

# March 2015 Monthly Report



*Town Manager  
Russ Martin  
928-554-0001*

## *DEPARTMENT HEAD INFORMATION*

<i>Town Clerk</i>	<i>Virginia Jones</i>	<i>554-0023</i>
<i>Finance Director</i>	<i>Mike Showers</i>	<i>554-0811</i>
<i>Economic Development Director</i>	<i>Steve Ayers</i>	<i>554-0007</i>
<i>Marshal</i>	<i>Nancy Gardner</i>	<i>554-8301</i>
<i>Engineer/Public Works</i>	<i>Ron Long</i>	<i>554-0821</i>
<i>Magistrate</i>	<i>Paul Schlegel</i>	<i>554-0031</i>
<i>Librarian</i>	<i>Kathy Hellman</i>	<i>554-8381</i>
<i>Community Development</i>	<i>Mike Jenkins</i>	<i>554-0051</i>



## Memorandum

To: Mayor and Council  
From: Russ Martin, Town Manager  
Date: April 10, 2015  
Cc: Department Heads  
Re: Manager's report for the period ending March 31, 2015

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The following is the Manager's report regarding activities in the month of March 2015:

### **Budget**

Staff has spent March preparing budgets and although we have passed a .65% increase staff has worked to balance the budget requests so that this amount can be utilized in addition to what is already going into capital projects from the general fund revenue. We encourage the public to get involved as there is going to be some difficult choices to be made to prioritize items for capital improvement.

### **SciTech Expo – Camp Verde and Verde Valley**

I was very proud of Camp Verde again this year for putting on a great Expo that had even more experiences for the young at the Schools as well as the young at heart in the rest of the community. This was done through use of the High School Gym and “spilling out” of these experiences to the High School Field with demonstrations, etc.. We once again generated the most attendance of all the events in the valley. Our model for this event allows for great demonstrations by groups/business like Out of Africa, UniSource and APS. This year we had even more with partners like Montezuma Castle NP, Department of Public Safety (Highway Patrol) as well as attendance by surrounding schools including kids from Beaver Creek. Great work by maintenance as well as presentations by CVMO, Wastewater as well as presenting and coordination efforts by the Library. This all would not be possible without the efforts of the School District staff and the ability to utilize these facilities.


### **Rio Verde Plaza**

We advertised for bid our Rio Verde Plaza building it is due April 15<sup>th</sup> and we expect to present the results and determine a move forward if possible in May. Currently the only use in the building besides some storage is CVLE book sale.

*For questions or comments, please contact me at [russ.martin@campverde.az.gov](mailto:russ.martin@campverde.az.gov) or at 554-0001. If you need to schedule a meeting with me, please contact Carol at 554-0003.*



## Memorandum

To: Mayor and Council  
From:  Carol Brown, Risk Manager  
Date: April 8, 2015  
Cc: Department Heads  
Re: Risk Manager's Quarterly Report ending *March 31, 2015*

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**[Time/salary budget allocations: 65% to Risk Manager and 35% to Town Manager]**

*Per the Town Manager's direction, below is the 1st quarter 2015 representation of the Risk Manager's tasks and responsibilities:*

### **Obtained Insurance For:**

- Updated insurance policy renewal including wall to wall property valuation with AMRRP rep.

### **Attended Meetings/Training:**

- AMRRP representatives re: Workers' Compensation
- AMRRP's Loss Control Committee meeting (as a member)
- 1 Town Safety Committee meeting
- ADOSH training re: ASSESSING WORKERS FOR SAFETY
- Public Works re: citizens volunteering to paint detention pond wall, professional services agreement template, proposed agreements process and check off sheet
- Safety Committee Liaison re: Safety Data Sheets
- Workers' Compensation Presentation to Library staff
- Budget pre-meeting with Manager
- Yavapai College staff member to consider revisions to Facilities Use Agreement (FUA)
- 2 Council Work Sessions (2/20 & 2/11)
- 2 AZ Public Risk Insurance Managers Assoc. (AZPRIMA) mtgs.
- 2 online safety courses
- Interview Safety Consultant
- Telephonic meeting with Town Attorney re: MOU/Event Sponsor
- Nextcare marketing representative
- HRSentry E-tools Platform Webinar for AMRRP Members

### Incidents/Claims/Restitution/Collections

- Processed cracked vehicle windshield claim \$201.35
- 5 WC – 4 incidents only
- Issued 2 Notice of Claims

### Risk Management Miscellaneous:

- **Effective January 1, 2015:** went on call 24/7 re: OSHA's new reporting requirements
- **CVMO:** 1) researched ramifications of an employee declining light-duty relative to a work-related injury; 2) sponsored \$500 of \$2400 for purchase of 2 ergonomic dispatcher chairs; 3) reviewed alert button/pedals options and Forensic Drying Cabinet information for budgeting purposes; 4) responded to inquiry re: fitness for duty; 5) e-mailed administrative proficiency test
- **Library Build:** Reviewed with insurance agent revision(s) of contractors insurance and addressed challenges with certificates of insurance for subcontractors
- **HR:** Prepared migration/orientation letter to staff member and reviewed HR Sentry's Return to Work Modified Duty Program
- **Town Clerk's Dept.** Explained difference between a notice of claim, incident report and workers' compensation reporting
- **PW:** Researched Town's policies re: requirement to have a contract, when, why and the types agreements, the need to streamline the process in order to avoid a backlog to the system
- **Legal:** coded invoices by departmental expenses
- **Ordered:** hazard mitigation supplies
- **Prepared:** Special language for MOU with Event Sponsor, R. Mgmt. budget, litigation update to council, 301 A report OSHA, Safety Committee agenda, Professional Services Consultant Agreement, accident kit for vehicles, Litigation update to Council
- **Organized training:** for Dept. Heads & Supervisors by AMRRP re: Workers' Compensation
- **Paid:** HR and Risk Management invoices
- **Sent:** E-blasts about hard hat availability
- **Updated:** disaster response call down roster
- **Reviewed agreements/documents** for proper insurance language/risks: facilities use, Town's use of privately owned vehicle, RFQ for on-call consulting services, Suspected Child Abuse or Neglect Reporting Policy
- **Processed:** approximately 72 Certificates of Insurance
- **Online Safepersonnel:** scheduled 2 courses for employees/Council and reviewed Safety Data Sheets module options for the Town
- **2 Walkabouts:** 1) Safety audit for March festival; 2) visited new library area and VVMC to ensure staff was wearing their hard hats at construction sites.
- Supplied departments with AMRRP accident kits for placement in vehicles.

For questions or comments regarding this quarterly report, please feel free to stop by my office or contact me at 554.0003/carol.brown@campverde.az.gov



## Office of the Town Clerk March 2015

**Our Vision:**

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

### BRINGING AWARENESS & UNITY TO ALL DEPARTMENTS AND COMMUNITY

Comment from the Clerk:

Thanks to everyone who helped out while I took a vacation.

#### Business License 2015

	Jan	Feb	March	April	May	June
New	8	17	18			
Renewed @	40	39	37			
Total on File	617	618	635			
Total Revenue	\$1,400	\$1825	\$1,825			

#### Business License 2014

	Jan	Feb	March	April	May	June
New	8	8	10	7	12	9
Renewed	49	22	37	39	39	44
Total on File	625	604	590	602	602	621
Total Revenue	\$1,625	\$730	\$1,425			

#### Information Requests 2015 (List on File in the Clerk's Office)

	Jan	Feb	March	April	May	June
Number of Requests	12	3	8			

#### Information Requests 2014

	Jan	Feb	March	April	May	June
Number of Requests	12	44	15	13	18	23

Clerk's Office Overall Revenue and Expense Report  
Monthly Activity

	Yearly Budgeted Amount	Jan	Feb	March	April	May	June
Revenue	\$17,000.00	\$2,243.25	\$2,350.00	\$2,275.00			
Expenses	\$227,735.00	\$18,243.35	\$14,677.42	\$11,509.93			

Thanks

*Virginia Jones*  
*Town Clerk*

04/01/2015 6:51 AM  
 LICENSES: 0002 THRU ZZZZZZZZZZ  
 PAID STATUS: ALL  
 LIC CODES: ALL

B U S I N E S S L I C E N S E L I S T  
 SORTED BY: LICENSE NUMBER

ORIGINATIO  
 EFFECTIV  
 EXPIRATIO

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRESS
2822	CONT	BAYLEY CONSTRUCTION DBA	CHRIS REIGEL 7585 E. REDFIELD RD STE 104 SCOTTSDALE, AZ 85260	
	COMMENTS:	[REDACTED]		
2823	SERV	NIEMEYER BROTHERS PLUMBING IN	RICHARD OR JOHN NIEMEYER 21408 N. 11TH AVE PHOENIX, AZ 85027	
	COMMENTS:	[REDACTED]		
2824	SERV	IRON HORSE WELDING INC.	SHIELA MARLEY PO BOX 13009 PRESCOTT, AZ 86304	
	COMMENTS:	[REDACTED]		
2825	SERV	SAS ELECTRIC INC.	SAS ELECTRICAL INC. P.O.BOX 73050 PHOENIX, AZ 85050	
	COMMENTS:	[REDACTED]		
2826	SERV	KEN WATSON CORPORATION	KEN WATSON CORPORATION 1650 W. PARKSIDE LANE PHOENIX, AZ 85027	
	COMMENTS:	[REDACTED]		
2827	SERV	JSC CONTRACTING INC.	JSC CONTRACTING INC. 230 N MCCORMICK ST PRESCOTT, AZ 86301	
	COMMENTS:	[REDACTED]		
2830	SERV	HERITAGE LAND SURVEY & ENG	HERITAGE LAND SURVEY & ENG PO BOX 3270 CAMP VERDE, AZ 86322	
	COMMENTS:	[REDACTED]		
2832	CONT	TODEK ACOUSTICS, INC	TODEK ACOUSTIC, INC 4337 W ACOMA DRIVE GLENDALE, AZ 85306	4337 W ACOMA DRI
	COMMENTS:	[REDACTED]		
2835	SERV	COLLUM ROOFING INC	COLLUM ROOFING INC P.O. BOX 27327 TEMPE, AZ 85285	
	COMMENTS:	[REDACTED]		
2837	CONT	PRO-TECH BUILDING SYSTEMS	PRO-TECH BUILDING SYSTEMS 947 S 48TH ST TEMPE, AZ 85281	947 S 48TH ST
	COMMENTS:	[REDACTED]		
2838	CONT	SKY DESIGN CONCEPTS	SKY DESIGN CONCEPTS 4656 SOUTH 33RD ST PHOENIX, AZ 85040	4656 SOUTH 33RD
	COMMENTS:	[REDACTED]		
2841	CONT	GETER PLBG. CORP	GETER PLBG. CORP 90 BELL ROCK PLAZA STE 300 SEDONA, AZ 86351	90 BELL ROCK PLA
	COMMENTS:	[REDACTED]		

