

October 2019 Monthly Report



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

DEPARTMENT HEAD INFORMATION

Town Clerk	Vacant	554-0021
Finance Director	Mike Showers	554-0811
Economic Development	Steve Ayers	554-0007
Marshal	Corey Rowley	554-8301
Engineer/Public Works	Ron Long	554-0821
Magistrate	Paul Schlegel	554-0031
Librarian	Kathy Hellman	554-8381
Community Development	Carmen Howard	554-0054
Risk Management	Carol Brown	554-0003
Human Resource Director	Brandy Cabbrera	554-0011



Memorandum

To: Mayor and Council
From: Russ Martin, Town Manager
Date: November 20, 2019
Cc: Department Heads
Re: Manager's report for the period ending October 31, 2019

The following is the Manager's report regarding activities in the month of October 2019:

Halloween

Again what a huge success, it seems to get bigger each year with more participating. Thanks to all the staff who worked prepping, cleaning and ultimately in some cases participating making this a great memorable event every year.

Watershed Conference

Attended with many council/staff. This was another opportunity to focus discussion and potentially future policy regarding our water/river. The finalization of the report card on what we are and are not doing well in the valley will drive the future conversations and hopefully we will work on policies/priorities increase the "grade" in future reviews in areas such as quality/quantity, community engagement and enjoyment.

NeoGov

Began training and implementation schedule. This is going to need the new staff in HR to move forward. Expected roll out once staff is able to get through orientation. This online presence for HR will significantly improve our reputation and increase future connection with people searching/applying for our jobs

ICMA National Conference

Absolutely amazing experience. This is the third time in 15 years of management experience I was able to attend. It was a great opportunity to see what others around the nation and frankly the world are doing in their community. Specifically, I attended and gained understanding, etc. on topics such as Opportunity Zones, Civility in the public forum, Library's future, Tribal relationships, my credentialing process, work place safety and morale. It is a significant privilege to work in local government especially as the manager and great keynotes daily reminded me of this.

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



Office of the Town Clerk October 2019

Note from the Deputy Clerk: I believe that most everyone already knows that Judy found a Clerk position in Colorado and her last day was October 11, 2019. I enjoyed working with her and she will be missed, but she has an exciting career ahead of her.

Business License 2019

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
New*	16	14	9	13	5	10	7	11	13	7		
Renewal notices	77	76	65	60	57	58	64	73	62	59		
Total on File*	799	804	799	810	804	803	808	797	807	800		

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	15	6	4
Renewal notices	87	87	85	65	34	62	75	74	69	65	77	82
Total on File*	858	854	830	799	813	820	804	802	809	795	807	782

*does not include Non Profits or Special Event Vendors

INFORMATION/RECORDS REQUEST 2019

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Number of Requests 2019	9	9	See attached	See attached	*	*	*	*	*	*			
Number of Requests 2018	8	15*	16	10	11	17	14	16	6	13	7	11	131
Number of Requests 2017	6	5	10	6	9	6	6	6	3	4	3	2	51
Number of Requests 2016	3	3	2	3	9	11	4	4	2	2	3	0	46

Records Request: * see attached log, there were 8 new requests in October

Training:

Virginia Jones, Deputy Town Clerk

LICENSES: 0002 THRU ZZZZZZZZZZ

SORTED BY: LICENSE NUMBER

ORIGINATION DATES: 10/01/2019 TO 10/31/2019

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	PHONE #	MAILING ADDRESS	PROPERTY ADDRESS
3690	CONT	AZ STATE SIGNS		7900 N 67TH AVE STE 101 GLENDALE, AZ 85303	OUT OF TOWN
		COMMENTS:		[REDACTED]	
3691	SERV	NON-PROFIT VFW RIDERS GENERAL CROOK CHAP		PO BOX 3637 CAMP VERDE, AZ 86322	377 W ST RTE 260
		COMMENTS:		[REDACTED]	
3692	SERV	YOUR NEIGHBORHOOD HANDYMAN		312 W HEREFORD DRIVE CAMP VERDE, AZ 86322	312 W HEREFORD DRIVE
		COMMENTS:		[REDACTED]	
3694	REST	COPPER STATE PIZZA		4782 E COMANCHE DRIVE COTTONWOOD, AZ 86326	OUT OF TOWN
		COMMENTS:		[REDACTED]	
3695	CONT	BRADLEY ELECTRIC INC		2605 E ADMAS STREET PHOENIX, AZ 85034	OUT OF TOWN
		COMMENTS:		[REDACTED]	
3696	SERV	AARON'S CHINMEY		4050 FORESTGLEN ROAD RIMROCK, AZ 86335	
		COMMENTS:		[REDACTED]	
3697	SERV	CAMP VERDE 24 HOUR STORAGE		603 N INDUSTRIAL DRIVE CAMP VERDE, AZ 86322	
		COMMENTS:		[REDACTED]	

TOTAL LICENSES: 7

9/30/2019	K KREMER	PLOT PLAN 404-19-078	COMPLETE	X				2 PAGES
10/8/2019	L SHORT	PERMITS 172 SUNLAND DR	COMPLETE	X			NO RECORD	
10/9/2019	W WINSLOW	PERMITS 404-20-023	COMPLETE	X				2 PAGES
10/9/2019	R WALMSLEY	PERMITS 404-20-029	COMPLETE	X				17 PAGES
10/9/2019	A GOETTING	ALL EMAILS FOR B BRIDGE BETWEEN 01-01-2014 AND 01-01-2018	IN PROGRESS	X			TICKET 26338	
10/9/2019	A GOETTING	EMAILS BETWEEN TOWN STAFF AND ALEXANDRIA WRIGHT BETWEEN 01-01-2014 AND 01-01-2018	PENDING	X			TICKET 26337	
10/10/2019	B GEORGE	HOW MUCH MONEY HAS BEEN GIVEN TO THE ARENA	COMPLETE	X			EMAILED 10-23-2019	
10/17/2019	R WOOD	PERMITS 1040 W BUFFALO TRAILS	COMPLETED	X				11 PAGES
10/21/2019	S THOMPSON	404-18-075	COMPLETED	X				2 PAGES
10/23/2019	J HACKER	COPY OF COMPLAINT C19-12 RESPONSE	COMPLETED			X	10/23/2019	5 PAGES
10/29/2019		ITE PLAN 403-16-001k		X			10/29/2019	4 PAGES

