

February 2017 Monthly Report



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

DEPARTMENT HEAD INFORMATION

Town Clerk	Virginia Jones	554-0023
Finance Director	Mike Showers	554-0811
Economic Development	Steve Ayers	554-0007
Marshal	Nancy Gardner	554-8301
Engineer/Public Works	Ron Long	554-0821
Magistrate	Paul Schlegel	554-0031
Librarian	Kathy Hellman	554-8381
Community Development	Carmen Howard	554-0054
Risk Management	Carol Brown	554-0003



Memorandum

To: Mayor and Council
From: Russ Martin, Town Manager
Date: March 7, 2017
Cc: Department Heads
Re: Manager's report for the period ending February 28, 2017

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

ACMA Conference

Spent a couple of days in classes in the Village of Oak Creek with statewide Managers. Spent time discussing numerous topics including starting with an economic update. Housing was a big topic while some in the state are seeing a large boom in housing starts others are not even when demand seems to be higher, we are seeing this as well. Slow and steady were the words most often used to discuss the recovery from a few years ago. Other topics included officer involved shootings and the impact to all aspects of these incidents as well as marijuana and its impacts in Colorado and its future in other states including Arizona as well as a legislative update. Another topic was ethical leadership and some changes proposed to our ICMA code of ethics. I thought it would be good to attach the code for reference as I know it is part of the review process and should be part of the understanding of my role as the Town Manager.

Intern

Jessica Panitz joined me at the beginning of the month and will be here through first of May. She will be working on comparison work as well as working with me through the budget process and other meetings of interest. Her skill set is strong in clerical work/laws and is getting a good understanding of the differences as am I with the laws/governmental system in Germany.

APEHP

Significant changes happened to this group which has functioned as our Health Insurance pool locally governed for our Verde Valley communities and school districts. They will become part/as we will with them a group called Kairos which will start operating July 1st. Not much will change from our health insurance program/offerings/network, but will ultimately offer a larger group to be a part of which will lead to cost savings. Health insurance costs are going up 4% this next year.

Sewer at RV park down 260

We have worked with the RV park who has redeveloped down Horseshoe Bend to establish an extension including what would have been a private forced main. He has had to reevaluate his options as his ability to get easements has been difficult. He is pursuing his other options including the septic tanks from the

previously permitted development. We will continue to work with them on the future of this project as the cost study work is completed in the near future.

Forest Service/ADOT/Drainage work

The staff are worked on letter with the Forest Service/ADOT/County to hopefully bring approval for regular maintenance work along Highway 260, expanding the once flowing drainage through Verde Lakes southern border along 260 to make sure that the flow does get to the creek regularly as it silts up and limits flow along with overflow of historically flowing drainage areas. The Mayor worked with the Forest Service to get them to consider this proposal as well as with the partners at ADOT and the County. We will keep you up to date, the goal is to make this drainage work better than it has most recently.

For questions or comments, or appointments please contact me at russ.martin@campverde.az.gov or at 554-0001.



Risk Management Memorandum

To: Mayor and Council
From: Carol Brown, Risk Manager *CB*
Date: March 10, 2017
Cc: Department Heads/Safety Committee
Re: Risk Manager's Monthly Report ending February 28, 2017

Obtained Insurance For:

- Space Science Institute at the Library

Attended Meetings/Trainings:

- Department Head meetings (2)
- Safety Officer (3)
- Employee resource 1 hr.
- Presentation to Council on options for an agreement
- Monthly meeting w/Town Manager re: Risk Mgmt.
- Camp Verde hosted AMRRP Loss Control Roundtable—40 attendees from Arizona
- Volunteers re: orientation
- AZ Public Risk Management Assoc.
- Safety Committee meeting
- CIP meetings (2)
- Reviewed signage permit with Community Development Dir.

Incidents/Claims/Restitution/Collections

- Damage to 2 police units:

Risk Management Highlights:

- **Legal:** coded attorney invoices; worked with attorney/risk mgmt. co. to close 2 complaints
- **Sought:** COIs from helicopter companies to ensure the Town is properly covered
- **Reviewed:** New Value Added Service for Workers' Compensation, fire flow information, Wineries' COIs/ENDs for event
- **Processed:** 11 certificates of insurance
- **Prepared:** Risk Mgmt's proposed budget
- **Renewed:** Town's Insurance Policy (policy year 4/1/17 to 3/30/18)
- Sent process for employee to renew their Notary Public

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



Office of the Town Clerk

February 2017

Comment from the Clerk:

Business License 2017

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
New*	5	14										
Renewal notices	49	84										
Total on File*	830	837										

*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											11
Number of Requests 2016	3	3	2	3	9	11	4	4	2	2	3	0	46
Number of Requests 2015	12	3	8	9	12	15	8	13	7	3	8	4	102
Number of Requests 2014	12	44	15	13	18	23	13	31	7	3	29	19	217

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				
Expense	\$192,105	\$9,172.71	\$9,131.87				

	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							

Training

We had no formal training in February

*Virginia Jones
Town Clerk*



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 120 - Town Clerk							
Revenue							
01-120-40-410000	COPIES	0.00	0.00	2.50	5.50	5.50	0.00 %
01-120-40-412000	BUSINESS LICENSE FEES	20,000.00	20,000.00	2,400.00	15,750.00	-4,250.00	21.25 %
01-120-40-412100	LIQUOR LICENSE FEES	3,000.00	3,000.00	200.00	1,375.00	-1,625.00	54.17 %
	Revenue Total:	23,000.00	23,000.00	2,602.50	17,130.50	-5,869.50	25.52 %
Expense							
01-120-20-600000	SALARIES	107,240.00	107,240.00	5,928.01	63,893.42	43,346.58	40.42 %
01-120-20-601000	FICA	6,650.00	6,650.00	366.46	3,951.96	2,698.04	40.57 %
01-120-20-601100	MEDICARE	1,555.00	1,555.00	85.71	924.25	630.75	40.56 %
01-120-20-601200	RETIREMENT	12,310.00	12,310.00	680.55	6,999.36	5,310.64	43.14 %
01-120-20-601300	UNEMPLOYMENT INSURANCE	350.00	350.00	73.19	178.13	171.87	49.11 %
01-120-20-601400	WORKERS COMPENSATION	325.00	325.00	15.19	161.12	163.88	50.42 %
01-120-20-602000	HEALTH, DENTAL & LIFE INSURANC	22,475.00	22,475.00	1,131.92	13,510.95	8,964.05	39.88 %
01-120-20-701000	TRAINING	1,000.00	1,000.00	0.00	90.00	910.00	91.00 %
01-120-20-701500	TRAVEL	600.00	600.00	0.00	175.09	424.91	70.82 %
01-120-20-703000	OFFICE SUPPLIES	2,000.00	2,000.00	22.84	1,451.71	548.29	27.41 %
01-120-20-703500	MEMBERSHIPS	500.00	500.00	0.00	160.00	340.00	68.00 %
01-120-20-703800	ADVERTISING	1,000.00	1,000.00	0.00	33.93	966.07	96.61 %
01-120-20-704000	COMPUTER SERVICES/SOFTWARE	0.00	0.00	0.00	5.50	-5.50	0.00 %
01-120-20-711000	LEGAL SERVICES	2,000.00	2,000.00	78.00	370.50	1,629.50	81.48 %
01-120-20-712000	CONTRACT LABOR	7,500.00	7,500.00	750.00	3,900.00	3,600.00	48.00 %
01-120-20-713210	OFFICE EQUIPMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
01-120-20-758000	ELECTIONS	25,000.00	25,000.00	0.00	18,938.62	6,061.38	24.25 %
01-120-20-758100	RECORDING FEES	100.00	100.00	0.00	8.00	92.00	92.00 %
01-120-20-758200	RECORDS MANAGEMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
	Expense Total:	192,105.00	192,105.00	9,131.87	114,752.54	77,352.46	40.27 %
Department: 120 - Town Clerk Surplus (Deficit):		-169,105.00	-169,105.00	-6,529.37	-97,622.04	71,482.96	42.27 %
Report Surplus (Deficit):		-169,105.00	-169,105.00	-6,529.37	-97,622.04	71,482.96	42.27 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 120 - Town Clerk						
Revenue	23,000.00	23,000.00	2,602.50	17,130.50	-5,869.50	25.52 %
Expense	192,105.00	192,105.00	9,131.87	114,752.54	77,352.46	40.27 %
Department: 120 - Town Clerk Surplus (Deficit):	-169,105.00	-169,105.00	-6,529.37	-97,622.04	71,482.96	42.27 %
Report Surplus (Deficit):	-169,105.00	-169,105.00	-6,529.37	-97,622.04	71,482.96	42.27 %

