Month/Year: August 2017

| CIVIL COMPLAINTS          |                     |  |                    |              |
|---------------------------|---------------------|--|--------------------|--------------|
|                           | Small Claims<br>(a) | Forcible Detainer/<br>Eviction Action<br>(b) | Other Civil<br>(c) | TOTAL<br>(d) |
| Pending 1st of Month      | 0                   | 0  | 0                  | 0            |
| Filed                     | 0                   | 0  | 0                  | 0            |
| Transferred In            | 0                   | 0  | 0                  | 0            |
| <b>SUBTOTAL</b>           | <b>0</b>            | <b>0</b>                                     | <b>0</b>           | <b>0</b>     |
| Transferred Out           | 0                   | 0  | 0                  | 0            |
| Other Terminations        | 0                   | 0  | 0                  | 0            |
| <b>TOTAL TERMINATIONS</b> | <b>0</b>            | <b>0</b>                                     | <b>0</b>           | <b>0</b>     |
| Statistical Correction    | 0                   | 0  | 0                  | 0            |
| Pending End of Month      | 0                   | 0  | 0                  | 0            |

Small Claims Hearings Held/Defaults: **0**                      Civil Court Trials Held: **0**

Small Claims Hearings Held/Defaults  
Before Volunteer Hearing Officer: **0**                      Civil Jury Trials Held: **0**

| DOMESTIC VIOLENCE/HARASSMENT PETITIONS |  |  |  |  |
|--|--|--|--|--|
|--|--|--|--|--|

|                   | Filed | Order Issued | Petition Denied | TOTAL<br>TERM. |
|-------------------|-------|--------------|-----------------|----------------|
| Domestic Violence | 1     | 1            | 0               | 1              |
| Harassment        | 1     | 0            | 1               | 1              |

| HEARINGS HELD TO REVOKE OR MODIFY ORDER OF PROTECTION<br>INJUNCTION AGAINST HARASSMENT |  |  |  |
|--|--|--|--|
|--|--|--|--|

Order of Protection: **0**    Injunction Against: **0**

| SPECIAL PROCEEDINGS/ACTIVITIES |  |  |  |
|--------------------------------|--|--|--|
|--------------------------------|--|--|--|

Peace Bond Complaints Filed: **0**                      Fugitive Complaints Filed: **0**

Juvenile Hearings Held: **0**                      Search Warrants Issued: **1**

LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT

Page 4 Processing

Court ID: 1354

Report Month/Year:

County: CAMP VERDE MUNICIPAL COURT

August 2017

WARRANTS OUTSTANDING

TRAFFIC WARRANTS OUTSTANDING

|                      |            |
|----------------------|------------|
| D.U.I.               | 138        |
| Serious Violations   | 13         |
| All Other Violations | 596        |
| <b>TRAFFIC TOTAL</b> | <b>747</b> |

CRIMINAL WARRANTS OUTSTANDING

|                       |            |
|-----------------------|------------|
| Felony                | 0          |
| Misdemeanor           | 825        |
| <b>CRIMINAL TOTAL</b> | <b>825</b> |

MAIL BY THE 20TH WORKING DAY OF MONTH:

Arizona Supreme Court  
Administrative Office of the Courts  
1501 W. Washington St., Suite 410  
Phoenix, AZ 85007-3327

ATTN: Research/Statistics Unit  
(602) 542-9376

Paul A. Seegal  
Signature of the Judge/Magistrate (or designee)

Vernica Pineda  
Name of Preparer

September 11, 2017  
Date of Preparation

**CAMP VERDE MUNICIPAL COURT**

**MONTHLY TRANSMITTAL**

Date: September 6, 2017  
From: Camp Verde Municipal Court

Reporting Month: AUGUST 2017

Check #: 5782

Total Amount of Check: \$29,790.61

RECEIVED AND ALLOCATED TO BELOW ACCOUNTS BY Paul Sellegel 9-11-17  
*Date/sign*

**REVENUE ACCOUNT NUMBER**

**01-300-40-413000** **\$27,422.19**

**Fines/Fees/Forfeitures- before the check requests below**

**01-300-40-431000** **\$506.38**

**Court Apt-Atty. Reimbursement**

**05-310-40-413100** **\$225.38**

**Local JCEF Fund**

**05-330-40-413300** **\$1487.64**

**Court Enhancement Fund**

**19-601-40-413000**

**Camp Verde Marshal's Safety Equip. Fund** **\$149.02**

**CHECK REQUEST**

Summary of Checks that need to be written to County Treasurer, Law Enforcement Agencies and the State Treasurer