8/22/2019	A GOETTING	EMAILS COUNCILOR MURDOCK BETWEEN 01-01-2013 TO 08-22-2019 INVOLVING JOHN TEAH, BOLERS, JULIE SCOTT, STEVE AYERS, CARMEN HOWARD, VERDE BREWING, RUSS MARTIN	COMPLETE	X			TICKET 24970 PLACED ON JUMP DRIVE	1855 EMAILS
8/26/2019	T PETER	PLOT PLAN 404-03-055	COMPLETE	X			8/26/2019	1 PAGE
8/28/2019	A GOETTING	E-MAILS BETWEEN MANNY ROMERO AND CARMEN HOWARD, RUSS MARTIN, STEVE AYERS. JULIE SCOTT	COMPLETE	X			TICKET 25132 PLACED ON JUMP DRIVE	92 EMAILS
9/5/2019	A DEARMEN	PLOT PLAN 404-19-063B	COMPLETE	X			9/5/2019	1 PAGE
9/5/2019	M KRUMWIEDE	PERMITS 404-19-063B,063C, 152K	COMPLETE	X			9/5/2019	11 PAGES
9/9/2019	A GOETTING	UPDATE ON REQUESTS SINCE 01-01-2019 TO 09-09-2019	COMPLETE	X			9/9/2019	12 PAGES
9/10/2019	A GOETTING	DOCUMENTS REQUESTED BY M ROMERO ON 8-21-2019 AND REINSTALL WHITMIRE 2017 EMAILS	COMPLETE	X			9/11/2019	27 PAGES
9/11/2019	D JENKINS	COPY OF CODE ENFORCEMENT RESIGNATION LETTR	COMPLETE			X	9/11/2019	1 PAGE
9/13/2019	J OSSES	PERMITS FOR 404-22-006C		X			9/13/2019	1 PAGE
9/19/2019	S GOETTING	EMAILS STEVE AYERS, CARMEN HOWARD, CCJB HOLDINGS, JOHN BRADSHAW	COMPLETE	X			TICKET 25783 PLACED ON JUMP DRIVE	

8/9/2019	A GOETTING	ALL EMAILS FOR SEBRA.CHOE@CAMPV ERDE.AZ.GOV FROM JANUARY 2015 TO AUGUST 8, 2019	PENDING-Spoke with Steve Goetting on 11-18-2019, explained to broad, he will speak with Alex to revise. 11-21-2019 received email. Does not want to change the request	X			TICKET 24576 2015-2016 ON JUMP DRIVE	
8/8/2019	A GOETTING	ALL EMAILS FOR AYERSONA@COMMSP EED.NET BETWEEN JANUARY 2014 TO AUGUST 8, 2019	COMPLETED	X		9:30.2019		
8/13/2019	ALLYSA	CERTIFICATE OF OCCUPANCY 403-23-150a	COMPLETE	X		8/13.2019		
8/14/2019		CERTIFICATE OF OCCUPANCY 404-28-087 NAPA	SAME	X		8 20/2019		1
8/14/2019		CERTIFICATE OF OCCUPANCY 404-28-087	SAME	X		8/20/2019		1
8/14/2019	S ARTHUR	PRELIMINARY BID RECORDS SPORTS PARK PHASE 2B	SAME	X		8/14.2019		1
8/21/2019	M ROMERO	ALL RECORDS CASE 20190088 - 20170165	SAME	X		8/21/2019		
8/21/2019	S THOMPSON	PERMITS 403-11-083	SAME	X		8/21/2019		



Town of Camp Verde

August 2019 Operations

	August 2019-2020 Activity	August 2019-2020 Budget	YTD 2019-2020 Activity	YTD 2019-2020 Budget	YTD 2018-2019 Activity
01 - GENERAL FUND					
4 - Revenue	647,244.27	652,071.43	1,176,415.84	1,304,142.86	1,044,217.66
000 - Non-Departmental	596,697.25	580,705.44	1,120,371.11	1,161,410.88	1,024,832.46
120 - Town Clerk	1,250.00	2,315.73	3,925.00	4,631.46	2,562.75
170 - Economic Development	0.00	833.00	0.00	1,666.00	34.00
300 - Municipal Court	27,548.52	12,911.50	5,932.98	25,823.00	-6,519.24
400 - Public Works/Engineer	0.00	166.60	0.00	333.20	0.00
500 - Community Development	31.75	0.00	41.75	0.00	0.00
510 - Building Department	13,696.66	17,493.00	21,189.68	34,986.00	8,131.48
520 - Planning & Zoning	1,321.01	4,165.00	6,863.26	8,330.00	100.00
600 - Marshal's Department	609.53	16,809.94	1,204.53	33,619.88	1,371.50
610 - Animal Control	5.00	583.10	147.02	1,166.20	1,010.00
700 - Camp Verde Community Library	516.00	7,038.85	640.30	14,077.70	1,449.58
800 - Parks & Recreation	60.00	249.90	105.00	499.80	171.00
810 - Special Events	1,326.00	3,489.00	1,524.41	6,978.00	0.00
820 - Heritage Pool	3,100.55	1,957.55	8,428.55	3,915.10	6,914.70
830 - Programming	1,082.00	3,352.82	6,042.25	6,705.64	4,159.43
5 - Expense	-634,499.00	-696,634.76	-1,399,217.81	-1,393,269.52	-1,302,949.22
100 - Mayor & Council	5,770.70	4,097.51	8,775.90	8,195.02	8,832.67
110 - Town Manager	14,098.12	14,632.43	28,535.02	29,264.86	26,381.78
120 - Town Clerk	14,778.77	16,035.62	29,215.27	32,071.24	28,435.29
130 - Finance	17,867.18	27,812.56	99,062.58	55,625.12	95,079.36
140 - Human Resources	6,096.27	18,160.60	12,388.42	36,321.20	11,679.10
160 - Risk Management	14,975.81	29,931.71	70,751.67	59,863.42	72,537.38
170 - Economic Development	22,357.55	23,881.67	42,104.97	47,763.34	59,338.52
180 - Information Technology Services	15,988.11	17,384.71	28,932.11	34,769.42	21,167.27
300 - Municipal Court	31,787.43	38,124.68	59,025.62	76,249.36	58,961.64
400 - Public Works/Engineer	8,162.90	9,465.32	16,245.16	18,930.64	28,418.91
410 - Storm Water Management	14,678.63	11,645.71	25,399.49	23,291.42	23,282.91
420 - Maintenance	54,939.76	64,050.14	114,212.96	128,100.28	102,335.37
500 - Community Development	10,029.30	10,750.65	20,119.06	21,501.30	18,667.85
510 - Building Department	15,111.80	21,735.00	28,314.92	43,470.00	43,676.88
520 - Planning & Zoning	13,185.34	6,338.67	21,673.47	12,677.34	11,382.49
540 - Code Enforcement	7,326.37	6,875.96	11,987.87	13,751.92	8,929.45
600 - Marshal's Department	252,040.87	253,849.24	522,584.67	507,698.48	440,843.30
610 - Animal Control	4,496.35	5,527.73	8,718.76	11,055.46	8,099.17
700 - Camp Verde Community Library	44,147.04	47,054.47	99,205.02	94,108.94	98,422.19
800 - Parks & Recreation	13,706.27	11,830.62	31,923.00	23,661.24	34,224.12
810 - Special Events	4,758.89	7,567.36	14,646.60	15,134.72	0.00
820 - Heritage Pool	20,001.66	10,278.31	52,015.53	20,556.62	39,986.62
830 - Programming	7,707.63	11,987.25	19,605.63	23,974.50	8,745.91
999 - Non-Departmental	20,486.25	27,616.84	33,774.11	55,233.68	53,521.04
01 - GENERAL FUND Totals:	12,745.27	-44,563.33	-222,801.97	-89,126.66	-258,731.56
20 - HURF/STREETS FUND					
4 - Revenue	285,427.81	63,003.96	285,427.81	126,007.92	79,466.65
480 - HURF	285,427.81	63,003.96	285,427.81	126,007.92	79,466.65
5 - Expense	-42,252.61	-59,312.03	-113,749.63	-118,624.06	-188,285.26
480 - HURF	42,252.61	59,312.03	113,749.63	118,624.06	188,285.26
20 - HURF/STREETS FUND Totals:	243,175.20	3,691.93	171,678.18	7,383.86	-108,818.61
31 - SEWER					
4 - Revenue	420,508.31	673,824.77	566,197.62	1,347,649.54	226,747.17
490 - Sewer	420,508.31	673,824.77	566,197.62	1,347,649.54	226,747.17
5 - Expense	-284,370.64	-696,954.41	-467,643.83	-1,393,908.82	-394,956.93
490 - Sewer	284,370.64	696,954.41	467,643.83	1,393,908.82	394,956.93
31 - SEWER Totals:	136,137.67	-23,129.64	98,553.79	-46,259.28	-168,209.76



