FEBRUARY 2016
Monthly Report

Town Manager
Russ Martin
928-554-0001

DEPARTMENT HEAD INFORMATION

Town Clerk	Virginia Jones	554-0023
Finance Director	Mike Showers	554-0811
Economic Development	Steve Ayers	554-0007
Marshal	Nancy Gardner	554-8301
Engineer/Public Works	Ron Long	554-0821
Magistrate	Paul Schlegel	554-0031
Librarian	Kathy Hellman	554-8381
Community Development	Mike Jenkins	554-0051
Risk Management	Carol Brown	554-0003

Memorandum

To:	Mayor and Council
From:	Russ Martin, Town Manager
Date:	March 4, 2016
Cc:	Department Heads
Re:	Manager's report for the period ending February 29, 2016

The following is the Manager's report regarding activities in the month of February 2016:

Homelessness and/or similar community needs

Presented as a growing issue in the Verde Valley at the most recent Intergovernmental Meetings, I have met with a Bread of Life representative and have begun the discussion with the other Town/City Managers in the Valley as to what opportunities we may have collectively to address this situation. In the coming months I will be meeting with other regional groups outside Camp Verde to see what opportunities may come out of a continued conversation and demonstrated need.

Manufacturing and Yavapai County Economic Development Roundtable

I was fortunate enough to attend a meeting "first time" in many years of economic development professionals, organizations, and Town/City Managers who discussed mainly the current state of manufacturing in Yavapai County. Numerous topics were discussed that focused on a recent survey of current manufacturing companies of all different sizes in the County conducted by Northern Arizona Council of Governments (NACOG). This will lead to a discussion with the Northern Arizona Manufacturing Association (NAMA) to determine ways the communities can assist or do better in assisting these types of companies as well as potential to recruit more companies to Northern Arizona.

Health Insurance

Attended with HR Specialist Barbie Bridge an annual membership meeting for our healthcare cooperative board (APEHP) in which the Town along with all the other Cities and Towns in the Verde Valley are members with several fire districts including Camp Verde Fire District, and some school districts. During this meeting we were able to see the good financial position of this cooperative and see a minimal 2% increase in premiums. This is significant as most other entities/businesses are unable to maintain these low of increases at this time and assists these public entities with tight budgets.

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

Memorandum

To: Mayor and Council
From: Carol Brown, Risk Manager
Date: March 10, 2016
Cc: Department Heads/Safety Committee
Re: Risk Manager's Monthly Report ending February 29, 2016

Obtained Insurance For:

- 1 vehicle
- Sought quote for CVSD's proposed Vactor Truck and lift station

Attended Meetings/Trainings:

- Safety Committee meeting
- 2 Department Head meetings
- 4 meetings with Public Works: claim status/Ramada stage/employee illness/p-t safety officer
- Conducted AED training with Street Division crew
- Council E-session
- 2 after action meetings
- 1 Safe Personnel on-line course
- AMRRP Loss Control Committee meeting
- Shuttle bus driver's training
- Arizona Public Risk Manager's quarterly meeting
- Outreach meeting w/magistrate court: Workers' Compensation/property & casualty reports
- Personnel Board Hearing

Incidents/Claims/Restitution/Collections

- 2 Workers' Compensation claims. Risk Mgr. took an employee to Occ./Med. Clinic
- 1 legal claim received

Risk Management Miscellaneous:

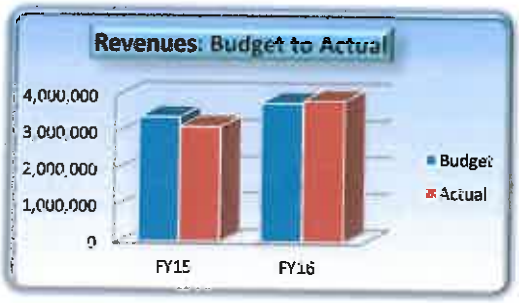
- **Legal:** coded attorney invoices; worked with risk mgmt. company, and internal and external counsel on new complaint
- **Prepared**: waiver for Bea Richmond walk, Risk Mgmt. budget and SOPs
- **Processed:** 40 Certificates of Insurance (34 were for Pecan & Wine Festival)
- **Reviewed:** policy relative to smoking in Town vehicles
- **Contacted**: ADOSH AND Industrial Commission Arizona/work-related injury determination
- **Purchased**: A Portable AED with a partial grant for the Street Division
- **Conducted research**: for Personnel Board Hearing
- **Repair request:** leaking pipe

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

TOWN OF CAMP VERDE
General Fund Report
FY16 - 2nd QTR ending December 2015

GENERAL FUND REVENUES

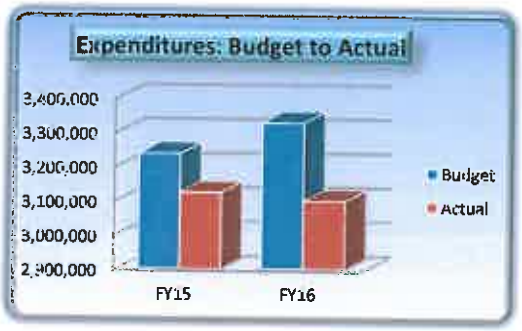
	FY 15-16 Budget	FY 15-16 Actual	% of Budget Received
Local Taxes	3,430,550	1,901,697	55%
Franchise Fees	275,500	153,371	56%
State Sales Tax	1,038,730	495,767	48%
Urban Revenue Sharing	1,309,100	654,554	50%
Vehicle License Tax	644,350	331,670	51%
Other Revenues	887,215	324,935	37%
TOTAL	7,585,445	3,861,994	51%



The Town's revenues are still coming in very strong for the first half of the year. Our City sales tax is $186K over budget for the 6 month period. The State sales tax numbers are 2% short which amounts just under $24K under budget. While some of this increase can be attributed to new construction, the vast majority of the increases are in retail. Monthly amounts are fairly consistent with only two month's seemingly out of sync with the rest, but these were really due to a non-local company's reporting error and subsequent correction in the following month.

GENERAL FUND EXPENDITURES by DEPARTMENT

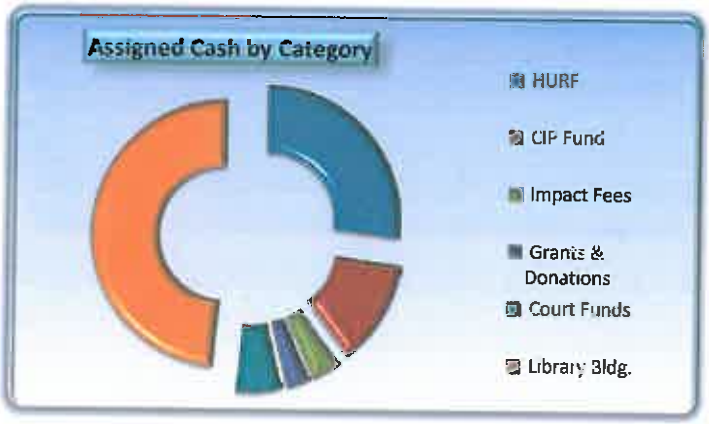
	FY 15-16 Budget	FY 15-16 Actual	% of Budget Expended
General Admin	1,650,242	815,765	49%
Court	373,153	171,481	46%
Public Works	846,517	389,327	46%
Community Development	482,783	206,571	43%
Marshall's Office	2,651,801	1,210,636	46%
Library	392,166	187,391	48%
Parks & Rec	257,652	117,102	45%
TOTAL	6,654,314	3,098,273	47%



While general revenues are coming in well over budget, departmental expenses have been kept under budget putting the Town in a very strong position so far this year. While general admin and Library departments are spending right at their budget levels (49%), the remaining departments are averaging right at about 5% savings to date for the year. Total expenses in the general fund are nearly $229K under budget. When combined with revenues, the Town is nearly $300K ahead of budget.

CASH

Bank Accounts	
Pooled Checking	789,947
Payroll Checking	12,835
Stifel Investment	2,090,880
LGIP Investments	975,865
Library Sales	5,926
Revolving Home Loan	44,599
US Bank Accounts	2,578,463
Due from Sewer	37,792
TOTAL CASH	6,536,307
Assigned Cash	(4,685,957)
Unassigned Cash	**1,850,350**



TOWN OF CAMP VERDE

Functional Revenue & Expense Summaries
FY16 - 2nd QTR ending December 2015

General Fund

	Actual	Annual Budget	$ Remaining	% Remaining
Revenues	3,861,994	7,585,445	3,723,451	49%
Wages & ERE	2,325,214	5,092,602	2,767,388	54%
Operational	753,677	1,559,392	805,715	52%
Capital	19,382	2,320	(17,062)	-735%
Net Transfers Out/(In)	456,147	957,656	501,509	52%
Net	307,574	(26,525)	(334,099)	

HURF Fund

	Actual	Annual Budget	$ Remaining	% Remaining
Revenues	419,922	857,300	437,378	51%
Wages & ERE	156,925	348,839	191,914	55%
Operational	160,188	235,870	75,682	32%
Capital	0	12,000	12,000	100%
Net Transfers Out/(In)	171,328	531,932	360,604	68%
Net	(68,519)	(271,341)	(202,822)	

Sewer Fund*

	Actual	Annual Budget	$ Remaining	% Remaining
Operating Revenues	501,882	1,009,500	507,618	50%
Grants & Loan Funding	184,055	804,884	620,829	77%
Wages & ERE	219,214	503,748	284,534	56%
Operational	215,708	555,475	339,767	61%
Capital	130,735	756,850	626,115	83%
Net	120,280	(1,689)	(121,969)	

* - Depreciation is left off this schedule.

