

# September 2018 Monthly Report



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

## DEPARTMENT HEAD INFORMATION

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



## Office of the Town Clerk September 2018

**Note from the Clerk:** Clerk's Office is moving forward and working with the County for the November 8, 2018 General Election. The Camp Verde Clerk's Office is hosting the quarterly Region 1 Clerks meeting in October, and would like to thank Kathy Hellman and the Parks and Recreation Department for helping us make it a successful event.

### Business License 2018

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
New*	11	11	13	9	16	8	11	8	10			
Renewal notices	87	87	85	65	34	62	75	74	69			
<b>Total on File*</b>	<b>858</b>	<b>854</b>	<b>830</b>	<b>799</b>	<b>813</b>	<b>820</b>	<b>804</b>	<b>802</b>	<b>809</b>			

\*does not include Non Profits or Special Event Vendors

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

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Number of Requests 2018	8	15*	16	10	11	17	14	16	6				<b>113</b>
Number of Requests 2017	6	5	10	6	9	6	6	6	3	4	3	2	<b>51</b>
Number of Requests 2016	3	3	2	3	9	11	4	4	2	2	3	0	<b>46</b>
Number of Requests 2015	12	3	8	9	12	15	8	13	7	3	8	4	<b>102</b>
Number of Requests 2014	12	44	15	13	18	23	13	31	7	3	29	19	<b>217</b>

**Training:** No formal Training in September

*Judy Morgan, Town Clerk*

LICENSES: 0002 THRU ZZZZZZZZZZ

SORTED BY: LICENSE NUMBER

ORIGINATION DATES: 9/01/2018 TO 9/30/2018

PAID STATUS: ALL

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

LIC CODES: ALL

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

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRESS
3541	CONT	RED ROCK FENCE CO	945 S 7TH STREET COTTONWOOD, AZ 86326	00 OUT OF TOWN
	COMMENTS:	BL060 [REDACTED]		
3542	SERV	GHOST RIDERS TOURS, LLC	PO BOX 1392 DEWEY, AZ 86327	00 OUT OF TOWN
	COMMENTS:	BL060 [REDACTED]		
3543	SERV	DUBS FINANCIAL SERVICES LLC	586 S HITCHING POST DRIVE CAMP VERDE, AZ 86322	661 E HOWARDS ROAD STE A
	COMMENTS:	BL060 [REDACTED]		
3544	RET	NATIONAL ENTERTAINMENT NETWOR	325 INTERLOCKEN PKWY B BROOMFIELD, CO 80021	
	COMMENTS:	BL060 [REDACTED]		
3545	RET	DOG TAGS LLC	593 S PARK CIRCLE CAMP VERDE, AZ 86322	593 S PARK CIRCLE
	COMMENTS:	BL060 [REDACTED]		
3546	SERV	INGE'S UNIQUILY WARM CARING HO	1625 S SULLIVAN LANE CAMP VERDE, AZ 86322	1625 S SULLIVAN LANE
	COMMENTS:	BL060 [REDACTED]		
3547	SERV	W W RECYCLE	4125 E VALLEY LANE RIMROCK, AZ 86335	00 OUT OF TOWN
	COMMENTS:	BL060 [REDACTED]		
3548	CONT	CHILD AIR CONDITIONING & HEAT	309 S MACDONALD MESA, AZ 85210	00 OUT OF TOWN
	COMMENTS:	BL060 [REDACTED]		
3549	CONT	SOUTHFACE SOLAR ELECTRIC	2122 W LONE CACTUS DRIVE STE 2 PHOENIX, AZ 85027	00 OUT OF TOWN
	COMMENTS:	BL060 [REDACTED]		
3550	CONT	RED STAG CONSTRUCTION	5380 N CAMINO VISTA DRIVE RIMROCK, AZ 86335	00 OUT OF TOWN
	COMMENTS:	BL060 [REDACTED]		

