

# July 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: August 10, 2017  
Cc: Department Heads  
Re: Manager's report for the period ending July 31, 2017

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

### **Ride Along(s)**

I did three ride alongs in July and as always learn a lot from the officers. I had an opportunity to discuss with two of potential supervisor candidates and really appreciated the time they gave me. During these I witnessed, without my prompting traffic enforcement on Salt Mine Road where I have received concerns about in recent months and more so since the announcement of Rocking River Ranch transformation into a State Park. These folks are always trying to make an impression on traffic but admittedly cannot be everywhere all the time. Additionally, I was able to do my second ride along with the same person for the first time. This was also interesting as the evolution in not only the individual but the department for the better were evident. Finally, one of the newest officers gave me great hope for our community's future, his instincts were sharp, his attitude was excellent and his outlook towards our community's future was exciting as well. As I have said before, it is a great thing to do and gives me a deeper respect for what they deal with out in the field.

### **Research**

After discussions with my fellow Managers in the region it appears there is some opportunity to look at a way to determine the "small grants" that we work through as well as cooperative memberships that we should consider moving forward. In the coming months I will work through and present at a work session some of these options for us when dealing with these sometimes difficult issues.

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



## Office of the Town Clerk June 2017

**Note from the Clerk:** Thank you everyone for welcoming me so warmly as your new Town Clerk of Camp Verde. Virginia and I working together on Clerking responsibilities and we are both learning new things daily from each other. I want to remind everyone to include both of us on emails requiring a clerk department response during this early stage, as we work through our processes. 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					
Renewal notices	49	84	66	63	52	63	76					
Total on File*	830	837	828	842	832	833	836					

\*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						<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
<b>2016-17</b>							
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
<b>2017-18</b>							
Revenue	<b>21,750</b>	1,556.10					
Expenses	<b>181,515</b>	20,013.34					

**Training**

Judy Morgan and Virginia Jones both attended the Arizona Municipal Clerk's Conference and the Annual Elections Training by the League of Arizona Cities and Towns.

*Judy Morgan*  
*Town Clerk*

LICENSES: 0002 THRU ZZZZZZZZZZ

SORTED BY: LICENSE NUMBER

ORIGINATION DATES: 7/01/2017 TO 7/31/2017

PAID STATUS: ALL

EFFECTIVE DATES: 0/00/0000 TO 99/99/9999

LIC CODES: ALL

EXPIRATION DATES: 0/00/0000 TO 99/99/9999

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRESS
3332	RET	CAMP VERDE AUTOMOTIVE LLC	PO BOX 1267 CAMP VERDE, AZ 86322	27 W GENERAL CROOK TR
		COMMENTS: [REDACTED]		
3333	SERV	CAMP VERDE 24 HOUR STORAGE LL	601 NAVAJO BLVD HOLBROOK, AZ 86025	603 INDUSTRIAL DRIVE
		COMMENTS: [REDACTED]		
3334	SERV	D & D SERVICES LLC	PO BOX 4237 CAMP VERDE, AZ 86322	1810 N MONDALE
		COMMENTS: [REDACTED]		
3335	RET	THE YARD HOME & GARDEN	DEBBIE JO & RANDY ROSANE 2157 S SCHAEFFER LANE CAMP VERDE, AZ 86322	801 E HOWARDS RD
		COMMENTS: [REDACTED]		
3336	SERV	NORA MAIN	105 W LINDA VISTA DR CAMP VERDE, AZ 86322	391 MONTEZUMA CASTLE HW
		COMMENTS: [REDACTED]		
3337	RENT-R	SIGEA, LLC	PO BOX 2106 COTTONWOOD, AZ 86326	353 S 5TH STREET
3338	SERV	TNT TOWING & TRANSPORT LLC	PO BOX 414 CHINO VALLEY, AZ 86323	712 & 732 S MONTE VERDE
		COMMENTS: [REDACTED]		
3339	SERV	TIMOTHY SCHULTZ HANDYMAN	3880 E TUMBLEWEED DR CAMP VERDE, AZ 86322	
		COMMENTS: [REDACTED]		
3340	RENT-C	CV PROPERTIES LLC DBA ACCESS	KEVIN BUTCHER PO BOX 1415 COLORADO SPRINGS, CO 80901	28 W GENERAL CROOK
		COMMENTS: [REDACTED]		
3341	RENT-R	CLEAR CREEK CORNER	ROY HESS/NANCY CANADA PO BOX 4293 SEDONA, AZ 86340	2777 S ASPEN WAY
3342	CONT	HENES CONSTRUCTION	100 S MCCLINTOCK DR #200 CHANDLER, AZ 85226	0 OUT OF TOWN BUSINESS
		COMMENTS: [REDACTED]		
3343	CONT	VINCO MN INC	COLLEEN J KOTRBA PO BOX 907 FOREST LAKE, MN 55025	
		COMMENTS: [REDACTED]		
TOTAL LICENSES:		12		

SELECTION CRITERIA

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REPORT SELECTION

LICENSE RANGE: 2 THROUGH ZZZZZZZZZZ  
ORIGINATION DATE FROM: 07/01/2017 THROUGH 07/31/2017  
EFFECTIVE DATE FROM: 00/00/0000 THROUGH 99/99/9999  
EXPIRATION DATE FROM: 00/00/0000 THROUGH 99/99/9999  
STATUS: Pending, Active  
LICENSE CODE: All  
BUSINESS CLASS: All  
REPORT CODE: All  
COMMENT CODE: BL060  
COMMENT FILTER: None  
SORT OPTION: License Number  
CITY LIMITS: Both Inside & Outside  
PAID STATUS: All  
PRINTED STATUS: All  
COMPLETE ADDRESS: Yes

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ADDITIONAL FIELDS FOR THE REPORT