TOWN OF CAMP VERDE

Special Revenue & Capital Improvement Funds Report

FY16 - 2nd QTR ending December 2015

Capital Improvement Projects Fund

Projects	Actual	Annual Budget	Difference	% Left
Gym Roof	0	100,000	100,000	100%
Verde Lakes Dr. Culverts	0	137,400	137,400	100%
Finnie Flat Sidewalk	5,820	194,400	188,580	97%
Downtown Parking Lot	0	47,000	47,000	100%
Comm. Park Development	0	94,700	94,700	100%
Courtroom Improvements	21,400	269,000	247,600	92%
Finnie Flat Streetscape	0	75,000	75,000	100%
Hwy 260 Sewer	0	260,000	260,000	100%
Playground Equipment	48,914	50,000	1,086	2%
Small Projects	34,473	72,112	37,639	52%
Net Exps	(110,607)	(1,299,612)	(1,189,005)	91%
Interest/Operating Transfers In	74,820	888,223	813,403	92%
Beginning Balance	405,029	411,389	6,360	2%
Remaining Funds	369,242	0	(369,242)	

Other Funds

	Exp's	Rev's	Net	Annual Budget	Difference	% Left
Parks	6,794	0	(6,794)	(6,794)	0	0%
Court	0	7,259	7,259	(112,332)	(119,591)	106%
Grants (Funds 6 & 8)	233,688	261,919	28,231	(32,896)	(61,127)	186%
Yavapai Apache Monies	16,875	0	(16,875)	(21,072)	(4,197)	20%
CDBG	296,022	3,038	(292,984)	0	292,984	N/A
Library	1,355,504	70	(1,355,434)	(3,623,159)	(2,267,725)	63%
Impact Fees	69,000	259	(68,741)	(232,101)	(163,360)	70%
Housing	18,070	7,871	(10,199)	(8,400)	1,799	-21%
911	0	0	0	(2,143)	(2,143)	100%
Donations	724	1,839	1,115	(12,469)	(13,584)	109%
Debt	1,986,799	645,324	(1,341,475)	(1,341,559)	(84)	N/A

TOWN OF CAMP VERDE

Summary of .65% TPT

FY16

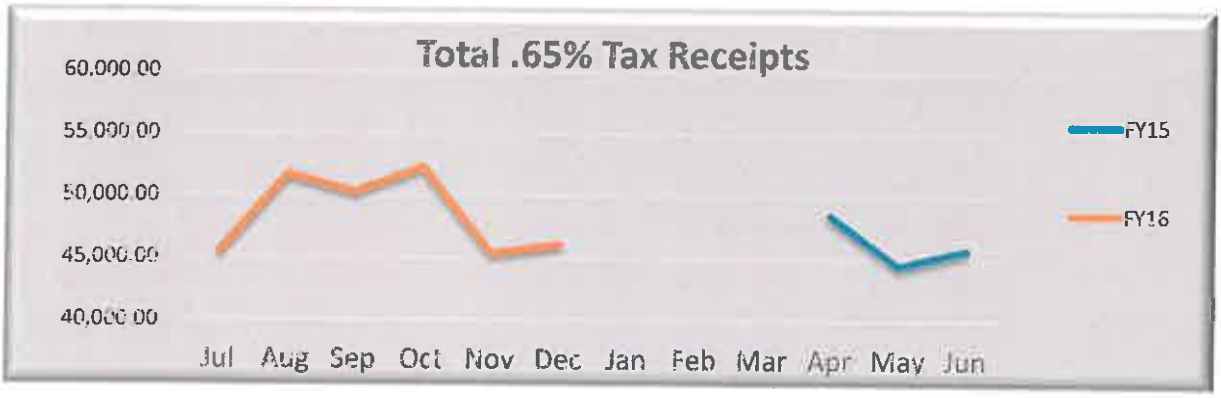
Net Revenues

Revenue Period	Actual	Budget	Difference
QTR1 (Jul-Sep)	$ 147,432	$ 136,858	$ 10,574
QTR2 (Oct-Dec)	$ 140,494	$ 136,858	$ 3,636
QTR3 (Jan-Mar)	$ -	$ 136,858	$ (136,858)
QTR4 (Apr-Jun)	$ -	$ 136,858	$ (136,858)
FY16 Revenue Total	**$ 287,926**	**$ 547,432**	**$ (259,506)**

Expense Allocation

Project	Actual	Budget	Difference
Hwy 260 Sewer Extention Plans	$ -	$ 60,000	$ (60,000)
Hwy 260 Sewer Sleaves Expansion	$ -	$ 200,000	$ (200,000)
Re-roof Town Gym	$ -	$ 100,000	$ (100,000)
Court Remodel	$ -	$ 50,000	$ (50,000)
Butler Park Playground Equipment	$ 48,914	$ 50,000	$ (1,086)
Finnie Flat Streetscape	$ -	$ 75,000	$ (75,000)
FY16 Expense Total	**$ 48,914**	**$ 535,000**	**$ (486,086)**
FY16 Net Balance	**$ 239,012**	**$ 12,432**	**$ 226,580**

FY15 Ending Balance	*$ 120,370*	*$ 120,370*	*$ -*
FY16 Ending Balance	**$ 359,382**	**$ 132,802**	**$ 226,580**



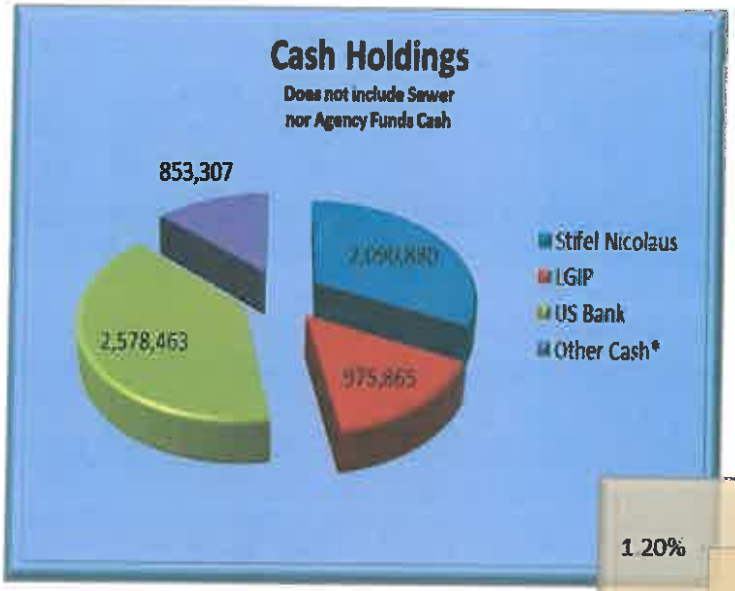
TOWN OF CAMP VERDE

As of December 31st, 2015

INVESTMENTS

Account	Balances at Dec 31st	FYTD Interest	FY ROI Annualized
Stifel Nicolaus	2,090,880	7,196.80	0.72%
LGIP	975,865	914.79	0.20%
US Bank	2,578,463	49.90	N/A
Other Cash*	853,307	6.10	N/A
TOTAL	**6,498,515**	**8,167.59**	

* - Does not include Sewer nor Agency Funds Cash.

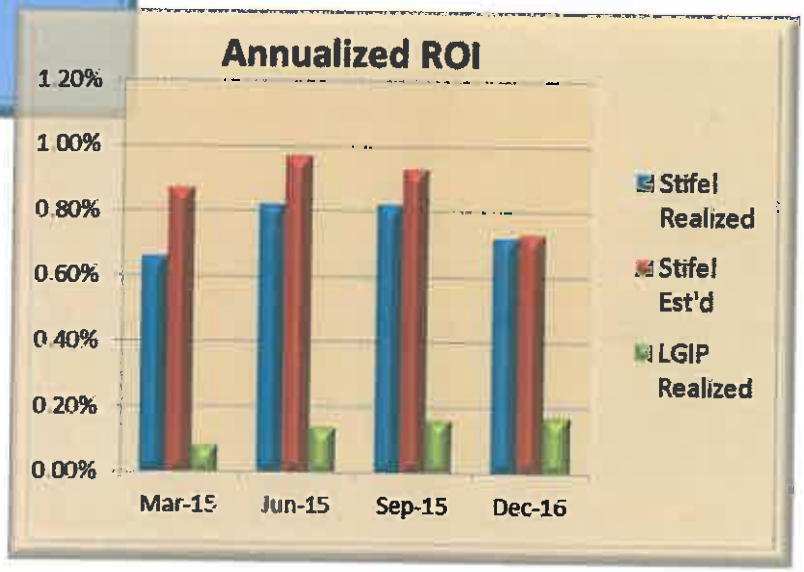


Stifel Investment Info:

Avg. Maturity Length of Inv's
1.9 years
Current Exp'd Yield-to-Maturity
.96%

Comparative Rates:

Bank Savings – .05% to .2%
2 YR Treasury Note Rate – 1.07%
5 YR Treasury Note Rate – 1.79%

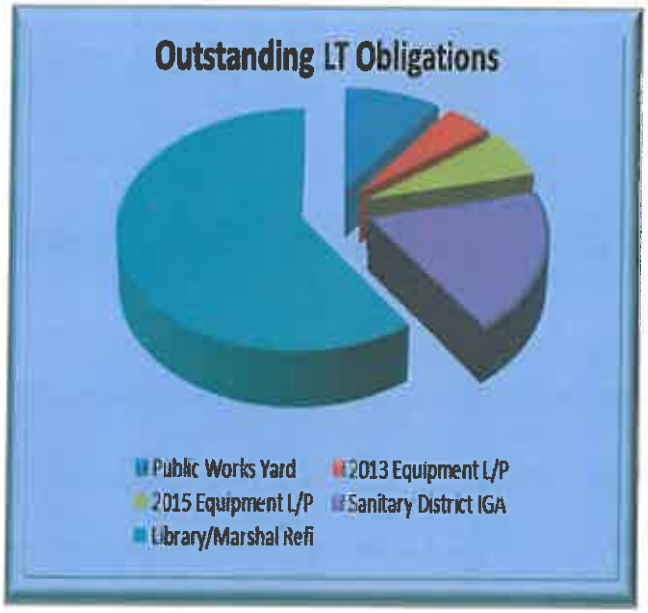


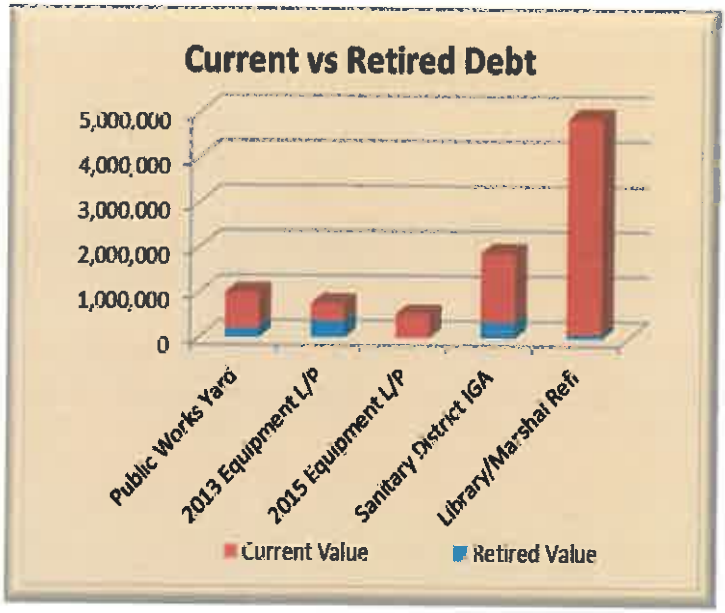
TOWN OF CAMP VERDE

As of December 31st, 2015

LONG-TERM DEBT

Purpose	Type	Maturity	Original Debt	Int Rate	FY16 Budget	Current Obligation	Next Disbursement Amount	Next Disbursement Date	Debt Retired
Public Works Yard	Bonds	7/1/2023	1,005,000	3.91%	106,537	798,228	91,311	1/1/2016	206,772
2013 Equipment L/P	Note	1/28/2018	764,664	1.61%	161,382	388,977	79,691	1/28/2016	375,687
2015 Equipment L/P	Note	8/20/2020	530,000	1.79%	115,000	530,000	55,494	2/20/2016	0
Sanitary District IGA	IGA Pledge	7/1/2032	1,902,000	3.34%	118,664	1,534,841	25,617	1/1/2016	367,159
Library/Marshal Refi	Bonds	7/1/2030	4,904,000	2.84%	265,451	4,811,000	195,134	1/20/2016	93,000
TOTALS					**767,034**	**8,063,047**	**447,247**		





FY16 Debt Service Fund

Category	Actual	Annual Budget	$ Remaining	% Remaining
Principal Retired	1,620,964	1,809,014	188,050	10%
Interest Paid	176,985	294,479	117,494	40%
Misc Fees	1,100	5,100	4,000	78%
Total	1,799,049	2,108,593	309,544	15%

TOWN OF CAMP VERDE

FT & PT Employee Listing

FY16 - 2nd QTR ending December 2015

General Administration

Name	Hire Date	Position	Hrs	Class
Russ Martin	8/9/2010	Town Manager	40	93
Virginia Jones	11/4/1996	Deputy Town Clerk	40	67
Julie Scott	4/22/2014	Admin Asst. 1	40	42
Steven Ayres	2/1/2013	Econ. Dev. Director	40	73
Barbara Bridge	10/22/2013	Admin Asst. 1	40	42
Gaylene Allen	5/2/2013	Attendant	12	N/A
Lynette Kovacovich	5/2/2013	Attendant	12	N/A
Mary McCarthy	7/13/2015	Econ. Dev. Specialist	18	45
Mike Showers	7/18/2011	Finance Director	40	73
Jenifer McKinzie	6/23/2014	Finance Clerk	40	40
Linda Peterson	10/29/2012	Finance Clerk	40	40
Carol Brown	8/29/1994	Risk Manager	40	69

Municipal Court

Name	Hire Date	Position	Hrs	Class
Paul Schlegel	11/3/2014	Magistrate	24	N/A
Veronica Pineda	9/2/1997	Court Supervisor	40	50
Teresa Goodwin	8/21/2007	Court Clerk	40	40
Nina Sanchez	10/29/2006	Court Clerk	40	40
Debbie Cordova	11/4/2013	Court Clerk	40	40
Lauren Waite	6/23/2014	Court Clerk	40	40

Public Works

Name	Hire Date	Position	Hrs	Class
Ron Long	7/10/2006	Public Works Director	40	78
Troy Odell	5/28/2013	PW Deputy Director	40	72
Deborah Ranney	12/10/2007	Public Works Analyst	40	48
Maria Morales-Manning	12/14/2015	Draftsperson	40	56
Mike Dumas	9/23/2002	Maintenance Foreman	40	48
David Russell	12/10/2012	Lead Maint. Worker	40	44
Stephen Diacik	9/3/2013	Maintenance Worker	40	34
Darrell Payne	10/10/2002	Maintenance Worker	40	34
Jonathan Rivero	8/28/2013	Maintenance Worker	40	34
Yolanda Trahin	9/5/2000	Janitor	40	28
Maria Urias	8/10/2005	Janitor	40	28

Community Development

Name	Hire Date	Position	Hrs	Class
Michael Jenkins	9/10/2007	Comm. Dev. Director	40	77
Robert Foreman	3/15/2006	Building Official	40	64
Kendall Welch	7/15/2013	Permit Technician	40	42
Emily Diver	4/28/2014	Permit Technician	40	42
Sandra Farrar	8/31/2015	Permit Technician	40	42
Sarah Kramme	11/30/2015	Permit Technician	25	42
David Marshal	11/12/2013	Code Enforcement/AC	40	45

Marshal's Office

Name	Hire Date	Position	Hrs	Class
Nancy Gardner	2/27/2012	Marshal	40	82
Oscar Berrelez	8/11/1996	Sergeant	40	62
Stephen Butler	7/11/2012	Sergeant	40	62
Steven Ganis	11/19/1995	Sergeant	40	62
Laura Robinson	11/16/2011	Sergeant	40	62
Thomas Baizel	1/14/2007	Deputy	40	53
Jeff Bowers	1/14/2008	Deputy	40	53
Brandon Collins	8/7/2006	Deputy	40	53
David Freeman	10/31/2004	Deputy	40	53
Richard Grimes	2/9/2015	Deputy	40	53
Clinton Jackson	7/29/2013	Deputy	40	53
Daniel Jacobs	9/9/2013	Deputy	40	53
Steven McClure	2/13/2011	Deputy	40	53
Roscoe Owsley	1/6/2013	Deputy	40	53
Jeff Patten	3/4/2001	Deputy	40	53
Dustin Richardson	6/23/2014	Deputy	40	53
Paul Rotzler	1/11/2015	Deputy	40	53
Michael Toporek	12/29/2013	Deputy	40	53
Jennifer Zwak	12/26/2012	Deputy	40	53
Darbie Martin	1/29/1998	Admin/Invest. Asst.	40	48
Mary Newton	12/15/1997	Dispatch Supervisor	40	48
Dorrie Cronk	6/11/2012	Dispatcher	40	43
Debbie Hughes	8/1/1998	Dispatcher	40	43
Barbara Ratlief	12/13/2013	Dispatcher	40	43
Brittany Rohn	10/6/2014	Dispatcher	40	43
Lana Stine	5/27/2012	Dispatcher	40	43
Samantha Stout	4/6/2015	Dispatcher	25	43
Jason Toogood	10/8/2006	Dispatcher	40	43
Susan Wason	4/26/2011	Disptacher	40	43
Cailin Yantis Lizotte	9/10/2007	Records Specialist	40	43
Andrea Ramirez	10/7/2013	Records Clerk	19	37

