

# November 2017 Monthly Report



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

## DEPARTMENT HEAD INFORMATION

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



## Memorandum

To: Mayor and Council  
From: Russ Martin, Town Manager  
Date: December 8, 2017  
Cc: Department Heads  
Re: Manager's report for the period ending November 30, 2017

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

### **KAIROS – Health Insurance Pool**

During the past year we made a transition to a larger brand new pool from APEHP that still includes our members from the Verde Valley but expands to include members such as Scottsdale and Chandler School Districts as well. This is a significant increase in the pool which should continue to moderate our increases in costs/premiums into the coming year. Barbie and I attended there general meeting in Phoenix and came away impressed and happy to see our Verde Valley voices are still strong on this board and similar ideas and understandings of conservative management from new members will continue.

### **Credit Rating – AA-**

Why not A+? Because AA- is actually better, topping out at AAA we received the Town's first credit rating from S&P which allowed us to achieve a pretty good rate for borrowing the monies necessary for the first phase of the new Sports Complex. This is significant as it allows for future evaluations which actually indicated that we may see even better ratings if some of the growth in economic diversity continues. I am particular proud of our history of solid leadership throughout our 30 years of incorporation and all of the sacrifices made to acquire quality policies, solid reserves and positive growth potential that allowed us to present a positive case for our community. Special thanks to Michael Showers, our Finance Director, whom continues to wrestle the issues of revenue, expenses and policy well resulting in solid financial data he had to prepare for consideration. Another quiet, but important step in building a solid financial reputation.

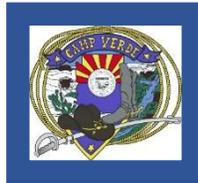
### **Verde Valley Managers**

We met (Cottonwood/Clarkdale/Sedona & Jerome (unable to attend this time) Managers) and discussed among many common topics creation of a common baseline report that ICMA (International City/County Managers Association) uses to assist communities in working to find better more effective and efficient ways to serve citizens. We discussed pulling together over the next year to see if we could do a quality comparison of the Verde Valley communities. I am fortunate to work alongside some pretty quality managers and hope we can pull this together in the coming year.

### **Town Marshal**

Again at this time there is an ongoing investigation so I am unable to comment on the status except to say I expect no further updates until following Christmas.

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



## Office of the Town Clerk November 2017

**Note from the Clerk: I participated in the November 2<sup>nd</sup> Emergency Drill coordinated by the Town's Safety Committee and the Copper Canyon Fire and Medical Authority (CCFMA). Thanks to our Town Manager and Town Council for feeding the hungry masses (staff) following the Emergency Drill. It was much appreciated by all. I also attended a Municipal Clerks' Best Practices session in Prescott. This training included new and upcoming legislative updates pertaining to the Clerk's Office, Liquor law changes, and best practices and organizational tools shared by other municipalities.**

**Even though November saw only three Council meetings, the Council approved two resolutions, two ordinances, two liquor license applications and kicked-off the Community Development Block Grant (CDBG) process. Who says the holidays are quiet and nothing gets done?! December and January look to be busy months for the Council and Staff as well.**

### Business License 2017

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
New*	5	14	20	14	10	12	12	10	8	15	15	
Renewal notices	49	84	66	63	52	63	76	77	57	60	70	
Total on File*	830	837	828	842	832	833	836	829	832	823	838	

\*does not include Non Profits or Special Event Vendors

### Business License 2016

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
New*	19	21	19	15	13	15	11	17	26	21	15	7
Renewed	38	64	26	59	46	40	35	43	56	45	40	39
Total on File	749	755	770	772	774	783	794	801	822	807	820	825
Closed License	2	8	4	7	7	6	2	10	1	20	5	2
Total Revenue	\$ 1,900	\$2,650	\$1,600	\$2,225	\$1,800	\$1,750	\$1,425	\$1,825	\$1,300	\$1,075	\$1,100	\$975

\*New licenses for the Month do not include Special Event License

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

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Number of Requests 2017	6	5	10	6	9	6	6	6	3	4	3		<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>

**Clerk's Office Overall Revenue and Expense Report**

Monthly Activity

	Yearly Budgeted Amount 2015-16	Jan	Feb	March	April	May	June
Revenue	\$17,000	\$1,300	\$3,200	\$3,127	\$2,425	\$1,575	\$2,750.50
Expenses	\$157,438	\$10,371	\$15,587	30,667	\$12,169	\$11,930	\$12,005.39
2016-17							
Revenue	\$23,000	\$1,275.00	\$2,602.50	\$3,655.50	\$2,201.50	\$2,462.75	\$1,325.00
Expense	\$192,105	\$9,172.71	\$9,131.87	\$12,334.18	\$8,555.39	\$6,547.31	\$9,752.67

	Yearly Budgeted Amount 2016-17	July	August	Sept	Oct	Nov	Dec
Revenue	\$23,000	\$1,525.00	\$2,552.00	\$2,075.75	\$2,850.00	\$1,100.00	\$3,150.25
Expenses	\$192,105	\$11,870.45	\$25,871.49	\$22,093.40	12,635.84	\$12,371.11	\$14,563.97
2017-18							
Revenue	<b>\$21,750</b>	1,556.10	1,775.00	1,650.00	2,225.00	1,100.00	
Expense	<b>\$181,515</b>	20,013.94	13,693.52	12,978.05	14,005.22	13,264.34	

**Training**

Judy participated in the 'Emergency Drill' on November 2, 2017

Virginia attended the 'Active Shooter Training' held at the Library on November 8, 2017.

*Judy Morgan, Town Clerk*

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRESS
3400	SERV	LOVING HANDS ASSISTED LIVING	298 GENERAL CROOK TRAIL CAMP VERDE, AZ 86322	
	COMMENTS:	[REDACTED]		
3402	SERV	CAMP VERDE HOSPITALITY	340 N GOSWICK WAY CAMP VERDE, AZ 86322	340 N GOSWICK WAY
	COMMENTS:	[REDACTED]		
3403	LOD	COMFORT INN CAMP VERDE	340 N GOSWICK WAY CAMP VERDE, AZ 86322	340 N GOSWICK WAY
	COMMENTS:	[REDACTED]		
3404	RET	CAMP VERDE AUTO BODY LLC	2250 S TISSAW ROAD CORNVILLE, AZ 86325	1900 N MOONRISE
	COMMENTS:	[REDACTED]		
3405	CONT	SUNRENU SOLAR LLC	9332 N 95TH WAY B109 SCOTTSDALE, AZ 85258	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3407	CONT	ARIZONA SOLAR SOLUTIONS	16807 N CAVE CREEK ROAD PHOENIX, AZ 85032	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3408	SERV	KUKAHIKO OHANA ACADEMY OF SEL	PO BOX X2148 CAMP VERDE, AZ 86322	873 HOWARDS ROAD
	COMMENTS:	[REDACTED]		
3410	RET	VERDE VALLEY AUTO GLASS	2095 W HORSEHOE BEND DRIVE CAMP VERDE, AZ 86322	2095 W HORSESHOE BEND
	COMMENTS:	[REDACTED]		
3413	SERV	AFFORDABLE LANDSCAPING PLUS	3663 S MISTY LANE CAMP VERDE, AZ 86322	3663 S MISTY LANE
	COMMENTS:	[REDACTED]		
3414	CONT	ETICO CONSTRUCTION LLC	12455 N 92ND DRIVE BLDG C-107 PEORIA, AZ 85381	00 OUT OF TOWN BUSINESS
	COMMENTS:	[REDACTED]		
3415	CONT	JARMAR ELECTRIC ARIZONA INC	8270 MASTERS LANE FLAGSTAFF, AZ 86004	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3419	CONT	MARKADE PLUMBING LLC	PO BOX 8568 SURPRISE, AZ 00000	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3420	CONT	JMS CONSTRUCTION CO INC	4340 EAST SUPERIOR PHOENIX, AZ 85040	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3424	SERV	PANIAGUA NG SERVICES	2467 PRIVATE DRIVE CAMP VERDE, AZ 86322	2467 PRIVATE DRIVE
	COMMENTS:	[REDACTED]		
3428	CONT	BUTERA ELECTRIC INC	4618 W PARKVIEW CIRCLE GLENDALE, AZ 85310	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		