TOTAL LICENSES: 10

## SELECTION CRITERIA

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REPORT SELECTION

LICENSE RANGE: 2 THROUGH ZZZZZZZZZZ  
ORIGINATION DATE FROM: 09/01/2018 THROUGH 09/30/2018  
EFFECTIVE DATE FROM: 00/00/0000 THROUGH 99/99/9999  
EXPIRATION DATE FROM: 00/00/0000 THROUGH 99/99/9999  
STATUS: Pending, Active  
LICENSE CODE: All  
BUSINESS CLASS: All  
REPORT CODE: All  
COMMENT CODE: BL060  
COMMENT FILTER: BL060  
SORT OPTION: License Number  
CITY LIMITS: Both Inside & Outside  
PAID STATUS: All  
PRINTED STATUS: All  
COMPLETE ADDRESS: Yes

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ADDITIONAL FIELDS FOR THE REPORT

MAILING ADDRESS  
PROP. ADDRESS

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\*\*END OF REPORT\*\*

# Write in votes on your ballot.

Write-in v. Printed Name.

MOST TYPICALLY -

If you make a decision to run for office, there are two ways to be represented on the ballot. If you want your name printed on the ballot, you must gather signatures on a petition and turn them in to the filing office. The number of minimum signatures required and the deadline to submit to the filing office vary, depending on the race.

The second way to become a candidate is to be a “qualified write-in” however; there is still paperwork to complete with the filing office and a deadline to meet.

The only time a write-in candidates name counts is when the proper steps have been followed to become a “qualified write-in”.

The challenge faced, is the tabulation machines do not read handwriting. They identify if there is a vote cast next to the write-in line. Therefore, once the races with printed candidates are tabulated, the ballot is designated for a manual hand count of the write-in votes.

This year we had over 3,000 ballots that had candidates written in, which equated to over 11,000 names to review. For this election, we had 17 “qualified write-in candidates”. The total votes cast for all 17 combined was 908. The review took 15 people 9 hours, 135 man-hours, plus another team of 3 people 2.5 hours to audit for a total of 142.5 man hours to complete. In wages alone cost to the taxpayers was approximately \$3,500.00.

We realize many people are trying to make a statement. They write in candidates that are not qualified or write “notes” on their ballot. The ballot is secret and is never matched to a specific voter. For those casting unofficial write-in votes and/or making comments, they go unheard.

We never want to discourage anyone from speaking their minds or giving their opinions, however, it needs to be prior to casting your ballot.



Ballots with write-ins



Ballots with “qualified” write-ins



# CAMP VERDE MARSHAL'S OFFICE Monthly Report September 2018



**Volunteers in Policing (VIPs):**

- VIPs T. Wiggle and N. Lanning, conducted community patrols each week during the month.

**Training:**

- Sept. 4-6 – Sergeants Jacobs and Collins attended a 20-hour Incident Command System (MAG300) training hosted by the Sedona Fire Department and AZ Department of Military Affairs (DEMA).
- Sept. 4 – ACO Anthony attended Animal Cruelty Investigation training hosted by the Mesa police Department.
- Sept. 11-13 – Cmdr. Armstrong attended the annual Arizona Association of Chiefs of Police (AACOP) training conference.
- Sept. 17-20 – Deputies Richardson and Rotzler attend AZPOST General Instructor school and are now certified AZPOST instructors able to instruct in-service trainings for the Marshal's Office.
- Sept. 27 – Deputies attended in-service training for continuing education credits covering Response to mentally ill persons, Fake ID identification, and training on the new state-wide electronic search warrant web portal.

**Patrol:**

- Sept. 1 – The Marshal's Office hosted and participated in a Labor Day weekend DUI enforcement saturation patrol in partnership with Cottonwood PD, Sedona PD, and DPS.
- Sept. 12 – K-9 Deputy Jeff Bowers participated in a multi-agency K-9 interdiction detail coordinated by Partners Against Narcotic's Trafficking (PANT).
- August 10 – Cmdr. Armstrong attended the annual Spirit of Sedona luncheon of the Arizona Community Foundation of Sedona (ACF) in recognition of the CVMO Animal Control program being awarded a grant by ACF for funding for improvements to the ACO animal shelter facility.