Library

Name	Hire Date	Position	Hrs	Class
Kathy Hellman	6/24/2012	Library Director	40	69
Alice Gottschalk	1/3/2005	Library Specialist	40	39
Gerry Laurito	12/14/1999	Library Specialist	40	39
Saepyol Choe	12/28/2013	Library Specialist	19	39
Denise Alm	5/12/2013	Library Clerk	18	29
Wendy Cook-Roberts	6/19/2014	Library Clerk	18	29
Dee Thompson	5/12/2013	Library Clerk	18	29

Parks & Rec

Name	Hire Date	Position	Hrs	Class
Michael Marshall	12/27/2012	Recreation Supervisor	40	49
Mick Martin	11/2/2015	Recreation Aide	19	N/A

Streets

Name	Hire Date	Position	Hrs	Class
Stacy Perry	10/14/2013	Streets Supervisor	40	56
Luis Trahin	4/15/1996	Streets Foreman	40	52
David Hammond	8/9/1998	Sr. Equipment Operator	40	43
Royce Allen	10/30/2006	Equipment Operator	40	39
Richard Cope	2/6/2012	Equipment Operator	40	39

Sewer

Name	Hire Date	Position	Hrs	Class
Jan Grogan	6/30/2013	Wastewater Manager	40	64
Marshall Davis	6/30/2013	Senior Wastewater Op.	40	48
Tracey Feltes	6/30/2013	Admin. Asst. 1	40	42
Joseph Calhoun	7/1/2014	Wastewater Operator	40	39
Russell Cron	6/30/2013	Wastewater Operator	40	39
Chet Teague	3/9/2015	Wastewater Operator	40	39
Jerry Tinagero	7/1/2014	Wastewater Operator	40	39

FT & PT Employee Count	88
FT Employee Count	76

Seasonal/Temp Workers are not included

Salary Schedule

The Town completed a Wage and Classification Study in 2008 with implementation of the recommendations on January 1, 2009. The Salary Range Table approved by the Town Council is listed below.

Range	MIN	MID	MAX	Range	MIN	MID	MAX
11	$ 13,712	$ 17,289	$ 20,865	55	$ 40,641	$ 51,240	$ 61,839
12	$ 14,055	$ 17,721	$ 21,386	56	$ 41,657	$ 52,521	$ 63,385
13	$ 14,406	$ 18,164	$ 21,921	57	$ 42,698	$ 53,834	$ 64,970
14	$ 14,767	$ 18,618	$ 22,469	58	$ 43,765	$ 55,180	$ 66,594
15	$ 15,136	$ 19,083	$ 23,031	59	$ 44,860	$ 56,559	$ 68,259
16	$ 15,514	$ 19,560	$ 23,607	60	$ 45,981	$ 57,973	$ 69,966
17	$ 15,902	$ 20,049	$ 24,197	61	$ 47,131	$ 59,423	$ 71,715
18	$ 16,300	$ 20,551	$ 24,802	62	$ 48,309	$ 60,908	$ 73,508
19	$ 16,707	$ 21,064	$ 25,442	63	$ 49,517	$ 62,431	$ 75,345
20	$ 17,125	$ 21,591	$ 26,057	64	$ 50,754	$ 63,992	$ 77,229
21	$ 17,553	$ 22,131	$ 26,709	65	$ 52,023	$ 65,591	$ 79,160
22	$ 17,992	$ 22,684	$ 27,376	66	$ 53,324	$ 67,231	$ 81,139
23	$ 18,441	$ 23,251	$ 28,061	67	$ 54,657	$ 68,912	$ 83,167
24	$ 18,903	$ 23,832	$ 28,762	68	$ 56,023	$ 70,635	$ 85,246
25	$ 19,375	$ 24,428	$ 29,481	69	$ 57,424	$ 72,401	$ 87,377
26	$ 19,859	$ 25,039	$ 30,219	70	$ 58,860	$ 74,211	$ 89,562
27	$ 20,356	$ 25,665	$ 30,974	71	$ 60,331	$ 76,066	$ 91,801
28	$ 20,865	$ 26,307	$ 31,748	72	$ 61,839	$ 77,968	$ 94,096
29	$ 21,386	$ 26,964	$ 32,542	73	$ 63,385	$ 79,917	$ 96,448
30	$ 21,921	$ 27,638	$ 33,356	74	$ 64,970	$ 81,915	$ 98,860
31	$ 22,469	$ 28,329	$ 34,189	75	$ 66,594	$ 83,963	$ 101,331
32	$ 23,031	$ 29,038	$ 35,044	76	$ 68,259	$ 86,062	$ 103,864
33	$ 23,607	$ 29,763	$ 35,920	77	$ 69,966	$ 88,213	$ 106,461
34	$ 24,197	$ 30,508	$ 36,818	78	$ 71,715	$ 90,419	$ 109,122
35	$ 24,802	$ 31,270	$ 37,739	79	$ 73,508	$ 92,679	$ 111,850
36	$ 25,422	$ 32,052	$ 38,682	80	$ 75,345	$ 94,996	$ 114,647
37	$ 26,057	$ 32,853	$ 39,649	81	$ 77,229	$ 97,371	$ 117,513
38	$ 26,709	$ 33,675	$ 40,641	82	$ 79,160	$ 99,805	$ 120,451
39	$ 27,376	$ 34,517	$ 41,657	83	$ 81,139	$ 102,300	$ 123,462
40	$ 28,061	$ 35,379	$ 43,698	84	$ 83,167	$ 104,858	$ 126,549
41	$ 28,762	$ 36,264	$ 43,765	85	$ 85,246	$ 107,479	$ 129,712
42	$ 29,481	$ 37,170	$ 44,860	86	$ 87,377	$ 110,166	$ 132,955
43	$ 30,219	$ 38,100	$ 45,981	87	$ 89,562	$ 112,921	$ 136,279
44	$ 30,974	$ 39,052	$ 47,131	88	$ 91,801	$ 115,743	$ 139,686
45	$ 31,748	$ 40,029	$ 48,309	89	$ 94,096	$ 118,637	$ 143,178
46	$ 32,542	$ 41,029	$ 49,517	90	$ 96,448	$ 121,603	$ 146,757
47	$ 33,356	$ 42,055	$ 50,754	91	$ 98,860	$ 124,643	$ 150,426
48	$ 34,189	$ 43,106	$ 52,023	92	$ 101,331	$ 127,759	$ 154,187
49	$ 35,044	$ 44,184	$ 53,324	93	$ 103,864	$ 130,953	$ 158,042
50	$ 35,920	$ 45,289	$ 54,657	94	$ 106,461	$ 134,227	$ 161,993
51	$ 36,818	$ 46,421	$ 56,023	95	$ 109,122	$ 137,583	$ 166,043
52	$ 37,739	$ 47,581	$ 57,424	96	$ 111,850	$ 141,022	$ 170,194
53	$ 38,682	$ 48,771	$ 58,860	97	$ 114,647	$ 144,548	$ 174,449
54	$ 39,649	$ 49,990	$ 60,331	98	$ 117,513	$ 148,161	$ 178,810

Community Development
Monthly Report February 2016

Building Division:

Robert Foreman – Building Official, Emily Diver – Residential Building Inspector & Permit Technician, Sandra Farrar – Permit Technician, Sarah Kramme – Permit Technician

Planning & Zoning:

Michael Jenkins – Community Development Director, Kendall Welch – Assistant Planner

Code Enforcement:

Dave Marshall – Animal Control/Code Enforcement Officer

MONTHLY REPORT FOR FEBRUARY 2016
BUILDING DIVISION

Attended a Pre-Development meeting for a new residential sub-division. Attended a Pre-Development meeting for a new convenience store on Finnie Flat Road. Held a meeting with the representatives of the owners of an existing old residential sub-division and discussed beginning construction on the home lots, activity had ceased due to the recession.

Held a training session with the Board of Adjustments/Board of Appeals with Mike Jenkins. Welcomed new members and reviewed duties, powers and limitations of both Boards. Held a meeting with the Town Manager, Mike Jenkins, Fire Marshal and Fire Chief about existing old residential sub-divisions that may now start construction with the improvement in the economy.

Had a meeting with Public Works, Woodruff Construction, and Library Director and Building Department staff concerning the status of the Library construction. Had a meeting with the owner of a new proposed sub-division with staff and Steve Ayers. Had a meeting with Ron Long, Mike Jenkins and the Town Manager regarding sub-divisions.

Attended a meeting with the new owner of a use permit for mining with Mike Jenkins and discussed the process for building permit applications. Held two (2) meetings with Mr. Jenkins and the Fire Marshal concerning water fire flow for new construction. Held two (2) conference calls with Mr. Jenkins and the Town Attorney regarding water fire flow for new construction. Held several meetings with staff on the fiscal 2016/2017 budget submittal.

Completed 95 building inspections, 14 residential plan check reviews, 6 commercial plan check reviews, 65 phone calls, 23 meetings, 7 miscellaneous site inspections, 6 miscellaneous postings, 8 transmittals, 2 business licenses issued, 2 stop work orders. Posted three (3) dangerous structures.