TOTAL LICENSES: 15



# Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 11/30/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 120 - Town Clerk</b>							
<b>Revenue</b>							
<a href="#">01-120-40-410000</a>	COPIES	0.00	0.00	0.00	8.10	8.10	0.00 %
<a href="#">01-120-40-412000</a>	BUSINESS LICENSE FEES	20,000.00	20,000.00	600.00	8,300.00	-11,700.00	58.50 %
<a href="#">01-120-40-412100</a>	LIQUOR LICENSE FEES	1,750.00	1,750.00	500.00	800.00	-950.00	54.29 %
	<b>Revenue Total:</b>	<b>21,750.00</b>	<b>21,750.00</b>	<b>1,100.00</b>	<b>9,108.10</b>	<b>-12,641.90</b>	<b>58.12 %</b>
<b>Expense</b>							
<a href="#">01-120-20-600000</a>	SALARIES	122,955.00	122,955.00	9,457.60	48,820.80	74,134.20	60.29 %
<a href="#">01-120-20-601000</a>	FICA	7,625.00	7,625.00	579.41	2,994.97	4,630.03	60.72 %
<a href="#">01-120-20-601100</a>	MEDICARE	1,785.00	1,785.00	135.51	700.47	1,084.53	60.76 %
<a href="#">01-120-20-601200</a>	RETIREMENT	14,140.00	14,140.00	1,087.62	5,614.69	8,525.31	60.29 %
<a href="#">01-120-20-601300</a>	UNEMPLOYMENT INSURANCE	280.00	280.00	0.00	123.91	156.09	55.75 %
<a href="#">01-120-20-601400</a>	WORKERS COMPENSATION	370.00	370.00	16.78	86.64	283.36	76.58 %
<a href="#">01-120-20-602000</a>	HEALTH, DENTAL & LIFE INSURANCE	18,760.00	18,760.00	1,549.74	8,513.86	10,246.14	54.62 %
<a href="#">01-120-20-701000</a>	TRAINING	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
<a href="#">01-120-20-701500</a>	TRAVEL	700.00	700.00	0.00	1,227.88	-527.88	-75.41 %
<a href="#">01-120-20-703000</a>	OFFICE SUPPLIES	2,000.00	2,000.00	109.18	496.42	1,503.58	75.18 %
<a href="#">01-120-20-703500</a>	MEMBERSHIPS	600.00	600.00	0.00	325.00	275.00	45.83 %
<a href="#">01-120-20-703800</a>	ADVERTISING	1,000.00	1,000.00	0.00	369.35	630.65	63.07 %
<a href="#">01-120-20-704000</a>	COMPUTER SERVICES/SOFTWARE	0.00	0.00	0.00	5.00	-5.00	0.00 %
<a href="#">01-120-20-711000</a>	LEGAL SERVICES	2,000.00	2,000.00	0.00	234.00	1,766.00	88.30 %
<a href="#">01-120-20-712000</a>	CONTRACT LABOR	6,000.00	6,000.00	300.00	2,250.00	3,750.00	62.50 %
<a href="#">01-120-20-713210</a>	OFFICE EQUIPMENT	1,000.00	1,000.00	0.00	145.22	854.78	85.48 %
<a href="#">01-120-20-758100</a>	RECORDING FEES	100.00	100.00	28.50	28.50	71.50	71.50 %
<a href="#">01-120-20-758200</a>	RECORDS MANAGEMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
	<b>Expense Total:</b>	<b>181,515.00</b>	<b>181,515.00</b>	<b>13,264.34</b>	<b>71,936.71</b>	<b>109,578.29</b>	<b>60.37 %</b>
	<b>Department: 120 - Town Clerk Surplus (Deficit):</b>	<b>-159,765.00</b>	<b>-159,765.00</b>	<b>-12,164.34</b>	<b>-62,828.61</b>	<b>96,936.39</b>	<b>60.67 %</b>
	<b>Report Surplus (Deficit):</b>	<b>-159,765.00</b>	<b>-159,765.00</b>	<b>-12,164.34</b>	<b>-62,828.61</b>	<b>96,936.39</b>	<b>60.67 %</b>

**Group Summary**

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Department: 120 - Town Clerk</b>						
Revenue	21,750.00	21,750.00	1,100.00	9,108.10	-12,641.90	58.12 %
Expense	181,515.00	181,515.00	13,264.34	71,936.71	109,578.29	60.37 %
<b>Department: 120 - Town Clerk Surplus (Deficit):</b>	<b>-159,765.00</b>	<b>-159,765.00</b>	<b>-12,164.34</b>	<b>-62,828.61</b>	<b>96,936.39</b>	<b>60.67 %</b>
<b>Report Surplus (Deficit):</b>	<b>-159,765.00</b>	<b>-159,765.00</b>	<b>-12,164.34</b>	<b>-62,828.61</b>	<b>96,936.39</b>	<b>60.67 %</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
01 - GENERAL FUND	-159,765.00	-159,765.00	-12,164.34	-62,828.61	96,936.39
<b>Report Surplus (Deficit):</b>	<b>-159,765.00</b>	<b>-159,765.00</b>	<b>-12,164.34</b>	<b>-62,828.61</b>	<b>96,936.39</b>

# Town of Camp Verde

## Revenue Drivers

August 2017

Sources*	Aug-17	In/De %	Jul-17	Jun-17	FYTD Avg	Bud/Month	YTD Bud +/-	LYM Avg +/-	L5YM Avg +/-
City Sales Tax	295,601	-8%	320,425	320,162	308,013	284,583	23,431	44,373	66,973
City .65% Increase	56,480	-9%	61,986	60,597	59,233	53,834	5,399	9,819	9,068
State Sales Tax	81,860	-6%	87,322	83,870	84,591	88,333	(7,485)	(179)	3,343
VLT	70,798	17%	60,471	63,879	65,634	60,417	10,435	6,178	12,345
URS	115,994	0%	115,994	113,728	115,994	116,667	(1,344)	2,267	10,767
HURF	103,305	23%	83,870	83,870	93,587	76,250	34,675	16,605	23,945
Sewer User Fees	71,785	2%	70,241	70,322	71,013	70,500	1,026	857	2,524
<b>TOTAL</b>	<b>795,823</b>		<b>800,310</b>	<b>796,428</b>	<b>798,066</b>	<b>750,583</b>	<b>66,136</b>	<b>79,918</b>	<b>128,966</b>

\* - The above revenue sources (less HURF) represent approximately **89%** of the Town's General Fund operating revenues.

**FYTD Avg:** Fiscal year-to-date Average. The average monthly amount for this fiscal year.

**Bud/Month:** This year's monthly budget.

**YTD Bud +/-:** Year-to-Date Budget over/short. The cumulative amount over or short of budget for the current fiscal year.

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**L5YM Avg +/-:** Last five years monthly average over/short. The difference between this year's *FYTD Avg* and the average of the last 5 year's *FYTD Avg*. (L5YM Avg for .65% increase is only 2 year average).