B U S I N E S S L I C E N S E L I S T

ORIGINATION DATES: 2/01/2017 TO 2/28/2017
 EFFECTIVE DATE: 0/00/0000 TO 93/99/9999
 EXPIRATION DATES: 0/00/0000 TO 99/99/9999

ID	CODE	NAME	HAILING ADDRESS	PROPERTY ADDRESS
3251	RET	WILD DAISY CREATIONS	KELLY BARKER 1162 S. BOYER LANE CAMP VERDE, AZ 86322	
3252	SERV	TAJARA'S NAILS TO TAILS SALON	1009 E BEECH CIRCLE COTTONWOOD, AZ 86326	873 HOWARDS ROAD
3253	RET	THE ODDITY WINE COLLECTIVE LL	PO BOX 943 CLARKDALE, AZ 86324	4626 OLD HWY 279
3254	SERV	NORTHERN ARIZONA COMPUTER SER	CHRIS GOGLIN 2025 W DESERT WILLOW DRIVE COTTONWOOD, AZ 86326	
3256	SERV	T3 PLUMBING	T3 PLUMBING 5330 NORTH BURTON COURT RIMROCK, AZ 86335	
3257	SERV	MESIC CONTRACTING LLC	MISTY MESIC 9239 W OLIVE #410 PEORIA, AZ 85345	
3259	SERV	ARIZONA DIRECT SATELLITE	CLARK CHAUBERLAIN III 4213 S 37TH STREET PHOENIX, AZ 85040	4015 AZTEC RD
3260	REST	RAYS DINER 56	4015 E AZTEC ROAD RIMROCK, AZ 86335	452 FINNIE FLAT ROAD
3261	SERV	SPECTRUM HEALTHCARE	8 E COTTONWOOD STREET COTTONWOOD, AZ 86322	
3262	SERV	CAMP VERDE MINI STORAGE & R	PO BOX 4132 CAMP VERDE, AZ 86322	
3263	REST	FLOWER FOWER PIE COMPANY	FLOWER FOWER PIE COMPANY P. J. BOX 592 DEWEY, AZ 86327	473 S. MAIN
3265	SERV	ADDISIGNS, INC	3600 EAST 38TH STREET TUCSON, AZ 85713	
3266	SERV	PHOENIX SOLAR SPECIALISTS LLC	635 W HAPPY VALLEY ROAD D104-424 GLENDALE, AZ 85310	
3267	CONT	JOHN REAY EXCAVATIONS INC	JOHN REAY EXCAVATIONS, INC PO BOX 538 RIMROCK, AZ 86335	PO BOX 538

TOTAL LICENSES: 14



**CAMP VERDE MARSHAL'S
OFFICE
Monthly Report
February
2017**



Volunteers in Policing (VIPs):

- Assisted with Property and Evidence and also in Records.
- Weekly patrols conducted by VIP Wiggle and VIP Lanning

Training:

- 02-1 and 02-2 - Deputy Paul Rotzler took an online training course for social networking regarding criminal behavior

Patrol:

- 02-23 – Marshal Gardner, Sergeant Jacobs, Sergeant Berrelez, Sergeant Butler attended a walk-through of the marijuana grow facility to learn about the security system and layout of the facility in the event of the need for CVMO response.

Animal Control/ Code Enforcement Stats:

- Animal problems: 7 dogs impounded- 5 dogs returned to owner – 2 dogs to rescue. 38 animal problem calls for service – 7 animal offenses – 2 animal bites – 10 barking dog calls – 1 animal abuse call.
- Code enforcement: 15 newly opened cases – 46 closed cases – 1 case unfounded

Miscellaneous:

- 02-21 – 4th annual Award Banquet at the Casino Lodge - great attendance and successful event
- 02-23 – Meeting with the Judge, Town Prosecutor, Marshal and animal control/code enforcement officers reference issuing citations for noncompliant code enforcement issues – it was determined that long form complaints would be conducted to the prosecutor.
- 2-28 – Marshal Gardner attended the PANT meeting

Coffee with a COP:

- Held February 28th at thanks a latte

Crime Rate for February 2017 compared to February 2016

January	2015	2016
Total Calls	1379	890
Traffic Stops	106	175
Animal Calls	51	62
Vehicle Burglary	3	1
Residential Burglary	5	7
Criminal Damage	15	10

Community Development Monthly Report February 2017



Building Division:

Robert Foreman – Building Official
Jon Rivero – Building Inspector/Plans Examiner
Elisha New-Building Inspector/Plans Examiner
Sandra Farrar – Permit Technician
Destiney Jones- Permit Technician

Planning & Zoning:

Carmen Howard – Community Development Director
Melinda Lee- Planner



Code Enforcement:

James Simons – Animal Control/Code Enforcement Officer
Steve Ganis- Animal Control/Code Enforcement Officer



Photo courtesy of Reuters

NOTES AND THINGS

•Camp Verde Municipal Court
News Letter - February 2017

February at a glance:

Court remodel update:

The Court finishes are coming along great. February brought fun times selecting finishes for the Courtroom and work area. At the end of February we began seeing those finishes coming together. we are now working out of boxes; everyone is in great spirits.