Robert Foreman CBCO

BUILDING MONTHLY REPORT

February 2016	CURRENT MONTH	PREVIOUS MONTH	2015-2016 FY
PERMITS ISSUED	23	25	207
PERMITS FINALED	22	38	223
PLAN REVIEWS PERFORMED	20	17	159
INSPECTIONS PERFORMED	95	71	764
PHONE CALLS RECEIVED	585	421	3910
BUSINESS LICENSES REVIEWED	2	2	51
BUSINESS LICENSE INSPECTIONS	2	2	39
MISCELLANEOUS SITE INSPECTIONS	7	14	127
BUILDING VIOLATIONS			
Dangerous Building	3	1	6
Stop Work Order	0	2	6
Grading Without Permit	0	0	0

MISCELLANEOUS:

PROJECTS: All
APPLIED DATES: 0/00/0000 THRU 99/99/9999
ISSUED DATES: 2/01/2016 THRU 2/29/2016
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
20160025	2/01/2016	PERRY, ROBERTA	1852 CENTRAL LANE	GUERRAMOBI	MANUFACTURED HOME	MH
MH	2/02/2016	RES - MANUFACTURED HOME	MH - MANUFACTURED HOME	OWNER	63,000.00	525.00
20160026	2/01/2016	PIERCE, MONTE	216 QUARTERHORSE LN	OWNER	RESIDENTIAL DEMOLITION	DEMO-RES
DEMO-RES	2/01/2016	RESIDENTIAL DEMOLITION	DEMO-RES - RESIDENTIAL DEMO	OWNER	0.00	75.00
20160028	2/02/2016	CORBIN TRUST	3745 NORTHERN AVE	OWNER	RESIDENTIAL ADDITION	02-RES ADD
02-RES ADD	2/02/2016	RESIDENTIAL ADDITION	DECK-UNCV - UNCOVERED DECK	OWNER	2,000.00	212.46
20160030	2/04/2016	BELLAMY, JEFFREY	468 1ST STREET	DALTON'SA/	COMMERCIAL ELECTRICAL	ELE-COM
ELE-COM	2/04/2016	COMMERCIAL ELECTRICAL	ELE-RES - RESIDENTIAL ELECT	OWNER	0.00	75.00
20160031	2/08/2016	CLOUD, WAYNE	1623 HORSESHOE BEND DR	OWNER	PORCH/PATIO/DECK	PORCH/PAT
PORCH/PAT	0/00/0000	DNU - PORCH/PATIO/DECK	PORCH - PORCH/PATIO	OWNER	4,200.00	284.23
20160033	2/08/2016	FINNEY FLATS LLC/PAMELA WIS	723 FINNIE FLAT RD	DELTAMECH	RESIDENTIAL MECHANICAL	MECH-RES
MECH-RES	2/08/2016	RES - MECHANICAL	MECH-RES - RESIDENTIAL MECH	OWNER	0.00	75.00
20160034	2/08/2016	PERRY, ROBERTA	1852 CENTRAL LANE	228315	RESIDENTIAL ELECTRICAL	ELE-RES
ELE-RES	2/08/2016	RESIDENTIAL ELECTRICAL	ELE-RES - RESIDENTIAL ELECT	228315	0.00	75.00
20160035	2/09/2016	JOHN & DENA DAVIS	700 SADDLE CREEK DRIVE	OWNER	NEW RESIDENTIAL	01-NEW RES
01-NEW RES	2/09/2016	RESIDENTIAL SINGLE FAMILY	R-3 - RESIDENTIAL ONE/TWO F	OWNER	280,000.00	3,740.73
20160036	2/09/2016	ASHLEY, CALVIN & MICHEL	1024 AFTON LANE	OWNER	RESIDENTIAL ADDITION	02-RES ADD
02-RES ADD	2/09/2016	RESIDENTIAL ADDITION	02-RESADD - RESIDENTIAL ADD	OWNER	12,000.00	451.71
20160037	2/09/2016	MCINTIRE, DEAN	3600 CLOVERLEAF RANCH RD	RCHOMES&DE	MANUFACTURED HOME	MH
MH	2/09/2016	RES - MANUFACTURED HOME	MH - MANUFACTURED HOME	OWNER	10,000.00	525.00
20160040	2/10/2016	COLE, CHRISTEL	1827 MURDOCK LN	YAVAPAIFEN	FENCE	FENCE
FENCE	2/10/2016	FENCE	FENCE - FENCE	OWNER	14,209.00	50.00
20160041	2/10/2016	CAMERON, CHRISTOPHER	1652 MONTEZUMA HEIGHTS RD	OWNER	RESIDENTIAL ACCESSORY BUILD	RES ACC
04-RES ACC	2/10/2016	RESIDENTIAL ACCESSORY	RES - RESIDENTIAL ACCESSORY	OWNER	3,600.00	85.00
20160042	2/12/2016	KINCAID, ALLEN	2079 DERBY DRIVE	STANLEYSTE	RESIDENTIAL ACCESSORY BUILD	RES ACC
04-RES ACC	2/12/2016	RESIDENTIAL ACCESSORY	RES - RESIDENTIAL ACCESSORY	OWNER	10,000.00	403.86
20160043	2/16/2016	TOWN OF CAMP VERDE	473 MAIN ST	PURSOLAR	OTC-COMMERCIAL ELECTRICAL	ELE-COM
ELE-COM	2/16/2016	COMMERCIAL ELECTRICAL	ELE-COM - COMMERCIAL ELECTR	OWNER	0.00	0.00
20160044	2/16/2016	TOWN OF CAMP VERDE	1498 PETERSON RD	PURSOLAR	COMMERCIAL ELECTRICAL	ELE-COM
ELE-COM	2/16/2016	COMMERCIAL ELECTRICAL	ELE-COM - COMMERCIAL ELECTR	OWNER	0.00	0.00
20160046	2/17/2016	DRAKE, KENNETH	1897 PUEBLO RIDGE RD	ARCBILT DE	COMMERCIAL-TI REMODEL	13-COM REM
13-COM REM	2/17/2016	COMMERCIAL ALTER/REMODEL	COMREM - COMMERCIAL REMODEL	OWNER	85,000.00	3,684.10

PROJECTS: All
APPLIED DATES: 0/00/0000 THRU 99/99/9999
ISSUED DATES: 2/01/2016 THRU 2/29/2016
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
20160047	2/17/2016	PIERCE, MONTE	216 QUARTERHORSE LN	OWNER	RESIDENTIAL ELECTRICAL	ELE-RES
ELE-RES	2/17/2016	RESIDENTIAL ELECTRICAL	ELE-RES - RESIDENTIAL ELECT	OWNER	0.00	75.00
20160048	2/24/2016	CAMP VERDE AZ PROPERTY, LLC	1897 PUEBLO RIDGE ROAD	SIGNSPLUS	WALL SIGN	SIGN
SIGN-WALL	0/00/0000	SIGN - WALL	SIGN-WALL - WALL SIGN	OWNER	7,500.00	946.01
20160050	2/17/2016	RAINBOW ACRES	2120 RESERVATION LOOP RD	MINGUS	RESIDENTIAL ELECTRICAL	ELE-RES
ELE-RES	2/17/2016	RESIDENTIAL ELECTRICAL	ELE-RES - RESIDENTIAL ELECT	OWNER	0.00	150.00
20160051	2/18/2016	JAMISON, KENDALL & MARY	479 YAQUI CIRCLE	OWNER	RESIDENTIAL ELECTRICAL	ELE-RES
ELE-RES	2/18/2016	RESIDENTIAL ELECTRICAL	ELE-RES - RESIDENTIAL ELECT	OWNER	0.00	75.00
20160053	2/23/2016	WILLIAMS, LINDEN	3680 MISTY LANE	RCHOMES&DE	MANUFACTURED HOME	MH
FB/MOD	2/23/2016	FBB/MODULAR BUILDING	MH - MANUFACTURED HOME	OWNER	50,000.00	525.00
20160054	2/23/2016	MILLER, BILL & MARY	2221 SIERRA VERDE RD	OWNER	RESIDENTIAL ELECTRICAL	ELE-RES
ELE-RES	2/23/2016	RESIDENTIAL ELECTRICAL	ELE-RES - RESIDENTIAL ELECT	OWNER	1,000.00	75.00
20160108	2/29/2016	WHITE, MICAH A & GRETC	4420 E CANYON DR	OWNER	RESIDENTIAL REPAIR	06-RESREP
06-RESREP	2/29/2016	RESIDENTIAL REPAIR	06-RESREP - RESIDENTIAL REP	OWNER	9,292.00	318.86

*** TOTALS *** NUMBER OF PROJECTS: 23 VALUATION: 551,801.00 FEES: 12,426.96

PROJECTS: All
APPLIED DATES: 0/00/0000 THRU 99/99/9999
ISSUED DATES: 2/01/2016 THRU 2/29/2016
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	1	280,000.00	3,740.73
02-RES - RESIDENTIAL ADDITION	2	14,000.00	664.17
04-RES - RESIDENTIAL ACCESSORY	2	13,600.00	488.86
06-RESREP - RESIDENTIAL REPAIR	1	9,292.00	318.86
13-COM - COMMERCIAL ALTER/REMODEL	1	85,000.00	3,684.10
DEMO-RES - RESIDENTIAL DEMOLITION	1	0.00	75.00
ELE-COM - COMMERCIAL ELECTRICAL	3	0.00	75.00
ELE-RES - RESIDENTIAL ELECTRICAL	5	1,000.00	450.00
FB/MOD - FBB/MODULAR BUILDING	1	50,000.00	525.00
FENCE - FENCE	1	14,209.00	50.00
MECH-RES - RES - MECHANICAL	1	0.00	75.00
MH - RES - MANUFACTURED HOME	2	73,000.00	1,050.00
PORCH/PAT - DNU - PORCH/PATIO/DEC	1	4,200.00	284.23
SIGN-WALL - SIGN - WALL	1	7,500.00	946.01
*** TOTALS ***	23	551,801.00	12,426.96