# Town of Camp Verde

## Revenue Drivers

September 2017

Sources*	Sep-17	In/De %	Aug-17	Jul-17	FYTD Avg	Bud/Month	YTD Bud +/-	LYM Avg +/-	L5YM Avg +/-
City Sales Tax	281,933	-5%	295,601	320,425	299,320	284,583	14,737	35,679	58,280
City .65% Increase	55,381	-2%	56,480	61,986	57,949	53,834	4,115	8,535	7,784
State Sales Tax	84,221	3%	81,860	87,322	84,468	88,333	(11,597)	(303)	3,220
VLT	60,569	-14%	70,798	60,471	63,946	60,417	10,587	4,489	10,657
URS	115,994	0%	115,994	115,994	115,994	116,667	(2,017)	2,267	10,767
HURF	76,137	-26%	103,305	83,870	87,771	76,250	34,562	10,788	18,128
Sewer User Fees	70,577	-2%	71,785	70,241	70,868	70,500	1,103	712	2,379
<b>TOTAL</b>	<b>744,814</b>		<b>795,823</b>	<b>800,310</b>	<b>780,315</b>	<b>750,583</b>	<b>51,491</b>	<b>62,168</b>	<b>111,215</b>

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# Town of Camp Verde

## Revenue Drivers

October 2017

Sources*	Oct-17	In/De %	Sep-17	Aug-17	FYTD Avg	Bud/Month	YTD Bud +/-	LYM Avg +/-	L5YM Avg +/-
City Sales Tax	325,981	16%	281,933	295,601	305,985	284,583	85,611	42,345	64,945
City .65% Increase	60,337	9%	55,381	56,480	58,546	53,834	18,848	9,132	8,381
State Sales Tax	86,372	3%	84,221	81,860	84,944	88,333	(13,558)	173	3,696
VLT	62,677	3%	60,569	70,798	63,629	60,417	12,848	4,172	10,340
URS	115,994	0%	115,994	115,994	115,994	116,667	(2,689)	2,267	10,767
HURF	71,071	-7%	76,137	103,305	83,596	76,250	29,383	6,613	13,953
Sewer User Fees	70,564	0%	70,577	71,785	70,792	70,500	1,167	636	2,303
<b>TOTAL</b>	<b>792,997</b>		<b>744,814</b>	<b>795,823</b>	<b>783,486</b>	<b>750,583</b>	<b>131,610</b>	<b>65,338</b>	<b>114,385</b>

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# CAMP VERDE MARSHAL'S OFFICE Monthly Report November 2017



**Volunteers in Policing (VIPs):**

- VIPs placed the speed sign out on the 260 to slow traffic
- VIP Tim Wiggle arranged for several patrol vehicles to be service for regular maintenance as well as repairs
- VIP Neal Lanning conducted neighborhood patrols several times during the month

**Training:**

- Nov. 1 – Sergeant Robinson and Deputy Reay attended Drug Investigation for Patrol instructed by PANT
- Nov. 2 – Sgt. Robinson, Sgt. Butler, Det. Jardine, Mary Newton, Darby Martin and the commander participated in the Town incident command/EOC exercise held at the Town gym.
- Nov. 6-7 – Deputy Patten attended training to be an operator of the new VIRTRA use of force simulator housed at NARTA
- Nov. 16 – CVMO “all hands” department meeting and training on new policy
- Nov. 28-Dec. 1 – Detective Jardine attended training in Response to Child Sex Trafficking and is part of a new multi-agency Yavapai County task force that investigates these offenses.

**Patrol:**

- Nov. 14 – K-9 Deputy Jeff Bowers participated in a multi-agency K-9 interdiction detail coordinated by Partners Against Narcotic’s Trafficking (PANT)
- Nov. 8 – Interviews for the Animal Control Officer (ACO) position were held and one candidate was selected for the position. Scheduled to start on Dec. 18.
- Nov. 17 - Deputy testing – 4 applied and showed up for the testing. Two successfully completed testing and were selected to move forward and are scheduled to being on Dec. 18.
- Nov. 20 – Cmdr. Armstrong hosted the meeting for the first annual Verde Valley DUI task force at CVMO
- Nov. 27 – Deputy Recruit Kyle Handis began work on this date as the newest CVMO deputy. He will attend the NARTA academy beginning January 8, 2018.
- Nov. 29 – Deputy Toporek represented CVMO at the annual Statewide Holiday DUI enforcement campaign event and the state capital. CVMO had a patrol vehicle on display at the event

**Miscellaneous:**

- Nov. 15 – Sgt. Robinson attended the “Meet the Press” media event at the Library

**Coffee with a COP:**

- Held November 27 at Thanks a Latte

**November statistics compared to last year**

November	2016	2017
Total Calls	784	749
Traffic Stops	114	133
Animal Calls	52	58
Vehicle Burglary	0	1
Residential Burglary	11	4
Criminal Damage	4	2
Domestic Violence	7	22

# COURT NEWS



Camp Verde Municipal Court monthly newsletter

NOVEMBER 2017

## NEWS RELEASE

SUPERIOR COURT IN YAVAPAI COUNTY

November 27, 2017

### Announcement of Judge Pro Tempore

Presiding Judge David L. Mackey is pleased to announce his selection of **Chris Kottke** as Judge Pro Tem effective January 1, 2018. This appointment will fill the vacancy created by the Governor's appointment of Judge John Napper to Division 2.

Judge Mackey also announced the appointment Thomas K. Kelly and Susan Kayler as Seasonal Judges Pro Tem effective January 1, 2018. There were 20 applicants for the full-time position and 9 for the seasonal position. After reviewing applicant qualifications and conducting interviews, the Selection Committee provided Presiding

Judge Mackey with four finalists for each position. Judge Mackey reviewed applications, qualifications and public comment prior to making his decision. Judge Mackey stated, "Chris Kottke has served our country with distinction in the military and has established himself as an outstanding attorney in our community. His diverse background and experience will enable him to effectively serve the citizens of Yavapai County as a Superior Court Judge Pro Tempore. I am pleased to request his appointment."

Presiding Judge Mackey is requesting the Chief Justice of the Arizona Supreme Court's formal appointment of Judge Kottke be effective January 1st, 2018 and the appointment is subject to the approval of the Yavapai County Board of Supervisors. Judge Kottke will serve primarily in the Verde Valley Judicial District. Judges Kelly & Kayler will serve at the pleasure of the court on an as-needed basis. Judge Mackey also stated, "I would like to thank the Members of the Selection Committee, the Honorable Michael Bluff, Associate Presiding Judge and Selection Committee Chair; Sabrina Shaw, Esq.; Paul Roberts, Esq.; Wendy Ross, County HR Director; Tom Taylor, CLU, CFP of Taylor & Huntley Financial Group; and C. Rolf Eckel, Court Administrator. I also would like to thank all the individuals who provided public comment to me on behalf of Chris Kottke and the other outstanding applicants."

### WHAT'S NEW AT CAMP VERDE MUNICIPAL?

- Through weeks and weeks of training the Court is now live with **AJACS**. (new case management system).
- Camp Verde Marshals E-citations project is complete.
- Everyone attended the all hands training and lunch. Teresa and Veronica attended the emergency preparedness training earlier in the day.
- Veronica attended her monthly Jail court process meeting on Nov 7.

### [Statistical Highlights from November 2017](#)

- 56 Criminal Misd. charges filed  
18 more than last month
- 19 initial appearances held  
10 less than last month
- 80 Civil traffic citations filed (CVMO & YANPD)  
44 MORE than last month
- AZCourtPay.com (FARE) revenue this month \$2502.42  
\$917.00 Down from last month
- 5 petitions for Order of Protection/ Injunction against harassment

# LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT

## Page 1 Processing

Court ID: 1354

County: CAMP VERDE MUNICIPAL COURT

Report Month/Year: November 2017

### CRIMINAL TRAFFIC

	D.U.I. (a)	Serious* Violations (b)	All Other Violations (c)	TOTAL (d)
Pending 1st of Month	30	4	78	112
Filed	5	1	2	8
Transferred In	0	0	0	0
<b>SUBTOTAL</b>	<b>35</b>	<b>5</b>	<b>80</b>	<b>120</b>
Transferred Out	0	0	0	0
Other Terminations	0	0	8	8
<b>TOTAL TERMINATIONS</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>8</b>
Statistical Correction	0	0	0	0
Pending End of Month	35	5	72	112

\*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
210	0	0	210	0	2	2	0	208

**\*\*READ:** These are FORMAL FTA FILINGS AND DISPOSITIONS CHARGING ANOTHER CRIMINAL OFFENSE, not bench warrants for failure to appear. FTA filings should also have original traffic complaint recorded in the CRIMINAL TRAFFIC SECTION above until that traffic filing has been terminated. Issuing a bench warrant or an FTA does not terminate the traffic filing.