MAILING ADDRESS  
PROP. ADDRESS

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\*\*END OF REPORT\*\*



Town of Camp Verde

# Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 07/31/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 120 - Town Clerk</b>							
<b>Revenue</b>							
<a href="#">01-120-40-410000</a>	COPIES	0.00	0.00	6.10	6.10	6.10	0.00 %
<a href="#">01-120-40-412000</a>	BUSINESS LICENSE FEES	20,000.00	20,000.00	1,550.00	1,550.00	-18,450.00	92.25 %
<a href="#">01-120-40-412100</a>	LIQUOR LICENSE FEES	1,750.00	1,750.00	0.00	0.00	-1,750.00	100.00 %
	<b>Revenue Total:</b>	<b>21,750.00</b>	<b>21,750.00</b>	<b>1,556.10</b>	<b>1,556.10</b>	<b>-20,193.90</b>	<b>92.85 %</b>
<b>Expense</b>							
<a href="#">01-120-20-600000</a>	SALARIES	122,955.00	122,955.00	10,990.40	10,990.40	111,964.60	91.06 %
<a href="#">01-120-20-601000</a>	FICA	7,625.00	7,625.00	673.57	673.57	6,951.43	91.17 %
<a href="#">01-120-20-601100</a>	MEDICARE	1,785.00	1,785.00	157.55	157.55	1,627.45	91.17 %
<a href="#">01-120-20-601200</a>	RETIREMENT	14,140.00	14,140.00	1,262.82	1,262.82	12,877.18	91.07 %
<a href="#">01-120-20-601300</a>	UNEMPLOYMENT INSURANCE	280.00	280.00	87.80	87.80	192.20	68.64 %
<a href="#">01-120-20-601400</a>	WORKERS COMPENSATION	370.00	370.00	19.52	19.52	350.48	94.72 %
<a href="#">01-120-20-602000</a>	HEALTH, DENTAL & LIFE INSURANC	18,760.00	18,760.00	2,532.40	2,532.40	16,227.60	86.50 %
<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	279.63	279.63	420.37	60.05 %
<a href="#">01-120-20-703000</a>	OFFICE SUPPLIES	2,000.00	2,000.00	40.07	40.07	1,959.93	98.00 %
<a href="#">01-120-20-703500</a>	MEMBERSHIPS	600.00	600.00	160.00	160.00	440.00	73.33 %
<a href="#">01-120-20-703800</a>	ADVERTISING	1,000.00	1,000.00	174.47	174.47	825.53	82.55 %
<a href="#">01-120-20-711000</a>	LEGAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">01-120-20-712000</a>	CONTRACT LABOR	6,000.00	6,000.00	150.00	150.00	5,850.00	97.50 %
<a href="#">01-120-20-713210</a>	OFFICE EQUIPMENT	1,000.00	1,000.00	145.22	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>16,673.45</b>	<b>16,673.45</b>	<b>164,841.55</b>	<b>90.81 %</b>
	<b>Department: 120 - Town Clerk Surplus (Deficit):</b>	<b>-159,765.00</b>	<b>-159,765.00</b>	<b>-15,117.35</b>	<b>-15,117.35</b>	<b>144,647.65</b>	<b>90.54 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-159,765.00</b>	<b>-159,765.00</b>	<b>-15,117.35</b>	<b>-15,117.35</b>	<b>144,647.65</b>	<b>90.54 %</b>

**Group Summary**

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 120 - Town Clerk</b>						
Revenue	21,750.00	21,750.00	1,556.10	1,556.10	-20,193.90	92.85 %
Expense	181,515.00	181,515.00	16,673.45	16,673.45	164,841.55	90.81 %
<b>Department: 120 - Town Clerk Surplus (Deficit):</b>	<b>-159,765.00</b>	<b>-159,765.00</b>	<b>-15,117.35</b>	<b>-15,117.35</b>	<b>144,647.65</b>	<b>90.54 %</b>
<b>Report Surplus (Deficit):</b>	<b>-159,765.00</b>	<b>-159,765.00</b>	<b>-15,117.35</b>	<b>-15,117.35</b>	<b>144,647.65</b>	<b>90.54 %</b>



**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
01 - GENERAL FUND	-159,765.00	-159,765.00	-15,117.35	-15,117.35	144,647.65
<b>Report Surplus (Deficit):</b>	<b>-159,765.00</b>	<b>-159,765.00</b>	<b>-15,117.35</b>	<b>-15,117.35</b>	<b>144,647.65</b>

## Town of Camp Verde

### Revenue Drivers

May 2017

Sources*	May-17	In/De %	Apr-17	Mar-17	FYTD Avg	Bud/Month	YTD Bud +/-	LYM Avg +/-	L5YM Avg +/-
City Sales Tax	294,539	2%	289,451	239,937	258,502	293,917	(389,562)	(16,847)	44,147
City .65% Increase	57,854	5%	54,920	45,690	48,397	48,583	(2,048)	(2,519)	N/A
State Sales Tax	88,092	-7%	94,343	82,045	84,852	87,583	(30,042)	(776)	6,398
VLT	63,517	10%	57,633	68,613	59,055	55,442	39,742	2,080	8,347
URS	113,728	0%	113,728	113,146	113,728	113,800	(794)	4,636	15,951
HURF	77,782	-9%	85,730	77,577	76,357	74,292	22,715	2,963	10,642
<b>TOTAL</b>	<b>695,511</b>		<b>695,806</b>	<b>627,009</b>	<b>640,890</b>	<b>673,617</b>	<b>(359,989)</b>	<b>(10,464)</b>	<b>85,485</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).



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



**Volunteers in Policing (VIPs):**

- Tim Wiggle conducted extra patrols throughout Camp Verde
- 

**Training:**

- 07-18 and 07-20 – all Sworn attended a mandatory driving refresher training taught by the Sherriff's Office. This included backing, front parking and pursuit driving.
- 07-25 and 07-26 – Detective Sergeant Steve Butler attended the annual child abuse head trauma conference in Phoenix.

**Patrol:**

- Lots of vacation taken in July by patrol and dispatch

**Animal Control:**

- Animal Control Officer/Code Enforcement Officer resigned stating he decided he did not want to do enforcement any longer– he is currently employed with Bashas

**Miscellaneous:**

- 07-18 – Detectives / Patrol worked a double death investigation at 762 Finney Flat trailer park. They were identified as 74-year old Martene J. Ross and her 48-year old son, Jessey W. Ross. Jesse died of suicide by hanging and Martene's death appeared natural (toxicology report is pending).
- 07-25 – Patrol worked a fatal collision on Hwy 260 West of Cherry Rd. The collision involved a semi-truck and a mini -van. The mini-van was at fault and the collision appears to be the result of inattention/ cell phone usage (possibly texting).