| VENDOR # | AGENCY   | AMOUNT      | ACCOUNT#         |
|----------|--|-------------|------------------|
| 002693   | Yavapai Apache Nation Police Dept. Fines & Safety Eqpt. & suspended plates fee | \$17.94     | 01-300-40-413000 |
| 000087   | Yavapai County Jail & Addtl Fee \$1 Fund                                       | \$364.13    | 01-300-40-413000 |
| 000117   | Arizona State Treasurer  | \$15,471.63 | 01-300-40-413000 |
| 003583   | Arizona Department of Public Safety Equipment Fund                             | \$30.92     | 01-300-40-413000 |
| 003572   | Motor Vehicle Division Refund Unit   | \$0.00      | 01-300-40-413000 |
| 001014   | Registrar of Contractors Safety Equipment Fund                                 | \$0.38      | 01-300-40-413000 |
| 003313   | Cottonwood Police Dept Safety Equipment Fund                                   | \$0.00      | 01-300-40-413000 |

**AUGUST 2017**



**Economic Development Department  
September 6, 2017**

- 1) Completed a grant application for the purchase and acquisition of a trailhead at the Ryal Canyon Trial, off Salt Mine Road
- 2) Opened a Small Business Development Center in EDD offices
- 3) Prepared for the Verde Valley Forum on September 8-9
- 4) Launched the 2<sup>nd</sup> year of student entrepreneurship at CVHS with YAN & business partners
- 5) Worked with the Trust for Public Lands on possible federal acquisition of a parcel at the confluence of Beaver Creek and the Verde River that would provide a trail connection between Camp Verde Sports Park and Rezzonico Park, as well as future connector trails leading to Jackson Flats and the beaver Creek communities
- 6) Worked with Public Works, Verde Valley Archaeology Center, Kinney Construction and Century Link to place a fiber optic conduit along Homestead Parkway. Project under construction this week
- 7) Prepared the City Showcase booth and attended the League of AZ Cities and Towns Conference August 22-25
- 8) Continued working with AZ State Parks on the technical advisory committee for the development of Rockin' River Ranch State Park
- 9) Worked with Parks and Recreation on signs for Parson's Riverfront Preserve, as well as some traffic calming measures for Rawhide Road. Also worked with ADOT on possible construction of an entrance road onto the property.
- 10) Worked with the mayor and The Nature Conservancy on possible solutions to the SR260/Howards Road drainage easement
- 11) Worked with three businesses, one new, one existing that wants to grow its services and one possible relocation to Camp Verde. Met with other two developers on proposed projects and with Retail Strategies to assist with information gathering relative to a possible national chain relocation.
- 12) Extended Amber Engelmann's NACOG internship by 11 more weeks.
- 13) Awarded AZ State Forestry Grant for 20 trees at the Library and Hollamon Street
- 14) Professional Development trips: Copper Museum, Tribal Symposium, Rural Policy Forum, Highlands Center, Sharlott Hall Museum
- 15) Regional Strategic Planning meetings: Rural Activation and Innovation Network (RAIN), Verde Valley Youth Form, Sedona Verde Valley Tourism Council.



# CAMP VERDE MARSHAL'S OFFICE Monthly Report August 2017



---

## Volunteers in Policing (VIPs):

- Tim Wiggle worked to get the tires changed on the fleet vehicles that needed it
- Tim Wiggle and Neal Lanning transported two Tahoes to Phoenix to get 2 in car cameras installed so we can utilize the GOHS grant funds received for the 2 cameras (approximately \$10,000 for the two)
- VIPs placed the speed sign out on the 260 to slow traffic
- VIPs assisted with the National Night out event

## Training:

- Aug 7 – Records Specialist Cailin Lizotte and Records Clerk Andrea Rameriz attended Tucson training understanding retention and destruction
- Aug 11-12 – Detective Mike Jardine attended basic forensic interviewing training in Phoenix
- Aug 8 – Commander Armstrong and Sergeant Butler attended training in Cottonwood regarding reporting requirements for Opioid overdose
- Aug 15 – Sworn personal conducted mandatory handgun and rifle qualification testing at the Sedona Range
- Aug 17 – Marshal Gardner, Commander Armstrong and Sergeant Collins attended tribal training pertaining to jurisdictional authority in Flagstaff
- Aug 21-25 – Sergeant Jacobs and Deputy Richardson attended advanced reconstruction training (REACT training) in Flagstaff, hosted by DPS
- Aug 22, 23, 24 – Deputy Owsley attended high risk stop instructor training at AZPOST in Phx
- Aug 26-31 – Sergeant Jacobs attended leadership training at AZPOST (ALP training)