**Miscellaneous:**

- Sept. 7 – The Town held interviews for the position of Marshal and ultimately selected Corey Rowley to fill the position. Marshal Rowley will start employment on October 15, 2018.
- Sept. 12 – Sergeant L. Leon resigned effective this date to accept a position as sergeant with the Sedona Police Department.

**Coffee with a COP:**

- Coffee with a Cop was held September 24 at Thanks a Latte. Next event will be October 29.

**September statistics compared to last year**

September	2017	2018
Total Calls	877	706
Traffic Stops	207	81
Animal Calls	72	57
Vehicle Burglary	0	0
Residential Burglary	13	4
Criminal Damage	13	4
Domestic Violence	10	16



## PUBLIC WORKS

September 2018

### **Engineering:**

- Chip Seal Bid Opening
- Gave Notice to Proceed re: Tierra Verde: UV/Building Project
- Council Awarded Chip Seal to Earth Resources
- Notice to Proceed: Chip Seal 18/19
- Earth Resources started Chip-Seal Project
- Dorie and Ron attended Council meetings. Public Works took Council on Park tour
- Prepared various work orders
- Working with various other agencies to get a paving plan for Aultman Parkway

### **Streets:**

- Repair the culverts on Old 279
- Millings on shoulders of Montezuma Castle HWY
- Millings on shoulders of Middle Verde rd.
- Pour Concrete at several locations
- Culvert permits
- Work orders
- Repair signs
- Fix issues on salt mine rd.
- Patching roads in various areas
- Trim trees in various areas
- Prepare roads for chip seal
- Clean drainage areas off McCracken area

### **Maintenance:**

- Kitchen Range was delivered
- Hood/ventilation was ordered
- Blind project- Council Chambers
- Various grounds work-orders

- Mow all parks
- Ordered ADA Swing set
- Hung Banners around town for upcoming events
- Couple of sprinkler head replacements
- Painted parapet wall on Public Works Building

**Waste Water:**

- Tasked with 86 Blue Stakes for the month.
- 2 emergencies after hours' blue stake.
- Received 14 call outs for plant alarms, mainly weather related.
- Continued site monitoring with gas meters.
- UV/Filter building work in progress. Awarded contract to install pad.
- Conducted Storm water training for wastewater and streets personnel.
- Marshall inspected construction work for the park and other storm water work.
- Received Disk Filter for plant upgrade. Awaiting building completion prior to install.
- Awarded contract for Variable Frequency Drives for Main Street Lift Station.
- Inspecting work on park lines.
- Supplied reuse water to the park from the plant. 974,400 gallons this month.

**Parks and Recreation:**

- The Pool officially closed for the season September 9.
- Progress continues on the Sports Complex construction as well as the design work for details like dugouts, goal posts and scoreboards. We will have a large size plan to post at the Library and Town Hall soon.
- We are also working on the Rodeo Arena project including scheduling meeting rooms and panel use.
- On-line registration for Grasshopper Basketball and Adult Volleyball continues with play starting in October.
- Planning and support for Dark Sky Festival was in full force this month with the event at the beginning of October.
- Planning and preparation for support of Fort Verde Days and the associated activities continues.
- Angela Grubbs, our new part-time Recreation Leader, started this month and is already proving to be a good choice. In addition to her work with Grasshopper Basketball she will be taking the lead on our work to offer Friday camps in cooperation with the CV School District.
- Continued to handle requests for facility use at the Community Center, Rooms 204 & 305 and sports fields.

# COURT NEWS



MONTHLY NEWSLETTER

September 2018

## What's happening at Camp Verde Municipal?

-September 4-6th– All staff attended 3 days of online overview on the updates to AJACS enhancements.

-September 11th- Veronica attended online training and then trained staff on new rollout to the States Enhanced FARE / FARE Cap project effective Sept 4.