Criminal Traffic/FTA Court Trials Held: 0 Criminal Traffic/FTA Jury Trials Held: 0

### CIVIL TRAFFIC

Pending 1st of Month	Filed	Trans In	SUB- TOTAL	Trans Out	Default Judg- ment	Other Term.	TOTAL TERM.	Stat. Corr.	Pending End of Month
164	80	0	244	0	7	54	61	0	183

Civil Traffic Hearings Held: 1

### VIOLATIONS OF A.R.S. 28-702.01 AND 28-702.04

(Part of Civil Traffic Above)

Filed	7	Trans In	0	TOTAL	7
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**LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT**

Court ID: 1354

Page 2 Processing

County: CAMP VERDE MUNICIPAL COURT

Report Month/Year:

November 2017

MISDEMEANOR									
Pending 1st of Month (a)	Filed (b)	Trans In (c)	SUB TOTAL (d)	Tran Out (e)	Other Term (f)	TOTAL TERM (g)	Stat. Corr. (h)	Pending End of Month (j)	
Misdemeanor (Non-Traffic)	631	35	0	666	0	30	30	0	636
Failure to Appear (Non-Traffic)	3	0	0	3	0	0	0	0	3
<b>TOTAL</b>	<b>634</b>	<b>35</b>	<b>0</b>	<b>669</b>	<b>0</b>	<b>30</b>	<b>30</b>	<b>0</b>	<b>639</b>

**TRIALS HELD**

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

**FELONY**

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

Felony Preliminary Hearings Held: **0**      Felony, Misdemeanor, Criminal Traffic Initial: Appearances: **14**

**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	21	9	30	0	0	30
<b>TOTAL</b>	<b>21</b>	<b>9</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>30</b>

# LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT

## Page 3 Processing

Court ID: 1354

County: CAMP VERDE MUNICIPAL COURT

Report Month/Year: November 2017

### CIVIL COMPLAINTS

	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
<b>Pending End of Month</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	3	2	1	3
Harassment	2	2	1	3

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

Order of Protection: 1 Injunction Against: 1

### SPECIAL PROCEEDINGS/ACTIVITIES

Peace Bond Complaints Filed:	0	Fugitive Complaints Filed:	0
Juvenile Hearings Held:	0	Search Warrants Issued:	1

LIMITED JURISDICTION COURTS MONTHLY STATISTICAL REPORT

Page 4 Processing

Court ID: 1354

Report Month/Year:

County: CAMP VERDE MUNICIPAL COURT

November 2017

WARRANTS OUTSTANDING

TRAFFIC WARRANTS OUTSTANDING

D.U.I.	136
Serious Violations	13
All Other Violations	585
<b>TRAFFIC TOTAL</b>	<b>734</b>

CRIMINAL WARRANTS OUTSTANDING

Felony	0
Misdemeanor	819
<b>CRIMINAL TOTAL</b>	<b>819</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. Sillgeel*  
Signature of the Judge/Magistrate (or designee)

*Veronica Pineda*  
Name of Preparer

*12-4-17*  
Date of Preparation

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

*PS*

Date: December 4, 2017  
 From: Camp Verde Municipal Court

Reporting Month: NOVEMBER 2017

Check #: 5816

Total Amount of Check: \$29,997.36

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

**REVENUE ACCOUNT NUMBER**

**01-300-40-413000** **\$27,792.32**

**Fines/Fees/Forfeitures- before the check requests below**

**01-300-40-431000** **\$414.34**

**Court Apt-Atty. Reimbursement**

**05-310-40-413100** **\$184.84**

**Local JCEF Fund**

**05-330-40-413300** **\$1416.49**

**Court Enhancement Fund**

**19-601-40-413000**  
**Camp Verde Marshal's Safety Equip. Fund** **\$189.37**

**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	\$18.10 /	01-300-40-413000
000087	Yavapai County Jail & Addtl Fee \$1 Fund	\$204.32 /	01-300-40-413000
000117	Arizona State Treasurer	\$15,956.67 /	01-300-40-413000
003583	Arizona Department of Public Safety Equipment Fund	\$12.46 /	01-300-40-413000
003572	Motor Vehicle Division Refund Unit	\$4.00 /	01-300-40-413000
001014	Registrar of Contractors Safety Equipment Fund	\$.81 /	01-300-40-413000
003313	Cottonwood Police Dept Safety Equipment Fund	\$0.00	01-300-40-413000

NOV 2017

## CAMP VERDE MUNICIPAL COURT

## MONTHLY REPORT

DESCRIPTION	JULY 2017	AUGUST 2017	SEPTEMBER 2017	OCTOBER 2017	NOVEMBER 2017	DECEMBER 2017	JULY THROUGH DEC 2017	JANUARY 2018	FEBRUARY 2018	MARCH 2018	APRIL 2018
MISDEMEANOR & CR TRAFFIC FTA	31	31	26	37	48		173				
DUI	4	2	8	7	5		26				
SERIOUS TRAFF	0	1	0	0	1		2				
CRIMINAL TRAFF	7	3	8	4	2		24				
MISDEMEANORS SUBTOTAL	42	37	42	48	56	0	225				
CIVIL TRAFFIC	42	77	86	37	80		322				
HARASSMENT INJUNCTION	22	1	2	5	2		32				
ORDER OF PROTECTION	1	1	2	1	3		8				
TOTAL FILINGS	107	116	132	91	141	0	587				
IA/ARR IN CUSTODY	30	31	23	29	14		127				
ATTY RESTITUTION	328.13	506.38	164.11	346.90	414.34		1759.86				
LCL ORD FEES (Default/Warrant etc)	1392.43	1893.11	1550.89	1481.57	2159.88		8477.88				
LCL CRT ENHANCEMENT	1267.98	1487.64	1564.34	1552.67	1416.49		7289.12				
JCEF TO TOWN	178.14	225.38	225.16	261.20	184.84		1074.72				
CVMO ADDL EQP\$13	162.91	149.02	172.10	196.30	189.37		869.70				
DPS ADDL EQP \$13	13.82	30.92	25.67	12.30	12.46		95.17				
YAV CTY JAIL/ADD FEE	274.27	364.13	294.27	367.34	204.32		1504.33				
MVD/ADOT/ADD FEE	0.00	0.00	0.00		4.00		4.00				
ROC ADDL EQP FEE	0.00	0.38	0.41	0.41	0.81		2.01				
YAN TRIBAL POLICE	19.79	17.94	17.15	15.44	18.10		88.42				
STATE TREAS.	13634.75	15471.63	12917.27	14833.50	15956.67		72813.82				
TOWN TREAS.	10427.82	12043.57	11323.09	12686.04	12010.30		58490.82				
TOTAL CHECK	25979.48	29790.61	26539.46	29925.20	29997.36	0.00	142232.11				