## Patrol:

- Aug 11, 14 – Patrol conducted a GOHS speed detail on the 260
- Aug 1 – Deputy Steve McClure assigned as a Recruit Training Officer for the NARTA academy
- Aug 10 – Sergeant testing – one applicant – Brandon Collins an 11 year veteran of CVMO. He passed and was promoted

## Animal Control:

- Aug 29<sup>th</sup> – Animal Control/Code Enforcement interviews

## Miscellaneous:

- Aug 1 – Darby Martin and Marshal Gardner worked to incorporate a web page for sworn personnel to access as a resource for mental health and on line chat to combat stress and difficult situations encountered
- Aug 1 – National Night Out event – good turn out until the event was rained out
- Aug 2 – commander Armstrong attended the Verde Valley Commanders meeting in Cottonwood
- Aug 16 – Grant for EOC room equipment, generator for the command van preliminarily granted in the amount of approx. \$20,000. At a Department of Homeland Security meeting in Prescott
- Aug 22 – Marshal Gardner and Commander Armstrong attended the PANT meeting held at the Yavapai College in Clarkdale
- Aug 29 – Dispatch testing process conducted 1 will move forward in the background process
- Aug 30 – Marshal Gardner and Town Manager Martin attended MatForce meeting at VVMC Clinic in Camp Verde
- Aug 30 – Commander Armstrong participated in the Sedona Sergeant testing process
- Aug 15 and 31 Marshal Gardner and Commander Armstrong attended the EOC town planning mtg

**Coffee with a COP:**

- Held August 28, 2017 at Thanks a Latte

**August statistics compared to last year**

| <b>August Stats</b>  | <b>2016</b> | <b>2017</b> |
|----------------------|-------------|-------------|
| Total Calls          | 980         | 895         |
| Traffic Stops        | 163         | 161         |
| Animal Calls         | 62          | 79          |
| Vehicle Burglary     | 3           | 0           |
| Residential Burglary | 4           | 5           |
| Criminal Damage      | 8           | 9           |
| Domestic Violence    | 22          | 12          |





## CAMP VERDE COMMUNITY LIBRARY

130 Black Bridge Road Camp Verde AZ 86322 | 928-554-8380

---

---

### MEMORANDUM

---

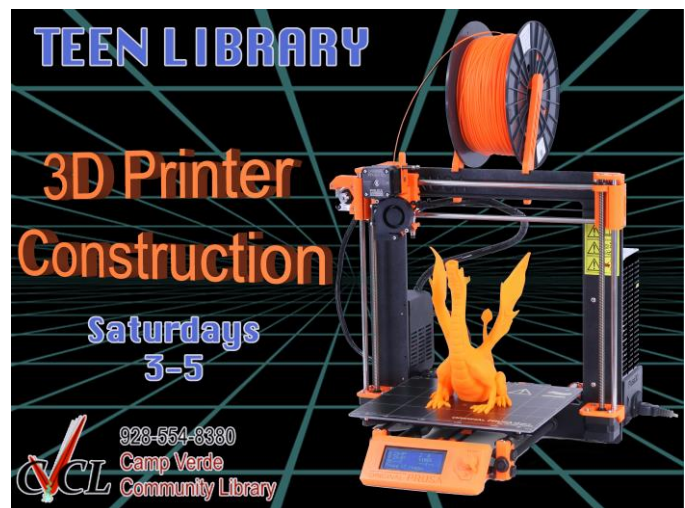
---

**TO:** Russ Martin, Town Manager  
**FROM:** Kathy Hellman, Library Director  
**SUBJECT:** Monthly Report – August 2017  
**DATE:** 9/11/2017  
**CC:** Department Heads, Town Council

---

**Your Library Director** participated in a day of Disaster Preparedness & Community Resiliency Planning offered by the Arizona State Library, Archives & Public Records. The training deemphasized the type of crisis we might face and emphasized being prepared to bounce back in order to provide vital assistance to the community. Libraries in Yavapai County have experienced firsthand what it is like to respond to their community in the face of a threat such as this summer's Goodwin fire and the 2013 Yarnell Fire. Library staff will be working through some of the practical steps needed to be prepared in the face of an emergency during our annual Library Staff Training Day, Monday, October 9 when the library will be closed.