- September 18th -All Staff attended a refresher course (new training for new staff) on Order of Protections/ Injunctions against Harassment processing. Training was put on by Yavapai County field trainer Britney Cain.

- September 25th—Veronica submitted *draft* form of Camp Verde Municipal Courts security plan.

-September 27th, Veronica attended County wide Court House Security in the Verde via video conference facilitated by Rolf Eckel

- Purging continues as we working on staying compliant with retention schedule.

- Teresa took a much needed week off.

## Lets compare some stats: August vs September:

- **63 Criminal Misd./Trfc & local** charges filed  
**30 LESS than AUGUST**
- **41 Civil traffic** citations filed (CVMO & YANPD/DPS)  
**11 LESS than AUGUST**
- AZCourtpay.com (OLCP/FARE) monies collected this month: **\$2673.55** compared to \$5485.46 in AUGUST
- 2 Petitions for order of protection were filed
- 9 Petitions for Injunction against harassment were filed THIS MONTH

## OTHER FUN STUFF THIS MONTH OF MAY.

- Judge Ramsey and Judge Neil both continue to assist the Court on conflict cases for Judge Schlegel.



This year on Constitution Day we should recognize the 150th anniversary of the 14th Amendment, which is central to the Constitution in many ways.

Adopted in 1868, the 14th amendment was preceded by thirteen amendments (including the Bill of Rights) and has been followed by only thirteen others – most recently the 27th amendment, ratified in 1992. The 14th amendment also sits in the middle of the great “New Birth of Freedom” amendments adopted after the Civil War – following the 13th Amendment’s 1865 abolition of slavery and preceding the 15th Amendment’s 1870 prohibition on denying voting rights based on race.

The force of the 14th amendment, however, is more than its order in the Constitution’s unfolding chronology. It is the longest and most cited amendment, which reflects its critical role in advancing the Constitution’s goals of forming a “more perfect union,” establishing justice, and securing “the blessings of liberty to ourselves and our posterity.”

The 14th amendment – like our Constitution generally – looks backward to events leading to its creation and forward as a guide for our nation’s future. Its first sentence recognizes that all persons born in the United States are citizens – thus repudiating the Supreme Court’s holding in *Dred Scott v. Sanford* (1857) that slaves and their descendants were not citizens with constitutional rights, but also embedding an inclusive view of citizenship prospectively. The next sentence recognizes federal constitutional protections that bar states from denying the “privileges and immunities” of citizenship and entitle every person to due process and the equal protection of the laws.

Although the Constitution had earlier referred to due process and privileges and immunities, the 14th amendment refocused the Constitution to protect individual rights from infringement by all levels of government and expressly empowered Congress to enact legislation to enforce its provisions. The amendment also recognized, for the first time, both a right to “equal protection” and, in section 2, a right to vote (although only for adult males).

Our constitutional history for the last 150 years has largely concerned our working out the 14th amendment’s consequences – often haltingly and with great difficulty. The amendment underlies *Brown v. Board of Education* (1954) and our long-delayed recognition that racial discrimination offends equal protection. Based



on its due process clause, the fundamental rights recognized in the Bill of Rights – such as the freedoms of speech, the press, and religion – must be respected by state and local governments as well as the federal government. Through its provisions, the right to vote is now recognized as fundamental and people are protected from laws that improperly discriminate based on race, gender, or other impermissible distinctions.

The 14th Amendment has helped us establish justice and preserve liberty for “we the people” more broadly than the original framers could have envisioned in 1787, and for that it is most worthy of celebrating on Constitution Day.