04/01/2015 6:51 AM  
LICENSES: 0002 THRU ZZZZZZZZZZ  
PAID STATUS: ALL  
LIC CODES: ALL

B U S I N E S S L I C E N S E L I S T  
SORTED BY: LICENSE NUMBER

ORIGINATIO  
EFFECTIV  
EXPIRATIO

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRESS
2842	CONT	KORTMAN ELECTRIC, INC.	KORTMAN ELECTRIC, INC. 2416 S. 17TH PLACE PHOENIX, AZ 85213	2416 S. 17TH PLA
	COMMENTS:	████████████████████		
2844	CONT	MILLING MACHINERY, INC.	MILLING MACHINERY, INC. 1014 S SIRRINE MESA, AZ 85210	1014 S SIRRINE
	COMMENTS:	████████████████████		
2847	SERV	DANA WINDES	DANA WINDES P.O. BOX 425 CAMP VERDE, AZ 86322	
	COMMENTS:	████████████████████		
2848	CONT	BEESON COMFORT SYSTEMS	BEESON COMFORT SYSTEMS 700 S. MONTEZUMA ST PRESCOTT, AZ 86303	700 S. MONTEZUMA
	COMMENTS:	████████████████████		
2849	CONT	ABOVE THE RIM PLUMBING AND RE	ABOVE THE RIM PLUMBING AND REP 2532 N. 4TH #247 FLAGSTAFF, AZ 86004	2532 N. 4TH ST #
	COMMENTS:	████████████████████		
2850	RENT-R	KATHRYN A. HAYNES	KATHRYN A. HAYNES 1887 N. RUSTLER TRAIL CAMP VERDE, AZ 86322	622 AZURE DRIVE
	COMMENTS:	BL060 - 21058684		

TOTAL LICENSES: 18



# Community Development Monthly Report March 2015



## Building

Robert Foreman – Building Official

**Permits** Kendall Welch – Permit Technician and Emily Diver – Permit Technician



**Planning** Michael Jenkins & Jenna Owens



## Code Enforcement

Dave Marshall & Britt Allen

# BUILDING MONTHLY REPORT

<b>March 2015</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH</b>	<b>2014-2015 FY</b>
PERMITS ISSUED	39	30	239
PERMITS FINALED	27	21	234
PLAN REVIEWS PERFORMED	24	18	161
INSPECTIONS PERFORMED	73	63	610
PHONE CALLS RECEIVED	803	406	3746
BUSINESS LICENSES REVIEWED	4	3	31
BUSINESS LICENSE INSPECTIONS	4	3	25
MISCELLANEOUS SITE INSPECTIONS	13	13	86
<u>BUILDING VIOLATIONS</u>			
Dangerous Building	0	0	10
Stop Work Order	0	0	3
Grading Without Permit	0	0	0

MISCELLANEOUS:

PROJECT VALUATION AND FEE REPORT

PROJECTS: ALL

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

ISSUED DATES: 3/01/2015 THRU 3/31/2015 USE SEGMENT DATES

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

STATUS: ALL

PROJECT SEGMENT	ISSUE DATE SEGMENT DT	NAME DESCRIPTION	LOCATION BUILDING CODE	CONTRACTOR SEG. CONT.	DESCRIPTION VALUATION	PROJ TYPE FEE
20150051 SIGN-MONU	3/09/2015 3/11/2015	HAVEN HEALTH SIGN - MONUMENT	86 SALT MINE SIGN-MONU - MONUMENT SIGN	TIERRAVERD OWNER	MONUMENT SIGN 4,500.00	SIGN 311.23
20150064 SIGN-MONU	3/02/2015 3/06/2015	KINNEY CONSTRUCTION SERVICE SIGN - MONUMENT	1298 FINNIE FLAT ROAD SIGN-MONU - MONUMENT SIGN	KINNEYCONS OWNER	MONUMENT SIGN 500.00	SIGN 167.60
20150065 02-RES ADD	3/06/2015 3/02/2015	PITTS, DOUG RESIDENTIAL ADDITION	2770 MIDDLE VERDE RD W 02-RESADD - RESIDENTIAL ADD	BEC OWNER	RESIDENTIAL ADDITION 15,000.00	02-RES ADD 523.48
20150066 ZC	3/12/2015 3/02/2015	MERRICK, VINCENT A ZONING CLEARANCE	1209 VERDE VIEW CIRCLE	OWNER OWNER	ZONING CLEARANCE 3,000.00	ZC 85.00
20150067 03-RES REM	3/09/2015 3/02/2015	ANDREWS, TERRY RESIDENTIAL ALTER/REMODEL	2375 CESSNA CIRCLE 03-RESREM - RESIDENTIAL REM	OWNER OWNER	RESIDENTIAL REMODEL 4,000.00	03-RES REM 260.31
20150068 Z-TEMPUSE	3/05/2015 3/06/2015	VERDE VALLEY MEDICAL CENTER TEMPORARY USE	1298 FINNIE FLAT ROAD Z-TEMP - TEMPORARY USE PERM	KINNEYCONS OWNER	TEMPORARY USE PERMIT 0.00	Z-TEMPUSE 150.00
20150069 ELE-RES	3/03/2015 3/03/2015	KENNEDY, DONALD JASON RESIDENTIAL ELECTRICAL	3650 NORTHERN AVENUE ELE-RES - RESIDENTIAL ELECT	STRATTONRE OWNER	RESIDENTIAL ELECTRICAL 100.00	ELE-RES 75.00
20150070 DEMO-RES	3/03/2015 3/03/2015	INDUSTRIAL LAND MANAGEMENT RESIDENTIAL DEMOLITION	1611 REEVES ARENA ROAD DEMO-RES - RESIDENTIAL DEMO	IRONHORSEW OWNER	RESIDENTIAL DEMOLITION 1,000.00	DEMO-RES 75.00
20150071 Z-MINOR	0/00/0000 3/03/2015	CANOUSECK, PATRICIA MINOR LAND DIVISION	1624 STAGECOACH DR Z-MINOR - MINOR LAND DIVISI	OWNER OWNER	MINOR LAND DIVISION 0.00	Z-MINOR 200.00
20150072 DEMO-RES	3/04/2015 3/04/2015	AGUILAR, EDGAR RESIDENTIAL DEMOLITION	3308 RIPPLE ROAD DEMO-RES - RESIDENTIAL DEMO	OWNER OWNER	RESIDENTIAL DEMOLITION 600.00	DEMO-RES 75.00
20150073 06-RESREP	3/04/2015 3/04/2015	SABIN, ELIZABETH RESIDENTIAL REPAIR	3641 OCOTILLO LN 06-RESREP - RESIDENTIAL REP	OWNER OWNER	RESIDENTIAL REPAIR 200.00	06-RESREP 74.75
20150074 CU/TI	0/00/0000 3/04/2015	INDUSTRIAL LAND MANAGEMENT COMMERCIAL TENANT IMPROVE	1611 REEVES ARENA ROAD CU/TI - CHANGE OF USE/TENAN	IRONHORSEW OWNER	CHANGE OF USE/TENANT IMPROV 8,000.00	CU/TI 413.71
20150075 13-COM REM	3/23/2015 3/04/2015	VERDE VALLEY PROPERTIES COMMERCIAL ALTER/REMODEL	1620 STATE ROUTE 260 COMREM - COMMERCIAL REMODEL	DOSTORTUGA OWNER	COMMERCIAL REMODEL 6,500.00	13-COM REM 386.01
20150076 ELE-RES	3/05/2015 3/05/2015	MILLER, BILL/WHITE HILL RESIDENTIAL ELECTRICAL	2221 SIERRA VERDE RD ELE-RES - RESIDENTIAL ELECT	OWNER OWNER	RESIDENTIAL ELECTRICAL 375.00	ELE-RES 75.00
20150077 ELE-RES	3/05/2015 3/05/2015	PEBBLE ROCK HOA RESIDENTIAL ELECTRICAL	NONE NONE ELE-RES - RESIDENTIAL ELECT	ELECTRIC OWNER	RESIDENTIAL ELECTRICAL 950.00	ELE-RES 75.00
20150078 ZC	0/00/0000 3/05/2015	PEBBLE ROCK HOA ZONING CLEARANCE	NONE NONE	OWNER OWNER	ZONING CLEARANCE 950.00	ZC 85.00

PROJECTS: ALL  
 APPLIED DATES: 0/00/0000 THRU 99/99/9999  
 ISSUED DATES: 3/01/2015 THRU 3/31/2015 USE SEGMENT DATES  
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999  
 STATUS: ALL