**Report from Teen Librarian, Zack Garcia:** In August, I attempted to turn parts of my Summer Reading Program into regular programs, with less than amazing results. The coloring program was unsuccessful, and the chainmaille program did only slightly better. Trial and error are part of the game. Moving forward, I will be putting together a program using Raspberry Pi computers, which could potentially tie into our 3D printer in some way. Construction of the 3D printer has been smooth and steady, and I'm aiming to have it assembled by mid-October. Game Nights are going strong, but are limited to the teens, aged 12-17. I have been approached several times by both young college students and parents of teens wanting to play Magic the Gathering (MTG) on Game Nights, but as they are older than 17, they have not been allowed to do so. However, I am putting together an all-ages MTG game day on Sept. 30. I anticipate between 20-30 participants, and if it is successful, it could become a monthly event.





**Report from Youth Services Librarian, Nadia Torabi:** In September, we will continue regular programming (Story & S.T.E.A.M. Time, and LEGO Club) with a new monthly addition of Family Craft Night. It is Library Card Sign-up Month as well. In the Children's Room, any patron (child or parent) that checks out library items will be entered into a book drawing and can also take a guess at how many LEGOs we have in a jar. The patron with the closest guess will get to take ALL of the LEGOs home! The last week in September is banned book week. STEAM and Story Time will focus on banned children's books as we read a few picture books from the American Library Association's banned and challenged book list. In STEAM Time, we will be experimenting with Harry Potter (a highly challenged book) potions. Other STEAM activities for the month include creating solar ovens and seeing if we can make s'mores in them, testing out how strong spaghetti is, and starting our first Library and Park Clean Up Day in celebration of National Clean Up Day. During our first Family Craft Night Thursday, September 21 at 4:00 PM, we will make small scarecrows to kick-off autumn. Story Time is changing to Wednesdays at 10:00 AM, LEGO Club to Fridays at 11:00 AM, and S.T.E.A.M. Time continues Fridays at 1:00 PM.

**Report from Circulation Librarian, Alice Gottschalk:** I spent three productive days in Prescott attending the Arizona Get Involved Training Institute, a program sponsored by the Arizona State Library, Archives and Public Records and funded by the Laura Bush 21st Century Librarian IMLS grant. The Institute provided valuable training to improve our volunteer management toolkit. The Get Involved Collaborative



proposes to increase the use of skilled volunteers in public libraries using a scalable matrix collaboratively developed with an IMLS Planning Grant with the goal of replicating the California State Library's successful Get Involved: Powered by Your Library initiative. This 3-year continuing education initiative proposes to change the perception of the use of volunteers, improve volunteer engagement practices, and teach new methods to recruit skilled volunteers. Skilled volunteers can provide needed support to libraries in numerous areas such as marketing, fundraising, and succession planning. Camp Verde Community Library has been attracting skilled volunteers and relying heavily on them to perform at a standard of responsibility far above many of that of many of our colleagues. We would not be able to open as many hours/week if we did not train our volunteers to accurately perform a variety of library tasks.

**Report from Reference & PC Help Librarian, Gerry Laurito:** Patrons continue to request basic computer classes. With this in mind we are looking for grants to fund at least a dozen good laptops for patrons to use for the classes. The plan is to start with a basic "How to get started" class, then progress to other classes on the MS office suite and how to use library resources. Many of the headphones at the computer stations have disappeared over the past few months. We plan to catalog the headphones that we still have so patrons must check them out on their library card to use them.

**Report from Camp Verde Library Endowment:** CVLE continues to quietly work toward the founding board's goal of \$500,000 invested with Arizona Community Foundation at which point, the interest will be available to supplement the library's annual budget. As of mid-August, CVLE was close to their goal with a total of \$448,723.98. Please keep using your Bashas' Community Card to benefit CVLE/the Library to complete the amazing work begun by Dorothy Wood & Co. If you don't know how you can benefit the Library with a Bashas' Community Card, stop by and ask us!