Chief Justice Scott Bales

## CAMP VERDE MUNICIPAL COURT

## MONTHLY REPORT

DESCRIPTION	JULY 2018	AUGUST 2018	SEPTEMBER 2018	OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018	JULY THROUGH DEC 2018
MISDEMEANOR & CR TRAFFIC FTA	64	84	56				204
DUI	0	4	0				4
SERIOUS TRAFF	2	0	0				2
CRIMINAL TRAFF	3	5	7				15
MISDEMEANORS SUBTOTAL	69	93	63	0	0	0	225
CIVIL TRAFFIC	45	52	41				138
HARASSMENT INJUNCTION	2	1	9				12
ORDER OF PROTECTION	2	4	2				8
TOTAL FILINGS	118	150	115	0	0	0	383
ATTY RESTITUTION	817.36	957.74	480.75				
LCL ORD FEES (Default/Warrant etc)	1675.66	3144.83	1681.12				6501.61
LCL CRT ENHANCEMENT	1510.53	1422.13	1483.91				4416.57
JCEF TO TOWN	171.01	190.85	150.16				512.02
CVMO ADDL EQP\$13	119.43	118.30	114.33				352.06
DPS ADDL EQP \$13	4.48	18.04	56.43				78.95
YAV CTY JAIL/ADD FEE	550.08	824.56	936.18				2310.82
MVD/ADOT/ADD FEE	0.00	0.00	0.00				0.00
COTTONWOOD ADD EQP FEE	0.00	0.00	0.00				0.00
CAMP VERDE CODE ENFORCMENT	0.00	0.00	4.00				4.00
ROC ADDL EQP FEE	0.00	0.00	0.00				0.00

YAN TRIBAL POLICE	173.61	4.10	12.82				190.53
STATE TREAS.	10268.44	13893.94	10870.48				35032.86
TOWN TREAS.	8221.40	13282.03	10467.43				31970.86
TOTAL CHECK	21018.98	29753.95	24095.74	0.00	0.00	0.00	74868.67

<b>CAMP VERDE MUNICIPAL COURT</b>
<b>MONTHLY TRANSMITTAL</b>

Date: October 3, 2018  
 From: Camp Verde Municipal Court

Reporting Month: SEPTEMBER 2018

Check #: \_\_\_\_\_

Total Amount of Check: \$24,095.74

**RECEIVED AND ALLOCATED TO BELOW ACCOUNTS BY \_\_\_\_\_**

**REVENUE ACCOUNT NUMBER**

<b>01-300-40-413000</b>	<b>\$21,862.59</b>
<b>Fines/Fees/Forfeitures- before the check requests below</b>	
<b>01-300-40-431000</b>	<b>\$480.75</b>
<b>Court Apt-Atty. Reimbursement</b>	
<b>05-310-40-413100</b>	<b>\$150.16</b>
<b>Local JCEF Fund</b>	
<b>05-330-40-413300</b>	<b>\$1483.91</b>
<b>Court Enhancement Fund</b>	
<b>19-601-40-413000</b>	
<b>Camp Verde Marshal's Safety Equip. Fund</b>	<b>\$114.33</b>
<b>19-540-40-413000</b>	
<b>Camp Verde Code Enforcement Sfty Equip fund</b>	<b>\$4.00</b>

**CHECK REQUEST**

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

VENDOR #	AGENCY	AMOUNT	ACCOUNT#
002693	Yavapai Apache Nation Police Dept. Fines & Safety Eqpt. & suspended plates fee	\$12.82	01-300-40-413000
000087	Yavapai County Jail & Addtl Fee \$1 Fund	\$936.18	01-300-40-413000
000117	Arizona State Treasurer	\$10,870.48	01-300-40-413000
003583	Arizona Department of Public Safety Equipment Fund	\$56.43	01-300-40-413000
003572	Motor Vehicle Division Refund Unit	\$0.00	01-300-40-413000
001014	Registrar of Contractors Safety Equipment Fund	\$0.00	01-300-40-413000
003313	Cottonwood Police Dept Safety Equipment Fund	\$0.00	01-300-40-413000