Court News: Debbie attended the safety meeting on the 1st. Veronica attended the workgroup meeting via video conference at Verde Superior on February 16. All Staff attended in house training with regard to order of protection/injunction against harrasement processes. Everyone enjoyed Presidents Day off. Judge, Veronica, and Carrie met with Nancy, Carmen, and animal control officer regarding processes for compliance and filing of non compliance.

Spring has sprung and Tax season is amongst us. The Debt Setoff Program (DSO) was established to hold offenders accountable for financial obligations owed, to assist in the enforcement of court orders, and to increase collections in the Arizona court system. A participant* provides the name, social security number (SSN) and the full amount of the debt owed to the DSO program and if a debt claim matches with a taxpayer's refund or lottery winning, an intercept will occur last year Camp Verde Municipal Court collected \$12,785.49 in tax interceptions/lottery winnings. Almost double from 2015 tax season where only \$7,329.99 was collected.

-Management



MONTHLY REVENUE REMITTANCE REPORT

CAMP VERDE MUNICIPAL COURT - FEBRUARY 2017

Account Description & Statute	AZTEC Code	Total Distribution
Confidential address- ARS 12-116.04	ZCAA1	165.5
CEF 10% of Base Fine - 16-954C	ZCEF	\$1,777.49
CJEF 47% of Base Fine - 12-116.01A	ZCJEF	\$8,354.37
Child Restraint - 28-907C	ZCPRF	\$59.84
Drug & Gang Enforcement - 13-811C	ZDECJ	\$1,258.04
DNA 3% of Base Fine - 12-116.01C	ZDNAS	\$1,029.93
DUI Abatement Fund - 28-1382D3 (\$250 Extreme DUI)	ZDUIA	
Domestic Violence Shelter Fund 12-116.06	ZDVSF	\$174.23
FARE Fee Special Collections (19%)	ZFAR1	\$2,991.22
FARE Delinquency Fee (\$35.00 Fee)	ZFAR2	\$874.63
FTGF 7% of Base Fine - 12-116.01B	ZFTGS	\$1,244.26
G&F Wildlife Theft Prevention Fund - 17-313A	ZGF	
28-2533 - Out-of-State Plates (80% Base Fine to HURF)	ZHRF3, ZHRF1	
28-2533 - Out-of-State Plates (20% Base Fine to DPS)	ZHRFD	
STATE Time Payment JCEF - 12-116	ZJCS	\$440.00
STATE Civil JCEF - 22-281C1 (18.39% of Fee)	ZJCSF	\$19.17
MSEF 13% of Base Fine - 12-116.02A	ZMSEF	\$2,310.72
2011 \$8 Assessment - State: \$4 to GITEM & \$4 to PSEF	ZOS1	\$701.89
Prison Construction & Operations Fund - 41-1651	ZPCOF	\$1,788.20
Probation Surcharge 2006 - 12-114.01 (\$10.00)	ZPRS6	\$84.13
Probation Surcharge 2009 - 12-114.01 (\$10.00)	ZPRS9	\$1,778.73
Probation Surcharge OLD - 12-114.01 (\$5.00)	ZPRSU	\$19.94
Public Safety Equipment Fund, 41-1723, 28-1381.5	ZGFDU,ZPSEF	\$1,411.41
Registrar of Contractors	ZRCA	
State Highway Fund - 28-710A	ZSHWY	
Drug Lab Remediation Technical Registration Bd 13-3423 (D8)	ZTECH	\$30.00
State Highway Work Zone Fund - 28-710B	ZSHWZ	
28-4139 - FR Suspended Plates (100% Base Fine to DPS)	ZSLPD	\$1,000.00
victims rights enf asamnt fund (100%)	ZVREA	\$164.12
SUBTOTAL - STATE REVENUE Remitted to City Finance		\$27,667.82

Jail Incarceration Fee (9814) GL#2-003-10-34324	ZJF	\$198.20
2011 Add'l Assessmnt \$1 -JP Crts 12-116.04E GL#3-900-40-35196	ZOS2	\$87.73
SUBTOTAL - YAVAPAI COUNTY REVENUE Remitted to City Finance		\$285.93
2011 Officer Safety Equip - Sheriff	ZOS4	
2011 Officer Safety Equip - DPS	ZOS5	\$62.37
2011 Officer Safety Equip - MVD/ADOT	ZOS6	
2011 Officer Safety Equip - Game & Fish	ZOS7	
2011 Officer Safety Equip - ROC	ZOS8	
2011 Officer Safety Equip - Border Patrol	ZOS9	
2011 Officer Safety Equip - Animal Control	ZOS10	
2011 Officer Safety Equip - Marshall 19-601-40-413000	ZOS11	\$278.85
2011 Officer Safety Equip - College PD	ZOS12	
2011 Officer Safety Equip - Fire Dept	ZOS13	
2011 Officer Safety Equip - Tribal	ZOS14	\$11.65
2011 officer Safety Equip- Cottonwood PD	ZOS15	\$8.00
28-4139 - FR Suspended Plates (100% Base Fine to TRIBAL)	ZSLPT	\$118.58
SUBTOTAL - INDIVIDUAL CITING AGENCY REVENUE Remitted to City Finance		\$469.45
Court Appt Attorney Fee Local	ZAFEE	
Indigent Defense Fees - Rule6.7d, A.R.Cr.P.01-300-40-431000	ZATT,ZATT & ZREIM	\$253.83
Confidential address- ARS 12-116.04	ZCAA2	\$8.72
Defensive Driving School Fee - 28-3396	ZDDS	\$2,160.00
Deferred Prosecution Fees	ZDEFP	\$525.00
Fines/Civil Penalties - 13-811A & 28-1554B	ZFINE	\$13,599.32
28-2533 - Out-of-State Plates (20% Base Fine to SPD)	ZHRFC	
CREDIT City Gen Fund (Over Amt as Local Costs, Bond Forfeitures)	ZFORF, ZOVER, ZOVF	\$8.00
Public Defender Fee - 11-584 (\$25.00)	ZPUBZ	\$8.56
Local Costs/Fee Warrant Default Fees	ZLCL	\$2,744.59
Bonds Forfeited to General Fund	ZLOCL	
Misc. Filing Fees - 22-281C3 (71.15% to County)	ZMISC	\$89.52
28-4139 - FR Suspended Plates (100% Base Fine to CVMO)	ZSLPC	\$504.12
Bank Fees -From Ckbk/prev mon bank statement	negative number	
Bank Fee - Checks Ordered	negative number	
SUBTOTAL - CITY REVENUE Remitted to Finance 01-300-40-413000		\$19,901.66
Court Enhancement Fee	ZCEH	\$2,485.58
SUBTOTAL - COURT ENHANCEMENT REVENUE Remitted to City Finance 05-330-40-413300		\$2,485.58
LOCAL Time Payment JCEF - 12-116	ZJCL	\$236.93
LOCAL Civil JCEF - 22-281D (8.04% of Fee)	ZJCLF	\$8.31
SUBTOTAL - JCEF REVENUE Remitted to city finance 05-310-40-413100		\$245.24
Total Revenue		\$51,055.68