Town of Camp Verde

August 2019 CIP

		August 2019-2020 Activity	August 2019-2020 Budget	YTD 2019-2020 Activity	YTD 2019-2020 Budget	YTD 2018-2019 Activity
03 - CAPITAL IMPROVEMENT PROJECTS (CIP) FUND						
Revenue						
03-000-49-500101	OPERATING TRANSFERS IN - GENERAL FUND	0.00	58,060.10	0.00	116,120.20	0.00
03-000-49-500800	OPERATING TRANSFER IN - FED GRANTS	0.00	21,029.08	0.00	42,058.16	0.00
Revenue Totals:		0.00	79,089.18	0.00	158,178.36	0.00
Expense						
03-000-20-800000	EQUIPMENT	0.00	51,099.88	0.00	102,199.76	0.00
03-000-20-840000	LAND	0.00	0.00	0.00	0.00	205,763.48
03-000-20-861110	COMMUNITY PARK DEVELOPMENT	0.00	0.00	0.00	0.00	78.00
03-410-20-841100	STORMWATER PROJECTS	0.00	1,640.17	0.00	3,280.34	7,494.37
03-420-20-751000	BUILDING MAINT	0.00	3,690.10	25,205.00	7,380.20	2,405.07
03-420-20-751600	PARK FACILITIES MAINTENANCE	0.00	1,895.40	0.00	3,790.80	738.00
03-420-20-811225	TOWN KITCHEN REMODEL	0.00	0.00	0.00	0.00	2,629.42
03-480-20-851111	FINNIE FLAT STREETScape	0.00	1,280.23	0.00	2,560.46	0.00
03-480-20-871000	STREET CONSTRUCTION	0.00	27,094.40	0.00	54,188.80	1,955.34
03-480-20-871400	STREET PAVING & MAINT	0.00	16,410.10	0.00	32,820.20	0.00
03-800-20-790300	PROJECTS/PROGRAMS DEVELOPMENT	0.00	0.00	541.71	0.00	0.00
Expense Totals:		0.00	103,110.28	25,746.71	206,220.56	221,063.68
03 - CAPITAL IMPROVEMENT PROJECTS (CIP) FUND Totals:		0.00	-24,021.10	-25,746.71	-48,042.20	-221,063.68

Town of Camp Verde

Revenue Drivers

August 2019

Sources*	Jul-19	In/De %	Jul-19	Jun-19	FYTD Avg	Bud/Month	YTD Bud +/-	LYM Avg +/-	L5YM Avg +/-
City Sales Tax	290,694	-15%	342,931	290,335	316,813	338,629	(43,633)	12,828	22,386
City .65% Increase	62,926	-15%	74,144	62,595	68,535	65,183	6,703	6,722	12,334
State Sales Tax	92,092	-2%	93,535	95,774	92,813	114,508	(43,388)	(1,101)	21,733
VLT	68,877	-3%	70,701	66,819	69,789	68,775	2,029	3,971	20,109
URS	121,114	0%	121,114	113,037	121,114	123,544	(4,861)	8,077	29,021
HURF	74,861	-14%	87,516	89,155	81,189	80,517	1,344	(555)	17,997
Sewer User Fees	106,906	13%	94,807	94,833	100,856	95,950	9,813	12,280	28,356
TOTAL	817,472		884,747	812,548	851,109	887,106	(71,993)	42,222	151,936

* - The above revenue sources (less HURF & Sewer) represent approximately **87%** of the Town's General Fund operating revenues.

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

Bud/Month: This year's monthly budget.

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

LYM Avg +/-: Last year monthly average over/short. The difference between this year's *FYTD Avg* and last year's *FYTD Avg* number.

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 3 year average).



CAMP VERDE MARSHAL'S OFFICE Monthly Report October 2019



Volunteers in Policing (VIPs):

- In total, donated approximately 3484.75 hours to CVMO (monthly record thus far)
- Assisted with:
 - National Night Out
 - Fort Verde Days/10K Run
 - Homeless Training
 - Dump the drugs
 - Trunk or Treat on Main
- Held Auto Theft Vin Etching event

Patrol:

- Promotion of Jeff Patten to Sergeant
- National Night Out
- Fort Verde Days Parade/10K Run
- Trunk or Treat on main
- All patrol participated in MILO training at YCSO
- Mental Health 1st Aid & Road Wise

Dispatch

- Mary and Debbie attended the annual Spillman Conference in Utah
- Dispatch supervisor Mary Newton retired
- Several dispatchers attended crisis intervention training at Yav. College

Administration:

- Chief participated in the GOHS Mult Agency Safety Days event Phoenix
- Chief worked with Matforce to place an RX/Drugs collection bin at Camp Verde Medical Center
- Sergeant Butler attended Internal Investigation training in Peoria
- Hosted Matforce Community Meeting
- Lt. Jacobs hosted Car Seat Safety event at the Camp Verde Head Start

Coffee with a COP:

- The Marshal facilitated the September 29th Coffee with a Cop. The regular scheduled meeting is now taking place on the last Tuesday of each month.

October statistics compared to last year

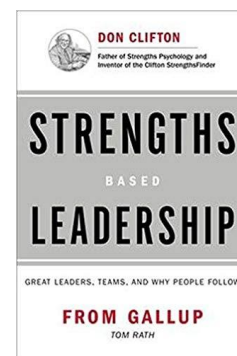
October	2018	2019
Total Calls	746	800
Traffic Stops	118	246
Animal Calls	73	58
Residential Burglary	1	6
Criminal Damage	3	5
Domestic Violence	19	15
All Other	478	470

MEMORANDUM

TO: Russ Martin, Town Manager
FROM: Kathy Hellman, Library Director
SUBJECT: Monthly Report – October 2019
DATE: 11/14/2019
CC: Department Heads, Town Council

Report from Library Director: All Library staff participated in Staff Development Day on October 12 from 9a-4p. We started the day by going through excellent and eye-opening video training: [Librarian's Guide to Homelessness](#) by Ryan Dowd. [Click Here](#) for a short sample of what we saw. After breaking for lunch, we enjoyed a short exercise in Connected Learning from our Teen Librarian, Zack Garcia.