**SEPTEMBER 2018**



## CAMP VERDE COMMUNITY LIBRARY

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

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### MEMORANDUM

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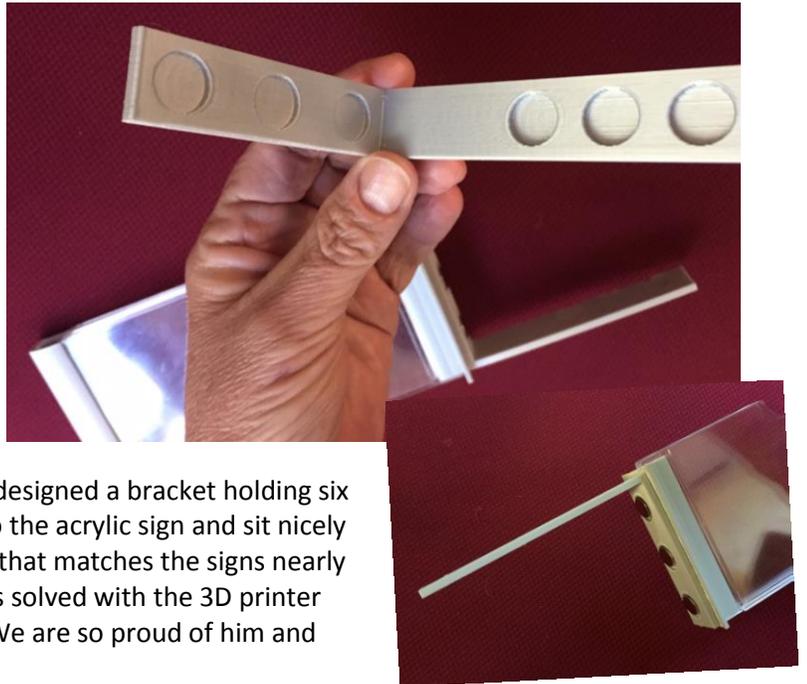
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**TO:** Russ Martin, Town Manager  
**FROM:** Kathy Hellman, Library Director  
**SUBJECT:** Monthly Report – September 2018  
**DATE:** 10/9/2018  
**CC:** Department Heads, Town Council

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**Report from Library Director, Kathy Hellman:** A

huge THANK YOU to Zack Garcia. Most of you know him as our Teen Librarian, but he makes himself invaluable in other ways also. Recently I brought a problem to Zack and asked if he thought he could figure out a solution to print with the 3D printer. The shelf-range signs we purchased and installed keep falling down. I looked and looked for magnetic signs that were affordable, but ended up with double-stick tape instead. Even though there is hardly any weight to the sign, they just don't stick over time. Zack mulled over the problem and designed a bracket holding six small, but strong magnets that can be glued to the acrylic sign and sit nicely on the stacks. The bracket is printed in plastic that matches the signs nearly perfectly. This is not the first problem Zack has solved with the 3D printer when asked him if he thought he could help. We are so proud of him and grateful to have Zack on our team!



**Report from Youth Services Librarian, Nadia Torabi:** September marks a change in programming in the Children's Room. LEGO Club is ending as we now have the LEGOs available for children and families during all open hours. We are replacing STEAM Time with Creation Station programming. Story Time continues every Wednesday at 3p. Movie matinees are running Friday and Saturday at 2:00 pm, except for Saturday the 27th. Zack and I are being trained to use Prenda's Code Club software to begin code clubs. I will run Code Club in the children's room on Tuesdays (starting the 16th) at 4:00-5:30 pm. Parents are encouraged to attend and learn along with their children. Zack will run Code Club every Friday (starting the 19th) at 1:00-

2:30 pm. After the Creation Station Open House on Thursday, October 11, I will run a club focused on using the Creation Station resources to immerse participants in long-term topics and projects. This club will begin on Thursday the 18th at 5:00-6:30 pm. Family Craft Night will resume on Monday the 29th with pumpkin painting at 5:00-7:00 pm. It is going to be an exciting and new month full of new programs and activities. Our new children's room library clerk, Janell Leland, begins October 8th. I hope the community will benefit and respond well to these changes made for their children.

**Report from Library Specialist, Carson Ralston:** Coming up in October:

- Camp Verde Lion's Club is offering a free Eye Screening on Monday October 22nd from 9:00 to 4:00. The Lions partner with medical professionals to bring a mobile screening van into an easily accessible location, like the Library.
- The Friends of Camp Verde Library will hold their Annual Membership Meeting on Wednesday, October 24th from 3:30-5:00 pm. The Friends is a group of volunteers dedicated to increasing awareness of and supporting the functions of the library through activities, education, and donations.