MISCELLANEOUS PASS-THROUGH MONIES (Overpayments) REPORT		
Carried Forward from Previous Month		
Received During Current Month	ZOVR <small>back to/ or from Def</small>	10.00
Disbursed During Current Month	9517	(10.00)
Balance at End of Current Month		0.00
RESTITUTION REPORT		
Carried Forward from Previous Month		
Escheated / stale dated		
Received During Current Month	5901 ZREST	\$501.89
Disbursed During Current Month	5003	(\$501.89)
Balance at End of Current Month		\$0.00
BOND REPORT		
Bonds Carried Forward from Previous Month		
Bonds Received During Current Month	ZBND	\$3,274.59
Bonds Forfeited During Current Month	Pg 3 Total	(6,466.11)
Bonds Escheated 2011:		
Bond Voided		
Bonds Transferred	fee book	\$0.00
Bonds Refunded During Current Month	5079	(\$10.00)
Bonds Balance at End of Current Month: open bonds		\$2,406.15
TOTAL PASS THROUGH MONIES		\$2,406.15

I, Hon. Paul A. Schlegel, Presiding Magistrate, Camp Verde Municipal Court, Yavapai County, State of Arizona, do hereby certify the foregoing is a true and correct account of the funds collected by the Court for the month of:

February-17

Paul A. Schlegel
Signature

3-8-17
Date

CAMP VERDE MUNICIPAL COURT
MONTHLY REPORT

DESCRIPTION	JULY 2016	AUGUST 2016	SEPTEMBER 2016	OCTOBER 2016	NOVEMBER 2016	DECEMBER 2016	JULY THROUGH DEC 2016	JANUARY 2017	FEBRUARY 2017	MARCH 2017	APRIL 2017
MISDEMEANOR & CR TRAFFIC FTA	36	20	29	38	8	29	160	23	24		
DUI	18	6	10	3	0	4	41	4	3		
SERIOUS TRAFF	1	0	2	3	1	0	7	0	1		
CRIMINAL TRAFF	3	32	32	10	4	10	91	4	7		
MISDEMEANORS											
SUBTOTAL	58	58	73	54	13	43	299	31	35	0	0
CIVIL TRAFFIC	79	99	118	92	57	81	526	52	113		
HARRASSMENT											
INJUNCTION	0	2	2	4	1	0	9	0	0		
ORDER OF PROTECTION	6	2	2	4	0	4	18	6	1		
TOTAL FILINGS	143	161	195	154	71	128	852	89	149	0	0
JA/ARR IN CUSTODY	28	19	26	33	29	25	160	25	24		
ATTY RESTITUTION	548.02	435.28	948.92	652.37	698.66	542.52	3825.77	363.92	253.83		
LCL ORD FEES (Default/Warrant etc)	418.06	705.56	1399.21	1411.74	902.96	1238.28	6075.81	966.20	2744.59		
LCL CRT											
ENHANCEMENT	1713.44	1936.06	2211.33	2350.72	1572.92	1311.81	11096.28	1650.75	2485.58		
JCEF TO TOWN	172.63	309.37	245.73	294.55	156.82	241.06	1420.16	206.94	245.24		
CMO ADDL EOP\$13	149.12	132.53	194.49	229.51	148.61	157.38	1011.64	162.68	278.85		
DPS ADDL EOP \$13	96.91	132.00	103.77	96.01	45.04	66.94	540.67	74.08	52.37		
YAV CTY JAIL/ADD FEE	191.41	203.97	412.84	349.33	189.16	138.18	1484.89	272.07	285.93		
MVD/ADOT/ADD FEE	0.94	4.94	0.81	0.74	0.00		7.43	0.00	0.00		
ROC ADDL EOP FEE	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		
CTWD PD ADDTL FEE							4.00	0.00	0.00		
YAN TRIBAL POLICE	0.64	4.48	10.25	4.62	0.72	6.03	4.00	0.00	8.00		
STATE TREAS.	13177.81	15680.46	17345.39	21097.38	12616.86	14245.33	2674	250.87	130.23		
TOWN TREAS.	10975.26	13759.66	15307.38	18241.11	11406.71	11955.33	81645.45	16754.29	27667.82		
TOTAL CHECK	26478.16	32163.47	35831.99	42663.97	26136.84	28126.06	191400.49	32521.80	51055.68	0.00	0.00

TOTAL FILINGS AND COLLECTIONS-THREE YEAR TREND

DESCRIPTION	TOTAL FISCAL YEAR 2017 (JULY 2016-JUN 2017)	Inc/Dec FY 16 TO FY 17	TOTAL FISCAL YR 2016 (Jul 2015-Jun 2016)	Inc/Dec FY 15 TO FY 16	TOTAL FY 2015 (Jul 14-June 15)	Inc/Dec FY 14 TO FY 15	TOTAL FY 14 (Jul 13-Jun 14)
	JANUARY THROUGH JUNE 2017		JUNE 2017		MAY 2017		
MISDEMEANOR & CR TRAFFIC	47	-35%	319	15%	277	-33%	415
FTA	7	-37%	76	52%	50	-61%	128
DUI	1	-11%	9	-10%	10	-29%	14
SERIOUS TRAFF	11	-52%	268	-9%	294	70%	173
CRIMINAL TRAFF	0	-46%	672	3%	651	-11%	730
MISDEMEANORS SUBTOTAL	165	-35%	1066	-21%	1356	-26%	1844
CIVIL TRAFFIC	0	-65%	26	0%	26	37%	19
HARASSMENT INJUNCTION	7	-17%	30	30%	23	-15%	27
ORDER OF PROTECTION	238	-39%	1794	-13%	2056	-22%	2620
TOTAL FILINGS	49	-52%	431	11%	387	-5%	406
IA/ARR IN CUSTODY	618	-8%	4814.96	-16%	5,726.10	-60%	14,472.21
ATTY RESTRICTION	3711	-57%	23,017.77	31%	17,526.40	-16%	20,907.22
LCL ORD FEES (Default/Warrant etc)	4136	-37%	24,241.18	-21%	30,743.43	-23%	39,890.16
LCL CRT ENHANCEMENT	452	-36%	2,942.78	0%	2,935.79	-25%	3,890.47
JCEF TO TOWN	442	-32%	2,134.35	0%	2,137.42	-22%	2,742.93
GYMO ADDL EQP \$13	126	-53%	1,575.76	-33%	2,354.35	-22%	3,024.91
DPS ADDL EQP \$13	558	-60%	3,418.98	-25%	4,554.94	-49%	8,947.98
YAV. CTY JAIL FEES	0	-55%	16.58	107%	8.00	-80%	40.00
MVD/ADOT/ADD FEE	0	0%	0	-100%	0.97	-44%	1.74
ROC ADDL EQP FEE	8	216%	129.11	100%	64.50	-96%	1,470.69
VAN TRIBAL POLICE	381	-41%	235,443.15	-10%	261,650.80	-15%	307,572.30
STATE TREAS.	44422	-35%	177,814.66	-5%	180,021.82	-19%	221,122.78
TOWN TREAS.	33052	-39%	447,716.55	-6%	484,472.02	-18%	588,703.96
TOTAL CHECK	83577						

LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT

Page 1 Processing

Court ID: 1354

County: CAMP VERDE MUNICIPAL COURT

Report Month/Year: February 2017

CRIMINAL TRAFFIC				
	D.U.I. (a)	Serious* Violations (b)	All Other Violations (c)	TOTAL (d)
Pending 1st of Month	29	4	85	118
Filed	3	1	7	11
Transferred In	0	0	0	0
SUBTOTAL	32	5	92	129
Transferred Out	0	0	0	0
Other Terminations	0	1	11	12
TOTAL TERMINATIONS	0	1	11	12
Statistical Correction	0	0	0	0
Pending End of Month	32	4	81	117

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

TRAFFIC FAILURE TO APPEAR**								
Pending 1st of Month	Filed	Trans In	SUB- TOTAL	Trans Out	Other Term.	TOTAL TERM.	Stat. Corr.	Pending End of Month
209	0	0	209	0	3	3	0	206

****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 1st of Month	Filed	Trans In	SUB- TOTAL	Trans Out	Default Judg- ment	Other Term.	TOTAL TERM.	Stat. Corr.	Pending End of Month
202	113	0	315	0	6	103	109	0	206

Civil Traffic Hearings Held: 1

VIOLATIONS OF A.R.S. 28-702.01 AND 28-702.04 (Part of Civil Traffic Above)				
Filed	Trans In	TOTAL	TOTAL	TOTAL
20	0	20	20	20

LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT

Court ID: **1354**

Page 2 Processing

County: **CAMP VERDE MUNICIPAL COURT**

Report Month/Year: **February 2017**

MISDEMEANOR									
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)	
Misdemeanor (Non-Traffic)	627	24	0	651	1	32	33	0	618
Failure to Appear (Non-Traffic)	3	0	0	3	0	1	1	0	2
TOTAL	630	24	0	654	1	33	34	0	620

TRIALS HELD	
Misdemeanor Court/FTA Trials Held:	1
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
Felony Preliminary Hearings Held:	0	Felony, Misdemeanor, Criminal Traffic Initial: Appearances:						24

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	23	3	26	7	0	19
TOTAL	23	3	26	7	0	19

LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT

Page 3 Processing

Court ID: 1354

County: CAMP VERDE MUNICIPAL COURT

Report Month/Year: February 2017

CIVIL COMPLAINTS				
	Small Claims	Forcible Detainer/ Eviction Action	Other Civil	TOTAL
	(a)	(b)	(c)	(d)
Pending 1st of Month	0	0	0	0
Filed	0	0	0	0
Transferred In	0	0	0	0
SUBTOTAL	0	0	0	0
Transferred Out	0	0	0	0
Other Terminations	0	0	0	0
TOTAL TERMINATIONS	0	0	0	0
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 TERM.
Domestic Violence	1	1	0	1
Harassment	0	0	0	0

HEARINGS HELD TO REVOKE OR MODIFY ORDER OF PROTECTION INJUNCTION AGAINST HARASSMENT
--

Order of Protection:	1	Injunction Against:	0
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SPECIAL PROCEEDINGS/ACTIVITIES

Peace Bond Complaints Filed:	0	Fugitive Complaints Filed:	0
Juvenile Hearings Held:	0	Search Warrants Issued:	0

LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT

Page 4 Processing

Court ID: 1354

Report Month/Year:

County: CAMP VERDE MUNICIPAL COURT

February 2017

WARRANTS OUTSTANDING

TRAFFIC WARRANTS OUTSTANDING

D.U.I.	137
Serious Violations	13
All Other Violations	583
TRAFFIC TOTAL	733

CRIMINAL WARRANTS OUTSTANDING

Felony	1
Misdemeanor	834
CRIMINAL TOTAL	835

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. Schlegel

Signature of the Judge/Magistrate (or designee)

Veronica Pineda

Name of Preparer

March 6, 2017

Date of Preparation

Community Development Monthly Report February 2017



Building Division:

Robert Foreman – Building Official
Jon Rivero – Building Inspector/Plans Examiner
Elisha New-Building Inspector/Plans Examiner
Sandra Farrar – Permit Technician
Destiney Jones- Permit Technician

Planning & Zoning:

Carmen Howard – Community Development Director
Melinda Lee- Planner



Code Enforcement:

James Simons – Animal Control/Code Enforcement Officer
Steve Ganis- Animal Control/Code Enforcement Officer



Photo courtesy of Insitons

BUILDING MONTHLY REPORT

February 2017	CURRENT MONTH	PREVIOUS MONTH	2016-2017 FY
PERMITS ISSUED	34	25	98
PERMITS FINALED	26	24	70
PLAN REVIEWS PERFORMED	11	24	57
INSPECTIONS PERFORMED	72	82	300
PHONE CALLS RECEIVED	368	582	1619
BUSINESS LICENSES REVIEWED	3	4	13
BUSINESS LICENSE INSPECTIONS	1	0	11
MISCELLANEOUS SITE INSPECTIONS	14	11	60
<u>BUILDING VIOLATIONS</u>			
Dangerous Building	0	0	3
Stop Work Order	0	0	1
Grading Without Permit	0	0	0

MISCELLANEOUS:

MONTHLY REPORT FOR FEBRUARY 2017
BUILDING DIVISION

Called out for two (2) structure fires on Saturday February 4th, one commercial and one residential. Met with a residential property owner and staff regarding permits on his property. Attended a training session with the Town Manager, Department heads and supervisors regarding the employee performance review process and timing of same.

Met with two property owners, Fire Marshal and staff regarding fire access on private roads. Had a meeting with Code Enforcement staff regarding coordination and processes with Building Department. Met with a local developer and staff regarding private roads and fire access. Also met with staff and a local contractor concerning plan review requirements.

Held a meeting with Public Works staff and Building staff in regard to the coming demolition of the old library and the requirements for that, in particular asbestos abatement and permitting. Also another meeting with Code Enforcement, Community Development Director, and Planner on Code Enforcement.

Had a pre-development meeting with staff and a local property owner regarding turning an existing vacant office building into a five (5) unit apartment complex. Had a Development Standards meeting on a proposed new Taco Bell, and Development Standards meeting on an equipment building, and yard improvements for Elite Performance Concrete.