PROJECTS: All
APPLIED DATES: 0/00/0000 THRU 99/99/9999
ISSUED DATES: 2/01/2016 THRU 2/29/2016
EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS: ALL

*** BUILDING CODE RECAP ***

BUILDING CODE - DESCRIPTION	# OF PROJECTS	# OF SEGMENTS	VALUATION	FEES
02-RESADD - RESIDENTIAL ADDITION	1	1	12,000.00	451.71
06-RESREP - RESIDENTIAL REPAIR	1	1	9,292.00	318.86
COMREM - COMMERCIAL REMODEL	1	1	85,000.00	3,684.10
DECK-UNCV - UNCOVERED DECK	1	1	2,000.00	212.46
DEMO-RES - RESIDENTIAL DEMOLITION	1	1	0.00	75.00
ELE-COM - COMMERCIAL ELECTRICAL	2	2	0.00	0.00
ELE-RES - RESIDENTIAL ELECTRICAL	6	6	1,000.00	525.00
FENCE - FENCE	1	1	12,209.00	50.00
MECH-RES - RESIDENTIAL MECHANICAL	1	1	0.00	75.00
MH - MANUFACTURED HOME	3	3	123,000.00	1,575.00
PORCH - PORCH/PATIO	1	1	4,200.00	284.23
R-3 - RESIDENTIAL ONE/TWO FAMILY	1	1	280,000.00	3,740.73
RES - RESIDENTIAL ACCESSORY BUILDING	2	2	13,600.00	488.86
SIGN-WALL - WALL SIGN	1	1	7,500.00	946.01
*** TOTALS ***	23	23	551,801.00	12,426.96

SELECTION CRITERIA

REPORT SELECTION

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

PROJECT DATES

APPLIED RANGE FROM: 00/00/0000 THROUGH 99/99/9999
ISSUED RANGE FROM: 02/01/2016 THROUGH 02/29/2016
USE SEGMENT DATES: NO
EXPIRE RANGE FROM: 00/00/0000 THROUGH 99/99/9999
USE SEGMENT DATES: NO

PRINT OPTIONS

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

*** END OF REPORT ***

Planning & Zoning
Monthly Report

February 2016

February 1, 2016
Community Development Director Michael Jenkins and Assistant Planner Kendall Welch attended a Project Review Meeting on a proposed subdivision (preliminary plat). Also present was Building Official Robert Foreman, Residential Building Inspector Emily Diver, Fire Marshal Kristi Gagnon, and Public Works Director Ron Long.

February 4, 2016
Community Development Director Michael Jenkins, Assistant Planner Kendall Welch, Planning & Zoning Chairman BJ Davis, Mayor Charlie German, and General Plan Subcommittee Member Tony Gioia gave a presentation on the Draft 2016 General Plan to the Yavapai Apache Nation Tribal Council.

Community Development Director Michael Jenkins, Assistant Planner Kendall Welch, Building Official Robert Foreman, and Residential Building Inspector Emily Diver attended a pre-application phone conference on a proposed project near the intersection of Verde Lakes Drive and State Route 260.

Community Development Director Michael Jenkins and Assistant Planner Kendall Welch attended a Special Session of the Planning & Zoning Commission. Items on the agenda included a Use Permit for a proposed 80' multicarrier monopole wireless tower. The item was scheduled to be heard before Town Council on February 24th, 2016, but was delayed by the applicant and has been rescheduled for March 23rd, 2016.

February 9, 2016
Community Development Director Michael Jenkins, Assistant Planner Kendall Welch, and Planning & Zoning Commission Chairman BJ Davis gave a presentation on the Draft 2016 General Plan to members of the Senior Center.

Community Development Director Michael Jenkins, Assistant Planner Kendall Welch, Building Official Robert Foreman, and Residential Building Inspector Emily Diver attended the Board of Adjustment/Board of Appeal meeting. The Board of Adjustment/Board of Appeals elected Jim Binick to continue serving as Chairman, and elected BJ Davis to serve as Vice Chairman.

February 10, 2016
Community Development Director Michael Jenkins, Assistant Planner Kendall Welch, Building Official Robert Foreman, and Residential Building Inspector Emily Diver attended a Development Standards Review Meeting for a proposed gas station/convenience store located on Finnie Flat Road. Also present were representatives from Camp Verde Water System, Camp Verde Fire District, and Public Works Department.

February 16, 2016
Community Development Director Michael Jenkins, Assistant Planner Kendall Welch, and Public Works Director Ron Long attended a phone conference to discuss final plat submittal requirements.

February 18, 2016
Community Development Director Michael Jenkins and Assistant Planner Kendall Welch attended a Work Session of the Planning & Zoning Commission. Items on the agenda included an update of the review comments received on the Draft 2016 General Plan, and updates to the General Plan schedule. The deadline for 60-day review is Tuesday, March 15th, 2016 at 5pm.

February 20, 2016
Community Development Director Michael Jenkins, Assistant Planner Kendall Welch, Planning & Zoning Commission Chairman BJ Davis, and Planning & Zoning Commissioner Chip Norton gave a General Plan presentation at the Camp Verde Marshal's Office. Councilor Robin Whatley was the only person in attendance.

February 23, 2016
Community Development Director Michael Jenkins and Assistant Planner Kendall Welch attended a meeting to discuss sewer expansion plans and other related issues. The Town Manager, Finance Director, and Public Works Department was also in attendance.

Community Development Director Michael Jenkins, Assistant Planner Kendall Welch, Planning & Zoning Commission Chairman BJ Davis, Planning & Zoning Commissioner Chip Norton, and Mayor Charlie German gave a General Plan presentation to members of the public at Calvary Chapel Church.

February 26, 2016
Community Development Director Michael Jenkins, Assistant Planner Kendall Welch, and Planning & Zoning Commission Chairman BJ Davis gave a General Plan presentation to members of the general public at the U.S. Forest Service Verde Ranger Station location on State Route 260.

Code Enforcement **Fiscal Year 2015-2016**

No abatements as of February 29, 2016

Location	Total Cost Per Nuisance Abatement

Total

Budgeted Amount $6,000.00, balance $6,000.00.

Code Enforcement:

Total Complaints: -

Violations Found: -

Violation Not Found: -

Cases Closed: -

Open Complaints: -

Abatements: -

Other statistics for the month

Zoning Clearances Residential: 11

Zoning Clearances Commercial: 4

Public Works
February 2016

Engineering:

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

- Library inspections, meetings with contractors, architect and staff
- Completed budgets for all divisions
- Inspection of Verde Lakes Drive Culverts and design work to replace culverts plugged by vandals
- Meetings regarding SR260 sewer sleeves
- Met with John Bassous and Out Post Townhomes to discuss drainage at entrance
- Tour with Council of Community Library construction progress
- Design of entrance road to community park for grant application
- ADOT meeting regarding long range transportation plans

Maintenance:

- Completed PW front restroom remodel
- Community Development began office remodel
- MUSCO Re-lamp of all lights at Butler Park
- Monthly inspection of emergency lighting
- Completed budget for 16/17
- Installed Spring Heritage banners
- Installed and removed flags for President's Day
- Assisted Fort Verde State Park erecting tents
- Met with Library landscape committee
- Began sprig cleanup and grounds work at parks and town grounds
- Pool maintenance
- Work orders

Parks & Rec:

- Continued to handle requests for facility use at the Community Center and 200 building as well as the various sports fields. Room 206/207 is still available for limited use pending courtroom renovations.
- In cooperation with Camp Verde Community Library held two Free Friday Family Movie Night.
- Grasshopper Basketball for 5th – 8th grade Grasshopper basketball finished their playoffs and Championships. The Championship games were very exciting with the 5th & 6th grade Lil TCB winning in double overtime 34 – 32 and 7th & 8th grade Hustle Gang winning 33 to 32.
- Shuttle bus trips continue to be very popular with two trips this month, one of which was sold out. One of the March trips is sold out and strong registration for the other. The Library has 4 trips scheduled for March along with one for the Council. Thanks to Economic Development we now have a great visit Camp Verde logo on the back of the bus to display as we travel. We continue to develop plans for expanded use of the shuttle with the Community Library and other partners.

- Completed and submitted a Recreational Trails Program Grant for $78,248.60 to construct a 1.65 mile non-motorized multi-use trail around the perimeter of the new Community Park. Public Works will be constructing an access road and parking lot with funds from previously approved CIP funding which will more than meet our match obligations.
- Worked on budget preparation for Parks & Recreation.
- Attended the quarterly AZPRIMA meeting in Peoria.
- A second season of Adult Co-Ed Volleyball started playing with 6 teams on Sunday afternoons into April.
-

Office of the Town Clerk
February 2016

Comment from the Clerk:

We recently hired two new transcriptionist, Janet Turner and Jennifer Shilling that you will be meeting in the next few weeks. They both have excellent qualifications and will be a great asset to the Town.