**Coffee with a COP:**

- Held July 31, 2017 at Thanks a Latte

**July statistics compared to last year**

<b>July Stats</b>	<b>2016</b>	<b>2017</b>
Total Calls	986	798
Traffic Stops	125	79
Animal Calls	67	71
Vehicle Burglary	0	0
Residential Burglary	3	5
Criminal Damage	14	6
Domestic Violence	17	17



## Public Works July 2017

### Engineering:

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

- Finnie Flat Sidewalk weekly progress meetings
- Attended Safety Committee Meeting
- Inspected work done at Fulkner Wash
- Discussed Community Park plan and budget
- Worked with consultant regarding drainage and stormwater at Community Park
- Council Work Session
- Began Review of ESP Grant for Homestead Parkway
- Met with citizen regarding ROW discrepancy
- ED & CD pre development meeting
- Meeting with CD and ED to discuss Silverado development
- ADOT to discuss drainage issue on SR-260
- Consultant to discuss water re-charge at the Community Park
- Development Standards Review meeting
- Citizen meeting to discuss traffic on Rustler Tr.

### Maintenance:

- Energy Audit Meeting
- Assisted with management of Gymnasium Roof Repairs
- Re-striped Town parking lots
- New split HVAC unit on the Gym IT room
- Prep of the kitchen for install on sink and installed new hot water heater
- Consulted on the bus bay for Finnie Flat Sidewalk
- Banners for Corn Fest
- Flags for 4<sup>th</sup> of July
- Respirator fit and training
- Library Parking lot
- Fabricated two spider boxes for events
- Organize the old weight room Seal coat new Court Veranda
- Remodel in Economic Development
- Daily Work orders
- Daily work at park and town grounds: cleaning, ball field set-up irrigation and seasonal related grounds maintenance
- Heritage pool daily maintenance and cleaning

### 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 this month. For the Fiscal year that just ended we had 23 trips with an average of 10 people per trip. In keeping with our adult recreation philosophy the trip registrations covered the direct expenses and contributed a small amount toward our fixed wage expenses.

- With the success of the Diamondbacks this season our trips are more popular than ever. We have two remaining and the August trip was sold out a week early!
- Pickle-ball continues three times per week and open volleyball returned.
- We continue to work with Kimley-Horn on the new Community Park grading and infrastructure plan and planning is underway for park amenity design work.
- The Heritage Pool continues to battle the closures caused by patrons as well as the increasing monsoons. Swim lesson completed our three sessions with 156 kids attending this season.
- Adult Co-Ed softball continues with 9 teams playing until early August. Last week's monsoons saw both nights of games cancelled as the field was too wet to play on.

### **Wastewater Treatment Plant**

- Reviewed 2 building permits.
- Tasked with 53 Blue Stakes for the month.
- Received 12 call outs for plant alarms; increase mostly due to monsoon season.
- Resubmitted ADEQ closure testing. Required for East Lagoon Closure.
- Worked on plant review with engineering firm for efficiency study.
- Russ Cron and Marshall Davis attended tour at Flagstaff Waste treatment plant to observe chlorine contact chamber.
- Dismantled Belt Press enclosure.
- Auction of surplus items continuing. Old Vacuum truck, old truck chassis and truck bed tool box sold.
- Completed Slab work for lab building. Work was required per building inspector.
- Continued mosquito abatement.
- Continued site monitoring with gas meters.
- Started Route 260 Sewer Crossings. Marshall Davis is inspecting work.



### **Streets**

No Report



# COURT NEWS

Camp Verde Municipal Court "Monthly Newsletter"

July 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.

The Court had the privilege of hosting the Yavapai County Judges meeting here in our beautiful new facility. We had over 15 judges / admin appear. Lunch was at one of our local eateries while the meeting was taking place.

Court continues to work on signage for the Court lobby entrance and courtroom entrance.

The Court is preparing for the case management system implementation of 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.



View - front entrance to the Courtroom

## A Glance at July

- 22 Injunctions against Harassment filed
- 42 Civil traffic citations filed (CVMO, YANPD)
- TIP has collected to date \$9,265.37
- AZCourtpay.com revenue this month \$1744.70



**MONTHLY REVENUE REMITTANCE REPORT**

**CAMP VERDE MUNICIPAL COURT - July 2017**

<b>Account Description &amp; Statute</b>	<b>AZTEC Code</b>	<b>Total Distribution</b>
Arson Detection reward fund; ARS §41-2167	ZADRF	
Confidential address- ARS 12-116.04	ZCAA1	112.77
CEF 10% of Base Fine - 16-954C	ZCEF	\$888.54
CJEF 47% of Base Fine - 12-116.01A	ZCJEF	\$4,191.62
Child Restraint - 28-907C	ZCPRF	
Drug & Gang Enforcement - 13-811C	ZDECJ	\$882.95
DNA 3% of Base Fine - 12-116.01C	ZDNAS	\$494.15
DUI Abatement Fund - 28-1382D3 (\$250 Extreme DUI)	ZDUIA	\$150.00
Domestic Violence Shelter Fund 12-116.06	ZDVSF	\$118.72
FARE Fee Special Collections (19%)	ZFAR1	\$1,268.62
FARE Delinquency Fee (\$35.00 Fee)	ZFAR2	\$362.98
FTGF 7% of Base Fine - 12-116.01B	ZFTGS	\$622.06
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	\$323.37
STATE Civil JCEF - 22-281C1 (18.39% of Fee)	ZJCSF	\$9.31
MSEF 13% of Base Fine - 12-116.02A	ZMSEF	\$1,159.31
2011 \$8 Assessment - State: \$4 to GITEM & \$4 to PSEF	ZOS1	\$393.28
Prison Construction & Operations Fund - 41-1651	ZPCOF	\$941.37
Probation Surcharge 2006 - 12-114.01 (\$10.00)	ZPRS6	\$10.00
Probation Surcharge 2009 - 12-114.01 (\$10.00)	ZPRS9	\$989.82
Probation Surcharge OLD - 12-114.01 (\$5.00)	ZPRSU	\$20.70
Public Safety Equipment Fund, 41-1723, 28-1381.5	ZGFDU,ZPSEF	\$591.77
Registrar of Contractors	ZRCA	
State Highway Fund - 28-710A	ZSHWY	
Drug Lab Remediation Technical Registration Bd 13-3423 (D9)	ZTECH	\$15.00
State Highway Work Zone Fund - 28-710B	ZSHWZ	
28-4139 - FR Suspended Plates (100% Base Fine to DPS)	ZSLPD	
victims rights enf assmnt fund (100%)	ZVREA	\$88.41
<b>SUBTOTAL - STATE REVENUE Remitted to City Finance</b>		<b>\$13,634.75</b>