**Report from Teen Librarian, Zack Garcia:** In September, Game Night hit a new record attendance of 33 in one night. The event continues to do well, averaging 20-30 each week, and I notice new faces all the time. In October, the Youth Advisory Council will host a fort building competition at Ft. Verde Days and help with the Library's participation in Trunk or Treat on Main. Then, on the 27th, I will be taking the 3D printer to the SciTech booth at the Fall Festival at Yavapai County Fair Grounds.

**Report from Reference & PC Help Librarian, Gerry Laurito:** I am teaching another session on basic computer use which will morph into a monthly PC users support group similar to the one Wendy runs for tablets & smartphones. People with questions or issues can attend on the third Wednesday of the month at 2:30p in the Center and get one-on-one help. If we don't know the answer, we will figure it out together.

To really keep up with what is going on at the library, don't forget to follow us on Facebook at:

<https://www.facebook.com/campverdelibrary>

#### **FUN FACT!**

**Since we moved into the new library almost 2 years ago, the Friends of Camp Verde Library have contributed over \$37,700 toward library programs and services.**

**They have supported:**

- **Summer Reading programs for children & teens**
- **Town of Camp Verde Volunteer Fair**
- **Author talks & music programs**

**They have funded:**

- **Author names and quotes for the panels on the outside of the building**
- **3D printer kit for Teen Library**
- **Playhouse for Children's patio**
- **Prizes for Summer Reading programs**
- **10 round plastic folding tables**
- **50 stackable, padded chairs**
- **Popcorn popper**
- **Vending machine & all supplies**
- **2 Self-checkout stations**
- **Access to Prenda coding software**
- **A new collection of Popular Books**