PROJECT SEGMENT	ISSUE DATE SEGMENT DT	NAME DESCRIPTION	LOCATION BUILDING CODE	CONTRACTOR SEG. CONT.	DESCRIPTION VALUATION	PROJ TYPE FEE
20150079 Z-TEMPOUSE	3/05/2015 3/05/2015	CHURCH REVOCABLE TRUST TEMPORARY USE	1904 RUSTLER TRAIL Z-TEMP - TEMPORARY USE PERM	OWNER OWNER	TEMPORARY USE PERMIT 0.00	Z-TEMPOUSE 150.00
20150080 04-RES ACC	3/23/2015 3/05/2015	MELLENDEZ, MANUEL & STEPHA RESIDENTIAL ACCESSORY	3379 ROBIN LANE RES - RESIDENTIAL ACCESSORY	OWNER OWNER	RESIDENTIAL ACCESSORY BUILD 5,000.00	RES ACC 284.23
20150081 ZC	3/13/2015 3/06/2015	RICHARDSON, BETTY L ZONING CLEARANCE	605 HIGHLINE LANE	OWNER OWNER	ZONING CLEARANCE 4,000.00	ZC 85.00
20150082 01-NEW RES	3/25/2015 3/06/2015	FASTEEN, DOUGLAS A & CHR RESIDENTIAL SINGLE FAMILY	2424 BELGIAN WAY R-3 - RESIDENTIAL ONE/TWO F	TIERRAVERD OWNER	NEW RESIDENTIAL 165,000.00	01-NEW RES 3,146.23
20150085 ELE-COM	3/11/2015 3/11/2015	ACV FSD VERDE LLC COMMERCIAL ELECTRICAL	452 FINNIE FLAT ROAD J ELE-COM - COMMERCIAL ELECTR	DOSTORTUGA OWNER	COMMERCIAL - OTC ELECTRICAL 150.00	 75.00
20150086 13-COM REM	4/01/2015 3/11/2015	ACV FSD VERDE LLC COMMERCIAL ALTER/REMODEL	452 FINNIE FLAT ROAD J COMREM - COMMERCIAL REMODEL	DOSTORTUGA OWNER	COMMERCIAL REMODEL 50,000.00	13-COM REM 2,681.34
20150088 SIGN-WALL	0/00/0000 3/12/2015	UDDERLY DEVINE SIGN - WALL	564 MAIN ST 112 SIGN-WALL - WALL SIGN	OWNER OWNER	AFRAME 75.00	SIGN 50.00
20150089 ELE-RES	3/12/2015 3/12/2015	ZWAGER, TERESA RESIDENTIAL ELECTRICAL	1815 BLAKE LANE ELE-RES - RESIDENTIAL ELECT	CHRISCONNE OWNER	RESIDENTIAL ELECTRICAL 0.00	ELE-RES 75.00
20150090 03-RES REM	3/24/2015 3/12/2015	ET INVESTMENTS LLC ROSA SHU RESIDENTIAL ALTER/REMODEL	3407 ABERDOVEY 03-RESREM - RESIDENTIAL REM	GENCON OWNER	RESIDENTIAL REMODEL 7,500.00	03-RES REM 356.01
20150091 02-RES ADD	3/30/2015 3/13/2015	VAN DER PAS, ELIZABETH RESIDENTIAL ADDITION	4240 VALLEY VIEW DRIVE 02-RESADD - RESIDENTIAL ADD	OWNER OWNER	RESIDENTIAL ADDITION 3,000.00	02-RES ADD 403.86
20150097 04-RES ACC	4/02/2015 3/18/2015	COWAN, CONNIE RESIDENTIAL ACCESSORY	1226 PETERSON ROAD RES - RESIDENTIAL ACCESSORY	OWNER OWNER	RESIDENTIAL ACCESSORY BUILD 15,000.00	RES ACC 523.48
20150098 04-RES ACC	4/03/2015 3/18/2015	ANDERSON, DAVID S RESIDENTIAL ACCESSORY	1873 SUMMIT VIEW CIRCLE RES - RESIDENTIAL ACCESSORY	OWNER OWNER	RESIDENTIAL ACCESSORY BUILD 18,000.00	RES ACC 595.26
20150099 04-RES ACC	3/25/2015 3/18/2015	REDDELL, LESTER RESIDENTIAL ACCESSORY	415 STOLEN BLVD RES - RESIDENTIAL ACCESSORY	OWNER OWNER	RESIDENTIAL ACCESSORY BUILD 4,000.00	RES ACC 260.31
20150100 13-COM REM	3/30/2015 3/18/2015	TOWN OF CAMP VERDE COMMERCIAL ALTER/REMODEL	1213 GARNER LANE COMREM - COMMERCIAL REMODEL	PURSOLAR OWNER	COMMERCIAL REMODEL 4,173.46	13-COM REM 0.00
20150101 ELE-RES	3/19/2015 3/19/2015	ENOCKSON, ARTHUR & PATRIC RESIDENTIAL ELECTRICAL	1341 PETERSON ROAD ELE-RES - RESIDENTIAL ELECT	MCCLOUDELE OWNER	RESIDENTIAL ELECTRICAL 2,750.00	ELE-RES 75.00
20150102 01-NEW RES	0/00/0000 3/19/2015	JOCEWICZ, STEPHAN & REBEK RESIDENTIAL SINGLE FAMILY	3707 PRESERVE DRIVE R-3 - RESIDENTIAL ONE/TWO F	OWNER OWNER	NEW RESIDENTIAL 30,000.00	01-NEW RES 940.18

PROJECTS: ALL  
 APPLIED DATES: 0/00/0000 THRU 99/99/9999  
 ISSUED DATES: 3/01/2015 THRU 3/31/2015 USE SEGMENT DATES  
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999  
 STATUS: ALL

PROJECT SEGMENT	ISSUE DATE SEGMENT DT	NAME DESCRIPTION	LOCATION BUILDING CODE	CONTRACTOR SEG. CONT.	DESCRIPTION VALUATION	PROJ TYPE FEE
20150103 DEMO-RES	3/19/2015 3/19/2015	VALDEZ, MAYRA RESIDENTIAL DEMOLITION	2221 SIERRA VERDE 26 DEMO-RES - RESIDENTIAL DEMO	UNICSETS OWNER	RESIDENTIAL DEMOLITION 500.00	DEMO-RES 75.00
20150106 04-RES ACC	3/31/2015 3/20/2015	GOUDY, MARK RESIDENTIAL ACCESSORY	658 SALTMINE ROAD RES - RESIDENTIAL ACCESSORY	OWNER OWNER	RESIDENTIAL ACCESSORY BUILD 6,000.00	RES ACC 308.16
20150108 B/RW	4/03/2015 3/25/2015	INDUSTRIAL LAND BLOCK OR RETAINING WALL	1611 REEVES ARENA ROAD BLOCK - BLOCK/RETAINING WAL	IRONHORSEW OWNER	BLOCK/RETAINING WALL 35,100.00	B/RW 1,092.23
20150109 04-RES ACC	0/00/0000 3/25/2015	MURILLO, DANIEL RESIDENTIAL ACCESSORY	1113 W LARIAT LN RES - RESIDENTIAL ACCESSORY	OWNER OWNER	RESIDENTIAL ACCESSORY BUILD 5,980.00	RES ACC 308.16
20150110 ELE-RES	3/26/2015 3/26/2015	ZEPEDA, MIGUEL (A) RESIDENTIAL ELECTRICAL	3083 VERDE RIVER DRIVE ELE-RES - RESIDENTIAL ELECT	OWNER OWNER	RESIDENTIAL ELECTRICAL 300.00	ELE-RES 75.00
20150113 ZC	4/01/2015 3/31/2015	LEE, WILLIAM ZONING CLEARANCE	212 FINNIE FLAT RD	OWNER OWNER	COMMERCIAL ACCESSORY BUILDI 2,000.00	RES ACC 85.00
20150114 ZC	3/31/2015 3/31/2015	WILSON, TIM ZONING CLEARANCE	2452 S SUNSET DR	OWNER OWNER	ZONING CLEARANCE 85.00	ZC 85.00
*** TOTALS ***		NUMBER OF PROJECTS:	39	VALUATION:	404,288.46	FEES: 14,761.54

PROJECTS: ALL

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

ISSUED DATES: 3/01/2015 THRU 3/31/2015 USE SEGMENT DATES

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

STATUS: ALL

## \*\*\* SEGMENT RECAP \*\*\*

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
01-NEW - RESIDENTIAL SINGLE FAMIL	2	195,000.00	4,086.41
02-RES - RESIDENTIAL ADDITION	2	18,000.00	927.34
03-RES - RESIDENTIAL ALTER/REMODE	2	11,500.00	616.32
04-RES - RESIDENTIAL ACCESSORY	6	53,980.00	2,279.60
06-RESREP - RESIDENTIAL REPAIR	1	200.00	74.75
13-COM - COMMERCIAL ALTER/REMODEL	3	60,673.46	3,067.35
B/RW - BLOCK OR RETAINING WALL L	1	35,100.00	1,092.23
CU/TI - COMMERCIAL TENANT IMPROVE	1	8,000.00	413.71
DEMO-RES - RESIDENTIAL DEMOLITION	3	2,100.00	225.00
ELE-COM - COMMERCIAL ELECTRICAL	1	150.00	75.00
ELE-RES - RESIDENTIAL ELECTRICAL	6	4,475.00	450.00
SIGN-MONU - SIGN - MONUMENT	2	5,000.00	478.83
SIGN-WALL - SIGN - WALL	1	75.00	50.00
Z-MINOR - MINOR LAND DIVISION	1	0.00	200.00
Z-TEMPUSE - TEMPORARY USE	2	0.00	300.00
ZC - ZONING CLEARANCE	5	10,035.00	425.00
*** TOTALS ***	39	404,288.46	14,761.54