**TOTAL FILINGS AND COLLECTIONS-THREE YEAR TREND**

MAY 2018	JUNE 2018	JANUARY THROUGH JUNE 2018	TOTAL FISCAL YEAR 2018 (JULY 2017- JUN 2018)	Inc/Dec FY 17 TO FY 18	TOTAL FISCAL YR 2017 (Jul 2016- Jun 2017)	Inc/Dec FY 16 TO FY 17	TOTAL FISCAL YR 2016 (Jul 2015- Jun 2016)	Inc/Dec FY 15 TO FY 16	TOTAL FISCAL YR 2015 (Jul 2014- Jun 2015)	DESCRIPTION
		0	173	-48%	333	4%	319	15%	277	MISDEMEANOR & CR TRAFFIC
		0	26	-58%	62	-18%	76	52%	50	FTA
		0	2	-75%	8	-11%	9	-10%	10	DUI
		0	24	-80%	118	-56%	268	-9%	294	SERIOUS TRAFF
										CRIMINAL TRAFF
		0	225	-57%	521	-22%	672	3%	651	MISDEMEANORS SUBTOTAL
		0	322	-66%	950	-11%	1066	-21%	1356	CIVIL TRAFFIC
		0	32	60%	20	-23%	26	0%	26	HARASSMENT INJUNCTION
		0	8	-78%	36	20%	30	30%	23	ORDER OF PROTECTION
		0	587	-62%	1527	-15%	1794	-13%	2056	TOTAL FILINGS
		0	127	-57%	297	-31%	431	11%	387	IA/ARR IN CUSTODY
		0	\$ 1,759.86	-71%	\$ 6,167.66	28%	\$ 4,814.96	-16%	\$ 5,726.10	ATTY RESTITUTION
		0	\$ 8,477.88	-48%	\$ 16,332.43	-29%	\$ 23,017.77	31%	\$ 17,526.40	LCL ORD FEES (Default/Warrant etc)
		0	\$ 7,289.12	-67%	\$ 22,287.49	-8%	\$ 24,241.18	-21%	\$ 30,743.43	LCL CRT ENHANCEMENT
		0	\$ 1,074.72	-62%	\$ 2,860.56	-3%	\$ 2,942.78	0%	\$ 2,935.79	JCEF TO TOWN
		0	\$ 869.70	-63%	\$ 2,344.96	10%	\$ 2,134.35	0%	\$ 2,137.42	CVMO ADDL EQP\$13
		0	\$ 95.17	-88%	\$ 763.43	-52%	\$ 1,575.76	-33%	\$ 2,354.35	DPS ADDL EQP \$13
		0	\$ 1,504.33	-50%	\$ 3,031.13	-11%	\$ 3,418.98	-25%	\$ 4,554.94	YAV. CTY JAIL FEES
		0	\$ 4.00	-65%	\$ 11.43	-31%	\$ 16.58	107%	\$ 8.00	MVD/ADOT/ADD FEE
		0	\$ 2.01	-83%	\$ 12.00	0%	\$ -	-100%	\$ 0.97	ROC ADDL EQP FEE
		0	\$ 88.42	-81%	\$ 468.32	263%	\$ 129.11	100%	\$ 64.50	YAN TRIBAL POLICE
		0	\$ 72,813.82	-64%	\$ 203,750.00	-13%	\$ 235,443.15	-10%	\$ 261,650.80	STATE TREAS.
		0	\$ 58,490.82	-65%	\$ 167,240.18	-6%	\$ 177,814.66	-1%	\$ 180,021.82	TOWN TREAS.
		0	\$ 142,232.11	-65%	\$ 402,769.50	-10%	\$ 447,716.55	-8%	\$ 484,472.02	TOTAL CHECK



## CAMP VERDE COMMUNITY LIBRARY

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

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### MEMORANDUM

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**TO:** Russ Martin, Town Manager  
**FROM:** Kathy Hellman, Library Director  
**SUBJECT:** Monthly Report – November 2017  
**DATE:** 12/8/2017  
**CC:** Department Heads, Town Council

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**Report from Library Director, Kathy Hellman:** Staff celebrated one year in our new library, Monday, November 6th with cake and cookies set out for patrons to enjoy. It has been a year full of firsts as we have adjusted to our new work environment and duties. Statistics show that, from November 2016 to November 2017 traffic at the library is up 49% and circulation of library materials has increased nearly 38%. Program attendance is up 105% and that is NOT including numbers from community-sponsored programs which we are tracking separately. These are good, but challenging times as public service to our community increasingly demands more time while the necessity of completing all our other tasks has not diminished. Staff at the Library are doing an outstanding job keeping up with the increased workload and each is aware of how much we all depend upon him/her to be here. I feel especially bad when they apologize for calling in sick because they know how hard it is to cover the gaps when we are short-handed, but they really need to stay home and get well. Despite the challenges, we have been grateful for every day that we have had the privilege of coming to work in this beautiful new building. It is truly a pleasure to be here and we continue to feel appreciation for all the support and encouragement from our community.

**Report from Circulation Librarian, Alice Gottschalk:** I would like to publicly welcome Helen Howard as an official Town Employee as of 11/20/2017. Helen began working at the library under NACOG's Senior Community Service Employment Program four years ago and, lucky for us, the Town hired her when her time was up with NACOG. Helen has already made herself quite valuable at the Circulation Desk and we are fortunate to have her. I am also happy to report that three new volunteers joined our team. Two will be working at the circulation desk and one will be volunteering in the Friends Book Nook Welcome Sandy, Patti and Theresa.



**Report from Reference & PC Help Librarian, Gerry Laurito:** The West Study Room has been used twice a month for the past couple of months by Yavapai College to provide outreach and support to students who live in the Camp Verde area. I am working with Doug from the Camp Verde Adult Learning Center to write a grant for new equipment for computer classes that we plan to offer starting in January. I have started working on two programs for adults. The first is a series of conversations around the Vietnam War documentary by Ken Burns. We plan to show and discuss each of the 10 episodes over a 10 week period. The other program is called Story Share, and comes to us from the Library District. The idea is to engage residents of adult living facilities in sharing their “stories” with each other through guided conversations, thus increasing social connections among a demographic that is often isolated.

**Report from Teen Librarian, Zack Garcia:** While I didn’t have many events, November was a productive month. I finished the first chess set with the 3D printer, printed a Death Star tree topper for the Teen Library tree (which I have invited the teens to decorate) and have begun printing nametags for the staff. On December 19, I will be hosting a Holiday Sing-Along in the Fireside room from 4-5:00p, which should be a lot of fun.



**Report from Youth Services Librarian, Nadia Torabi:** In December, we will continue with our weekly and monthly programs, with time changes made to Story Time and Lego Club. Story Time will move back to Wednesdays at 3:00PM and LEGO Club will move to Thursdays at 5:00PM. The reason for this change is so that children relying on their parents can come to the library at a time that is outside of school/work hours. At Family Craft Night, Thursday, December 21st at 4:00PM, we will be making ornaments. The Children’s Library will host FREE Developmental Screenings brought to us by Arizona’s Children Association on December 21st, between 1:00 to 4:00 PM. RSVP is required and can be made with Rainee Crabtree at 602-708-2966 or [rcrabtree@arizonaschildren.org](mailto:rcrabtree@arizonaschildren.org). STEAM Times will include bread-making with former Cottonwood Mayor, Diane Joens, baking and decorating cookies for the Camp Verde Senior Center, and an oil spill challenge to demonstrate what happens when oil spill disasters occur in our waterways.

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!**

**From 07/2017 to 11/2017 our study rooms and meeting rooms have been reserved and used 445 times serving a total of 1,545 people!**





*November 2017 - In This Issue:*

**Update from Your Library Director...**

**What's New...**

**Featuring...**

**Children's Library**

**Teen Library**

**What's Happening?**

**“MUSIC IN THE STACKS”  
THE CAMP VERDE COMMUNITY LIBRARY**

**WITH JACK WILDEN, RAY SEALING, JIM FRENCH,  
MIKE McREYNOLDS, LARRY & LESLIE LATOUR,  
AND MATT FABRITZ**

**THURSDAY, NOV. 9, 5:30PM, FREE, 554-8380**

## **Update from your Library Director...**

Camp Verde Community Library has participated in AZ and Verde Valley SciTech in support of STEM (science, technology, engineering, math) out-of-school learning since 2013. The Children's Library plans S.T.E.A.M. Time (adding A for art) every Friday afternoon. **We are into S.T.E.A.M. and into RAIN** - Rural Activation Innovation Network, an National Science Foundation grant focusing on informal STEM learning.

You could help us support RAIN in better understanding our community needs and interests regarding informal STEM learning. The key to the survey's success is to have input from a wide demographic. No need to have young children or know anything about STEM. **Please take a short survey and be entered to win a \$50 Amazon gift card.**

[RAIN Survey - English](#)  
[RAIN Survey - Spanish](#)

## Call to Artists for Smithsonian Exhibit Art Contest

Winning entry will represent the Verde Valley across the state of Arizona

Local artists and photographers are invited to be a part of the Smithsonian traveling exhibition coming to Camp Verde Community Library. But that's not all, one illustration will be chosen to be included in a takeaway coloring book that will be given to visitors to all 12 sites where the exhibit is displayed in Arizona. [READ MORE...](#)

## What's New...

### VV Photographic Society Exhibit & Opening Reception

Join us for the opening reception of the Verde Valley Photographic Society's Photography Exhibit **Friday, November 10th from 4:30 - 7:30 pm** in the lobby of Camp Verde Community Library. Eight artists collaborated to hang original work. Meet the artists, enjoy sweet treats, and maybe pickup an early Christmas present for yourself or someone you love. [READ More...](#)

### Holiday Wreath Contest & Silent Auction

The holidays are right around the corner. Friends of Camp Verde Library is sponsoring a wreath decorating contest. The wreaths will be on display at Camp Verde Community Library from November 10th through 24th where they will be sold by silent auction, with Friends as the beneficiary of the auction. Prizes will be awarded in several categories. Join us Friday, 11/10 for the opening reception and wreath preview from 4:00p-7:00p! [READ More...](#)

### Yavapai County Master Gardener Volunteer Training Class

The sixteen week course starting February 6, 2018 and ending May 22, 2018 will be held on Tuesday mornings, 9:00am to 12:30pm, at Camp Verde Community Library. [Applications](#) are required, as a maximum of 30 attendees can be accepted due to space limitations. The [application](#) must be postmarked by December 1, 2017, or it may be scanned and emailed to [barnesm@email.arizona.edu](mailto:barnesm@email.arizona.edu) by December 1st.