Business License 2016

	Jan	Feb	March	April	May	June
New	19	21				
Renewed	38	64				
Total on File	749	755				
Closed License	2	8				
Total Revenue	$ 1,900	$2,650				

Business License 2015

	Jan	Feb	March	April	May	June
New	8	17	18	23	10	12
Renewed	40	39	37	47	43	48
Total on File	617	618	635	654	670	684
Total Revenue	$1,400	$1,825	$1,825	$2,325	$1,575	$1,800

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	$1,225	$730	$1425	$1,325	$1,575	$1,550

Information Requests 2016 (List on File in the Clerk's Office)

	Jan	Feb	March	April	May	June
Number of Requests	3	3				

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

	Jan	Feb	March	April	May	June
Number of Requests	12	3	8	9	12	15

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	$1,300.00					
Expenses	$157,438.00	$10,371.79					

Training

Julie attended Notary Training in Prescott in February.

Thanks

Virginia Jones
Town Clerk

Town of Camp Verde

Budget Report
Account Summary
For Fiscal: 2015-2016 Period Ending: 02/29/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 120 - Town Clerk							
Revenue							
01-120-40-410000	COPIES	0.00	0.00	17.25	22.75	22.75	0.00 %
01-120-40-412000	BUSINESS LICENSE FEES	15,000.00	15,000.00	3,200.00	15,125.00	125.00	100.83 %
01-120-40-412100	LIQUOR LICENSE FEES	2,000.00	2,000.00	675.00	2,175.00	175.00	108.75 %
	Revenue Total:	**17,000.00**	**17,000.00**	**3,892.25**	**17,322.75**	**322.75**	**1.90 %**
Expense							
01-120-20-600000	SALARIES	100,117.00	100,117.00	7,777.31	64,315.45	35,801.55	35.76 %
01-120-20-601000	FICA	6,207.00	6,207.00	480.32	3,973.26	2,233.74	35.99 %
01-120-20-601100	MEDICARE	1,451.00	1,451.00	112.33	929.28	521.72	35.96 %
01-120-20-601200	RETIREMENT	11,483.00	11,483.00	892.07	7,377.03	4,105.97	35.76 %
01-120-20-601300	UNEMPLOYMENT INSURANCE	336.00	336.00	124.84	271.06	64.94	19.33 %
01-120-20-601400	WORKERS COMPENSATION	300.00	300.00	20.24	167.31	132.69	44.23 %
01-120-20-602000	HEALTH, DENTAL & LIFE INSURANC	21,144.00	21,144.00	1,761.04	14,053.98	7,090.02	33.53 %
01-120-20-701000	TRAINING	1,000.00	1,000.00	0.00	83.90	916.10	91.61 %
01-120-20-701500	TRAVEL	600.00	600.00	0.00	422.59	177.41	29.57 %
01-120-20-703000	OFFICE SUPPLIES	2,000.00	2,000.00	0.00	826.62	1,173.38	58.67 %
01-120-20-703500	SUBSCRIPTIONS/MEMBERSHIPS	600.00	600.00	0.00	145.00	455.00	75.83 %
01-120-20-703800	ADVERTISING	2,000.00	2,000.00	0.00	750.66	1,249.34	62.47 %
01-120-20-711000	LEGAL SERVICES	1,000.00	1,000.00	0.00	4,220.50	-3,220.50	-322.05 %
01-120-20-712000	CONTRACT LABOR	7,500.00	7,500.00	300.00	4,800.00	2,700.00	36.00 %
01-120-20-713210	OFFICE EQUIPMENT	500.00	500.00	0.00	23.51	476.49	95.30 %
01-120-20-758000	ELECTIONS	0.00	0.00	3,897.49	3,897.49	-3,897.49	0.00 %
01-120-20-758100	RECORDING FEES	200.00	200.00	0.00	0.00	200.00	100.00 %
01-120-20-758200	RECORDS MANAGEMENT	1,000.00	1,000.00	0.00	248.71	751.29	75.13 %
	Expense Total:	**157,438.00**	**157,438.00**	**15,365.64**	**106,506.35**	**50,931.65**	**32.35 %**
	Department: 120 - Town Clerk Surplus (Deficit):	**-140,438.00**	**-140,438.00**	**-11,473.39**	**-89,183.60**	**51,254.40**	**36.50 %**
	Report Surplus (Deficit):	**-140,438.00**	**-140,438.00**	**-11,473.39**	**-89,183.60**	**51,254.40**	**36.50 %**

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 120 - Town Clerk						
Revenue	17,000.00	17,000.00	3,892.25	17,322.75	322.75	1.90 %
Expense	157,438.00	157,438.00	15,365.64	106,506.35	50,931.65	32.35 %
Department: 120 - Town Clerk Surplus (Deficit):	**-140,438.00**	**-140,438.00**	**-11,473.39**	**-89,183.60**	**51,254.40**	**36.50 %**
Report Surplus (Deficit):	**-140,438.00**	**-140,438.00**	**-11,473.39**	**-89,183.60**	**51,254.40**	**36.50 %**

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LICENSES: 0002 THRU ZZZZZZZZZZ
PAID STATUS: ALL
LIC CODES: ALL

NEW

BUSINESS LICENSE LIST
SORTED BY: LICENSE NUMBER

ORIGINATI
EFFECTI
EXPIRATI

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRES
3038	SERV	HIGH VIEW LLC	DUGAN MCDONALD PO BOX 5964 CAMP VERDE, AZ 86322	
	COMMENTS:	BL0[redacted]0		
3039	MFG	SIGNARAMA CHANDLER	SIGNARAMA CHANDLER 3400 N. ARIZONA AVE. #117 CHANDLER, AZ 85225	3400 N. ARIZONA
	COMMENTS:	BL060 - [redacted]		
3040	CONT	DALTON ELECTRIC LLC	2723 S MESA LANE COTTONWOOD, AZ 00000	XX CAMP VERDE
	COMMENTS:	BL060 - [redacted]6		
3041	RENT-R	RILEY PROPERTIES LLC	RILEY PROPERTIES LLC PO BOX 1505 COTTONWOOD, AZ 86326	PO BOX 1505
3042	CONT	GUERRA MOBILE HOME SERVICE	PO BOX 62 COTTONWOOD, AZ 86322	000 0
	COMMENTS:	BL060 - [redacted]K		
3043	SERV	GHD INC	GHD INC 175 TECHNOLOGY DRIVE STE 200 IRVINE, CA 92618	175 TECHNOLOGY
3044	CONT	SUNHARVEST SOLAR	SUNHARVEST SOLAR 2717 W. DUNLAP AVE PHOENIX, AZ 85051	2717 W DUNLAP A
	COMMENTS:	BL060 - [redacted]		
3045	SERV	GNA PAINTING/HANDY	GNA PAINTING/HANDY 1263 W. REATA CIRCLE CAMP VERDE, AZ 86322	1263 W REATA CI
	COMMENTS:	BL060 - [redacted]		
3046	REST	PD ROULETTE LLC	PD ROULETTE LLC 1922 RUSTLER TRL CAMP VERDE, AZ 86322	1922 RUSTLER TR
	COMMENTS:	BL060 - [redacted]1		
3047	SERV	HEART WOOD CELLARS LLC	HEART WOOD CELLARS LLC 7580 E. RANCH VIEW RD CORNVILLE, AZ 86325	4626 HWY 279 CV
3048	SERV	CONLEYS MFG & SALES	CONLEYS MFG & SALES 4344 MISSION BLVD MONTCLAIR, CA 91763	4344 MISSION BL
	COMMENTS:	BL060 - SR EHD 23-634225		
3049	SERV	SUN DROP SOLAR LLC	SUN DROP SOLAR LLC 415 S 48TH ST STE#100 TEMPE, AZ 85281	415 S 48TH ST #
	COMMENTS:	BL060 - [redacted]9		
3050	CONT	Arcbilt Development Inc	ARCBILT DEVELOPMENT INC 6509 W FRYE RD CHANDLER, AZ 85226	6509 W FRYE RD
	COMMENTS:	BL060 - [redacted]		

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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

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRES / ORIGINATI / EFFECTI / EXPIRATI
3051	SERV	RENTOKIL NORTH AMERICA INC DB	CRYSTAL NELSON RENTOKIL NORTH AMERICA INC DBA PO BOX 13848 READING, PA 19612	13848 PO BOX R
	COMMENTS:	BL060 - [redacted]		
3052	SERV	RP ELECTRIC LLC	RP ELECTRIC LLC 2532 N 4TH ST #333 FLAGSTAFF, AZ 86004	2412 N. 3RD ST
	COMMENTS:	BL060 - [redacted]		
3053	CONT	BLH CONSTRUCTION	BLH CONSTRUCTION PO BOX 230 SKULL VALLEY, AZ 86338	230 PO BOX
	COMMENTS:	BL060 - [redacted]		
3054	CONT	MITCHELL CONCRETE	PO BOX 5115 CHINO VALLEY, AZ 86323	000 MAIN STREET
	COMMENTS:	BL060 - [redacted]		
3056	LOD	ALEJANDRO GUTIERREZ	ALEJANDRO GUTIERREZ 40 COLUMBIA DR. SEDONA, AZ 86336	1576 RUSTLERS T
	COMMENTS:	BL060 - [redacted]		
3057	RET	GOOD 2 GO STORES LLC	GOOD 2 GO STORES LLC PO BOX 50620 IDAHO FALLS, ID 83405	1847 PUEBLO RID
	COMMENTS:	BL060 - [redacted]		
3058	SERV	EFFECTIVE SIGNS LITD	EFFECTIVE SIGNS LTD 1554 S EUCLID AVENUE TUCSON, AZ 85713	1544 S EUCLID A
	COMMENTS:	BL060 - [redacted]		
3059	SERV	BRLS PROPERTIES 1 LLC	BRLS PROPERTIES 1 LLC 449 S 48TH ST STE 100 TEMPE, AZ 85281	2051 W ST ROUTE
	COMMENTS:	BL060 - [redacted]		