PROJECTS: ALL

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

ISSUED DATES: 3/01/2015 THRU 3/31/2015 USE SEGMENT DATES

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

STATUS: ALL

## \*\*\* BUILDING CODE RECAP \*\*\*

BUILDING CODE - DESCRIPTION	# OF PROJECTS	# OF SEGMENTS	VALUATION	FEES
*BLANK* ~ *BLANK*	5	5	10,035.00	425.00
02-RESADD - RESIDENTIAL ADDITION	2	2	18,000.00	927.34
03-RESREM - RESIDENTIAL REMODEL	2	2	11,500.00	616.32
06-RESREP - RESIDENTIAL REPAIR	1	1	200.00	74.75
BLOCK - BLOCK/RETAINING WALL	1	1	35,100.00	1,092.23
COMREM - COMMERCIAL REMODEL	3	3	60,673.46	3,067.35
CU/TI - CHANGE OF USE/TENANT IMPROVEMENT	1	1	8,000.00	113.71
DEMO-RES - RESIDENTIAL DEMOLITION	3	3	2,100.00	225.00
ELE-COM - COMMERCIAL ELECTRICAL	1	1	150.00	75.00
ELE-RES - RESIDENTIAL ELECTRICAL	6	6	4,475.00	450.00
R-3 - RESIDENTIAL ONE/TWO FAMILY	2	2	195,000.00	4,086.41
RES - RESIDENTIAL ACCESSORY BUILDING	6	6	53,980.00	2,279.60
SIGN-MONU - MONUMENT SIGN	1	2	5,000.00	478.83
SIGN-WALL - WALL SIGN	1	1	75.00	50.00
Z-MINOR - MINOR LAND DIVISION	1	1	0.00	200.00
Z-TEMP - TEMPORARY USE PERMIT	2	2	0.00	300.00
*** TOTALS ***	39	39	404,288.46	14,761.54

## SELECTION CRITERIA

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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:  03/01/2015 THROUGH 03/31/2015  
USE SEGMENT DATES:  YES  
EXPIRE RANGE FROM:  00/00/0000 THROUGH 99/99/9999  
USE SEGMENT DATES:  NO

-----  
PRINT OPTIONS

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

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\*\*\* END OF REPORT \*\*\*



**MONTHLY REPORT FOR MARCH 2015**  
**BUILDING DIVISION**

Construction has started on the new Library, VVMC and the American Heritage gymnasium and classroom expansion projects. Numerous site visits have already been made and both Kenney Construction and Woodruff Construction have requested a two (2) hour block of my time each, to be on site Monday through Thursday for continuous inspections, rather than trying to have each sub-contractor making individual inspection requests. These three (3) projects will require much of my time for the next year, as inspections are only one duty in regard to these projects. For example there have already been shop drawings, addendums and quite a few special inspection reports needing review.

Attended weekly meetings every Tuesday with Public Works, Design Professional in Charge Joel Westervelt, Woodruff Construction and various sub-contractors in regard to the new Library project.

Held a training session with the Board of Appeals. Met with the Fire Marshal and had a site visit with her and the Community Development Director to a former school that wants to convert the buildings into rental housing units. This will require zoning issues to be resolved prior to any building permits being applied for.

Started budget Staff meetings and sent the first drafts to the Finance Department per budget work schedule. Had a meeting with the Fire Marshal and the owner of a two story commercial building regarding fire exiting concerns. The owner has agreed to resolve the situation.

Community Development Staff and Building Division held meetings with an investor that is considering purchasing and expanding an existing RV Park, and the owner of a construction company considering locating a design team and construction staging yard in Camp Verde. Also had a site visit with APS and Assistant Town engineer and Community Development Director at the Library construction site.

Attended a meeting with a local advocate in regards to the expansion of a local winery. Met with the Fire Marshal and the owner of an existing grow facility who submitted applications for expansion and the addition of an infusion facility. Met with the manager of a local Manufactured and RV Park regarding the need to upgrade electric service to some 60 to 65 spaces.

Final decisions have been determined by a Christian School and they will be submitting application for expansion in the near future. Held meetings between Staff and representatives of some possible Commercial projects in the near future.

Completed 73 building inspections, 14 residential plan check reviews, 10 commercial plan check reviews, 134 phone calls, 27 meetings, 29 miscellaneous site inspections, 13 miscellaneous postings, 4 business license's.



Robert Foreman CBCO  
Building Official/Town Safety Officer.

**Planning & Zoning  
Monthly Report**

**March 2015**

*MI*

**March 4, 2015**

- Michael Jenkins, Steve Ayers and Robert Foreman met with Mr. Kinney of Kinney Construction in Flagstaff to discuss possible locations in Camp Verde for an office and large truck repair.
- Michel Jenkins, Robert Foreman, Emily Diver & Kendall Welch met with Mr. Tom Marley to discuss interior remodel to an existing building.

**March 17, 2015**

Michael Jenkins, Jenna Owens, Robert Foreman, Emily Diver and Kendall Welch met with Mr. Phillip Moreau to discuss his purchase of an existing RV Park and his proposed changes. Staff discussed the process for a new Use Permit to address proposed changes.

**March 25, 2015**

Michael Jenkins, Jenna Owens & Robert Foreman met with Mr. Tom Pitts to discuss the process to assist Ignacio Mesa with achieving an Agri-Tourism land designation and Use Permit.

**March 26, 2015**

Michael Jenkins & Jenna Owens met with Kevin Chester to review a site plan for a proposed Planned Unit Development.

**March 31, 2015**

- Michael Jenkins & Jenna Owens met with Mr. & Mrs. Chester and their nephew to review a site plan for a proposed Planned Unit Development.
- Jenna Owens met with Mr. Andy Groseta to review the packet regarding a mining Use Permit for Planning & Zoning Special Session for 4-02-2015.

**Code Enforcement**

<b>Location</b>	<b>Total Cost Per Nuisance Abatement</b>
W. Linda Vista	600.00
3377 S. Ravens Rd.	300.00
380 Yaqui Cir	300.00
2110 Squaw Peak	1500.00
5450 Palomino Cir.	800.00
3484 E. Clinton Ln.	450.00
3287 E. Clinton Ln.	600.00
3976 E. Lark Dr.	200.00
Expense related to abatement.	50.00
3661 S. Chino Dr.	250.00
4501 E. Canyon Dr.	300.00
4411 E. Valley View Dr.	300.00

**Total**

Budgeted Amount \$6,000.00, balance \$ 550.00

**Code Enforcement:**

Total Complaints: 7  
Violations Found: 4  
Violation Not Found: 3  
Cases Closed: 3

Abatements: 0

**Other statistics for the month**

Zoning Clearances Residential: 20  
Zoning Clearances Commercial: 7



**CAMP VERDE MARSHAL'S  
OFFICE  
Monthly Report  
March  
2015**



**Volunteers in Policing (VIPs):**

- Completed the VIP policy manual, and job descriptions. Darby Martin and Bill Lebeuo will attend training in April and plan a meet and greet the 1<sup>st</sup> of May.

**Training:**

- March 5<sup>th</sup> – Andrea Ramirez and Cailin Lizotte attended “communication skills for women” in Prescott.
- March 16-20<sup>th</sup> - K-9 handler Jeff Bowers and Sgt. Oscar Berrelez attended K-9 training training in Las Vegas.
- March 18<sup>th</sup> – All Dispatchers received active shooter training at Cottonwood PD.
- March 31<sup>st</sup> – Andrea Ramirez and Cailin Lizotte attended “front desk safety” in Mesa.

**Patrol:**

- March 13<sup>th</sup> – Patrol speed detail conducted on Hwy 260 (3 deputies worked the detail from 1500-1800 to 2200).
  - 11 traffic stops
  - 9 warnings issued
  - 1 citation issued
  - 1 arrest made
- March 15<sup>th</sup> – DUI saturation detail in Camp Verde (5 deputies from 1800-2200)
  - 18 traffic stops
  - 12 warnings issued
  - 6 citations issued
- March 29<sup>th</sup> – assisted with traffic control for the “Welcome home Vietnam Vets”.
- March 28<sup>th</sup> – Assisted with traffic control for “Verde Valley canoe race”.

**Miscellaneous:**

- March 4<sup>nd</sup> – Marshal Gardner attended the AZWIN Steering committee meeting at AZPOST.
- March 4<sup>th</sup> and 5<sup>th</sup> – Deputy Freeman attended the “Teen Maze” event in Cottonwood.
- March 6<sup>th</sup> – Detective Steve McClure and Deputy Dustin Richardson gave a presentation at the Senior Apartments on personal security and protection.
- March 5<sup>th</sup> – Marshal Gardner participated in the MatForce Steering committee strategic planning meeting in Cottonwood.
- March 24<sup>th</sup> CVMO hosted the Yavapai County PANT meeting for the Chiefs of police.
- March 26<sup>th</sup> – CVMO participated in the Sci Tec fair at the high school.

**Coffee with a COP:**

- Coffee with a COP is held the last Monday of every month at “Thanks a Latte” this provides an opportunity for citizens to come by and ask questions and learn about CVMO.