### Physician's Mutual Medicare Seminar

Turning 65 and new to Medicare? Already on Medicare and just want an update? Please join us **Saturday, November 18th at 10 am** in the Copper Room for an informational seminar on the different parts of Medicare and your options. Please RSVP to Gail Sauers @ 602.571.9523. Seating is limited.

### Verde Valley Holiday Passport

Want to shop locally this holiday season? Local First Arizona is working to increase customer traffic to our amazing independent businesses with the Verde Valley Holiday Shopping Passport. Let us help you find special gifts and holiday celebration needs while exploring Verde Valley retail locations at the same time. Pickup your holiday passport at the Library. [READ More...](#)

## For MUSIC LOVERS - FEATURING...



**Freegal® Music** is a FREE music service provide by your library. All you need is your library card number and PIN. Freegal offers access to more than 13 million songs, including Sony Music's catalog of legendary artists. In total the collection is comprised of music from over 40,000+ labels with music that originates in over 100 countries. There is no software to download, and there are no digital rights management (DRM) restrictions.

- More than 1,000,000 Albums
- In excess of 40,000 Music Videos
- Ongoing weekly releases.
- On average 10,000 songs added each week
- Simultaneous release of chart topping music with consumer sites.
- More than 200 genres of music

## CHILDREN'S LIBRARY Highlights

### Thursday 11/16 @4p Family Craft Night

Make seed balls and toss them outside to help feed the birds this winter and grow new flowers next Spring!

### Story Time Wednesdays @10:00a

Stories and crafts for preschoolers.

### Lego Club moves to Thursdays @5:00p

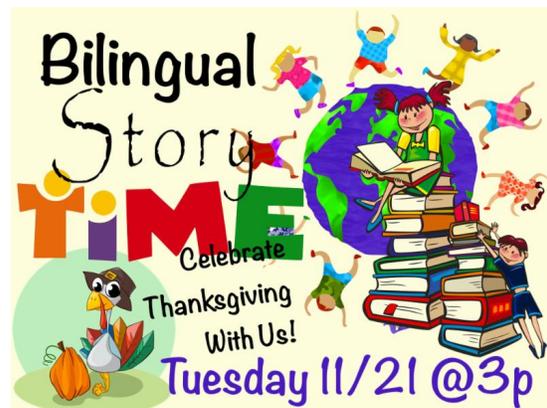
Do your teens play games with Zack on Thursdays? Kids and Tweens join Miss Nadia for new Lego challenges.

### Every Friday at 1:00p S.T.E.A.M. Time

Find out why leaves change colors and learn about robotic hands.

### Wednesday, 11/21 @3p Bilingual Story Time

Join us to celebrate Thanksgiving through stories and crafts.



## TEEN LIBRARY

### Game Night with Zack - Thursdays @5:00p

Lay aside your tablets & smartphones, close that laptop and join with other teens to play games with Zack.

### All-Ages Magic the Gathering (MTG) - Saturday, 11/25 @12:00p

Sign-up with Zack in the Teen Library.

### Soul Support - Wednesdays @3:30p

Teens read, write & speak poetry and prose. We are looking for teens who want to publish their original work on the library website. Accompanying photography or artwork is also welcome.

## What's Happening?

### Friday, 11/10

4:00p-7:00p Friends of Camp Verde Library Wreath Viewing

4:30p-7:30p Verde Valley Photographic Society Art Show Opening Reception

**Saturday, 11/10 LIBRARY CLOSED: Veterans Day**

**Monday, 11/13**

10:00a Writer's Critique Group ([details](#))

**Tuesday, 11/14**

10:00a Open Book Club ([details](#))

**Wednesday, 11/15**

3:30p Let's Talk: Meet the Press READ More...

**Thursday, 11/16 [READ More ...](#)**

4:00p Verde Valley Photographic Society Meeting

5:00p-7:00p Essential Oils FREE Class: Happiest Holidays Ever? The Nose Knows!

6:00p Verde Valley Special Needs Parent Group

**Friday, 11/17**

9:00a Grief Support Group - Open to Everyone

9:00a-11:30a Federal Casework Assistance from Tom O'Halleran's Office

**Saturday, 11/18**

9:30a-11:30a Physician's Mutual Medicare Seminar

**Tuesday, 11/21**

10:00a Writing for Fun & More ([details](#))

**Thursday & Friday, 11/23 & 11/24 LIBRARY CLOSED: Thanksgiving Holiday**

**Monday, 11/27**

6:00p Camp Verde Business Alliance Meeting

**Friday, 12/01**

9:00a - 3:00p NAH Free Non-Fasting Biometric Health Screening

**Saturday, 12/02**

9:30a-11:30a Physician's Mutual Medicare Seminar

**FREE Friday Family Movie Special Double-Feature 11/17 starting @5:00p [Learn More ...](#)**

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	Nov-17	Nov-16	% change	YTD-FY18	YTD-FY17	% change
<b>In-Library Uses</b>						
Traffic Count	7,363	7,391	-0.4%	42,192	28,295	49.1%
New Cards Issued	80	188	-57.4%	510	426	19.7%
Public Computer Sessions	1,339	1,389	-3.6%	7,219	7,394	-2.4%
Early Literacy Computer Use	135	69	95.7%	725	233	211.2%
Requests for Computer Help	78	189	-58.7%	526	585	-10.1%
Reference Questions	138	113	22.1%	990	655	51.1%
Study Room Uses	35	n/a		293	n/a	
Study Room Use - Hours	71	n/a		588	n/a	
Study Room Use - People Served	60	n/a		458	n/a	
Community Room Uses	23	n/a		152	n/a	
Community Programs Attendance	146	n/a		1,087	n/a	
<b>Total In-Library Use</b>	<b>9,133</b>	<b>9,339</b>	<b>-2.2%</b>	<b>52,162</b>	<b>37,588</b>	<b>38.8%</b>
<b>Library Programs</b>						
Adult Programs	10	18	-44.4%	58	92	-37.0%
Adult Program Attendance	138	137	0.7%	1,011	452	123.7%
Children's Programs	14	n/a		101	n/a	
Children's Program Attendance	47	n/a		929	n/a	
Teen Programs	5	n/a		52	n/a	
Teen Program Attendance	58	n/a		334	n/a	
<b>Total Library Program Attendance</b>	<b>243</b>	<b>328</b>	<b>-25.9%</b>	<b>2274</b>	<b>1108</b>	<b>105.2%</b>
<b>Circulation</b>						
Items Checked Out	4,973	4,457	11.6%	26,847	19,074	40.8%
Items Checked In	5,043	4,228	19.3%	27,718	20,427	35.7%
Renewed Items	821	824	-0.4%	4,708	3,589	31.2%
<b>Total Circulation</b>	<b>10,837</b>	<b>9,509</b>	<b>14.0%</b>	<b>59,273</b>	<b>43,090</b>	<b>37.6%</b>
<b>Circulation Areas of Interest</b>						
Audio Books	263	182	44.5%	1,267	866	46.3%
Playaway MP3 Books	125	120	4.2%	508	446	13.9%
DVDs & Movies	1,930	1,479	30.5%	10,248	6,979	46.8%
eBooks	376	354	6.2%	1,930	1,803	7.0%
Laptops & iPads	1	0		26	15	73.3%
Large Print	395	224	76.3%	1,637	933	75.5%
Magazines	75	25	200.0%	446	425	4.9%
Spanish Material	19	0		92	22	318.2%
Children's Material	1,149	1,460	-21.3%	5,756	5,143	11.9%
Teen's Material	823	428	92.3%	3,064	1,840	66.5%
<b>Transits, HOLDS &amp; InterLibrary Loans</b>						
HOLDS Filled	933	511	82.6%	4,755	2,836	67.7%
Transit Items Sent & Received	1,597	910	75.5%	7,984	5,864	36.2%
CVCL ILL Items Going Out	21	1	2000.0%	54	92	-41.3%
ILL Items for CVCL Patrons	11	3	266.7%	58	14	314.3%
<b>Total Transit, HOLDS &amp; ILL Activity</b>	<b>2,562</b>	<b>1,425</b>	<b>79.8%</b>	<b>12,851</b>	<b>8,806</b>	<b>45.9%</b>
<b>Library Volunteers</b>						
Number of Volunteers	31	36	-13.9%	169	158	7.0%
Number of Hours Given	627	703	-10.8%	2,903	2,849	1.9%
Average Hours/Volunteer	20.2	19.5	3.6%	17.2	18.0	-4.7%
<b>Collection &amp; Development</b>						
New Kids & Teen Material Added	44	5	780.0%	235	120	95.8%
New Books Added	189	81	133.3%	618	454	36.1%
New Audio-Visual Material Added	7	65	-89.2%	214	249	-14.1%
<b>Total Items Added</b>	<b>196</b>	<b>146</b>	<b>34.2%</b>	<b>832</b>	<b>703</b>	<b>18.3%</b>