Prior to our training day, we each completed an assessment to determine our individual top five leadership strengths through Clifton Strengths Finder and informed by the book, [Strengths Based Leadership](#), by Tom Rath. The assessment places strengths into four domains: Executing, Influencing, Relationship Building, and Strategic Thinking with a focus on using or relying on our strengths in any given situation, not necessarily about being in a *position* of leadership. Not surprisingly, the current Library team's strongest domain is [Relationship Building](#) followed closely by Strategic Thinking. The team is weakest in Influencing. We learned that people who lead through [Relationship Building](#) "are the essential glue that holds a team together. Without them the group is simply a composite of individuals." And, "*Leaders with exceptional Relationship Building strength have the unique ability to create groups and organizations that are much greater than the sum of their parts.*"



Report from Teen Library: At the beginning of October, I traveled to Seattle for a national training, *Transforming Teen Services: Train the Trainer*, focused on improving teen services in our state. Over the next two years, another community librarian from Pima County, a state librarian, and I will each present 30 hours of training to other librarians across Arizona, facilitating training on **Connected Learning and Computational Thinking**. I am very excited and proud to be a part of this initiative. I also spent a good bit of effort getting ready for the inaugural Verde Valley Game Con! This is basically a big experiment and learning process, so we will take note of everything that does work and change the things that don't for next year's event. To learn more about Game Con, see my interview with Yavapai Broadcasting: <https://youtu.be/fM8GNLIMOa8?t=1329>

Report from Children’s Library: Our Monday night Origami Class has been popular. It is taught by a Levi who is a 7th grader! Family Movie Day is making a comeback. We are excited to show holiday family movies once a month! Halloween was a huge success! The YAC students helped to pass out candy and books. We passed out over 500 used books to the community! It was so fun to see our library families all dressed up in costumes and see us at the gazebo!



Report from Adult Services Library: Seed to Supper: Growing Veggies on a Budget – Starting Monday, November 18 at 5:30 pm a 6-session free gardening course begins. Learn low-cost ways to build healthy soil, plan their growing space, choose crops, care for a growing garden, and harvest their bounty! Classes will be held on the following dates: November 18th, 20th, 25th, & 26th, and December 2nd & 4th. Participants who attend all 6 classes get a free gardening book, seeds, and other goodies. Open to adults 18 and over. Pre-Registration is required. Contact Rebecca at (928) 445-6590 X 239 or rebeccaserratos@email.arizona.edu.

Report from CVARP: Activity increased at CVARP. One student successfully completed all of the testing, and earned his GED. Four other students only have the math test standing between them and their GED. Two of those are students returning to the program after a gap of nearly two years. Thanks to the Library for providing a place where we are visible and can afford to capitalize on the strengths of our program: the ability and the desire to be here for students when they have the need and the time. This month

- we added three new students,
- two Spanish GED students passed the language portion of their GED testing,
- ESL students continue to work on their English skills.

FUN FACT!!

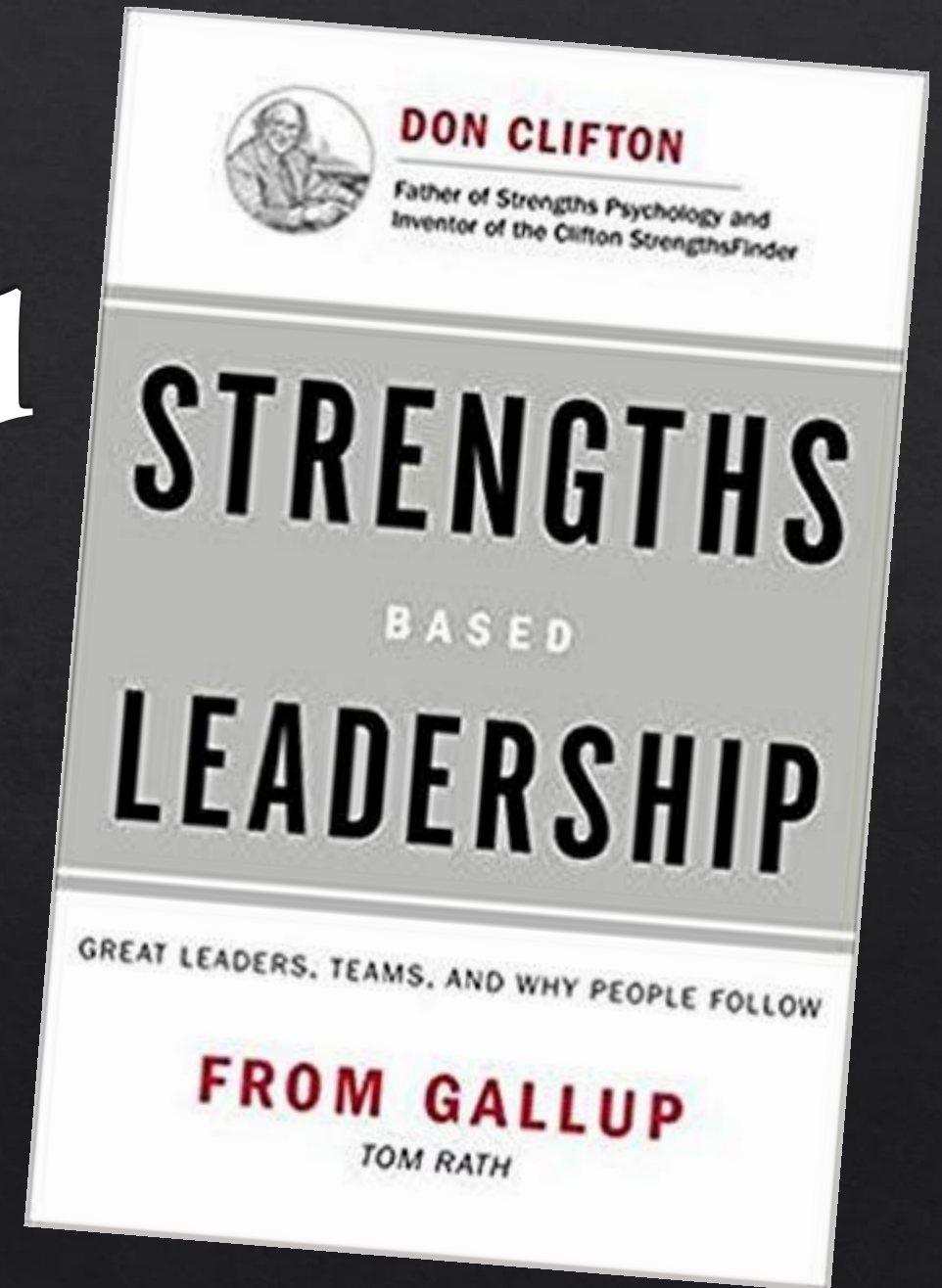
For a taste of what it’s like to work in a public library find and view the movie, [THE PUBLIC](#)
You can actually get a copy of it at your public Library.