To really keep up with what is going on at the library, don't forget to follow us on Facebook at: <https://www.facebook.com/campverdelibrary>



*August 2017 - In This Issue:*

**What's Happening?**

**We're All About Community**

**Meet Libby...**

**Children's Library**

**Teen Library**

**Understanding Library Policy**

**Bestselling Author Talk & Book Signing**  
**Friday 09/15 @7:00p**  
**CAMP VERDE COMMUNITY LIBRARY**  
 130 Black Bridge Road, Camp Verde AZ 86322 554-8380  
*Sponsored by Friends of Camp Verde Library: we will have refreshments set out and books for sale starting at 6:00p*

**J.A. JANCE**  
**PROOF OF LIFE**  
 A J. P. BEAUMONT NOVEL

## What's Happening?

- Tuesday, 08/15 10:00a Writing for Fun & More!
- Thursday, 08/17 6:00p VV Special Needs Support Group: tips & info for families
- Thursday, 08/17 1:00p Beat the Heat with an Essential Oils class
- Thursday, 08/17 4:00p the Verde Valley Photographic Society
- Friday, 08/18 9:00a Northern Arizona Hospice's Grief Support Group
- Friday, 08/18 9:00a Congressman Tom O'Halleran's team meets with constituents
- Monday 08/21 9:00a Solar Eclipse Viewing
- Monday, 09/11 Writer's Critique
- Tuesday, 09/12 Open Book Club
- Thursday, 09/14 Music in the Stacks
- **Friday, 09/15 7:00p J. A. Jance - Author Talk & Book Signing**

**FREE Friday Family Movies 6:30p**

[Learn More](#)



## We're All About Community...

### Featuring Camp Verde Lions Club:

*Meets the 2nd and 4th Tuesday each month at the Library @6:00p*

Camp Verde Lions Club has been serving the Verde Valley since 1950 "Helping the Verde Valley and Its Community See a Brighter Future." The club has provided eye care, glasses and hearing aids to people in our community for nearly 70 years. They collected over 266 pairs of glasses so far this year. Look for the glasses collection box in the library and help support the Lions Club's work!

The Lions are currently working on two big projects.

- Gearing up for the 18th Annual Fort Verde Days Car Show which will take place October 14 from 7:30a - 3:00p in the Rio Verde Plaza parking lot on the corner of Fain & Main streets. Proceeds from the show are used to help the Lions accomplish their mission.
- Recruiting young members who want to make a difference in our community through a [LEO Club](#). Leo Clubs are for young people interested in serving while making new friends and volunteering.

To [Learn More](#) about Camp Verde Lions Club contact President, Paul Estrada at [cvlionsclub1950@gmail.com](mailto:cvlionsclub1950@gmail.com). To learn more about the LEO Club contact Janice Plante at 928-514-0284.

## Meet Libby...

**A Fresh and easy way to borrow e-materials from your library**

Libby, an app available from OverDrive, makes borrowing and reading ebooks easier than ever. Download the app to get started. [Learn More](#)



# # FIRST THINGS FIRST

## CHILDREN'S LIBRARY Highlights

### Verde Valley Imagination Library

The Verde Valley Imagination Library is the local affiliate of Dolly Parton's Imagination Library, the popular international book program for children ages birth to 5 years. It started in 1995 in Dolly's home county in Tennessee. Now over 1 million children receive books every month in four countries. For children enrolled in infancy, it is literally a gift of a 60-volume set of high-quality books published by Penguin Random House and chosen by developmental specialists. [Learn More](#)



## Celebrate Grandparents' & Grandchildren

The first Sunday after Labor Day is recognized as Grandparents' Day in the United States. This year, the day falls on Sept. 10. **First Things First** (FTF) applauds those grandparents who are parenting a second time around. In Arizona, 14 percent of Arizona children ages 0 to 5 live with grandparents, compared to 12 percent nationally. [Learn More](#)



## LEGO Club - Wednesdays @3:30p

Everyone loves LEGOs. Join us for challenging, interactive exercises that stimulate the imagination.

## S.T.E.A.M. Time - Fridays @1:00p

Join Miss Nadia for hands-on science, technology, engineering, arts, or math activities designed to appeal to 7-11 year-olds. [Learn More](#)

## TEEN LIBRARY

### From Game Night w/Zack & Chainmaille to Building a 3D Printer

#### Game Night with Zack - Thursdays @5:00p

Lay aside your tablets & smartphones, close that laptop and join with other teens to play games with Zack.

#### Chainmaille Fabrication - Fridays @2:00p

Learn how to create chains, bags, wallets and more using traditional chainmaille techniques. Materials supplied, just bring your ingenuity and hands willing to do the work.

#### Build a 3D Printer- Saturdays @3:00p

Put down your tablets & phones, close that laptop and join with other teens to play games with Zack. [Learn More](#)

## Understanding Library Policy: Food & Drink Policy

Help us keep our new library looking good by observing our Food & Drink policy.