	Sep-19	Sep-18	% change	YTD-FY19	YTD-FY18	% change
<b>In-Library Uses</b>						
Traffic Count	8,510	8,260	3.0%	27,312	26,578	2.8%
New Cards Issued	66	96	-31.3%	230	349	-34.1%
Public Computer Use	1,406	1,457	-3.5%	4,307	4,455	-3.3%
Early Literacy Computer Use	138	165	-16.4%	471	433	8.8%
Requests for Computer Help	98	111	-11.7%	373	356	4.8%
Reference Questions	157	228	-31.1%	465	686	-32.2%
Study Room Uses	64	52	23.1%	181	210	-13.8%
Study Room Use - Hours	127	105	21.0%	384	431	-10.9%
Study Room Use - People Served	104	85	22.4%	249	303	-17.8%
Community Room Uses	53	41	29.3%	137	90	52.2%
Community Programs Attendance	453	266	70.3%	1,598	622	156.9%
<b>Total In-Library Use</b>	<b>11,176</b>	<b>10,317</b>	<b>8.3%</b>	<b>35,707</b>	<b>32,857</b>	<b>8.7%</b>
<b>Library Programs</b>						
Adult Programs	12	11	9.1%	39	39	0.0%
Adult Program Attendance	152	182	-16.5%	385	785	-51.0%
Children's Programs	27	22	22.7%	56	67	-16.4%
Children's Program Attendance	100	184	-45.7%	593	704	-15.8%
Teen Programs	11	13	-15.4%	30	37	-18.9%
Teen Program Attendance	122	90	35.6%	437	217	101.4%
<b>Total Library Program Attendance</b>	<b>374</b>	<b>266</b>	<b>40.6%</b>	<b>1415</b>	<b>266</b>	<b>432.0%</b>
<b>Circulation</b>						
Items Checked Out	4,827	5,438	-11.2%	15,943	17,056	-6.5%
Items Checked In	4,956	5,569	-11.0%	16,515	17,400	-5.1%
Renewed Items	817	967	-15.5%	2,420	2,882	-16.0%
<b>Total Circulation</b>	<b>10,600</b>	<b>11,974</b>	<b>-11.5%</b>	<b>34,878</b>	<b>37,338</b>	<b>-6.6%</b>
<b>Circulation Areas of Interest</b>						
Audio Books	213	190	12.1%	705	746	-5.5%
Playaway MP3 Books	113	75	50.7%	407	292	39.4%
DVDs & Movies	2,017	1,870	7.9%	6,248	6,183	1.1%
eBooks	459	399	15.0%	1,254	1,200	4.5%
Laptops & iPads	9	7	28.6%	63	24	162.5%
Large Print	285	310	-8.1%	936	971	-3.6%
Magazines	76	101	-24.8%	203	246	-17.5%
VOX Media Book	16	n/a		69	n/a	
Children's Material	1,057	1,117	-5.4%	3,392	3,368	0.7%
Teen's Material	183	205	-10.7%	1,607	1,412	13.8%
<b>Transits, HOLDS &amp; InterLibrary Loans</b>						
HOLDS Filled	1,063	970	9.6%	3,676	2,906	26.5%
Transit Items Sent & Received	1,600	1,575	1.6%	4,818	4,838	-0.4%
CVCL ILL Items Going Out	19	4	375.0%	84	60	40.0%
ILL Items for CVCL Patrons	4	10	-60.0%	21	42	-50.0%
<b>Total Transit, HOLDS &amp; ILL Activity</b>	<b>2,686</b>	<b>2,559</b>	<b>5.0%</b>	<b>8,599</b>	<b>7,846</b>	<b>9.6%</b>
<b>Library Volunteers</b>						
Number of Volunteers	35	31	12.9%	102	104	-1.9%
Number of Hours Given	586	492	19.1%	1,755	1,655	6.0%
Average Hours/Volunteer	16.7	15.9	5.5%	17.2	15.9	8.1%
<b>Collection &amp; Development</b>						
New Kids & Teen Material Added	40	63	-36.5%	154	146	5.5%
New Books & Magazines Added	137	120	14.2%	667	290	130.0%
New Audio-Visual Material Added	34	82	-58.5%	153	131	16.8%
<b>Total Items Added</b>	<b>171</b>	<b>202</b>	<b>-15.3%</b>	<b>820</b>	<b>421</b>	<b>94.8%</b>

<b>Mending &amp; Donations</b>						
Items Mended or Repaired	195	1	19400.0%	700	76	821.1%
Donations Processed	1,330	906	46.8%	5,038	3,974	26.8%
Donations Cataloged	15	88	-83.0%	126	331	-61.9%



## *Risk Management Memorandum*

To: Mayor and Council  
From: *CB* Carol Brown, Risk Manager  
Date: October 10, 2018  
Cc: Department Heads/Safety Committee  
Re: Risk Manager's Monthly Report ending September 30, 2018 (Snapshot only)

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

- Former Circle K property/coordinated cleanup and obtained power and water in Town's name

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

- Department Head (2)
- Safety Officer (3)
- Risk Mgmt. monthly with Town Manager
- Public Works (5)
- Meet & Greet candidate for Marshal position
- Council after action
- Council session
- Vendor for FVD
- Attorney (4)
- Manager/Department Head – planning

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

- **Collected on:** property lien

### **Risk Management Highlights:**

- **Legal:** coding of attorney invoice, enhanced construction templates. **Prepared:** affidavit, Verde Valley Internet Agreement, staff report for Town Complaint Form and Procedure. **Processed:** Library Elevator Service Agreement. **Read:** Pipeline Awareness and Case Law: Intentional v. Negligent Action
- **Researched:** business continuity plan
- **Assisted:** 2 employees
- **Oriented:** 1 employee to risk mgmt.
- **Processed:** 18 certificates of insurance
- **Updated:** EOC Roster
- **Responded to:** insurance requirements for a nonprofit or student organization who wants to serve food as a fundraiser at Town event
- **Facilitated:** a mock Arizona Division of Occupational Safety and Health (ADOSH) inspection

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