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>

	Oct-19	Oct-18	% change	YTD-FY20	YTD-FY19	% change
In-Library Uses						
Traffic Count	9,227	9,769	-5.5%	35,622	37,081	-3.9%
New Cards Issued	76	60	26.7%	283	290	-2.4%
Public Computer Use	1,234	1,499	-17.7%	4,899	5,806	-15.6%
Early Literacy Computer Use	184	162	13.6%	743	633	17.4%
Requests for Computer Help	91	85	7.1%	463	458	1.1%
Reference Questions	93	156	-40.4%	415	621	-33.2%
Study Room Uses	82	65	26.2%	265	246	7.7%
Study Room Use - Hours	135	135	0.0%	524	519	1.0%
Study Room Use - People Served	82	98	-16.3%	303	347	-12.7%
Total In-Library Use	11,204	12,029	-6.9%	43,517	46,001	-5.4%
Library Programs						
Community Room Uses	37	59	-37.3%	154	196	-21.4%
Community Programs Attendance	270	528	-48.9%	1,131	2,126	-46.8%
Adult Programs	19	20	-5.0%	83	59	40.7%
Adult Program Attendance	256	127	101.6%	1,014	512	98.0%
Children's Programs	28	20	40.0%	105	76	38.2%
Children's Program Attendance	187	161	16.1%	838	754	11.1%
Teen Programs	18	15	20.0%	55	45	22.2%
Teen Program Attendance	152	238	-36.1%	643	675	-4.7%
Total Library Program Attendance	865	1054	-17.9%	3626	4067	-10.8%
Circulation						
Self-Checkout Use	1,596	1211	31.8%	5,956	1,465	306.6%
Items Checked Out	5,310	4,847	9.6%	20,552	20,540	0.1%
Items Checked In	6,820	5,485	24.3%	23,959	22,000	8.9%
Renewed Items	985	858	14.8%	3,861	3,278	17.8%
Total Circulation	13,115	11,190	17.2%	48,372	45,818	5.6%
Circulation Areas of Interest						
Audio Books	170	295	-42.4%	826	1,000	-17.4%
DVDs & Movies	2,243	2,066	8.6%	8,964	8,314	7.8%
eBooks	680	484	40.5%	2,811	1,738	61.7%
Laptops & iPads	113	43	162.8%	341	106	221.7%
Magazines	82	93	-11.8%	261	296	-11.8%
VOX Media Books	46	22	109.1%	159	91	74.7%
Children's Material	1,379	1,005	37.2%	4,773	4,321	10.5%
Teen's Material	446	719	-38.0%	2,179	2,743	-20.6%
Transits, HOLDS & InterLibrary Loans						
HOLDS Filled	1,170	985	18.8%	4,750	4,661	1.9%
Transit Items Sent & Received	2,044	1,633	25.2%	7,473	6,451	15.8%
CVCL ILL Items Going Out	29	31	-6.5%	113	127	-11.0%
ILL Items for CVCL Patrons	4	5	-20.0%	20	26	-23.1%
Total Transit, HOLDS & ILL Activity	3,247	2,654	22.3%	12,356	11,265	9.7%
Library Volunteers						
Number of Volunteers	25	34	-26.5%	100	135	-25.9%
Number of Hours Given	523	629	-16.9%	1,948	2,427	-19.7%
Average Hours/Volunteer	20.9	18.5	13.1%	19.5	18.0	8.4%
Collection & Development						
New Kids & Teen Material Added	31	53	-41.5%	250	207	20.8%
New Books & Magazines Added	148	223	-33.6%	799	890	-10.2%
New Audio-Visual Material Added	72	8	800.0%	514	161	219.3%
Total Items Added	220	231	-4.8%	1313	1051	24.9%
Mending & Donations						

Items Mended or Repaired	39	213	-81.7%	348	913	-61.9%
Donations Processed	894	1,083	-17.5%	7,012	6,121	14.6%
Donations Cataloged	86	8	975.0%	510	134	280.6%

Strengths Based Leadership



The FOUR Domains of Leadership Strengths

Executing

Achiever	Discipline
Arranger	Focus
Belief	Responsibility
Consistency	Restorative
Deliberative	

Influencing

Activator	Self-Assurance
Command	Significance
Communication	Woo
Maximizer	

Relationship Building

Adaptability	Harmony
Connectedness	Includer
Developer	Individualization
Empathy	Positivity
Harmony	Relator

Strategic Thinking

Analytical	Input
Context	Intellection
Futuristic	Learner
Ideation	Strategic

Executing

Achiever Arranger Belief Consistency Deliberative Discipline
Focus Responsibility Restorative

Those with dominant strength in the **Executing** domain “know how to make things happen. When you need someone to implement a solution, these are the people who will work tirelessly to get it done.”

“Leaders with strength to execute have the ability to ‘catch’ an idea and make it reality.”

Influencing

Activator Command Communication Competition Maximizer
Self-Assurance Significance Woo

Those with dominant strength for **Influencing** “help their team reach a much broader audience. People with strength in this domain are always selling the team’s ideas inside and outside the organization.”

“When you need someone to take charge, speak up, and make sure your group is heard, look to someone with strength in influence.”

Relationship Building

Adaptability Connectedness Developer Empathy Harmony
Includer Individualization Positivity Relator

People who lead through **Relationship Building** “are the essential glue that holds a team together. Without them the group is simply a composite of individuals.”

“Leaders with exceptional Relationship Building strength have the unique ability to create groups and organizations that are much greater than the sum of their parts.”

Strategic Thinking

Analytical Context Futuristic Ideation Input Intellection
Learner Strategic

People with **Strategic Thinking** strengths “are the ones who keep us all focused on what *could be*. They are constantly absorbing and analyzing information and helping the team make better decisions.”

“People with strength in this domain continually stretch our thinking for the future.”

CVCL TEAM Strengths

Executing	#1	#2	#3	#4	#5	Totals
Achiever						
Arranger						
Belief	*					*
Consistency		*	*			**
Deliberative	**					**
Discipline						
Focus						
Responsibility	*	*		*		***
Restorative	*		*		***	*****

Influencing	#1	#2	#3	#4	#5	Totals
Activator						
Command						
Communication					*	*
Competition			*		*	**
Maximizer				*		*
Self-Assurance						
Significance				*		*
Woo		*				*

Relationship Building	#1	#2	#3	#4	#5	Totals
Adaptability	*	**	*	**	*	*****
Connectedness	*		*			**
Developer		*	*			**
Empathy	**		*		*	****
Harmony	*			**		***
Includer						
Individualization						
Positivity		*		*		**
Relator		*	*			**

Strategic Thinking	#1	#2	#3	#4	#5	Totals
Analytical					*	*
Context	*	*			*	***
Futuristic						
Ideation						
Input	*	**			*	****
Intellection		*	**	*	*	*****
Learner			**	***	*	*****
Strategic						



Community Development

October 2019

Carmen Howard, Community Development Director

Robert Foreman, Chief Building Official

Melinda Lee, Planner/Addressing Official

Cliff Bryson, Code Compliance Officer

Jonathan Rivero, Building Inspector/Plans Examiner

Roxanne Jasman, Administrative Assistant/Assistant Planner

**Community Development
Director's Monthly Report
October 2019**

The CD Director met with various departments and citizens to discuss potential development projects and general interdepartmental coordination. The Department Director is working with other departments on permanent district signs for Downtown. Parks and Rec will be our "Guinea Pig" to roll out the program to our business community. Talented metalworker and town employee Steve Diacek will be helping us create the standards. After our Parks and Rec sign is finished, Community Development will begin outreach to the business community. Verde Ranch Manufactured Home Community continues to move forward and Staff is working with the group on projects that will be coming soon on the commercial portion of their property south of Hwy 260.