Had a training session with all Community Development staff and Vicki Rodden and Dan Cherry from Yavapai County Flood control. Met with staff and a property owner regarding the requirements for basement designs on a single family residence. Attended a joint Council and Planning and Zoning Commission and Community Development staff work session.

Completed 72 building inspections, 11 residential plan check reviews, 9 commercial plan check reviews, 70 phone calls, 18 meetings, 14 miscellaneous site inspections, 4 miscellaneous postings, 5 transmittals, 1 business licenses issued, and 2 special event reviews.


Robert Foreman CBCO
Building Official

03/01/2017 11:04 AM

PROJECT VALUATION AND FEE REPORT

PROJECTS: All

APPLIED DATES: 0/00/0000 THRU 99/99/9999

ISSUED DATES: 2/01/2017 THRU 2/28/2017

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCR
20170030	2/02/2017	ELY, EUGENE	2875 SHASTA CIRCLE	K KITTLE L	BATHR
20170033	2/02/2017	VERDE REIVER RV RESORT-SEDO	1472 HORSESHOE BEND DR.	ABREEZE	FIRE
20170035	2/02/2017	WEILLAND, MARK	1901 SALT MINE RD.	OWNER	TEMPO
20170036	2/06/2017	LOWE, TOM	970 INEZ CIR.	OWNER	TEMPO
20170037	2/06/2017	VOLLICK, BRUCE	421 DAKOTA DRIVE	OWNER	RESID
20170038	2/07/2017	OLSON, JACK & CONNIE	360 CLIFF HOUSE DR.	CUS WATER	INGRO
20170039	2/07/2017	VERDE RIVER RESORT-SEDONA L	1472 HORSESHOE BEND DRIVE	CUS WATER	INGRO
20170040	2/07/2017	PATTON, FRED	2377 LA GRANDE DRIVE	PM&M ELECT	SOLAR
20170041	2/08/2017	BASHAS INC.	650 FINNIE FLAT RD	RAYTEK	COMME
20170042	2/08/2017	KING, HARRY	537 YAQUI CIR.	OWNER	RESID
20170043	2/09/2017	TOWN OF CAMP VERDE	1000 STATE ROUTE 260 E	OWNER	GRADI
20170044	2/13/2017	GREEN GL & SF REVOCABLE TRU	1488 HORSESHOE BEND	OWNER	TOWER
20170045	2/13/2017	HAIN, FREDERICK	1870 ROYAL WAY	CHRISCONNIE	RESID
20170046	2/14/2017	TOWN OF CAMP VERDE	130 BLACK BRIDGE RD.	OWNER	COMME
20170047	2/14/2017	GARY ALDEN TRUST	170 MONTEZUMA CASTLE	OWNER	ADMIN
20170049	2/16/2017	SIMONCRE BROADWAY IV LLC	2775 VERDE LAKES DRIVE	OWNER	WALL
20170050	2/16/2017	SIMON CRE	2775 VERDE LAKES DRIVE	OWNER	POLE
20170051	2/16/2017	PEACE, BOB & KAY	2871 DIAMOND RD.	OWNER	RESID
20170052	2/17/2017	PORNEALA, NICUSOR	2403 BELGIAN WAY	OWNER	TEMPO
20170053	2/21/2017	GRISSOM, SANDI	1971 ROYAL WAY	OWNER	FENCE
20170054	2/21/2017	NORTON, KEVIN	536 SALT MINE RD	OWNER	RESID
20170055	2/22/2017	TIERRA VERDE HOLDINGS	TBD TBD	TIERRAVERD	NEW R
20170057	2/23/2017	VILLONE, REGINA	1251 PETERSON RD.	OWNER	RESID
20170058	2/27/2017	VILLONE, GINA	1251 PETERSON RD.	OWNER	SOLAR

03/01/2017 11:04 AM

PROJECT VALUATION AND FEE REPORT

PROJECTS: All
APPLIED DATES: 0/00/0000 THRU 99/99/9999
ISSUED DATES: 2/01/2017 THRU 2/28/2017
EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCR
20170059	2/27/2017	DAVIS, JOHN & DENA	700 SADDLE CREEK DR.	ELECTRIC	RESID
20170060	2/27/2017	DAVIS, JOHN & DENA	700 SADDLE CREEK DR,	PIPERSPLUM	RESID
*** TOTALS ***		NUMBER OF PROJECTS:	26	VALUATION:	37

03/01/2017 11:04 AM

PROJECT VALUATION AND FEE REPORT

PROJECTS: ALL
APPLIED DATES: 0/00/0000 THRU 99/99/9999
ISSUED DATES: 2/01/2017 THRU 2/28/2017
EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	
01-NEW - RESIDENTIAL SINGLE FAMIL	1	191,000.00	3,
03-RES - RESIDENTIAL ALTER/REMODE	3	30,000.00	
04-RES - RESIDENTIAL ACCESSORY	1	1,000.00	
06-RESREP - RESIDENTIAL REPAIR	1	1,000.00	
DEMO-COM - COMMERCIAL DEMOLITION	1	0.00	
DEMO-RES - RESIDENTIAL DEMOLITION	1	0.00	
ELE-COM - COMMERCIAL ELECTRICAL	1	5,000.00	
ELE-RES - RESIDENTIAL ELECTRICAL	2	1,000.00	
FENCE - FENCE	1	300.00	
FIRE - FIRE SPRINKLER	1	1,249.00	
GRADING - GRADING	1	0.00	
PLB-RES - RES - PLUMBING	1	0.00	
POOL-IN - IN GROUND SWIM POOL	1	25,000.00	
SIGN-POLE - SIGN - POLE	1	10,000.00	
SIGN-WALL - SIGN - WALL	1	7,000.00	
SOLAR - SOLAR INSTALLATION	2	55,417.00	
SPA-IN - INGROUND SPA	1	30,000.00	
TOWER-EXIS - TOWER-EXISTING CO-LO	1	20,000.00	
Z-ADMIN - ADMINISTRATIVE REVIEW	1	0.00	
Z-TEMPUSE - TEMPORARY USE	3	0.00	
ZC - ZONING CLEARANCE	7	0.00	
*** TOTALS ***	33	377,966.00	9,

03/01/2017 11:04 AM

PROJECT VALUATION AND FEE REPORT

PROJECTS: ALL
APPLIED DATES: 0/00/0000 THRU 99/99/9999
ISSUED DATES: 2/01/2017 THRU 2/28/2017
EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS: ALL