<b>MISCELLANOUS PASS-THROUGH MONIES (Overpayments) REPORT</b>		
Carried Forward from Previous Month		22.00
Received During Current Month	ZOVR back to/or from Def	0.00
Disbursed During Current Month	9517	(22.00)
Balance at End of Current Month		0.00
<b>RESTITUTION REPORT</b>		
Carried Forward from Previous Month		\$184.02
Escheated / stale dated		
Received During Current Month	5901 ZREST	\$199.32
Disbursed During Current Month	5003	(\$383.34)
Balance at End of Current Month		\$0.00
<b>BOND REPORT</b>		
Bonds Carried Forward from Previous Month		\$1,700.00
Bonds Received During Current Month	ZBND	\$1,326.00
Bonds Forfeited During Current Month	Pg 3 Total	(874.00)
Bonds Escheated 2011:		
Bond Voided		
Bonds Transferred fee book		
Bonds Refunded During Current Month	5079	(\$1,500.00)
Bonds Balance at End of Current Month: open bonds		\$652.00
<b>TOTAL PASS THROUGH MONIES</b>		<b>\$652.00</b>

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:

July-17

Paul A. Schlegel  
Signature

8-3-17  
Date



# LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT

## Page 1 Processing

Court ID: 1354

County: CAMP VERDE MUNICIPAL COURT

Report Month/Year: July 2017

CRIMINAL TRAFFIC				
	D.U.I. (a)	Serious* Violations (b)	All Other Violations (c)	TOTAL (d)
Pending 1st of Month	28	3	75	106
Filed	4	0	7	11
Transferred In	0	0	0	0
<b>SUBTOTAL</b>	<b>32</b>	<b>3</b>	<b>82</b>	<b>117</b>
Transferred Out	0	0	0	0
Other Terminations	3	0	5	8
<b>TOTAL TERMINATIONS</b>	<b>3</b>	<b>0</b>	<b>5</b>	<b>8</b>
Statistical Correction	0	0	0	0
<b>Pending End of Month</b>	<b>29</b>	<b>3</b>	<b>77</b>	<b>109</b>

\*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	3	0	212	0	3	3	0	209

**\*\*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
167	42	0	209	0	6	45	51	0	158
Civil Traffic Hearings Held:			<b>0</b>						

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

**LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT**

Court ID: 1354

Page 2 Processing

County: CAMP VERDE MUNICIPAL COURT

Report Month/Year: July 2017

MISDEMEANOR									
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)	615	26	0	<b>641</b>	0	21	21	0	<b>620</b>
Failure to Appear (Non-Traffic)	2	2	0	<b>4</b>	0	0	0	0	<b>4</b>
<b>TOTAL</b>	<b>617</b>	<b>28</b>	<b>0</b>	<b>645</b>	<b>0</b>	<b>21</b>	<b>21</b>	<b>0</b>	<b>624</b>

**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: **30**

**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	24	8	32	1	0	31
<b>TOTAL</b>	<b>24</b>	<b>8</b>	<b>32</b>	<b>1</b>	<b>0</b>	<b>31</b>

# LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT

## Page 3 Processing

Court ID: 1354

County: CAMP VERDE MUNICIPAL COURT

Report Month/Year: July 2017

### CIVIL COMPLAINTS

	Small Claims (a)	Forcible Detainer/ Eviction Action (b)	Other Civil (c)	TOTAL (d)
<b>Pending 1st of Month</b>	0	0	0	0
Filed	0	0	0	0
Transferred In	0	0	0	0
<b>SUBTOTAL</b>	0	0	0	0
Transferred Out	0	0	0	0
Other Terminations	0	0	0	0
<b>TOTAL TERMINATIONS</b>	0	0	0	0
Statistical Correction	0	0	0	0
<b>Pending End of Month</b>	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	0	0	0
Harassment	22	0	22	22

### HEARINGS HELD TO REVOKE OR MODIFY ORDER OF PROTECTION 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

July 2017

WARRANTS OUTSTANDING

TRAFFIC WARRANTS OUTSTANDING

D.U.I.	137
Serious Violations	12
All Other Violations	595
<b>TRAFFIC TOTAL</b>	<b>744</b>

CRIMINAL WARRANTS OUTSTANDING

Felony	0
Misdemeanor	814
<b>CRIMINAL TOTAL</b>	<b>814</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. Sulezgel  
Signature of the Judge/Magistrate (or designee)

Vermica Prieda  
Name of Preparer

Aug 3, 2017  
Date of Preparation

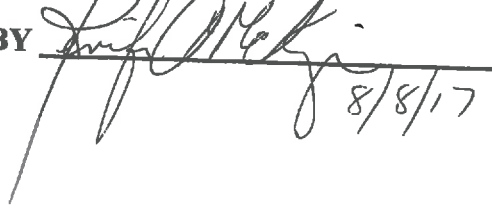
**CAMP VERDE MUNICIPAL COURT**  
**MONTHLY TRANSMITTAL**