The CD Director continues to work with Economic Development and Public Works to further development within the Town according to our guiding plans. CD has been very busy meeting with developers relating to potential projects. The Town will soon see a few commercial projects in the works on both sides of I-17. Staff continues to work on the issue of lack of affordable housing options and has had exciting meetings with several developers who are looking to develop affordable housing projects in Camp Verde. Wee Hollow, the small house subdivision, is in the final plat stage and is tentatively scheduled for Council review before the end of the year.

Staff held interviews in September for the open Code Enforcement position and has welcomed Cliff Bryson to Team Com Dev. Cliff can be seen around Town engaging the community. We are looking forward to the experience and professionalism that we anticipate Cliff will bring to the department. The Department continues to work on improving services and communication with the goal of providing excellent customer service and streamlined processes.



EMPLOYEE OF THE MONTH

October 2019



Melinda Lee

Planner

MONTHLY REPORT FOR OCTOBER 2019
BUILDING DIVISION

Met with the Fire Marshal at a local business to advise the owners. Attended the AZBO institute in Mesa with Building staff for continuing education. Out sick for a week. Had meetings with C.D. Director and Town Manager concerning staffing levels.

Met with C.D. Director, Senior Planner, Sanitary staff, Public Works staff and Developer for the Verde Ranch project to discuss roads and access. Met with C.D. Director and Developers concerning the horse back riding project on Old Highway 279.

Completed 79 building inspections, 27 residential plan check reviews, 10 commercial plan check reviews, 30 phone calls, 10 meetings, 9 miscellaneous site inspections, 4 miscellaneous postings, 5 transmittals and 2 business licenses issued.



Robert Foreman CBCO
Building Official

Monthly Report for Planning & Zoning Items

October 2019:

Zoning Clearances Completed: 32	Inspections: 1
Residential: 23	Residential: 1
Commercial: 9	Commercial: 0
Zoning Verifications: 0	Administrative Reviews: 0
Minor Land Divisions: 0	Lot Line Adjustments: 1
Temporary Use Permits: 2 Pending	
Development Standards Review: 1	Conceptual Plan: 0
Zoning Map Change: 1 Pending	Use Permits: 0
Preliminary Plat: 0	Final Plat: 1 Pending
Final Site Plan Review: 1	Text Amendments: 0
Board of Adjustment Meetings: 0	
Planning Commission Meetings: 1	
PZC Items to Town Council: 0	
Ordinances/Resolutions Adopted: 0	
Business Licenses received: 4	Business Licenses approved: 4; 1 W/D
Training/Webinars:	
Census New Construction Program Webinar	
ArcGIS Pro Training in North Phoenix (3 Days)	
Other Meetings, Events:	
IQ Car Wash, Pre-DSR Meeting for clarification	
IQ Car Wash, Development Standards Review	
National Night Out	
GIS Projects:	
Library Wall Maps	
Census New Construction Program	
Yavapai County E-911 Verification	
Phone Calls Processed: 178	

Permit #	Permit Date	Applicant Name	Description	Planning & Zoning	Review Date
20190376	10/28/2019	JOHN ALVEY	COM - SIGNS_ADDING NEW SIGN FACES TO EXISTING CABINETS	Zoning Clearance	10/31/2019
20190366	10/15/2019	Ben Bassous	RES-New Single Family Residence	Zoning Clearance	10/30/2019
20190375	10/25/2019	JON BYLER	RES - NEW SFR & SHOP/GARAGE	Zoning Clearance	10/28/2019
20190338	9/30/2019	A2Z Pool & Spa Tech, LLC	RES-Swimming Pool and pool fence barrier	Zoning Clearance	10/21/2019
20190357	10/9/2019	James Brents	RES - 22' x 24' Metal Carport	Zoning Clearance	10/18/2019
20190360	10/10/2019	Warren Winslow	RES-Addition-Covered Entry	Zoning Clearance	10/18/2019
20190146	5/1/2019	LEON, STEPHEN & JACALYN	RES-NSFR & ATTACHED GARAGE / 218 LF BLOCK WALL	Zoning Clearance	10/16/2019
20190334	9/26/2019	Pierce Builders	RES_Single Family Dwelling	Zoning Clearance	10/16/2019
20190361	10/10/2019	Alice & Bernard Ponyah	RES-Zoning_Shed 10 X 14ft	Zoning Clearance	10/16/2019
20190363	10/14/2019	Steve Borruso	COM-TI_REMODEL / Asst Living Expansion	Zoning Clearance	10/16/2019
20190330	9/25/2019	Wyland Custom Homes	RES_ New House	Zoning Clearance	10/16/2019
20190357	10/9/2019	James Brents	RES - 22' x 24' Metal Carport	Zoning Clearance	10/16/2019
20190143	4/30/2019	JOHN DAVIS	RES-NSFR W/ATT GARAGE & 95 LF BLOCK WALL	Zoning Clearance	10/16/2019

20190358	10/10/2019	Gustavo Noguez Herrera	RES_MFH	Zoning Clearance	10/16/2019
20190327	9/24/2019	KOCISKO CONSTRUCTION CO	RES - ADDITION	Zoning Clearance	10/15/2019
20190353	10/4/2019	WILLIAM DAVIDSON	RES - CARPORT	Zoning Clearance	10/14/2019
20190235	7/8/2019	Robert Witt	I.Q. Car Wash	Development Standards Review	10/14/2019
20190348	10/3/2019	928 Sign Company LLC	COM-SIGN	Zoning Clearance	10/14/2019
20190356	10/9/2019	Jacob Dulaney	RES-Repl 106LF Chain Link with Slats	Zoning Clearance	10/14/2019
20190344	10/2/2019	Todd Melton	RES-Addition Shop/Garage/Cov'd Patio	Zoning Clearance	10/14/2019
20190342	10/1/2019	PETRIE CONTRACTING LLC	RES-UPPER LEVEL FAMILY ROOM OVER GARAGE 728 SQ FT / PLUS 900 SF CARPORT	Zoning Clearance	10/14/2019
20190349	10/3/2019	THERESA DAVIS OR MARIE MOORE	COM - TI / New Patio	Zoning Clearance	10/11/2019
20190351	10/4/2019	CREEKSIDE ENTERPRISES LLC	RES - NEW SFR		10/11/2019
20190355	10/7/2019	Charles & Terry Favour	COM-(2) 36 SF Wall Signs / Painted	Zoning Clearance	10/9/2019
20190353	10/4/2019	WILLIAM DAVIDSON	RES - CARPORT	Zoning Clearance	10/9/2019
20190346	10/3/2019	Antonio Padilla	COM-(2) 19SF Illuminated Wall Signs	Zoning Clearance	10/8/2019