**Crime Rate for March 2014 compared to March 2015**

<b>March</b>	<b>2014</b>	<b>2015</b>
Total Calls	1245	1069
Traffic Stops	145	193
Animal Calls	56	60
Vehicle Burglary's	0	0
Residential Burglary's	4	3
Criminal Damage	13	19
DV Calls	16	17



## Public Works March 2015

### Engineering:

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

- Meeting with Community Development
  - Mining Use Permit
  - Development Standard Review
    - AHA
    - Vince's Auto body
- Library
  - Weekly Pre-Construction Meeting
- Council Work Session Department Updates
- NACOG Technical Subcommittee
- Workers' Compensation Training
- Sci-Tech Meeting
- Court Enhancement Meeting
- Rural Transportations Conference
- CDBG
  - Roads & Property Inspections
- Finnie Flat Project
  - Phone Conference w/Alvin Stump
- Waste Water Utility Meeting
- Verde Valley Master Transportation Plan Kick off Meeting
- SciTech Meetings
- SR260 Site Tour and Kickoff meeting

### Streets:

- Cattle Guard on Middle Verde Rd.
  - Prep Work
  - Removed Cattle Guard
  - Poured Concrete
- Grading
  - Middle Verde
  - Newton
  - Old 279
- Daily work orders
- HSIP Grant
  - Starting Installing new street sign
- Equipment Maintenance
  - Installed New Sideboards and Tarps on old dump Truck
  - Misc maintenance on equipment
- Starting Mowing the Right of Ways

### Stormwater:

- Continue work on
  - Bashas Drainage
  - Town Homes Curb and Gutter

**Sewer:**

- Chet Teague filled our vacant operator position
  - The belt filter press is down for repairs after the shaft snapped off. Parts should be here by April 3<sup>rd</sup>
  - New Shop is 99% completed
    - There are a few items left to finish
    - Crew has been stocking and organizing
  - Added pumps to north and south side digester to help with our decant time. This has been a great help and time saver
  - Marked 44 Blue Stake requests
  - Had 6 after hour emergency call outs
- 
- This month we cleaned out both the North and South side digesters. This hasn't been done since we opened the plant.
  - The decant pumping system was revamped so that decanting is done in half the time now.
  - AeroMod (the designers of our plant) sent a rep out to look at our belt press. It is making a knocking noise that we haven't been able to find. The rep is investigating possibilities.
  - Our shop is almost completed. We look forward to using it next month.

**Maintenance:**

- Reconstruct the library rest room after in slab leak repair
- Complete Public Works hall Restroom Remodel
- Pre-work for Library Construction
- Pre Budget Work
- Completed Banner Poles and hang 1<sup>st</sup> Banner
- Assist old Guys at Rezzonico Park with Center of State map Structure
- Installed new Scoreboard at Butler Park
- Spring Season Grounds work
  - Weed eating
  - Spraying
  - Mowing
  - Trimming
- Daily Work Orders
- Pool Maintenance

**Parks & Rec:**

- Continued to handle requests for facility use at the Community Center and 200 building as well as the various sports fields.
- The controls for the Baseball scoreboard at Butler Park failed after a difficult last season and the manufacturer could not repair it. The cost for replacement of the control unit and receiver was over half the cost of a new and much larger scoreboard. Camp Verde Little League agreed to provide funding of \$2000 toward the cost and a new scoreboard was ordered. The Town's expense is slightly more than the cost would have been to repair the old scoreboard controls. The new scoreboard is 4' high x 8' long with an added sponsor panel across the top. It was installed with extra effort by Maintenance and a crane donation by D & O Crane Service of Cottonwood just in time for Little League Opening Day.





- Grasshopper basketball for grades 5 – 8 concluded with playoffs the first week in March. Support by parents, family and friends continues to be very good with an average of 60 – 70 spectators per game and more during the playoffs. The level of play is also very intense with the championship game having a final score of 57 -56.
- Finished winter Friday trip series with one trip held in March to the Desert Botanical gardens with 6 participants. Planning is complete for a spring series of trips in April and May.
- Fit Kids Tennis w/ Jeff Cooper started lessons on March 26 with 12 students.
- Continued Free Friday Family movie series in cooperation with the Community Library. March had only one movie because of school break and it was well attended with 25 attendees.
- Continued Division budget planning for FY 2016.
- Michael Marshall continued to attend planning meetings and participated in the Sesquicentennial activities and Spring Heritage Pecan & Wine Festival. Parks & Recreation staffed a booth at the festival with information about our upcoming trips and activities.

## PUBLIC WORKS PROJECT STATUS REPORT: March 2015

### Facility/Maintenance Improvements

	PROJECT:	CURRENT STATUS:
1	Public Library	Town Council awarded job to Woodruff. The design of the steel structure is underway.
2	Public Works Office Remodel/Improvements	Complete
3	Court Improvements: Remodel of Rooms 206, 207, & 208	Design this fiscal year, construction next fiscal year. A concept plan from the architect has been completed and is being reviewed.
4	Transit/Bus Stops	One bus stop by Burger King completed and in place. Second bus stop at Basha's Center under design will be finished by end of fiscal year.
5	Community Park	A Request for Qualifications is underway by staff for finding a consultant to complete the Park Site Plan. A Request for Quote will be done by staff to choose a consultant for a reclaim water line design to transport reclaim water from the treatment plant to the park, revision of the Aquifer Protection Permit to include reclaim water use at the community park, and to obtain the necessary effluent Re-Use Permit.
6	Banner Poles on Main Street	Complete

### Streets Improvements

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## PUBLIC WORKS PROJECT STATUS REPORT: March 2015

	PROJECT:	CURRENT STATUS:
1	Finnie Flat Sidewalk	Construction Plans at 95%, Will be constructed at same time as the sidewalk along Highway 260 from Cliffs Parkway to Main Street by the ADOT appointed contractor, estimation is that ADOT will bid both projects in October of 2015, ADOT will be the project manager.
2	Hollaman Street Parking Lot Improvements	Survey is complete ; design to be done under RFQ
3	HSIP – Sign Replacement Program 1st half/phase	The sign inventory for this portion of the Sign Replacement Program is complete and the signs are currently being manufactured. The Camp Verde Streets Crew will install the total of 895 new signs in this portion of the program in 4 separate phases over the next 2 years.
4	Tri-Intersection - NACOG Project	PARA Study is complete. HDR was selected as the design firm and is preparing a scope of work. Design will be completed between January of 2015 and June of 2015. Construction is slated for FY 2016/17.
5	Industrial Drive Round-A-Bout	On Hold
6	Town-site Paving Phase III - CDBG	Selection of Surveyor is in process. Project documents have been submitted to CDBG for review
7	Finnie Flat Corridor Design	A consultant will be engaged from the Request for Qualifications for the design. To begin in FY 15/16
8	Cliffs Parkway & Finnie Flat Signal Traffic Detection Cameras	Currently researching options and possible alternatives to reduce cost

### Stormwater Improvements

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## PUBLIC WORKS PROJECT STATUS REPORT: March 2015

	PROJECT:	CURRENT STATUS:
1	Finnie Flat Channel Phase II including; Cliffs Parkway Detention Basin, Cliffs Parkway Culvert Extension and Vault, and Finnie Flat Curb and Townhome Entrance	Cliffs Parkway Detention Basin is complete for now (some future seeding, and groundwater recharge work may be done later). The Cliffs Parkway Culvert Extension has been completed and the plans for the vault and grate at its end are complete and will go out to Job Order Contractors for quote in late January. Construction of the vault and grate will occur in March. The grate has been purchased and has been delivered. The Finnie Flat Curb and Townhome Entrance Plan is 95% complete and we estimate releasing to Job Order Contractors for quote in late February. The grated road crossing for this Townhome Entrance has been delivered and is ready to install.
2	Verde Lakes Drive Drainage	Construction Plans for improvement of drainage ditches along Verde Lakes Drive from Clinton Drive to West Clear Creek and from Highway 260 to Bull Pen Wash are underway and are 30% complete. Anticipate plan completion and construction in early to mid-2015. Will be quoted as a JOC project.
3	Gaddis Wash Box Culvert Crossings	Box Culverts for Streets Yard Entrance Crossing is manufactured and has been delivered and stored on-site until construction of the crossing and new entrance road. The Streets Yard Entrance Crossing and entrance road have been relocated by the adjacent property owner (whose property they cross) and will be re-surveyed and re-drawn. The second crossing on Industrial Drive has been surveyed and design plans are underway (10%).
4	Quarterhorse Lane/Overman Access Road & Drainage Channel	Awaiting answer from YAN to allow the Town to use the easement road for access and drainage. Road/Channel then needs designed and constructed.
5	MS4 Software & New Permit	Have started utilizing software and are currently comparing the new draft permit to the current one determining improvements and additions that must be made to operations, management plans, ordinances, maintenance, and inspections to be in proper compliance with the conditions of the permit.

### Utility Improvements

## PUBLIC WORKS PROJECT STATUS REPORT: March 2015

	PROJECT:	CURRENT STATUS:
1	Wastewater Treatment Plant Headworks	Headworks Rehabilitation Plan is 90% complete. We are currently bidding fabrication of key parts for the headworks grit settling chamber. Plans should be completed and go out to Job Order Contractors for quote in March of 2015.
2	Wastewater Treatment Plant Garage/ Shop Building	Building is erected and almost completed. Overhead doors should be installed by the end of February. The interior is almost completed by one of our JOC contractors and should be complete by the end of February. Wastewater Division staff are outfitting the building with shelves, worktables, desks, and furniture. Building should be in use in March.
3	Wastewater Treatment Plant Tertiary Filtration	The tertiary filter system and ultraviolet disinfection system upgrades have both been chosen and plans for these two items must be combined and will be underway by the end of March, 2015. These plans will need to be submitted to ADEQ for review. Construction of these items will be done in next fiscal year.
4	Wastewater Treatment Plant UV Disinfection Upgrades	The tertiary filter system and ultraviolet disinfection system upgrades have been chosen and plans for these two items must be combined and will be underway by the end of March, 2015. These plans will need to be submitted to ADEQ for review. Construction of these items will be done in next fiscal year.
5	Wastewater Treatment Plant Sludge Drying Beds	We anticipate the design of the sludge drying beds will begin early in the next fiscal year. These plans will need to be submitted to ADEQ for review. Construction of this item will be done also in the next fiscal year.
6	State Route 260 Sewer Master Plan Sleeve Placement Plan	Preparing Request for Qualifications to invite experienced and qualified engineering firms to submit Statements of Qualification on a scope of services for the Master Plan and Sleeve Plan.
7	Public Works Yard Sewer Line	Needs to be staked by Ron/Troy and constructed; pending adequate funds to complete the construction and connection fees



**CAMP VERDE MUNICIPAL COURT**  
YAVAPAI COUNTY, ARIZONA  
473 S. Main Street, Suite 107, Camp Verde, AZ 86322  
Phone: 928-567-6635 Fax: 928-567-9049

Paul A. Schlegel  
Presiding Magistrate

Veronica Pineda  
Court Supervisor

**Manager's Report**

Reporting month: March 2015  
Happy New Year

**Highlights of the month:**

- Veronica attended a lunch and learn at the Yavapai County Superior Court on training for Outlook email tips
- Veronica attended the Yavapai County Limited Administrators Association meeting held in Cottonwood.
- Court met with Joel Westervelt and reviewed the conceptual floor plan for the Court expansion project.