Date: August 3, 2017  
From: Camp Verde Municipal Court

Reporting Month: JULY 2017

Check #: 5774

Total Amount of Check: \$25,979.48 <sup>PS</sup>

RECEIVED AND ALLOCATED TO BELOW ACCOUNTS BY  8/8/17

REVENUE ACCOUNT NUMBER	
01-300-40-413000	\$24,042.32
Fines/Fees/Forfeitures- before the check requests below	
01-300-40-431000	\$328.13
Court Apt-Atty. Reimbursement	
05-310-40-413100	\$178.14
Local JCEF Fund	
05-330-40-413300	\$1267.98
Court Enhancement Fund	
19-601-40-413000	
Camp Verde Marshal's Safety Equip. Fund	\$162.91

**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	\$19.79	01-300-40-413000
000087	Yavapai County Jail & Addtl Fee \$1 Fund	\$274.27	01-300-40-413000
000117	Arizona State Treasurer	\$13634.75	01-300-40-413000
003583	Arizona Department of Public Safety Equipment Fund	\$13.82	01-300-40-413000
003572	Motor Vehicle Division Refund Unit	\$0.00	01-300-40-413000
001014	Registrar of Contractors Safety Equipment Fund	\$0.00	01-300-40-413000
003313	Cottonwood Police Dept Safety Equipment Fund	\$0.00	01-300-40-413000

**JULY 2017**



## CAMP VERDE COMMUNITY LIBRARY

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

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### MEMORANDUM

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**TO:** Russ Martin, Town Manager  
**FROM:** Kathy Hellman, Library Director  
**SUBJECT:** Monthly Report – June 2017  
**DATE:** 8/6/2017  
**CC:** Department Heads

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**The Discover NASA: From Our Town to Outer Space** was packed up July 28 and shipped out Monday, July 31. We owe Camp Verde Town Maintenance and Facilities a big **Thank You** for storing the exhibit shipping containers and for showing up to unload and load the exhibit pieces when the shipping company arrived. In total we offered 20 additional programs associated with *Discover NASA: From Our Town to Outer Space* that were attended by 1,062 participants.



**The 2017 Summer Reading Program** concluded with a pool party and picnic, thanks to Camp Verde Parks & Recreation. Luckily, we didn't get rained out this year! Winners were announced and prizes given out. The children, ages 11 and under collectively finished the program with 102,256 minutes of reading! The teens, ages 12-17 collectively read 92,644 minutes. Congratulations to our winners:

Infants & Toddlers

1st Place: Julia Sams, 2nd Place: Charlotte Sabbagh, 3rd Place: Rebekah Freeman

Cook Kids

1st Place: Bayley Dykstra, 2nd Place: John Taylor, 3rd Place: Brian Laxton

Teens

1st Place: Brice Gorda, 2nd Place: Steven Moore, 3rd Place: Ty Holman

Adults

1st Place: Glenna Wadsworth, 2nd Place: Nancy Raistrick, 3rd Place: Deanna Frank

**Report from Youth Services Librarian, Nadia Torabi:** July was not only the peak of our Summer Reading Program, but also marked the end of it and the Discover NASA exhibition. We had many new children join SRP this year. It was great to see both newcomers and regulars come in to the library weekly to pick out new books and continue reading throughout their summer. STEAM was a blast with a visit from the Arizona Science Center and a unit on STOMP Rockets. The children learned about the parts of a rocket and created their own which they launched them from stomp pads to see whose could go the highest/furthest. The children also learned about the different types of telescopes we use to study our universe and made and painted their own personal refractor telescopes from kits funded by Friends of Camp Verde Library.

**Report from Teen Librarian, Zack Garcia:** July brought the end of our summer reading program, and my first go at running the teen portion of the program. I think the program was a success. Some events were more successful than others. Two of which, Chainmail fabrication and teen coloring, will carry over into regular ongoing programs. Over the course of the month, each event averaged nearly 10 kids. My SRP 1st place winner said, "I hate reading" when I first met him six months ago. I am very proud of how hard he and the other teens worked over the course of the summer. Our goal was 1600 points, 1 point per minute of reading...my top three racked up over 20,000 each!

**Report from Reference & PC Help Librarian, Gerry Laurito:** We have streamlined our statistics gathering techniques and are working on a log for reference questions/calls. With multiple people working the PC Help desk, this will help eliminate handwritten notes that easily get lost and allow us to track questions from start to finish.

**Report from Circulation Librarian, Alice Gottschalk:** In Circulation, our number one goal is excellent customer service. In support of this I will participate in a webinar, "*Re-Energize your Volunteer Program by Designing Mission-Driven Opportunities.*" I will also attend the "AZ Get Involved Volunteer Engagement Institute," a 3-day professional development program in Prescott. The institute is geared toward improving volunteer engagement, especially when it comes to utilizing highly skilled volunteers to increase the library's impact in our community. These opportunities are provided, free of charge, to me through the Arizona State Library Archives and Public Records.

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>



When you shop Amazon, use this [link](#) and Amazon will donate .05% of your sale to Friends of Camp Verde Library. It costs you nothing extra and the Town gets the sales tax. A win-win!!

## CVCL JULY eNews - Highlighting What's Happening

for more information check our [website](#) or follow us on [Facebook](#)



### Summer Reading Programs & Activities Winding Down

*Last day to log points for reading and program participation is Thursday, July 20 by noon.*

You are invited to come celebrate all the reading and participation with a Pool Party & Picnic, Friday, July 21 at the Camp Verde Community Pool. A big Thank You to Camp Verde Parks & Recreation for partnering with us on this event! Don't forget to log your progress for a chance at one of the prizes.

- Adults: 1st, 2nd, 3rd Picks: Kindle Fire, Multi-function tool, \$30 Gift card to Ace Hardware
- Teens: 1st, 2nd, 3rd Picks: Magic: the Gathering Amonkhet Bundle Box with 10 Booster Packs, \$25 Amazon Gift Card, and more
- Cool Kids: 1st, 2nd, 3rd Picks: Kennedy Space Center Visor Virtual Reality Headset, \$50 Lego Gift Card, KiB Intelligent Balance RC Robot, or Microscope Kit
- Little Kids: 1st, 2nd, 3rd Picks: Think & Learn Coda-a-Pillar, Happy Giddy Caterpillar Tunnel, Nexus C-8 Spaceship Play Tent or Discover Kids Space Projector.