20190350	10/4/2019	Brandon Hermansky	COM-Shed	Zoning Clearance	10/8/2019
20190341	10/1/2019	Scott Wogan	RES-SF Dwelling Container Home	Zoning Clearance	10/8/2019
20190340	10/1/2019	Levi & Leslee Presmyk	RES-Block Wall 4ft	Zoning Clearance	10/8/2019
20190339	10/1/2019	Yavapai Fence Inc	RES_Zoning_Fence	Zoning Clearance	10/8/2019
20190329	9/25/2019	Melodee Frisch	COM-SIGN	Zoning Clearance	10/7/2019
20190326	9/24/2019	Brandon Hermansky	COM-Shed	Zoning Clearance	10/7/2019
20190333	9/26/2019	Oscar Lopez	RES_ZONING FENCE	Zoning Clearance	10/2/2019
20190317	9/16/2019	Lari Spire	LLA: Spire, Spaan, Backus	Lot Line Adjustment	10/1/2019

Total Records: 34

11/4/2019

TOWN OF CAMP VERDE COMMUNITY DEVELOPMENT
CODE COMPLIANCE SECTION



MEMORANDUM

DATE: Monday November 4, 2019
TO: [Carmen Howard, Community Development Director]
FROM: [Cliff Bryson, Code Compliance Officer]
SUBJECT: [October 2019 Monthly Report]
FOR: Information

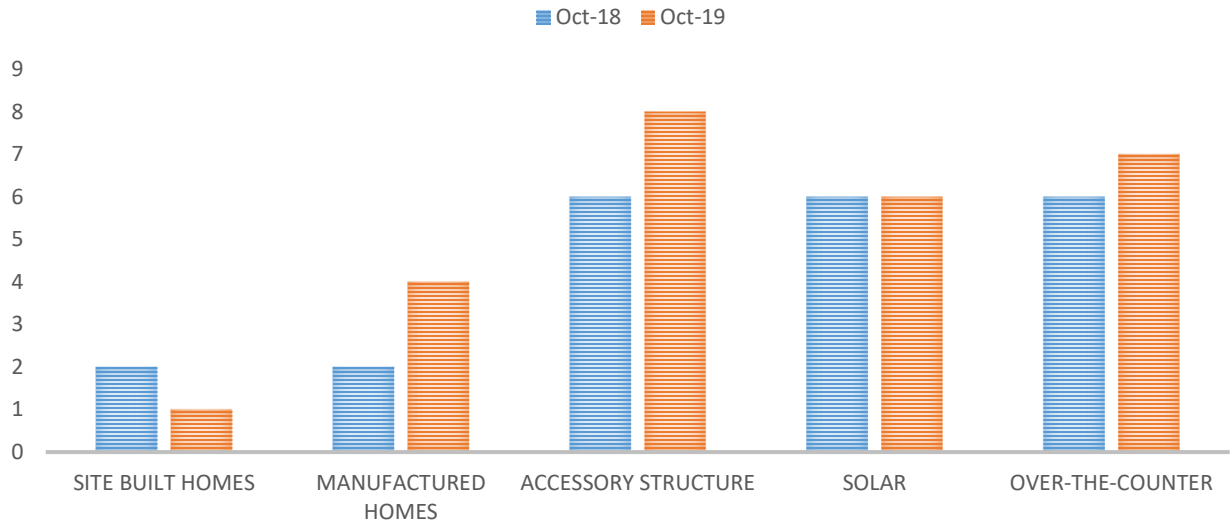
On Tuesday November 5, 2019, staff assigned with the Community Development Code Compliance Section provided the following monthly report for the month of October of 2019.

Code Compliance currently has **(24) open Cases. (9) nine** new cases were opened in the month of October 2019 with **(3) three** cases being successfully closed with voluntary compliance. To date, Code Compliance has **(17) seventeen** pending prosecution at this time with **(2) two** scheduled for court on Thursday November 5, 2019. No cases in the month of October 2019 were submitted for prosecution.

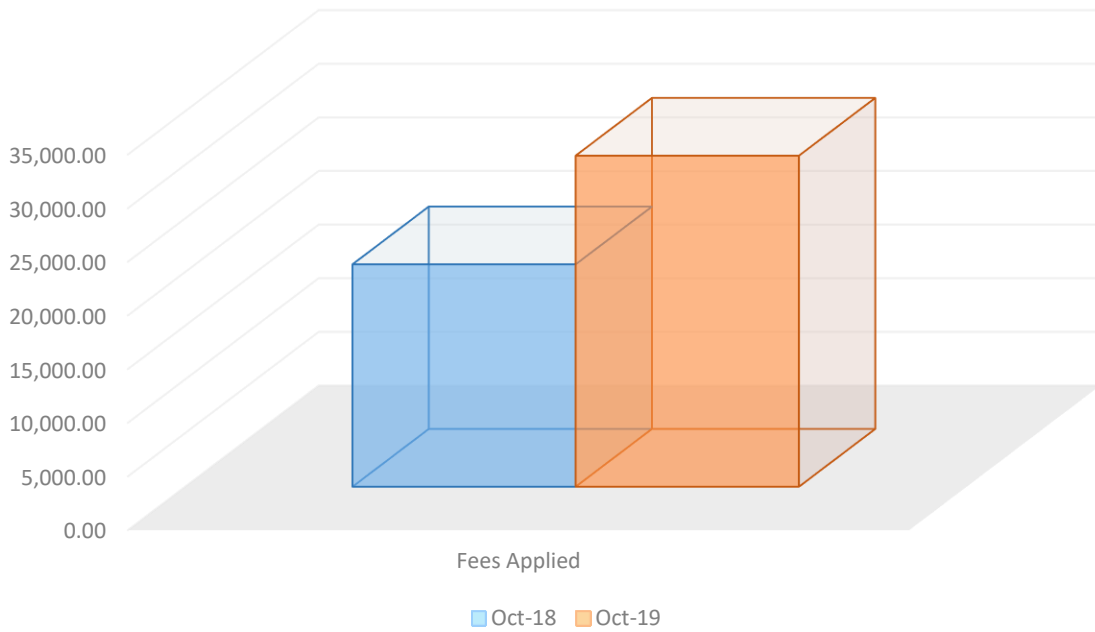
During the month of October 2019, the following Zoning/Planning Ordinance and/or Town Code sections were reported to Code Compliance:

1. **Town Code 10-2-1;** Declaration of Nuisance (Rubbish, Trash, Filth, Debris, etc.)
2. **Town Code 10-2-1A2a;** Removal of dry grass, weeds over 6".
3. **Section 305A1, A2 and Section 305B;** Allowed Livestock and Exceeding Animal point total.
4. **Section 302.1, 302.2, 302.3;** Outside Storage of Material/Equipment, Outside Storage of Vehicles, Living in a Recreational Vehicle.