**Getting down to business: March at a glance:**

- The Court had 45 scheduled Initial appearances/Arraignments for civil traffic, criminal traffic and criminal misdemeanor cases for the month of March.
- The Court had 19 scheduled Order to Show Cause hearings Failure to Comply/Pay set for the month.
- The Court had 3 scheduled bench trials for the month of March, of which 1 was a 2 day Jury Trial.
- The Court had 66 scheduled Pretrial Conferences/ sentencing's/change of plea hearings with and without attorneys.
- The Court had 7 scheduled civil traffic hearings with officers from DPS, CVMO, YANPD
- The Court had 2 petition for an Injunctions against harassment that was held
- The Court had 8 petitions for injunction against harassment and Orders of protection.
- The Court had 6 status hearings to include but not limited to warrant appearances, payment reviews, jail reviews.

CAMP VERDE MUNICIPAL COURT												
MONTHLY REPORT												
DESCRIPTION	JULY 2014	AUGUST 2014	SEPTEMBER 2014	OCTOBER 2014	NOVEMBER 2014	DECEMBER 2014	JULY THROUGH DEC 2014	JANUARY 2015	FEBRUARY 2015	MARCH 2015	APRIL 2015	MAY 2015
MISDEMEANOR & CR TRAFFIC FTA		22	18	21	10	14	120	18	29	24		
DUI	11	8	4	2	3	0	28	6	3	7		
SERIOUS TRAFF	0		0	1	0		1	1	0	1		
CRIMINAL TRAFF	13	8	15	35	22	51	144	46	23	24		
MISDEMEANORS SUBTOTAL	59	38	37	59	35	65	293	71	55	56		
CIVIL TRAFFIC	140	116	151	143	96	123	769	106	92	75		
HARASSMENT INJUNCTION	1	0	0	1	1	11	14	4	3	2		
ORDER OF PROTECTION	0	0	1	2	0	2	5	2	4	8		
TOTAL FILINGS	200	154	189	205	132	201	1091	183	154	141		0
IA/ARR IN CUSTODY	26	33	28	33	23	22	165	25	41	44		
ATTY RESTITUTION	1250.47	474.88	612.94	241.91	382.63	571.41	\$ 3,544.24	573.24	481.12	489.68		
LCL ORD FEES (Default/Warrant etc)	863.01	508.95	1779.52	2147.01	960.49	1409.37	\$ 8,083.35	2813.35	2526.37	935.31		
LCL CRT ENHANCEMENT	2857.47	2305.84	3094.32	2915.03	2248.74	2584.90	\$ 16,006.30	2549.97	2956.66	2576.24		
JCEF TO TOWN	234.36	176.95	333.23	255.52	245.18	209.38	\$ 1,454.62	244.36	291.47	190.99		
CVMO ADDL EQP \$13	173.44	152.24	218.02	188.14	138.78	120.47	\$ 991.09	129.19	231.84	174.97		
DPS ADDL EQP \$13	288.47	228.94	199.92	245.82	171.24	273.29	\$ 1,407.68	201.10	240.76	162.01		
YAV CTY JAIL/ADD FEE	1085.57	569.54	350.43	205.02	205.18	386.14	\$ 2,801.88	319.22	288.47	199.96		
MVD/ADD/ADD FEE	0.00	0.00	0.00	0.00	0.00	0.00	\$ -	0.00	4.00	0.00		
ROC ADDL EQP FEE	0.00	0.44	0.53	0.00	0.00	0.00	\$ 0.97	0.00	0.00	0.00		
YAN TRIBAL POLICE	6.48	5.52	6.31	10.65	15.48	5.59	\$ 50.03	3.36	1.12	2.07		
STATE TREAS.	19650.01	18046.30	25003.06	22449.60	18353.72	21005.24	\$ 124,507.93	20698.99	32061.86	19714.90		
TOWN TREAS.	14145.59	10327.88	17313.16	16343.46	12143.34	15191.76	\$ 85,466.19	15100.75	19630.76	16982.99		
TOTAL CHECK	38442.39	31813.65	46518.98	42613.24	33521.66	39776.77	\$ 232,686.69	39246.94	55706.94	40004.13		0.00

TOTAL FILINGS AND COLLECTIONS-FIVE YEAR TREND

TOTAL FISCAL YR 2015	Inc/Dec FY 14 TO FY 15	TOTAL FY 14 (Jul 13-Jun 14)	Inc/Dec FY 13 TO FY 14	TOTAL FY 13 (Jul 12-Jun 13)	Inc/Dec FY 12 TO FY13	TOTAL FY 12 (Jul 11-Jun 12)	Inc/Dec FY 11 TO FY12	TOTAL FY 11 (Jul 10-Jun 11)	Inc/Dec FY 10- FY 11	TOTAL FY 10 (Jul 09-Jun 10)	DESCR
191	-54%	415	2%	407	4%	393	-28%	545	18%	472	MISDEMEANOR B
44	-66%	128	0%	128	43%	91	-11%	102	40%	73	DI
3	-79%	14	-13%	16	0%	16	45%	11	-79%	52	SERIOUS
237	37%	173	-23%	226	-8%	441	5%	421	-16%	502	CRIMINA
475	-35%	730	-6%	777	-17%	941	-13%	1079	-2%	1099	MISDEMEANOR
1042	-43%	1844	-15%	2164	5%	2057	13%	1822	130%	791	CIVIL TI
23	21%	19	-37%	30	-21%	38	22%	31	25%	24	HARASSMENT
19	-30%	27	35%	20	-26%	27	-16%	32	0%	32	ORDER OF PI
1559	-49%	2520	-12%	2991	-2%	3063	3%	2964	52%	1946	TOTAL F
275	-52%	406	-20%	507	15%	442	0%	444	1%	441	IA/ARR IN I
\$ 3,078.28	-58%	\$ 14,472.21	-9%	\$ 15,188.68	12%	\$ 13,521.82	32%	\$ 10,297.25	-20%	\$ 12,736.35	ATTY REST
\$ 13,379.36	-36%	\$ 20,907.22	-4%	\$ 21,773.48	16%	\$ 18,722.40	16%	\$ 16,140.89	44%	\$ 11,228.71	LCL ORD FEES (Def)
\$ 24,089.17	-40%	\$ 39,890.16	1%	\$ 39,413.33	-12%	\$ 44,584.65	28%	\$ 34,769.20	52%	\$ 22,896.94	LCL CRT ENH/
\$ 2,141.44	-44%	\$ 3,890.47	-3%	\$ 4,004.65	-12%	\$ 4,539.68	16%	\$ 3,910.25	26%	\$ 3,109.40	ICEP TO
\$ 1,527.00	-44%	\$ 2,742.93	52%	\$ 1,804.36	60%	\$ 1,130.42	NA				CV/MO ADD
\$ 3,011.55	-84%	\$ 3,024.91	-2%	\$ 3,980.82	19%	\$ 3,352.33	NA				DPS ADDL
\$ 1,608.53	-60%	\$ 8,947.98	25%	\$ 7,130.78	8%	\$ 6,595.25	-5%	\$ 6,925.71	-9%	\$ 7,167.68	YAV, CTY I
\$ 4.00	-60%	\$ 40.00	-35%	\$ 62.01	15%	\$ 53.99	NA				MVD/ADOT
\$ 0.97	-44%	\$ 1.74	34%	\$ 1.30	NA						ROC ADDL
\$ 56.58	-94%	\$ 1,470.69	1501%	\$ 91.84	-67%	\$ 278.10	3%	\$ 270.00	-13%	\$ 311.25	YAN TRIBA
\$ 196,983.68	-36%	\$ 307,572.30	8%	\$ 284,289.84	-19%	\$ 349,348.21	18%	\$ 295,231.95	19%	\$ 248,081.30	STATE T
\$ 137,180.49	-30%	\$ 221,122.78	4%	\$ 213,580.63	-27%	\$ 293,400.56	21%	\$ 241,591.94	27%	\$ 190,774.09	TOWN T
\$ 367,344.70	-39%	\$ 588,703.96	6%	\$ 554,359.56	-21%	\$ 703,283.19	23%	\$ 582,699.05	23%	\$ 472,340.56	TOTAL C



# LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT

## Page 1 Processing

Court ID: 1354

County: CAMP VERDE MUNICIPAL COURT

Report Month/Year: March 2015

CRIMINAL TRAFFIC				
	D.U.L (a)	Serious* Violations (b)	All Other Violations (c)	TOTAL (d)
Pending 1st of Month	29	3	132	164
Filed	7	1	24	32
Transferred In	0	0	0	0
<b>SUBTOTAL</b>	<b>36</b>	<b>4</b>	<b>156</b>	<b>196</b>
Transferred Out	0	0	0	0
Other Terminations	3	0	37	40
<b>TOTAL TERMINATIONS</b>	<b>3</b>	<b>0</b>	<b>37</b>	<b>40</b>
Statistical Correction	0	0	0	0
Pending End of Month	33	4	119	156

\*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
216	3	0	219	0	6	6	0	213

\*\*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: 2

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
203	75	0	278	0	20	101	121	0	157

Civil Traffic Hearings Held: 3

VIOLATIONS OF A.R.S. 28-702.01 AND 28-702.04 (Part of Civil Traffic Above)				
Filed	Trans In	TOTAL		
15	0	15		

**LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT**

Court ID: 1354

Page 2 Processing

County: CAMP VERDE MUNICIPAL COURT

Report Month/Year: March 2015

<b>MISDEMEANOR</b>									
Pending 1st of Month (a)	Filed (b)	Trans In (c)	SUB TOTAL (d)	Tran Out (e)	Other Term (f)	TOTAL TERM (g)	Stat. Corr. (h)	Pending End of Month (j)	
Misdemeanor (Non-Traffic)	566	21	0	587	0	27	27	0	560
Failure to Appear (Non-Traffic)	0	1	0	1	0	0	0	0	1
<b>TOTAL</b>	<b>566</b>	<b>22</b>	<b>0</b>	<b>588</b>	<b>0</b>	<b>27</b>	<b>27</b>	<b>0</b>	<b>561</b>

**TRIALS HELD**

Misdemeanor Court/FTA Trials Held: 1                      Misdemeanor/FTA Jury Trials Held: 0

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

Felony Preliminary Hearings Held: 0      Felony, Misdemeanor, Criminal Traffic Initial: Appearances: 44

**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	13	15	28	7	0	21
<b>TOTAL</b>	<b>13</b>	<b>15</b>	<b>28</b>	<b>7</b>	<b>0</b>	<b>21</b>

# LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT

## Page 3 Processing

Court ID: **1354**

County: **CAMP VERDE MUNICIPAL COURT**

Report Month/Year: **March 2015**

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

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

### DOMESTIC VIOLENCE/HARASSMENT PETITIONS

	Filed	Order Issued	Petition Denied	TOTAL TERM.
Domestic Violence	8	2	6	8
Harassment	2	0	1	1

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

Order of Protection:	0	Injunction Against:	2
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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

March 2015

**WARRANTS OUTSTANDING**

TRAFFIC WARRANTS OUTSTANDING

D.U.I.	141
Serious Violations	10
All Other Violations	580
<b>TRAFFIC TOTAL</b>	<b>731</b>

CRIMINAL WARRANTS OUTSTANDING

Felony	0
Misdemeanor	762
<b>CRIMINAL TOTAL</b>	<b>762</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. Sullegel  
Signature of the Judge/Magistrate (or designee)

Vernica Pineda  
Name of Preparer

April 7, 2015  
Date of Preparation

**CAMP VERDE MUNICIPAL COURT**

**MONTHLY TRANSMITTAL**

Date: April 7, 2015  
From: Camp Verde Municipal Court

Reporting Month: March 2015

Check #: 5482

Total Amount of Check: \$43,004.13

RECEIVED AND ALLOCATED TO BELOW ACCOUNTS BY Virginia Plox

**REVENUE ACCOUNT NUMBER**

01-300-40-413000	\$36,592.25
Fines/Fees/Forfeitures- before the check request below	
01-300-40-431000	\$469.68
Court Apt-Atty. Reimbursement	
05-310-40-413100	\$190.99
Local JCEF Fund	
05-330-40-413300	\$2,576.24
Court Enhancement Fund	
19-601-40-413000	
Camp Verde Marshal's Safety Equip. Fund	\$174.97

**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.	\$2.07	01-300-40-413000
000087	Yavapai County Jail & Addtl Fee \$1 Fund	\$199.96	01-300-40-413000
000117	Arizona State Treasurer	\$19,714.90	01-300-40-413000
003583	Arizona Department of Public Safety Equipment Fund	\$162.01	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

**MARCH 2015**

**MONTHLY REVENUE REMITTANCE REPORT**

**CAMP VERDE MUNICIPAL COURT - MARCH 2016**

Account Description & Statute	AZTEC Code	Total Distribution
Confidential address- ARS 12-116.04	ZCAA1	102.87 ✓
CEF 10% of Base Fine - 16-954C	ZCEF	\$1,457.21
CJEF 47% of Base Fine - 12-116.01A	ZCJEF	\$6,849.40
Child Restraint - 28-907C	ZCPRF	\$102.08 ✓
Drug & Gang Enforcement - 13-811C	ZDECJ	\$354.34 ✓
DNA 3% of Base Fine - 12-116.01C	ZDNAS	\$851.07 ✓
DUI Abatement Fund - 28-1382D3 (\$250 Extreme DUI)	ZDUIA	\$150.00 ✓
Domestic Violence Shelter Fund 12-116.06	ZDVSF	\$108.30 ✓
FARE Fee Special Collections (19%)	ZFAR1	\$945.27
FARE Delinquency Fee (\$35.00 Fee)	ZFAR2	\$388.99
FTGF 7% of Base Fine - 12-116.01B	ZFTGS	\$1,020.03
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	\$351.00
STATE Civil JCEF - 22-281C1 (18.39% of Fee)	ZJCSF	\$4.60
MSEF 13% of Base Fine - 12-116.02A	ZMSEF	\$1,894.54
2011 \$8 Assessment - State: \$4 to GITEM & \$4 to PSEF	ZOS1	\$677.95
Prison Construction & Operations Fund - 41-1651	ZPCOF	\$918.80 ✓
Probation Surcharge 2006 - 12-114.01 (\$10.00)	ZPRS6	\$34.14
Probation Surcharge 2009 - 12-114.01 (\$10.00)	ZPRS9	\$1,702.73
Probation Surcharge OLD - 12-114.01 (\$5.00)	ZPRSU	\$24.32
Public Safety Equipment Fund, 41-1723, 28-1381.5	ZGFDU,ZPSEF	\$1,662.84 ✓
Registrar of Contractors	ZRCA	
State Highway Fund - 28-710A	ZSHWY	
Drug Lab Remediation Technical Registration Bd 13-3423 (D9)	ZTECH	\$17.80
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	\$96.62
<b>SUBTOTAL - STATE REVENUE Remitted to City Finance</b>		<b>\$19,714.90</b>

1761.19

Jail Incarceration Fee (9914) GL#2-003-10-34324	ZJF	\$115.26
2011 Add'l Assessmnt \$1 -JP Crts 12-116.04E GL#3-900-40-35196	ZOS2	\$84.70 ✓
<b>SUBTOTAL - YAVAPAI COUNTY REVENUE Remitted to City Finance</b>		<b>\$199.96</b>
2011 Officer Safety Equip - Sheriff	ZOS4	
2011 Officer Safety Equip - DPS	ZOS5	\$162.01 ✓
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	\$174.97 ✓
2011 Officer Safety Equip - College PD	ZOS12	
2011 Officer Safety Equip - Fire Dept	ZOS13	
2011 Officer Safety Equip - Tribal	ZOS14	\$2.07 ✓
28-4139 - FR Suspended Plates (100% Base Fine to TRIBAL)	ZSLPT	
<b>SUBTOTAL - INDIVIDUAL CITING AGENCY REVENUE Remitted to City Finance</b>		<b>\$339.05</b>
Court Appt Attorney Fee Local	ZAFEE	
Indigent Defense Fees - Rule6.7d, A.R.Cr.P.01-300-40-431000	ZATT,ZATT & ZREIM	\$469.68
Confidential address- ARS 12-116.04	ZCAA2	\$5.43 ✓
Defensive Driving School Fee - 28-3396	ZDDS	\$2,560.00
Deferred Prosecution Fees	ZDEFP	\$150.00
Fines/Civil Penalties - 13-811A & 28-1554B	ZFINE	\$12,172.09 ✓
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	\$612.00 ✓
Public Defender Fee - 11-584 (\$25.00)	ZPUBZ	\$34.09
Local Costs/Fee Warrant Default Fees	ZLCL	\$955.31
Bonds Forfeited to General Fund	ZLOCL	
Misc. Filing Fees - 22-281C3 (71.15% to County)	ZMISC	\$17.41
28-4139 - FR Suspended Plates (100% Base Fine to CVMO)	ZSLPC	\$6.98 ✓
Bank Fees -From Ckbk/prev mon bank statement	negative number	
Bank Fee - Checks Ordered	positive number	
<b>SUBTOTAL - CITY REVENUE Remitted to Finance 01-300-40-413000</b>		<b>\$16,982.99</b>
Court Enhancement Fee	ZCEH	\$2,576.24
<b>SUBTOTAL - COURT ENHANCEMENT REVENUE Remitted to City Finance 05-330</b>		<b>\$2,576.24</b>
LOCAL Time Payment JCEF - 12-116	ZJCL	\$189.00
LOCAL Civil JCEF - 22-281D (8.04% of Fee)	ZJCLF	\$1.99
<b>SUBTOTAL - JCEF REVENUE Remitted to city finance 05-310-40-413100</b>		<b>\$190.99</b>
<b>Total Revenue</b>		<b>\$40,004.13</b>

MISCELLANEOUS PASS-THROUGH MONIES (Overpayments) REPORT		
Carried Forward from Previous Month		
Received During Current Month	ZOVR back to/or from Def	49.00
Disbursed During Current Month	9517	(49.00)
Balance at End of Current Month		0.00
RESTITUTION REPORT		
Carried Forward from Previous Month		
Escheated / stale dated		
Received During Current Month	5901 ZREST	\$630.00
Disbursed During Current Month	5003	(\$630.00)
Balance at End of Current Month		\$0.00
BOND REPORT		
Bonds Carried Forward from Previous Month		\$7,303.60
Bonds Received During Current Month	ZBND	\$9,571.00
Bonds Forfeited During Current Month	Pg 3 Total	(7,929.00)
Bonds Escheated 2011:		
Bond Volded		
Bonds Transferred	fee book	
Bonds Refunded During Current Month	5079	(\$4,038.00)
Bonds Balance at End of Current Month: open bonds		\$4,907.60
TOTAL PASS THROUGH MONIES		\$4,907.60

I, Hon. Paul A. Schlegel, 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:

March-15

Paul A. Schlegel  
Signature

4-7-15  
Date





130 Black Bridge Road | Camp Verde AZ 86322

# CAMP VERDE COMMUNITY LIBRARY

*good company always Welcome...*

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## MEMORANDUM

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**TO:** Russ Martin, Town Manager  
**FROM:** Kathy Hellman, Library Director  
**SUBJECT:** Monthly Report – March 2015  
**DATE:** 4/8/2015  
**CC:** Department Heads

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Construction began with site preparation.