The AZ State Library plays a big part in funding for our Summer Reading Program. Please take a few minutes to fill out the [survey](#) that helps inform future SRP funds that trickle down to Camp Verde Community Library. Thank you!

If you have any questions about participation in the Pool Party and Picnic, please call Nadia at (554-8387) or Carson (554-8391).

## Highlighting Resources for Readers

*Von's View, Books & Authors, NoveList Plus, and ALA Book Club Central*

Yes, libraries today are community centers with programs and activities for all ages. But, they also house books and still appeal to people who like to read, just as they always have. Access to reading material and literacy is the central foundation of the library.

If you are reading this, you must be a reader! Did you know we have resources (besides the titles on our shelves and e-titles on [Overdrive](#), our virtual shelves) that may enhance your reading enjoyment? Here is some of what we offer:

### Von's View: Random Book Reviews

A couple of years ago, library staff started writing random book reviews. We were hoping to interest some of our reader/writers in participating but never did. Von, a Library Clerk in the Teen Library, was the only one passionate enough about it to keep it going. He definitely has a unique style and even if you are not into the kind of books he reads, you will enjoy his insightful reviews.

### Books & Authors

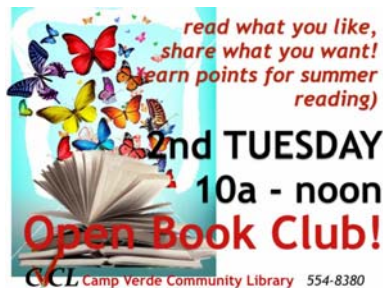
This is a site provided by the AZ State Library that is linked on the eResources page on our website. A Gale/Cengage product, it is known for expert book reviews, recommendations and author biographies. All you need to access it, is your AZ zip code. Just follow the links or go to [www.cvlibrary.org/search-learn](http://www.cvlibrary.org/search-learn).

### NoveList Plus

Another site provided courtesy of the AZ State Library, NoveList is an online tool to help readers of all ages find new books to read based on books they've already read or topics in which they are interested. All you need to access it, is your AZ zip code. Just follow the links or go to [www.cvlibrary.org/search-learn](http://www.cvlibrary.org/search-learn).

### ALA Book Club Central

A brand new site just launched by the American Library Association, Book Club Central is a one-stop-shop for book clubs, featuring book recommendations, reviews and resources and tips for moderating a book club.



One longstanding book club that has been meeting at the library for years, is the Open Book Club, moderated by Amber Polo. It's a book club where participants share information about whatever they are reading and meets monthly, the 2nd Tuesday from 10a to noon.

Join this group or start your own, either way...sharing a good book doubles the pleasure!

## Children's Library Programs

**Story Time Wednesdays @2:30p:** We bumped story time up 30 minutes so more children can participate in Lego Club afterward.

**Dance Play w/Ms. Jenny Tuesday, 07/18 @2:00p** Understanding rhythm and patterns is an important part of learning to read. Join Ms. Jenny for this relaxing, musical program designed to teach pre-literacy skills.

**Lego Club Wednesdays @3:30p:** Get together with other kids who like Legos and take the weekly challenge to build something unique from our collection of colorful blocks.

**Friday S.T.E.A.M. Schedule Fridays @1:00p:** Every Friday from 1:00p to 2:30p, the Library's first floor Terracotta Room becomes a STEM learning lab. Informal out-of-school learning reinforces science, technology, engineering, (we add the arts), and math concepts through hands-on projects for kids of all ages. With the *Discover NASA: From Our Town to Outer Space* exhibition in the library and summer reading points to earn, July's S.T.E.A.M. Time schedule is as follows:

- 07/14 FRI @1:00p S.T.E.A.M. - Make & take a simple telescope from a kit.
- 07/21 FRI NO S.T.E.A.M. Time!
- 07/28 FRI @1:00p S.T.E.A.M. Time TBD

## Special Request: Call for LEGO Donations

Our Wednesday afternoon LEGO Club is very popular with kids and parents. What started with 5 kids, quickly grew to 24. Needless to say, we are looking for Lego donations. We know it's hard for Lego-lovers to part with the little bricks, but know that your donation would mean a lot to us and help foster future Lego lovers. Please call Miss Nadia at 928-554-8387 if you have Legos you can bear to part with for a good cause.



## Early Literacy Tips

*from Jana Truman, Outreach Coordinator for First Things First*

Summer is a great time to instill the early literacy skills that will make the transition to school smoother. Kindergarten has changed a lot since most of us started school. Did you know that standards are higher than ever before for today's kindergartners? Today, they are expected to arrive with basic academic and social skills so they are prepared to start learning to read, write, and do basic math. So, what can you do?

Children develop language and vocabulary skills from birth. Implementing simple interactive activities with your children will help them be prepared for school:

**TALK** The more you talk with your baby or young child, the better. Research shows it helps prepare them to do well in school. Share lots of words throughout the day.

**READ** Read to your child every day. This is the best way to build the language skills they'll need to learn to read. So cuddle up with a book and read together. Bring your young children to story time every week, then pick out books that interest them.

For more information on helping your child develop, visit, [www.firstthingsfirst.org](http://www.firstthingsfirst.org).

## Teen Library Programs

**Fridays @ 2:00p SRP Build a Better World:** From constructing chainmail armor/jewelry to discussing your latest reads, there is something for a variety of interests and talents in the Teen Library this summer.

**Thursdays @6:00p Game Night w/Zack:** Play games with Teen Librarian, Zack. You will enjoy yourself so much, you won't even realize you are using mathematics, reading, logic

and critical thinking skills need to succeed in school and life.

**Experience Virtual Reality with the Oculus Rift:** During Teen Library open hours, interact on another dimension through the Oculus Rift, a virtual reality headset on loan for a limited from the AZ State Library. *The Teen Library opens Tuesday - Saturday at noon and closes when the main library closes.*



### **Friends of Camp Verde Library: Always Up to Something!**

There's something new at the library that, thanks to our awesome Friends group, we are proud to present to you - a vending machine. It's located on the second floor near the Teen Library. In this machine, you will find cool drinks, candy and healthy snacks. Every purchase benefits the Friends of Camp Verde Library as they work to raise funds to help the library. They have already donated \$2,000 to the Summer Reading Program and \$15,000 toward getting the author names put up on the inspirational panels on the outside of the library.