[Lean More](#)

 We know it's *Hot* outside!  
Hydration is a must.

A drink in a **spill-proof** container with a lid may be enjoyed here




**Outside FOOD is NOT** permitted in the Library except with prior permission from Library staff

Small, individual snacks are allowed in designated eating areas **ONLY, NOT** in any carpeted area or Children's Library



STAY CONNECTED

[LIKE us on Facebook](#)

Camp Verde Community Library, 130 Black Bridge Road, Camp Verde, AZ 86322

[SafeUnsubscribe™ {recipient's email}](#)

[Forward this email](#) | [Update Profile](#) | [About our service provider](#)

Sent by [library@campverde.az.gov](mailto:library@campverde.az.gov) in collaboration with



Try it free today

## AUGUST 2017 LIBRARY USE STATISTICS

|   | Aug-17        | Aug-16       | % change      | YTD-FY18      | YTD-FY17      | % change      |
|---|---------------|--------------|---------------|---------------|---------------|---------------|
| <b>In-Library Uses</b>                          |               |              |               |               |               |               |
| Traffic Count                                   | 9,119         | 6,298        | 44.8%         | 18,318        | 12,399        | 47.7%         |
| New Cards Issued                                | 110           | 66           | 66.7%         | 253           | 144           | 75.7%         |
| Public Computer Sessions                        | 1,500         | 1,823        | -17.7%        | 2,998         | 3,552         | -15.6%        |
| Early Literacy Computer Use                     | 185           | 65           | 184.6%        | 268           | 102           | 162.7%        |
| Requests for Computer Help                      | 105           | 123          | -14.6%        | 245           | 236           | 3.8%          |
| Reference Questions                             | 244           | 153          | 59.5%         | 458           | 316           | 44.9%         |
| Study Room Uses                                 | 63            | n/a          |               | 158           | n/a           |               |
| Study Room Use - Hours                          | 183           | n/a          |               | 326           | n/a           |               |
| Study Room Use - People Served                  | 96            | n/a          |               | 218           | n/a           |               |
| Community Room Uses                             | 22            | n/a          |               | 49            | n/a           |               |
| Community Programs Attendance                   | 149           | n/a          |               | 356           | n/a           |               |
| <b>Total In-Library Use</b>                     | <b>11,776</b> | <b>8,528</b> | <b>38.1%</b>  | <b>23,647</b> | <b>16,749</b> | <b>41.2%</b>  |
| <b>Library Programs</b>                         |               |              |               |               |               |               |
| Adult Programs                                  | 12            | n/a          |               | 28            | n/a           |               |
| Adult Program Attendance                        | 389           | n/a          |               | 603           | n/a           |               |
| Children's Programs                             | 28            | n/a          |               | 45            | n/a           |               |
| Children's Program Attendance                   | 330           | n/a          |               | 520           | n/a           |               |
| Teen Programs                                   | 17            | n/a          |               | 24            | n/a           |               |
| Teen Program Attendance                         | 59            | n/a          |               | 127           | n/a           |               |
| <b>Total Library Program Attendance</b>         | <b>778</b>    | <b>264</b>   | <b>194.7%</b> | <b>1250</b>   | <b>530</b>    | <b>135.8%</b> |
| <b>Circulation</b>                              |               |              |               |               |               |               |
| Items Checked Out                               | 5,927         | 4,298        | 37.9%         | 11,618        | 8,623         | 34.7%         |
| Items Checked In                                | 5,744         | 4,569        | 25.7%         | 11,831        | 9,619         | 23.0%         |
| Renewed Items                                   | 354           | 770          | -54.0%        | 1,319         | 1,452         | -9.2%         |
| <b>Total Circulation</b>                        | <b>12,025</b> | <b>9,637</b> | <b>24.8%</b>  | <b>24,768</b> | <b>19,694</b> | <b>25.8%</b>  |
| <b>Circulation Areas of Interest</b>            |               |              |               |               |               |               |
| Audio Books                                     | 245           | 205          | 19.5%         | 556           | 412           | 35.0%         |
| Playaway MP3 Books                              | 89            | 97           | -8.2%         | 217           | 224           | -3.1%         |
| DVDs & Movies                                   | 2,111         | 1,620        | 30.3%         | 4,313         | 3,280         | 31.5%         |
| eBooks  | 413           | 382          | 8.1%          | 801           | 763           | 5.0%          |
| Laptops & iPads                                 | 6             | 1            | 500.0%        | 17            | 4             | 325.0%        |
| Large Print                                     | 322           | 178          | 80.9%         | 661           | 373           | 77.2%         |
| Magazines                                       | 57            | 153          | -62.7%        | 145           | 266           | -45.5%        |
| Spanish Material                                | 26            | 11           | 136.4%        | 28            | 18            | 55.6%         |
| Children's Material                             | 1,160         | 892          | 30.0%         | 2,251         | 2,076         | 8.4%          |
| Teen's Material                                 | 979           | 361          | 171.2%        | 1,207         | 869           | 38.9%         |
| <b>Transits, HOLDS &amp; InterLibrary Loans</b> |               |              |               |               |               |               |
| HOLDS Filled                                    | 989           | 670          | 47.6%         | 1,936         | 1,330         | 45.6%         |
| Transit Items Sent & Received                   | 1,707         | 1,431        | 19.3%         | 3,263         | 2,858         | 14.2%         |
| CVCL ILL Items Going Out                        | n/a           | 31           |               |               | 52            |               |
| ILL Items for CVCL Patrons                      | 6             | 4            | 50.0%         | 32            | 6             | 433.3%        |
| <b>Total Transit, HOLDS &amp; ILL Activity</b>  | <b>2,702</b>  | <b>2,136</b> | <b>26.5%</b>  | <b>5,231</b>  | <b>4,246</b>  | <b>23.2%</b>  |
| <b>Library Volunteers</b>                       |               |              |               |               |               |               |
| Number of Volunteers                            | 35            | 20           | 75.0%         | 73            | 39            | 87.2%         |
| Number of Hours Given                           | 621           | 501          | 24.0%         | 1,163         | 964           | 20.6%         |
| Average Hours/Volunteer                         | 17.7          | 25.1         | -29.2%        | 15.9          | 24.7          | -35.5%        |
| <b>Collection &amp; Development</b>             |               |              |               |               |               |               |
| New Kids & Teen Material Added                  | 0             | 69           | -100.0%       | 82            | 88            | -6.8%         |
| New Books Added                                 | 51            | 115          | -55.7%        | 170           | 190           | -10.5%        |
| New Audio-Visual Material Added                 | 0             | 60           | -100.0%       | 48            | 114           | -57.9%        |
| <b>Total Items Added</b>                        | <b>51</b>     | <b>175</b>   | <b>-70.9%</b> | <b>218</b>    | <b>304</b>    | <b>-28.3%</b> |