*** BUILDING CODE RECAP ***

BUILDING CODE - DESCRIPTION	# OF PROJECTS	# OF SEGMENTS
BLANK - *BLANK*	7	7
03-RESREM - RESIDENTIAL REMODEL	3	3
06-RESREP - RESIDENTIAL REPAIR	1	1
ADMIN - ADMINISTRATIVE REVIEW	1	1
DEMO-COM - COMMERCIAL DEMOLITION	1	1
DEMO-RES - RESIDENTIAL DEMOLITION	1	1
ELE-COM - COMMERCIAL ELECTRICAL	1	1
ELE-RES - RESIDENTIAL ELECTRICAL	2	2
FENCE - FENCE	0	1
FIRE - FIRE SPRINKLER	1	1
GRADING - GRADING	0	1
PLB-RES - RESIDENTIAL PLUMBING	1	1
POOL-IN - IN GROUND POOL	1	1
R-3 - RESIDENTIAL ONE/TWO FAMILY	0	1
RES - RESIDENTIAL ACCESSORY BUILDING	0	1
SIGN-POLE - POLE SIGN	0	1
SIGN-WALL - WALL SIGN	0	1
SOLAR - SOLAR INSTALLATION	2	2
SPA-IN - IN GROUND SPA	0	1
TOW - TOWER CO-LOCATE	1	1
Z-TEMP - TEMPORARY USE PERMIT	3	3
*** TOTALS ***	26	33

03/01/2017 11:04 AM

PROJECT VALUATION AND FEE REPORT

SELECTION CRITERIA

REPORT SELECTION

PROJECT RANGE FROM: THROUGH ZZZZZZZZZZ
PROJECT STATUS: All
CONTRACTOR: All
PROJECT TYPE: All
SEGMENT: All
VALUATION RANGE FROM: 0.00 THROUGH 999,999,999.99

PROJECT DATES

APPLIED RANGE FROM: 00/00/0000 THROUGH 99/99/9999
ISSUED RANGE FROM: 02/01/2017 THROUGH 02/28/2017
USE SEGMENT DATES: NO
EXPIRE RANGE FROM: 00/00/0000 THROUGH 99/99/9999
USE SEGMENT DATES: NO

PRINT OPTIONS

TOTALS ONLY: NO
INCLUDE SEGMENTS: NO
COMMENT CODES: None

*** END OF REPORT ***

**Planning & Zoning
Monthly Report**

February 2017

The CD Director met with various departments including Public Works and Economic Development to discuss various potential development projects, potential code amendments and general interdepartmental coordination. A Joint Council/Planning Commission Session was held on February 22 to coordinate and get feedback from both the Council and Commission relating to potential code amendments. The Board of Adjustments met to hold Officer Elections with Jim Binick nominated as Board Chairman and BJ Davis was elected as Vice-Chairman.

The Director met with members of the community to discuss potential development proposals, land splits and zoning issues. The CD Director also met with other Community members to discuss various issues including signs and ways to maximize abatement funds.

New Planner, Melinda Lee joined the Community Development team on February 1 and is assimilating quite well. Melinda hales from Coleville, Washington and previously worked for Mohave County, Arizona. Melinda has family in the area and is looking forward to relocating to the Verde Valley.

The CD Director met with staff and discussed and guided staff with respect to various issues that presented themselves relating to Code violations and development issues. Procedures are being reviewed and staff is being trained to fulfill duties that were performed by staff members that recently vacated their positions.

Code Enforcement Fiscal Year 2016-2017
Abatements as of February 28, 2017

Location	Total Cost Per Nuisance Abatement

Code Enforcement:
Total Complaints: 15
Violations Found: 14
Violation Not Found: 0
Cases Closed: 45
Open Complaints: 81
Abatements: 0

Accomplishments February 2017

Jerry Tinagero promoted from within to Wastewater Division Manager

Approved 16 building permits.

Tasked with 56 Blue Stakes for the month.

Worked on CIP and budget for 2018.

Selector tank entry for clean out and diffuser clean and repair.

U. S. Public Health Service: Captain Rea and Lieutenant Santana, inspected our Vacuum Truck. They sent a letter of thank-you for the time Joe Calhoun and others spent showing the capabilities and features.

Plant Alarm system was out of commission due to obsolete modem. Personnel rotating through normal unmanned hours to ensure plant safety and proper operation. New system being installed. Testing.

Effluent pump #1 is out for repair. Effluent wet well has bad flange. Contracting to have flange replaced. Work will entail working in confined space and shutting down main street lift station.

Chet Teague passed his certification exam for Grade 1 Wastewater Collection System Operator.

Replaced 2 Chlorine Totes.

Used Camera Van two times to inspect lines and locate taps.

Emergency call out to vacuum out base of Cliff Parkway sewer pipeline.

Minimal jetting and camera of the sewer lines due to staff constraints.

Continued site monitoring with gas meters.

Working with RV parks to hook up to system.

Town of Camp Verde

Revenue Drivers
December 2016

Sources*	Dec-16	In/De %	Nov-16	Oct-16	FYTD Avg	Bud/Month	YTD Bud +/-	LYM Avg +/-	L5YM Avg +/-
City Sales Tax	253,381	-4%	263,490	242,692	249,270	293,917	(267,878)	(26,079)	34,781
City .65% Increase	47,248	-3%	48,625	41,501	45,640	48,583	(17,661)	(5,276)	N/A
State Sales Tax	83,474	3%	80,868	81,154	81,537	87,583	(36,280)	(4,092)	3,083
VLT	57,838	8%	53,485	57,834	58,412	55,442	17,820	1,437	7,704
URS	113,801	0%	113,801	113,801	113,801	113,800	3	4,708	16,024
HURF	71,564	5%	68,444	71,186	70,817	74,292	(20,846)	(2,576)	5,102
TOTAL	627,307		628,711	608,168	619,476	673,617	(324,841)	(31,878)	66,694

* - 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).



130 Black Bridge Road | Camp Verde AZ 86322

CAMP VERDE COMMUNITY LIBRARY

good company is always welcome...

MEMORANDUM

TO: Russ Martin, Town Manager
FROM: Kathy Hellman, Library Director
SUBJECT: Monthly Report – February 2017
DATE: 3/9/2017
CC: Department Heads

Despite the rainy weather, the additional door in the south wall was completed this month. It provides an emergency exit to satisfy fire and safety concerns. BWC worked on repairing and patching other smaller items on the punch list, which has grown considerably shorter since the first of the year.

Camp Verde Adult Reading Program & Learn Center (CVARP) has seen an uptick in traffic and activity since moving into the Center at the library. In January, the Center served 33 students with GED and ELAA (English Language Acquisition for Adults) classes and February saw that number increase to 36.



Report from Teen Librarian, Zack Garcia: The month of February was the first month that I started implementing programs for teens. The first was *Game Nights with Zack (GNwZ)*. We started February 23 and played from 6-8:00p. Eight kids showed up to play so we will now have GNwZ every Thursday evening. We are open to playing board games, card games, video games, and classics like chess, but will let the teens show us what they want to play. So far, they have been into a game called, Magic: The Gathering. MTG is a trading card game that requires math skills, reading comprehension, critical thinking, strategy, and most importantly, gets teens away from screens and interacting with one another. They love it. I am excited for this program to grow and to see how GNwZ evolves. The second program I am trying to introduce is getting teens involved with Vintage Baseball at Fort Verde. The goal there is to get them working as a team, get them familiar with the Town's history, open doors to volunteering at the Fort and other places, and to have fun. So far I haven't had any teens show, but I will keep trying.