So double your enjoyment of snacks and drinks in the designated eating areas of the library as you support the Friends of Camp Verde Library - your library!

### **July 20 @5:30p Essential Oils & Aromatherapy for Pets**

Learn how to safely and effectively use essential oils and aromatherapy for your dogs, cats or horses. A thorough and stimulating look at how your pet can benefit from these well-researched, carefully formulated, scientifically proven tools from nature's medicine cabinet. Call or text Sarah at 928-451-4847 or Honey at 404-626-5535.

### **FREE Friday Movies Continue**

The Children's Library is sponsoring free family movies rated PG13 or lower every Friday evening at 6:30p. Enjoy theater-quality sound and pictures in the Library's 1st Floor Terracotta Room. Munch on complimentary popcorn and purchase candy or a drink from Friends of Camp Verde Library. Bring your own folding chair or use one of ours. Let us know if there is something you would like to see. The July movie schedule is:

07/14 NO MOVIE  
07/21 NO MOVIE  
07/28 Apollo 13

**STAY CONNECTED: [CVCL Facebook](#)**

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

## JULY 2017 LIBRARY USE STATISTICS

	Jul-17	Jul-16	% change	YTD-FY18	YTD-FY17	% change
<b>In-Library Uses</b>						
Traffic Count	9,199	6,101	50.8%	9,199	6,101	50.8%
New Cards Issued	143	78	83.3%	143	78	83.3%
Public Computer Use	1,498	1,729	-13.4%	1,498	1,729	-13.4%
Early Literacy Computer Use	83	37	124.3%	83	37	124.3%
Requests for Computer Help	140	113	23.9%	140	113	23.9%
Reference Questions	214	163	31.3%	214	163	31.3%
Study Room Uses	95	n/a		95	n/a	
Study Room Use - Hours	143	n/a		143	n/a	
Study Room Use - People Served	122	n/a		122	n/a	
Community Room Uses	27	n/a		27	n/a	
Community Programs Attendance	207	n/a		207	n/a	
<b>Total In-Library Use</b>	<b>11,277</b>	<b>8,221</b>	<b>37.2%</b>	<b>11,277</b>	<b>8,221</b>	<b>37.2%</b>
<b>Library Programs</b>						
Adult Programs	16	21	-23.8%	16	21	-23.8%
Adult Program Attendance	214	73	193.2%	214	73	193.2%
Children's Programs	17	n/a		17	n/a	
Children's Program Attendance	190	n/a		190	n/a	
Teen Programs	7	n/a		7	n/a	
Teen Program Attendance	68	n/a		68	n/a	
<b>Total Library Program Attendance</b>	<b>472</b>	<b>266</b>	<b>77.4%</b>	<b>472</b>	<b>266</b>	<b>77.4%</b>
<b>Circulation</b>						
Items Checked Out	5,691	4,325	31.6%	5,691	4,325	31.6%
Items Checked In	6,087	5,050	20.5%	6,087	5,050	20.5%
Renewed Items	965	682	41.5%	965	682	41.5%
<b>Total Circulation</b>	<b>12,743</b>	<b>10,057</b>	<b>26.7%</b>	<b>12,743</b>	<b>10,057</b>	<b>26.7%</b>
<b>Circulation Areas of Interest</b>						
Audio Books	311	207	50.2%	311	207	50.2%
Playaway MP3 Books	128	127	0.8%	128	127	0.8%
DVDs & Movies	2,202	1,660	32.7%	2,202	1,660	32.7%
eBooks	388	381	1.8%	388	381	1.8%
Laptops & iPads	11	3	266.7%	11	3	266.7%
Large Print	339	195	73.8%	339	195	73.8%
Magazines	88	113	-22.1%	88	113	-22.1%
Spanish Material	2	7	-71.4%	2	7	-71.4%
Children's Material	1,091	1,184	-7.9%	1,091	1,184	-7.9%
Teen's Material	228	508	-55.1%	228	508	-55.1%
<b>Transits, HOLDS &amp; InterLibrary Loans</b>						
HOLDS Filled	947	660	43.5%	947	660	43.5%
Transit Items Sent & Received	1,556	1,427	9.0%	1,556	1,427	9.0%
CVCL ILL Items Going Out	36	21	71.4%	36	21	71.4%
ILL Items for CVCL Patrons	26	2	1200.0%	26	2	1200.0%
<b>Total Transit, HOLDS &amp; ILL Activity</b>	<b>2,565</b>	<b>2,110</b>	<b>21.6%</b>	<b>2,565</b>	<b>2,110</b>	<b>21.6%</b>
<b>Library Volunteers</b>						
Number of Volunteers	38	19	100.0%	38	19	100.0%
Number of Hours Given	542	463	17.1%	542	463	17.1%
<b>Average Hours/Volunteer</b>	<b>14.3</b>	<b>24.4</b>	<b>-41.5%</b>	<b>14.3</b>	<b>24.4</b>	<b>-41.5%</b>
<b>Collection &amp; Development</b>						
New Kids & Teen Material Added	82	19	331.6%	82	19	331.6%
New Books Added	119	75	58.7%	119	75	58.7%
New Audio-Visual Material Added	48	54	-11.1%	48	54	-11.1%
<b>Total Items Added</b>	<b>167</b>	<b>129</b>	<b>29.5%</b>	<b>167</b>	<b>129</b>	<b>29.5%</b>
<b>Mending &amp; Donations</b>						
Items Mended or Repaired	74	144	-48.6%	74	144	-48.6%
Donations Processed	1,912	175	992.6%	1,912	175	992.6%
Donations Cataloged	205	59	247.5%	205	59	247.5%

<b>Online Public Access Catalog</b>							
	OPAC Searches	15,255	21,848	-30.2%	15,255	21,848	-30.2%
<b>Library Website</b>							
	Sessions	3,500	n/a		3,500	n/a	
	Users	2,300	n/a		2,300	n/a	

**NOTE:** We decided to track a few additional areas for the next few fiscal years. #1 - The use of the small study rooms and the use of library meeting rooms by community groups combined with traffic counts is a good indication that the demand on staff time has increased. Excluding the newly added "Small Study Room" stats from the totals, our in-library use is up over 37% from last July. #2 - Now that we have a distinct Teen Room we will begin separating statistics for Teen and Children's programs instead of combining them under Youth Services. This means, for the next 12 months, we will only compare Total Library Program Attendance figures since we have that total from previous years. #3 - Statistics for programs sponsored by the library will be reported separately from those reserved by community organizations. **Finally,** the Yavapai Library Network migrated to a new reporting software. This may affect the results of some the reported stats. For example, OPAC Searches.