TOTAL LICENSES: 21

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

LICENSES: 0002 THRU ZZZZZZZZZZ
SORTED BY: LICENSE NUMBER
PAID STATUS: ALL
LIC CODES: ALL

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closed

ID	CODE	NAME
1298	CONT	PACIFIC GUTTER CO
1969	CONT	MICHAEL L RIDDLE PAINTING INC
2334	RET	ELLIS FIREARMS LLC
2523	RET	NATURAL GRAZE LLC
2661	CONT	JELCO ELECTRIC, LLC
2663	SERV	AVERUS WEST LLC
2665	SERV	YOUR BEST SHOT PORTRAIT STUDI
2666	SERV	DANIELLE LYONS PHOTOGRAPHY

TOTAL LICENSES: 8

Camp Verde Community Library Use Statistics February 2016

	Feb-16	Feb-15	% change	YTD-FY16	YTD-FY15	% change	
In-Library Uses							
Traffic Count	5,254	5,730	-8.3%	38,707	38,546	0.4%	**Average**
New Cards Issued	30	89	-66.3%	353	450	-21.6%	**Monthly**
Public Computer Use	1,392	992	40.3%	11,781	7,066	66.7%	**Library**
Early Literacy Computer Use	n/a	n/a		416	n/a		**Uses**
Requests for Computer Help	116	106	9.4%	699	305	129.2%	**per**
Reference Questions	199	150	32.7%	1,106	1,016	8.9%	**Active**
Total In-Library Use	**6,991**	7,067	-1.1%	53,062	47,383	12.0%	**Patron**
Total Number Library Patrons	3,854	3,181	21.2%				
Total Patrons Active in Last 18 months	**2,238**	979	128.6%				**3.1**
Library Programs							
Adult Programs	22	18	22.2%	143	93	53.8%	
Adult Program Attendance	112	95	17.9%	601	396	51.8%	
Adult Program Hours	7	25.5	-72.5%	33	120	-72.3%	
Youth Programs	17	22	-22.7%	157	160	-1.9%	
Youth Program Attendance	198	437	-54.7%	1,988	2,293	-13.3%	
Youth Program Hours	24	68	-64.7%	227	471	-51.8%	
Programs Off-Site	1	4	-75.0%	22	24	-8.3%	
Total Library Program Attendance	310	532	-41.7%	2,131	2,386	-10.7%	
Circulation							**Average**
Items Checked Out	3,921	4,361	-10.1%	30,014	28,410	5.6%	**Circulation**
Items Checked In	4,369	4,980	-12.3%	33,924	31,483	7.8%	**Activity**
Items Used In-Library	238	765	-68.9%	1,941	4,321	-55.1%	**per Open**
Renewed Items	778	600	29.7%	5,864	5,222	12.3%	**Hour**
Total Circulation	**8,528**	10,106	-15.6%	65,879	64,214	2.6%	**135.4**
Circulation Areas of Interest							
Audio Books	170	177	-4.0%	1,261	1,249	1.0%	
DVDs & VHS	1,454	1,356	7.2%	11,397	8,243	38.3%	
eBooks	252	254	-0.8%	1,936	1,549	25.0%	
Youth eBooks	31	26	19.2%	291	279	4.3%	
iPads & e-readers	14	n/a		93	n/a		
Large Print	148	182	43.7%	1,302	1,211	7.5%	
Magazines	144	103	39.8%	674	1,089	-38.1%	
Kids & Teens Material	1,013	1,398	-27.5%	9,325	8,957	4.1%	
Transits, HOLDS & InterLibrary Loans							
HOLDS Filled	833	665	25.3%	5,610	5,178	8.3%	
Transit Items Sent & Received	n/a	1,257		n/a	9,597		
CVCL ILL Items Going Out	39	28	39.3%	189	216	-12.5%	
ILL Items for CVCL Patrons	7	3	200%	40	29	37.9%	
Total Transit, HOLDS & ILL Activity		1,922			14,775		
Library Volunteers							
Number of Volunteers	28	29	-3.4%	237	207	14.5%	
Number of Hours Given	461	450	2.4%	3,860	4,132	-6.6%	
Average Hours/Volunteer	16.5	15.5	6.1%	16.3	20.0	-18.4%	
Collection & Development							**Number**
New Kids & Teen Material Added	11	95	-88.4%	204	619	-67.0%	**of Items**
New Books Added	97	107	-9.3%	697	947	-26.4%	**Owned**
New Audio-Visual Material Added	51	195	-73.8%	398	818	-51.3%	**per Capita**
Total Items Added	148	302	-51.0%	1,095	1,765	-38.0%	(pop 11,500)
Total Items Owned	**31,360**	31,959	-1.9%				**2.7**
Mending & Donations							
Items Mended or Repaired	67	48	39.6%	488	629	-22.4%	
Donations Processed	61	540	-88.7%	3,132	4,665	-32.9%	
Donations Cataloged	47	123	-61.8%	545	500	9.0%	

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

MEMORANDUM

TO: Russ Martin, Town Manager

FROM: Kathy Hellman, Library Director

SUBJECT: Monthly Report – February 2016

DATE: 3/9/16

CC: Department Heads

Library Construction Update: Interior walls are going up to define the spaces. We are working on many details such as kitchens, furniture options, public service desks, and audiovisual systems. BWC has given us a project finish date at the end of August. We are looking at a Grand Opening event in September.

We are happy to welcome two young ladies to our team at the library. Nadia Torabi and Jessica Cho are both working part-time as Youth Services Librarians. Nadia has a Masters degree in education and has worked with children in a variety of venues. She is focusing on the Children's library services and has partnered with Sebra to do outreach to several schools. Nadia will work on the first floor in the new library. Jessica has a Bachelor's degree in Parks & Recreation and comes to us from Out of Africa. She has already begun building relationships with and working with teens at the library, and as a bonus, is helping us take good care of our bearded dragon, Dewey. Jessica will work on the second floor in the Teen Library.

We met with Tina Scott, Graphics Design instructor at Camp Verde High School. She is putting together a team of high school students to design the end panels for the library shelving. This is a wonderful opportunity for local students to showcase their talents, skills and designs that we are very excited to see in place.

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

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

CAMP VERDE MARSHAL'S OFFICE
Monthly Report
February
2016

Volunteers in Policing (VIPs):

- **February 25th** – VIP Neal Lanning assisted with bringing the command van out to the scene of a missing adult.
- During the month - VIP Bill Gatchel assisted Property and Evidence with destruction of Property belonging to disposed cases.

Training:

- **February 11, 2016**- Deputy McClure attended 10 hours of SWAT training in Cottonwood.

Patrol:

- **February 19, 2016** – Deputy Freeman attended the Cub Scout Blue Gold banquet
- **February 2016** – Deputy Freeman personally visited the senior centers to educate them on the "phone scams" that are occurring and how to handle the phone calls so they are not victims.
- **February 10, 2016** – GOHS agreed to purchase 4 alco sensors for patrol ($1,600.00).

Miscellaneous:

- **February 1, 2016** – Marshal Gardner met with the Superintenant of the School District to discuss a possible School Resource Officer in the schools for 2016/2017.
- **February 4, 2016** – Commander McConnell did a live broadcast interview with Yavapai Broadcasting.
- **February 6, 2016** – Commander McConnell and Dispatch Supervisor Mary Newton attended the Clarkdale Awards Banquet – Mary was recognized for her work on a hostage situation that Clarkdale handled.
- **February 9, 2016** – CVMO all hands meeting to discuss budget plans for 2016/2017, new PSRS legislative changes and trained on Spectrum Crisis Response team (they deal with mental health individuals).
- **February 9, 2016** – CVMO held a "meet and greet" open to the public, welcoming the new Commander to the Marshal's Office.
- **February 11, 2016** – Animal Control / Code Enforcement interviews (Cheryl Eichhorn will be moving forward in the background process).
- **February 17, 2016** – CVMO hosted the Verde Valley Detective meeting.
- **February 23, 2016** – Marshal Gardner and attended the PANT meeting in Prescott Valley.
- **February 23, 2016** – Lateral police testing (2 applicants).
- **February 25, 2016** – Deputy testing (8 applicants – 3 finalist that will move forward to the background investigation).

Coffee with a COP:

- **February 29, 2016** – Commander McConnell attended coffee with a cop at "Thanks a Latte"

Crime Rate February 2015/2016

February	2015	2016
Total Calls	941	1385
Traffic Stops	163	127
Animal Calls	34	54
Vehicle Burglary's	1	3
Residential Burglary's	2	2
Criminal Damage	6	9
DV Calls	17	13