McDonald Brothers Construction crews began by breaking up the concrete and pavement, moving dirt, building up the pad and preparing for the foundation. Currently, work is waiting to continue until plans for the steel building are finalized, submitted and approved. The fence is up, “No Trespassing” signs are in place, and site is posted as a construction site.

Special Thanks to Town maintenance

and the streets crew for creating a well-defined parking lot on the south side of the current building for library patrons.



The construction team has been working with Frank Vander Horst, E-Rate Manager for Yavapai County Educational Service Agency, to apply for e-rate funding for the new library’s Internet services and network devices. Our project – bringing high speed Internet (dedicated upload & download speeds) to library property, installing data cabling, switches, filters and wireless access points throughout the new library and contracting with a monthly Internet service provider was posted on the Universal Service Administrative Company (USAC) website for providers to access. The results of this process will mean significant savings for the library’s data needs while allowing us to upgrade our Internet speeds.

Library staff continued working with AZ Communications, designers of [www.visitcampverde.com](http://www.visitcampverde.com), to layout and organize the library’s new website. We are making progress toward an interactive and beautifully designed website that will make a virtual connection to the new library’s physical presence. The key for us, is having an up-to-date site that works on many types of devices, saves time for staff on the backend content creation, and allows our patrons to find information and interact with us virtually.

Joe Link, Civil Engineer for SWI, gave an informative presentation about the Civil Engineer's role in the design of the site, access & parking, grades & water flow, etc. in the 2nd in our series of Construction Talks at the library. Look for a talk from Linda Harkness of McDonald Brothers Construction in April.

Camp Verde Community Library had the pleasure and privilege of participating in the SciTech Expo at



Camp Verde High School again this year. The event expanded in number and variety of organizations presenting as well as in number of students visiting the expo. Students from Beaver Creek and American Heritage Academy came to the expo putting attendance between 1010 and 1200.

Youth Services Librarian, Dianna Manasse, wrote and submitted to Library Services and Technology Act Grants to the Arizona State Library, Archives and Public Records

for consideration for funding in the 2015 grant cycle. She requested money for two projects – a support program and training for families with an autistic child and browser bins to display books for our youngest readers. We will find out in May if our requests are being funded.

Library staff are involved in community outreach in a variety of ways. We believe in giving back to the community that is so generous toward us. Gerry presented library online resources to Camp Verde High School instructors and plans a program every 6 weeks or so at the Verde Valley Senior Apartments. Alice is involved in the Adult Education Center as a board member. Dee volunteers with Verde Valley Caregivers. Valerie is always the first to volunteer to help prepare food for things like the Shakespeare on Main or the cookie trays distributed at Christmas. Dianna is on the Kids at Hope Steering Committee, participates in Head Start programs and was a vital part of the SciTech Expo. Denise volunteers at the Fort and helps out with free movie nights. Wendy created part of the library's display at the SciTech expo and worked the entire event. Sebra gets TAB involved in things like the recent Arbor Day celebrations, the Tree Board and the Kiwanis kite flying event. Kathy participates in the Business Focus group, the Heritage planning committee and events, the SciTech planning committee and event, etc.

If you would like to receive the library's monthly eNews, please email me at and let me know which email address you would like me to send it to.

Be sure to follow our blogs: <https://cvcltalk.wordpress.com/> and <https://cvcltab.wordpress.com/>

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

## March 2015 Camp Verde Community Library Use Statistics

	Mar-15	Mar-13	% change	FYTD-14	FYTD-12	% change
<b>In-Library Uses</b>						
Traffic Count	5,946	2,802	112.2%	50,958	23,020	121.4%
New Cards Issued	40	56	-28.6%	525	450	16.7%
Public PC Use	1,195	777	53.8%	9,212	6,492	41.9%
Wireless Use						
Items Used In-Library	482	513	-6.0%	5,371	8,479	-36.7%
<b>Total In-Library Use</b>	<b>7,663</b>	<b>4,148</b>	<b>84.7%</b>	<b>66,066</b>	<b>38,441</b>	<b>71.9%</b>
<b>Circulation</b>						
Items Checked Out	4,531	3,585	26.4%	37,427	31,989	17.0%
Items Checked In	5,625	4,552	23.6%	42,285	37,705	12.1%
Renewed Items	904	585	54.5%	6,881	5,807	18.5%
<b>Total Circulation</b>	<b>11,060</b>	<b>8,722</b>	<b>26.8%</b>	<b>86,593</b>	<b>75,501</b>	<b>14.7%</b>
<b>Circulation Areas of Interest</b>						
Audio Books	189	85	122.4%	1604	1104	45.3%
DVDs & VHS	1,463	956	53.0%	10941	7446	46.9%
eBooks	244	225	8.4%	1993	1651	20.7%
Youth eBooks	25	24	4.2%	393	509	-22.8%
Large Print	229	144	59.0%	1625	1629	-0.2%
Magazines	149	212	-29.7%	1355	1714	-20.9%
Kids & Teens Material	1,465	1,176	24.6%	11652	9925	17.4%
<b>Collection Development &amp; Reference</b>						
Reference Questions	177	130	36.2%	1505	1829	-17.7%
Requests for Computer Help	99	n/a		n/a	n/a	
New Kids & Teen Material	64	60	6.7%	755	557	35.5%
New Books Added	131	141	-7.1%	1062	951	11.7%
New Audio-Visual Material Added	157	54	190.7%	1272	658	93.3%
<b>Total Items Added</b>	<b>288</b>	<b>195</b>	<b>47.7%</b>	<b>2334</b>	<b>1609</b>	<b>45.1%</b>
<b>Transits &amp; HOLDS</b>						
HOLDS Filled	797	650	22.6%	6,005	6,034	-0.5%
Transit Items Sent & Received	n/a	1,211		n/a	9,486	
<b>Total Transits &amp; HOLDS Activity</b>	<b>797</b>	<b>1,861</b>	<b>-57.2%</b>	<b>6,005</b>	<b>15,520</b>	<b>-61.3%</b>
<b>InterLibrary Loans</b>						
CVCL Items Going Out	42	57	-26.3%	202	280	-27.9%
Items for CVCL Patrons	4	5	-20.0%	132	192	-31.3%
<b>Total InterLibrary Loan Activity</b>	<b>46</b>	<b>62</b>	<b>-25.8%</b>	<b>334</b>	<b>472</b>	<b>-29.2%</b>
<b>Library Programs</b>						
Adult Programs	15	8	87.5%	268	331	-19.0%
Adult Program Attendance	77	51	51.0%	579	1597.5	-63.8%
Adult Program Hours	23	19.5	17.9%	194	155	25.2%
Youth Programs	31	29	6.9%	216	127	70.1%
Youth Program Attendance	1,053	996	5.7%	3582	3350	6.9%
Youth Program Hours	109	84	29.8%	635.5	241	163.7%
Programs Off-Site	4	n/a		n/a	n/a	
<b>Total Library Program Attendance</b>	<b>1130</b>	<b>1047</b>	<b>7.9%</b>	<b>4161</b>	<b>4947.5</b>	<b>-15.9%</b>
<b>Library Volunteers</b>						
Number of Volunteers	27	30	-10.0%	261	203	28.6%
Number of Hours Given	577	514	12.3%	5217	3786.5	37.8%
<b>Average number of Hours/Volunteer</b>	<b>21.3703703</b>	<b>17.13333333</b>	<b>24.7%</b>	<b>19.9885057</b>	<b>18.6527093</b>	<b>7.2%</b>
<b>Mending</b>						
Items Mended or Repaired	176	141		1428	n/a	
Donations Processed	540	n/a		5832	n/a	
Donations Cataloged	123	n/a		703	n/a	



Library Events Calendar  
928-554-8380

Open: MON 8:00a - 4:30p  
TUE-THU 8:00a-7:00p  
FRI-SAT 8:00a-4:30p

SUN	MON	TUE	WED	THU	FRI	SAT
1 10 am Writers Helping Writers eReader Help	2	3 10 am Yavapai College SBDC 10 am Baby Brain Time	4 10 am Dr. Suess Story Time	5 9 am CVLE Book Sale 4 pm Game Night 4 pm ABCs of Taking Better Photos	6 10 am PC Assist 1 pm STEAM Time 6:30 pm Movie Night Big Hero 6	7 2 pm TAB Meets 5:30-10 Teens Live!
8 10 am Writing For Fun! eReader Help	9	10	11 10 am Tumblebooks Story Time	12 4 pm Game Night	13 10 am PC Assist 10 am Fit Kids	14 2 pm TAB Meets 5:30-10 pm Teens Live!
15 10 am Open Book Club eReader Help	16	17 10 am Baby Brain Time 	18 10 am Shamrock Story Time 4:30 pm Community Legal Services Talk	19 4 pm Game Night 4 pm ABCs of Taking Better Photos 5:30 pm Listening Post	20 10 am PC Assist 1 pm STEAM Time 3 pm Sphero Races	21 2 pm TAB Meets Technology and Art Technology & Art
Celebrate TEEN Tech Week With US!						
22 10 am Poetry for Fun! eReader Help	23	24	25	26	27	28 2 pm TAB Meets 5:30-10 pm Teens Live!
Verde Valley SciTech Festival						
29 10 am Wild Card Monday eReader Help	30	31 2:00 pm AZ Talking Books Presentation 4:30 pm Library Construction Talks	10 am Earth Story Time	4 pm Middle Readers Book Club 4 pm Game Night	10 am PC Assist	
 <b>ARIZONA SCITECH verde valley</b> <a href="http://www.vvscitech.org">www.vvscitech.org</a>						

# March

130 Black Bridge Road | Camp Verde AZ 86322  
**CAMP VERDE COMMUNITY LIBRARY**  
*good company always welcome...*