**MONTHLY REPORT FOR JULY 2017**  
**BUILDING DIVISION**

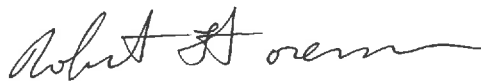
Attended a meeting with staff and an applicant for an agricultural tourism facility off of Slat Mine Road. Participated with C.D. Director, Town Marshal, Commander and H.R. Specialist in interviews for the open Code Enforcement/Animal Control positions. Met with Finance Director and staff concerning new Department fee schedule and updating software for same. Had a meeting with Community Development staff concerning a proposed new R.V. storage facility and a meeting with C.D. staff, Camp Verde Fire Marshal and applicants for a new proposed indoor agriculture facility.

July 3<sup>rd</sup> was the first day for our new Permit Technician Denise Pitts. Worked with her throughout the month with assistance of Sandy Farrar, Jon Rivero, Melinda Lee and C.D. Director. Met with C.D. Director and civil engineer for a proposed horse rental facility in the Flood Way. Had a second meeting with C.D. staff and an applicant for a proposed R.V. storage facility. Also a second meeting with staff and an applicant for a proposed indoor agriculture facility.

Conferred with Parks and Recreation staff on three (3) proposed Ramada's at Rezzonico Park. Met with C.D. staff, Economic Development staff and a design team for a proposed PAD including Tiny Houses. Not R.V.s but actual site built, permanently attached smaller single family residences. Had a safety meeting with staff and the Risk Manager, Carol Brown.

At the direction of the C.D. Directory assigned additional duties to Building Division staff in regard to keeping up with Code Enforcement, absent any current Code enforcement personnel. Started organizing and setting up procedures and supervising this. Staff Jon Rivero, Sandy Farrar and Denise Pitts stepped up to the plate on this and helped take charge of the current situation with Code Enforcement.

Completed 58 building inspections, 19 residential plan check reviews, 8 commercial plan check reviews, 63 phone calls, 17 meetings, 22 miscellaneous site inspections, 3 miscellaneous postings, 1 transmittals, 4 business licenses issued.



Robert Foreman CBCO  
Building Official

# BUILDING MONTHLY REPORT

<b>MAY 2017</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH</b>	<b>2016-2017 FY</b>
PERMITS ISSUED	33	39	219
PERMITS FINALED	19	27	174
PLAN REVIEWS PERFORMED	27	22	133
INSPECTIONS PERFORMED	58	63	571
PHONE CALLS RECEIVED	391	392	3301
BUSINESS LICENSES REVIEWED	10	7	43
BUSINESS LICENSE INSPECTIONS	0	1	14
MISCELLANEOUS SITE INSPECTIONS	22	13	60
<u>BUILDING VIOLATIONS</u>			
Dangerous Building	0	2	5
Stop Work Order	0	0	2
Grading Without Permit	0	0	0

MISCELLANEOUS:

## Monthly Report for Planning & Zoning Items

Month/Year: July 2017

Zoning Clearances Completed:

Residential: 6

Commercial: 4

Business Licenses Reviewed: 4

Zoning Verifications: 0

Administrative Reviews: 0

Minor Land Divisions: 1

Temporary Use Permits: 1 approved, 1 pending

Zoning Map Change: 1 approved, 1 pending

Use Permits: 1

Board of Adjustment Meetings: 0

Planning Commission Meetings: 1

PZC Items to Town Council: 2

Ordinances/Resolutions Adopted: 2

Phone Calls Processed: 158

July's Code Enforcement figures.

1. Closed cases 10
2. New cases 8
3. Open cases 90

Jon Rivero and Sandy Farrar have been taking over the Code Enforcement cases as of July 20<sup>th</sup>, 2017.





## *Risk Management Memorandum*

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

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### **Obtained Insurance For:**

- IT & camera equipment

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

- Department Head meetings (1)
- Safety Officer (3)
- Monthly meeting w/Town Mgr. Re: Risk Mgmt./HR Specialist-coverage during my absence
- Telemedicine Webinar- waive of the future
- E-session (prep memo)
- Risk Pool's Loss Control Consultant
- Risk Mgmt. Exam
- Webinar Safety Programs Midwestern Employers Casualty

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

- 4 Workers' Compensation Claims (HR Specialist Barbie Bridge processed 2 in my absence)
- Injury/incident report to Risk Pool; reported to the Risk Pool in order for them to set up reserves, reviewed attorney's draft of indemnity provision in Town manager's contract

### **Risk Management Highlights:**

- Legal: coded attorney invoices, on-going claims mgmt., reviewed possible issue on former claim; appropriately processed
- New Town Workers' Compensation insurance policy number notification
- Quarterly EYES program via a random drawing
- AP packet
- Respiratory medical packet to VVMC Occ/Med; reported out to supervisor
- Prep'd wallet cards for HRs options relative to drug testing providers
- Explored options to relocate portable Automated External Defibrillator (AED) to another dept. during pool closure
- Emergency preparedness pre-planning for upcoming meeting
- Responded to private property/water rights/navigability issues
- Followed up on issue re: downed power pole, confined space training, loading Town vehicles on Town flatbed
- Updated insurance for towing companies on rotation list
- Set up WWTP electronic tailgate training Re: confined space
- Processed:
  - Approximately 22 Certificates of Insurance
  - Receipt of funds

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