<b>Mending &amp; Donations</b>							
Items Mended or Repaired	131	30	336.7%	253	282	-10.3%	
Donations Processed	1,623	2,031	-20.1%	7,911	2,941	169.0%	
Donations Cataloged	84	121	-30.6%	451	309	46.0%	
<b>Online Public Access Catalog</b>							
OPAC Searches	5,553	16,184	-65.7%	39,477	62,087	-36.4%	
<b>Library Website</b>							
Sessions	3,000	n/a		13,400	n/a		
Users	2,200	n/a		9,200	n/a		

**MONTHLY REPORT FOR NOVEMBER 2017**  
**BUILDING DIVISION**

Attended two meetings with representatives of the proposed animal sanctuary and C.D. staff. Attended the All Hands meeting. Met with the Registrar of Contractors regarding a construction investigation. Met with Code Enforcement and a homeowner concerning building without a permit. Had conference with a local contractor and the proposed 2018 Building Codes. Issued a Temporary Certificate of Occupancy for O'Reilly's.

Attended the Department Head meeting for the C.D. Director. Went to the Grand Canyon Chapter meeting for AZBO in Prescott. Formulated a cohesive policy for dealing with "tiny houses." Namely if it is on wheels it is an R.V. and we do not inspect, certify or issue certificates of occupancy for them. They are regulated by the Recreational Vehicle Industry Association.

Took a week of vacation over the Thanksgiving Holiday. Met with a local contractor regarding five (5) duplexes under construction. Worked with the Fire Marshal on closing out a few issues and standards for fire protection on construction sites. Started preliminary work on the 2018 Fire Codes. Will open bids for the abatement of dangerous structures next week and chose a contractor for the next five (5) year period.

Completed 68 building inspections, 23 residential plan check reviews, 5 commercial plan check reviews, 66 phone calls, 12 meetings, 5 miscellaneous site inspections, 12 miscellaneous postings, 2 transmittals, 10 business licenses issued.



Robert Foreman CBCO  
Building Official

**Community Development Director's  
Monthly Report  
November 2017**

The CD Director met with various departments and citizens to discuss various potential development projects, potential code amendments and general interdepartmental coordination. There has been significant interest in RV Park development in Camp Verde, one proposed park is in the planning/application stage and a larger park is in the due diligence/concept stage. Two other parties inquired about the specific zoning for prospective sites and what process would be needed to develop RV parks. The rezoning for the Abide Maternity Home and a set of Text Amendments to the Planning & Zoning Ordinance were approved by Council. The Use Permit for Agri-tourism for an Animal Sanctuary and Healing Ranch was heard at Planning & Zoning Commission and will move forward to Council in December.

Additionally, there are several zoning actions which have completed the neighborhood meeting phase and the applicants are working with the Department to proceed with Town processes including a proposed 585 unit gated manufactured home park with amenities, proposed Cell Tower, and a meat processing facility. Public Works began processing a street abandonment/dedication for Hualapai Drive/Dickson Circle. A second cell tower received zoning verification for proposed modifications and will move forward to the administrative review/building permit phase. The new Taco Bell and Circle K are under construction; O'Reilly's was finally able to open.

The CD Director met with staff and discussed and guided staff with respect to various issues that presented themselves relating to Code violations and development issues.

# BUILDING MONTHLY REPORT

<b>NOVEMBER 2017</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH</b>	<b>2017-2018</b>
PERMITS ISSUED	52	47	383
PERMITS FINALED	30	18	301
PLAN REVIEWS PERFORMED	28	31	230
INSPECTIONS PERFORMED	68	61	854
PHONE CALLS RECEIVED	382	414	4926
BUSINESS LICENSES REVIEWED	10	4	185
BUSINESS LICENSE INSPECTIONS	0	1	17
MISCELLANEOUS SITE INSPECTIONS	5	21	129
<u>BUILDING VIOLATIONS</u>			
Dangerous Building	0	1	6
Stop Work Order	0	1	4
Grading Without Permit	0	0	0

MISCELLANEOUS:

**Code Enforcement**      **Fiscal Year 2017-2018**

Abatements as of November 1<sup>st</sup> 2017:

<b>Location</b>	<b>Total Cost Per Nuisance Abatement</b>
1985 W Park Verde	\$285.00
1080 W Relo	\$120.00

Total \$ 405

Budgeted Amount \$7,500. Balance \$7,095

**Code Enforcement:**

Total Complaints: 29

Violations Found: 48

Violation Not Found: 2

Cases Closed: 10

Open Complaints: 39

Abatements: 2

## **Monthly Report for Planning & Zoning Items**

**Month/Year: November 2017**

Zoning Clearances Completed:

Residential: 12

Commercial: 3

Zoning Verifications: 0

Administrative Reviews: 1

Minor Land Divisions: 0

Temporary Use Permits: 1

Zoning Map Change: 1 Follow up; 2 Pending

Street Abandonment: 1 Pending

Use Permits: 1

Board of Adjustment Meetings: 0

Planning Commission Meetings: 1

PZC Items to Town Council: 2

Ordinances/Resolutions Adopted: 2

Phone Calls Processed: 162

11/30/2017 7:47 AM

## PROJECT VALUATION AND FEE REPORT

PROJECTS: All

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

ISSUED DATES: 11/01/2017 THRU 11/30/2017

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

STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESC
20170404	11/01/2017	HUFFMAN FAMILY REVOCABLE TR	4390 CAUGHRAN RD	OWNER	SOLA
20170407	11/01/2017	WRIGHT, LARRY	1973 CENTRAL LANE	SOLARONE	SOLA
20170408	11/01/2017	PORTER, ORVILLE	611 ELK DRIVE	SOLARONE	SOLA
20170409	11/01/2017	MILLER, CHARLES	1046 LEWIS LANE	SOLARONE	SOLA
20170410	11/02/2017	ELIO FAMILY TRUST	2524 PAINT DRIVE	TIERRAVERD	RESI
20170411	11/02/2017	MIDDAUGH, WILLIAM	3540 PRESERVE DRIVE	SOLARONE	SOLA
20170414	11/06/2017	BONDURANT, EVERT AND DEYNI	1975 MONDALE LN	ALL ABOUT	FENC
20170415	11/07/2017	HUALAPAI INVESTMENTS, INC.	1602 STATE ROUTE 260	SIGNSPLUS	POLE
20170416	11/07/2017	TOWN OF CAMP VERDE PUBLIC W	NA HUALAPAI DR	OWNER	STRE
20170417	11/08/2017	BASSOUS, BEN AND JESSICA	1770 THEO COURT	OWNER	FENC
20170418	11/09/2017	TOWN OF CAMP VERDE	1000 HWY 260	OWNER	COMM
20170419	11/10/2017	LYNCH FAMILY LIVING TRUST	2342 MUSTANG LN	277662	SOLA
20170420	11/09/2017	WOOTAN, ROBERT & SHAWNA	2380 SQUAW PEAK RD	OWNER	ZONI
20170421	11/09/2017	FINICAL, CHARLOTTE	1550 HORSESHOE BEND	OWNER	RESI
20170422	11/14/2017	NEW BEGINNINGS CHURCH OF TH	644 7TH ST	SUNRENEUSO	SOLA
20170423	11/15/2017	BROGDON, TEL & CHRISTINA	967 SAYLA LANE	GUERRAMOB	MANU
20170424	11/15/2017	CRON, DAVID	134 HOLLAMON ST	OWNER	RESI
20170425	11/15/2017	MATTERN, SUZZANNE	500 DAKOTA DRIVE	SOLARONE	SOLA
20170426	11/16/2017	FRANKS, SHANE & AMELIA	200 HARRIS LN	BUILDERSWH	RESI
20170427	11/20/2017	NEW BEGINNING CHURCH (CHURC	644 7TH ST	SUNRENEUSO	SOLA
20170428	11/20/2017	PARSONS, DAVID & BARBARA	205 SUNLAND DR	LYON&SONMO	MANU
20170429	11/20/2017	BAYNE, BRENT	626 PARK CIRCLE	SOLARCITY	SOLA
20170430	11/21/2017	PARSONS, DAVID & BARBARA	205 SUNLAND DR	LYON&SONMO	RESI
20170431	11/21/2017	JOHNSON, KENT & JESSICA	4320 CANYON DR	ARIZONA	SOLA

11/30/2017 7:47 AM

PROJECT VALUATION AND FEE REPORT

PROJECTS: All  
APPLIED DATES: 0/00/0000 THRU 99/99/9999  
ISSUED DATES: 11/01/2017 THRU 11/30/2017  
EXPIRE DATES: 0/00/0000 THRU 99/99/9999  
STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESC
20170432	11/22/2017	COAL CREEK CONSULTING	608 GENERAL CROOK TRL	OWNER	ZONI
20170433	11/27/2017	PARKSIDE COMMUNITY CHURCH	401 CAMP LINCOLN RD	TIERRAVERD	MONU
20170434	11/27/2017	LAJOIE, HARRY	2264 DERBY DR	OWNER	RESI
20170435	11/27/2017	VERDE FAIR & RECREATION ASS	1738 ARENA DEL LOMA	OWNER	TEMP
20170436	11/28/2017	MEZULIS, EDWARD & KRISTE	4451 CAUGHRAN RD	277662	SOLA
20170437	11/29/2017	RUDD, LARRY	2040 DERBY DRIVE	BUILDERSWH	RESI
*** TOTALS ***		NUMBER OF PROJECTS:	30	VALUATION:	4

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:  11/01/2017 THROUGH 11/30/2017  
USE SEGMENT DATES:  NO  
EXPIRE RANGE FROM:  00/00/0000 THROUGH 99/99/9999  
USE SEGMENT DATES:  NO

-----  
PRINT OPTIONS

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

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

PROJECTS: All

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

ISSUED DATES: 11/01/2017 THRU 11/30/2017

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

STATUS: ALL

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

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	
04-RES - RESIDENTIAL ACCESSORY	2	56,250.00	1
13-COM - COMMERCIAL ALTER/REMODEL	1	1,500.00	
DEMO-RES - RESIDENTIAL DEMOLITION	1	0.00	
ELE-RES - RESIDENTIAL ELECTRICAL	2	6,500.00	
FENCE - FENCE	2	15,867.00	
MECH-RES - RES - MECHANICAL	2	13,500.00	
MH - RES - MANUFACTURED HOME	2	145,081.00	1
SIGN-MONU - SIGN - MONUMENT	1	2,540.00	
SIGN-POLE - SIGN - POLE	1	21,200.00	1
SOLAR - SOLAR INSTALLATION	12	199,088.50	3
Z-ST - STREET ABANDON/NAME CHANG	1	0.00	2
Z-TEMPUSE - TEMPORARY USE	1	0.00	
Z-ZONING - ZONING REVIEW	1	0.00	
ZC - ZONING CLEARANCE	9	5,600.00	
*** TOTALS ***	38	467,126.50	11

PROJECTS: All  
 APPLIED DATES: 0/00/0000 THRU 99/99/9999  
 ISSUED DATES: 11/01/2017 THRU 11/30/2017  
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999  
 STATUS: ALL

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

BUILDING CODE - DESCRIPTION	# OF PROJECTS	# OF SEGMENTS
*BLANK* - *BLANK*	9	9
COMREM - COMMERCIAL REMODEL	1	1
DEMO-RES - RESIDENTIAL DEMOLITION	1	1
ELE-RES - RESIDENTIAL ELECTRICAL	2	2
FENCE - FENCE	0	2
MECH-RES - RESIDENTIAL MECHANICAL	2	2
MH - MANUFACTURED HOME	0	2
RES - RESIDENTIAL ACCESSORY BUILDING	0	2
SIGN-MONU - MONUMENT SIGN	0	1
SIGN-POLE - POLE SIGN	0	1
SOLAR - SOLAR INSTALLATION	12	12
ST - STREET ABANDONMENT	1	1
Z-TEMP - TEMPORARY USE PERMIT	1	1
ZONING - ZONING REVIEW	1	1
*** TOTALS ***	30	38



## *Risk Management Memorandum*

To: Mayor and Council  
From: Carol Brown, Risk Manager *CB*  
Date: December 10, 2017  
Cc: Department Heads/Safety Committee  
Re: Risk Manager's Monthly Report ending November 30, 2017 (Snapshot only)

---

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

Cancelled insurance on vehicle

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

- Department Head meetings (2)
- Active Shooter and Workplace Violence
- AMRRP Qtly. Loss Control Committee meeting
- Admin's Qtly. Safety Meeting
- Met w/Red Cross – supplies on Town premises
- Safety Officer (4)
- Update to Town Mgr. re: Risk Mgmt.
- Council after action mtg.(1)
- Webinar: Changing Public Perception Through Social Media
- Table Top Exercise and PSA to local Newspapers – Nov. 2<sup>nd</sup> (pic below)
- Town emergency planning and multijurisdictional hazard mitigation plan with the Fort's Mgr.



**Incidents/Claims/Restitution/Collections**

- Processed payment - damage to two vehicles

**Risk Management Highlights:**

- Legal: allocated attorney invoices, on-going claims mgmt., reviewed agreements for rate study, fire extinguisher protection and encroachment easement
- Entered OSHA's 300A on-line reporting re: work-related injuries and illnesses
- Finalized loss control audit at industrial yard
- Prepared what to do if: guidelines for matters not in Town Personnel Manual or Town Code
- Helpful information: preparing for emergencies in our personal lives. Clerk placed on website.
- Data entry of VIP's information in SafePersonnel
- Researched legitimate vendor for release of W-9
- Organized safety committee members appreciation lunch
- E-mailed individual Incident Command System responsibilities to respective employees
- Stocked Emergency Operations Center (EOC) supplies
- Prepared emergency operations binder for staff working as risk manager
- Budget stats to Finance Director
- Processed 12 certificates of insurance

In response to a council member's inquiry, the following mitigations were taken to prevent and reduce the severity of vehicle accidents:

- Distributed Risk Pool's 'Safe Driving is No Accident' posters
- A Town department sent their staff to a experiential driver's training course
- E-blast to employees to avoid distracted driving and park vehicles in a manner that that will permit employees to drive forward v. backing up
- Launched 5 mandatory SafePersonnel driving courses to employees during a 3 year period
- Safety Officer reminded an employee not to drive while using their communication device
- Pending availability, Risk Mgr. meets with appraisers after a vehicle accident
- Worked with Sgt. and provided data for presentation to Sr. Staff at CVMO
- Accidents are investigated depending on severity by Town staff or another agency
- Town Manager:
  - Reminded employees at an all-hands meeting to drive safely
  - implemented drug/alcohol testing to clear employees if they are involved in a town vehicle accident

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