## AUGUST 2017 LIBRARY USE STATISTICS

|                                     |  |       |       |         |        |        |         |
|-------------------------------------|--|-------|-------|---------|--------|--------|---------|
| <b>Mending &amp; Donations</b>      |  |       |       |         |        |        |         |
| Items Mended or Repaired            |  | 0     | 67    | -100.0% | 74     | 211    | -64.9%  |
| Donations Processed                 |  | 1,156 | 37    | 3024.3% | 3,068  | 212    | 1347.2% |
| Donations Cataloged                 |  | 38    | 27    | 40.7%   | 243    | 86     | 182.6%  |
| <b>Online Public Access Catalog</b> |  |       |       |         |        |        |         |
| OPAC Searches                       |  | 8,700 | 6,030 | 44.3%   | 23,955 | 27,878 | -14.1%  |
| <b>Library Website</b>              |  |       |       |         |        |        |         |
| Sessions                            |  | 3,500 | n/a   |         | 7,000  | n/a    |         |
| Users                               |  | 2,400 | n/a   |         | 4,700  | n/a    |         |



## Public Works August 2017

### Engineering:

Ron Troy and/or Deborah attended the following meetings/conferences:

- Finnie Flat Sidewalk weekly progress meetings
- Finnie Flat project close-out
- Community Development meetings
- Met with citizens to discuss possible issues on road to new park land off Rustler Trail
- Met with contractor, Archaeology group, to discuss installation of Fiber Optic Conduit on Homestead Parkway
- Participated in Energy meeting with Town representatives and Wendel
- Met with CD to discuss landscaping for the Industrial Dr. Roundabout
- Met with State Rangers to discuss drainage overflow at Fort Verde
- Met with consultant to review 60% plans and comments for the Park and Reclaimed Pond
- Meeting with representatives of Verde Lakes to discuss Park
- Community Development to discuss fees