Report from Youth Services Librarian, Nadia Torabi: The Children's Library has become a hangout for local families and families with supervised visitations. There are different crowds depending on the time of day. One thing I've noticed is the immediate and constant use of technology not only with parents, but their children as well. I attended a workshop on what it means to be a

"Media Mentor" and how to provide educational and effective resources through technology for families. These sources begin with but are not limited to audio books, tablets, smartphones and apps. I look forward to becoming efficient in helping families find tools to further learning and literacy outside of the many resources the library already provides. I plan to bring interactive story times through apps into our regular story times and to add literacy game stations through tablets to the Children's Library.

Report from Circulation & Volunteer Coordinator, Alice Gottschalk: An example showing how the community appreciates the beauty of our new library: A patron came in one day with muddy boots. She sat at the computer and when she was done and was going to leave, she asked if she could have something to sweep up the mess her boots made. I offered to clean it up but she insisted. She said she truly enjoyed the beauty of our new library and she wanted to keep it looking good. She didn't want to be the cause of the library looking dirty. Patrons did not show this kind of concern for the appearance of the old library. They left dirt from muddy boots, spilled beverages and more. We appreciate the care people are taking in our new facility.

Report from Adult Services Librarian, Carson Ralston: The two study rooms were used 18 times by 41 people for a total of 38 hours. Patrons used the rooms on a first-come, first-served basis to study, for small group meetings, etc. AARP reserved one room and began offering weekly Tax Aide on Feb 23rd from 4 – 7:30PM. The East Study Room will be used weekly by AARP through April 15th.

Report from Reference & PC Help Librarian, Gerry Laurito: February turned out to be the magic month when we got most of the details of public PC use and printing finalized. The PC Management company, Useful, has resolved many of our issues and we now have the print jobs going through the coin box. One of the new features we have setup is wireless printing. Patrons can print from their own devices, including phones and tablets, straight to our printer where the job is held for 48 hours or until they pay for it and pick it up. It's as easy as visiting our website at <http://www.cvlibrary.org/services> and going to Computers & Internet.

Report from Friends of Camp Verde Library: The Friends' Book Nook held a special sale in February and moved hundreds of used books. At 5/\$1, BOGO Free and the normal price of \$.50 - \$3.00 they sold \$1,679.32 worth of material from January 1 – February 24. The grasshopper basketball concession netted \$311. All of the work in both of these venues is being done by volunteers. The mission of the Friends is "to promote understanding and appreciation for Camp Verde Community Library as a center for learning and social interaction for all ages."

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

FEBRUARY 2017 Camp Verde Community Library Use Statistics

	Feb-17	Feb-16	% change	YTD-FY17	YTD-FY16	% change
In-Library Uses						
Traffic Count	8,726	5,254	66.1%	56,357	44,345	27.1%
New Cards Issued	161	30	436.7%	900	429	109.8%
Public Computer Use	1,414	1,392	1.6%	12,589	13,376	-5.9%
Early Literacy Computer Use	45	42	7.1%	386	573	-32.6%
Requests for Computer Help	158	116	36.2%	954	802	19.0%
Reference Questions	193	199	-3.0%	1,243	1,261	-1.4%
Total In-Library Use	10,697	7,033	52.1%	72,429	60,786	19.2%
Library Programs						
Adult Programs	26	22	18.2%	178	166	7.2%
Adult Program Attendance	352	112	214.3%	1,499	689	117.6%
Adult Program Hours	9	7	28.6%	47	51	-8.8%
Youth Programs	21	17	23.5%	128	182	-29.7%
Youth Program Attendance	206	198	4.0%	1,317	2,310	-43.0%
Youth Program Hours	4	24	-83.3%	65	248	-73.8%
Programs Off-Site	1	1	0.0%	15	23	-34.8%
Total Library Program Attendance	558	310	80.0%	2816	2999	-6.1%
Circulation						
Items Checked Out	4,759	3,921	21.4%	34,430	36,199	-4.9%
Items Checked In	5,635	4,369	29.0%	36,853	40,896	-9.9%
Items Used In-Library	363	238	52.5%	4,537	2,021	124.5%
Renewed Items	736	778	-5.4%	5,808	7,000	-17.0%
Total Circulation	10,757	8,528	26.1%	75,820	79,116	-4.2%
Total Number Library Patrons	4,568	3,828	19.3%			
Circulation Areas of Interest						
Audio Books	219	170	28.8%	1,443	1,426	1.2%
DVDs & VHS	1,835	1,454	26.2%	12,893	13,283	-2.9%
eBooks	337	252	33.7%	2,796	2,189	27.7%
Youth eBooks	12	31	-61.3%	309	311	-0.6%
iPads & e-readers	9	14	-35.7%	39	97	-59.8%
Large Print	285	148	92.6%	1,721	1,498	14.9%
Magazines	82	144	-43.1%	642	812	-20.9%
Kids & Teens Material	1,340	1,013	32.3%	10,561	11,046	-4.4%
Transits, HOLDS & InterLibrary Loans						
HOLDS Filled	713	833	-14.4%	5,053	6,418	-21.3%
Transit Items Sent & Received	1,207	1,504	-19.7%	9,793	12,113	-19.2%
CVCL ILL Items Going Out	24	39	-38.5%	152	227	-33.0%
ILL Items for CVCL Patrons	2	7	-71.4%	19	44	-56.8%
Total Transit, HOLDS & ILL Activity	1,946	2,383	-18.3%	15,017	18,802	-20.1%
Library Volunteers						
Number of Volunteers	37	28	32.1%	301	267	12.7%
Number of Hours Given	688	461	49.2%	4,971	4,478	11.0%
Average Hours/Volunteer	18.6	16.5	12.9%	16.5	16.8	-1.5%
Collection & Development						
New Kids & Teen Material Added	66	11	500.0%	342	259	32.0%
New Books Added	90	97	-7.2%	916	899	1.9%
New Audio-Visual Material Added	120	51	135.3%	482	476	1.3%
Total Items Added	210	148	41.9%	1,398	1,375	1.7%
Total Items Owned	30,948	31,265	-1.0%			
Mending & Donations						
Items Mended or Repaired	86	67	28.4%	441	567	-22.2%
Donations Processed	1,338	61	2093.4%	7,193	4,001	79.8%
Donations Cataloged	192	47	308.5%	823	640	28.6%
Online Public Access Catalog						
OPAC Searches	10,550	89,665	-88.2%	84,472	151,612	-44.3%

Average
Circulation
Activity
per Open
Hour
46.0

Number
of Items
Owned
per Capita
(pop 11,500)
2.7