### Maintenance:

- Economic Development remodel
- Restructure of two ramadas at the Town Field
- Paint and install lighting in meeting room after re-roof
- Clean out Rio Verde Plaza
- Installed Bus Shelter on Finnie Flat Sidewalk
- Installed irrigation and lights for the new parking area at the library
- Completed daily work orders
- Clean prep and manage pool upkeep/safety/sanitation
- Grounds maintenance of all parks, Town grounds, Main Street
- Twice weekly set-up for softball at Butler Park

### Parks & Rec:

- Continued to handle requests for facility use at the Community Center, Room 204, sports fields and Room 305.
- Our Day trip program continued with two trips scheduled this month. Unfortunately, a mechanical problem with the shuttle bus forced us to cancel one trip on short notice. The bus is now repaired and the next quarter of trips has been posted.
- Registration is open for Grasshopper Basketball Grades 1-4 and Adult Co-Ed Softball. Basketball will start October 21 and Volleyball should start September 30.
- The August Diamondbacks trip was sold out and we have one more trip scheduled in September.
- Pickle-ball continues three times per week.
- We continue to work with Kimley-Horn on the new Sports Complex grading and infrastructure plan and planning is underway for park amenity design work.



- The Heritage Pool moved to our extended season schedule when school resumed. The pool will close for the season on September 10.
- Adult Co-Ed softball finished in early August with Harris Garage Doors besting the other eight teams in the double elimination playoff.
- Mike and Shawna attended the Arizona Parks & Recreation Association conference in Phoenix. This was a great opportunity for new ideas and a chance to see Camp Verde's "Old Guys" receive the APRA Volunteer of the Year award.
- Mike and Shawna also attended the Quarterly Verde Front Leadership meeting held here in Camp Verde.

### **Wastewater Treatment Plant**

- Reviewed 3 building permits.
- Tasked with 53 Blue Stakes for the month.
- Received 20 call outs for plant alarms; increase mostly due to monsoon season.
- Worked on plant review with engineering firm for efficiency study.
- Jerry Tinagero, Russ Cron, and Chet Teague attended Rural Water Association 3-day training in Prescott for Professional Development hours. Marshall Davis, Joe Calhoun and Justin Ganis attend one day of training.
- Working on Belt Press enclosure.
- Auction of surplus items continuing. Old Camera Van sold but not paid for as of 30 August.
- Continued mosquito abatement.
- Continued site monitoring with gas meters.
- Completed SR 260 Force Main work, Jail Crossing and Out of Africa crossing.



### **-Streets**

No Report



## *Risk Management Memorandum*

To: Mayor and Council  
From: *CB* Carol Brown, Risk Manager  
Date: September 10, 2017  
Cc: Department Heads/Safety Committee  
Re: Risk Manager's Monthly Report ending August 31, 2017 (Snapshot only)

---

### **Obtain/Delete Insurance:**

- Removed NASA exhibit
- Lease Purchase Agreement – IT equipment
- Artwork
- Deleted 3 vehicles and a piece of inland marine equipment

### **Attended Meetings/Trainings:**

- Department Head meetings (2)
- Emergency preparedness drill/planning committee (3)
- Safety Officer (3)
- Discuss possible fire drill with library director for Camp Verde Volunteer Appreciation Day
- Attorney discussions re: complaint (3)
- Senior staff members re: triagenow process
- All-hands planning meeting
- Urgent care facility considering locate a facility in our Town
- HR Specialist – triagenow intake opportunities/evaluated presentation of same, met with Dept. Head and employee separately and obtained update re: Risk Mgmt. work flow upon returning from absence from the office

### **Incidents/Claims/Restitution/Collections**

- 1 workers' compensation claim
- 1 incident only

### **Risk Management Highlights:**

- Legal: coded attorney invoices, on-going claims mgmt., obtained signatures on notice to preserve information, drafted internship as template/use, revised and sent attorney agreement templates to review, attempted to collect on back property lien; unpaid property taxes and cost of attorney would result in a negative amount; reviewed indemnity language for festival/events, final agreement, ESP Grant, Bread of Life Agreement and contract for services for the WWTP
- Downloaded critical contacts for emergencies
- Coordinated tailgate training re: watching for motorcyclists on the road
- Searched training video's for all hands training
- Responded to risks around library and park for Library Cleanup Day in September
- Processed approximately 13 certificates of insurance
- Reviewed insurance policy

For questions or comments regarding this report, please feel free to stop by my office or contact me at 928.554.0003/carol.brown@campverde.az.gov