BUILDING PERMITS



Fee Revenue



ARIZONA DEPARTMENT OF HOUSING OMH

Name, Address of IGA Partner (Please type or print)

TOWN OF CAMP VERDE BUILDING DEPT.

473 S MAIN ST.

CAMP VERDE, AZ 86322

1110 W. Washington, Suite #200
Phoenix, AZ 85007
P: 520-343-9801 omh.iga@azhousing.gov

Reporting Month: **OCTOBER 2019**

Date Submitted: **11/12/19**

ISA MONTHLY REPORT

Submitted By: **ROXANNE JASMAN**

Email: **ROXANNE.JASMAN@CAMPVERDE.AZ.GOV**

Phone Number: **928-554-0063**

Monthly Permit Volume		
	Number of Permits Issued	Total Fees Collected
FBB COMMERCIAL	0	0
FBB RESIDENTIAL	0	0
MANUFACTURED HOMES	1	535.00

Only complete section below when final inspection is completed.

HUD Label, FBB Mfg. Certificate or Rehabilitation Certificate Number	Unit Serial Number	Installer/ROC Contractor License Number	Installation Address	Final Insp. Date
	157-00P-H-A00313084	7084	1660 S REEVES ARENA RD	10/14/19

Monthly Reports are due by the 15th of each month for the previous month's installation activity.
A Report MUST be submitted every month whether or not there has been any installation activity.

****PLEASE REMEMBER TO FILL IN THE YELLOW AREAS****

Please return to: building.statistics@construction.com or Fax: 800-892-7470 or Fax: 866-663-6373

ID#:	24059
For the Month of:	OCTOBER -19
Area covered by permits:	CAMP VERDE , AZ

TOTAL VALUATION OF CONSTRUCTION EXCLUDES LAND AND PERMIT FEES

NEW RESIDENTIAL BUILDINGS	Total Number of Buildings	Total Dwelling Units	Total Valuation of Construction (omit cents)	Total Square Feet of Living Area (if available)
SINGLE FAMILY DETACHED		1	300,000	2167
SINGLE FAMILY ATTACHED (Townhouses or Row Houses)				
TWO-FAMILY BUILDINGS (Duplexes)				
THREE-OR-MORE-FAMILY BUILDINGS (Apartments or Stacked Condos)				

If **No Permits** for these categories, please enter "X" in this box

QUESTION/COMMENTS
Contact Us **TOLL-FREE** by
Phone: 877-489-4092 Fax: 800-892-7470 or Fax: 866-663-6373

Name of person to contact regarding this report:	ROXANNE JASMAN (Town of Camp Verde)
Phone Number:	928-554-0063
Email Address:	roxanne.jasman@campverde.az.gov

THANK YOU!

PERMIT APPLICATIONS

Oct-19

Permit #	Permit Date	Permit Type	Applicant Name	Description	Project Cost	Primary Contractor	Total Fees	Parcel Address
20190381	10/30/2019	Plumbing	ARLYS DOLLERSHELL	RES - OTC PLUMBING	0	PETMEC PLUMBING SOLUTIONS	82.4	3482 S SAGUARO LN
20190380	10/30/2019	Building	JAVIER ALONSO ROMERO CHAVEZ	RES - MH INSTALL (1980 KAUFMAN & BROAD))	13800	GUERRA MOBILE HOME SERVICE	556.2	494 S 4TH ST
20190379	10/29/2019	Building	ANIMAL GUARDIAN NETWORK	RES - 4 Accessory Structures, Chapel and Pole Barn	13200	CARRIE SINGER - OWNER/BUILDER	967.17	2564 N ARENA DEL LOMA RD
20190378	10/29/2019	SIGNS	ANIMAL GUARDIAN NETWORK	RES - MONUMENT SIGN	500	CARRIE SINGER - OWNER/BUILDER	24.72	2564 N ARENA DEL LOMA RD
20190377	10/28/2019	TEMP USE PERMIT	CARRIE SINGER	RES - TEMP USE RV AS GUEST QUARTERS	0	0	154.5	2564 N ARENA DEL LOMA RD
20190376	10/28/2019	SIGNS	JOHN ALVEY	COM - SIGNS_ADDING NEW SIGN FACES TO EXISTING CABINETS	3500	0	634.75	77 W GENERAL CROOK TRL
20190375	10/25/2019	Building	JON BYLER	RES - NEW SFR & SHOP/GARAGE	250000	BYLER HOMES LLC	3629.39	290 W MESA LN
20190374	10/25/2019	Building	ANGELINA'S LUCK LLC	HOOD W/ FIRE SUPPRESSION	0	CUSTOM STEEL FABRICATION INC.	264.45	545 S MAIN ST
20190373	10/22/2019	Electrical	BRADLEY ELECTRIC INC	200 AMP ALL IN ONE	2800	BRADLEY ELECTRIC INC	82.4	298 W GENERAL CROOK TRL
20190372	10/21/2019	Building	MCDONALD BROS CONSTRUCTION INC. - RANDY MCDONALD	RES - DEMO OLD MH	0	MCDONALD BROS CONSTRUCTION	82.4	97 W SALT MINE RD
20190371	10/16/2019	SOLAR	AZ Permit Pushers	RES_RM SOLAR 12.8 KW	26000	Solar One Energy Group	744.38	1087 Blue Sage Way
20190370	10/16/2019	SOLAR	AZ Permit Pushers	RES-RM SOLAR 12.8 KW	26000	0	0	0

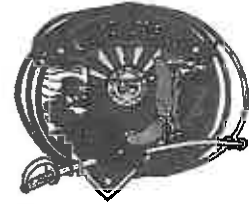
20190369	10/16/2019	0	Oscar Morales	COM - Hood & Extinguishing System Upgrade	1000	FIRE SYSTEM SPECIALISTS	270.41	1650 W STATE ROUTE 260
20190368	10/16/2019	Manufactured Home	Rigoberto Garcia Chavira	RES_ MFH INSTALL	50000	UNIT SETS	551.05	4401 N WILSON RD
20190367	10/16/2019	Building	Town of Camp Verde	COM-Grading	0	0	0	2425 S. Salt Mine Rd.
20190366	10/15/2019	Building	Ben Bassous	RES-New Single Family Residence	350000	TIERRA VERDE INVESTMENTS	4691.58	2243 S DIAMOND CREEK LN
20190365	10/15/2019	SOLAR	ERICA FORD / TITAN SOLAR POWER	ROOF MOUNT SOLAR INSTALLATION 6.405 KW	1	TITAN SOLAR POWER	211.15	1500 W HORSESHOE BEND
20190364	10/14/2019	Manufactured Home	David R. Beeler	RES_ MFH INSTALL	0	GRANILLO'S MOBILE HOME SVC IN	556.2	1324 W WAMPUM RD
20190363	10/14/2019	Building	Steve Borruso	COM-TI_REMODEL / Asst Living Expansion	40000	0	1267.64	1625 S SULLIVAN LN
20190362	10/11/2019	Planning and Zoning	Town of Camp Verde	WWTP	0	0	0	1000 E. STATE ROUTE 260
20190361	10/10/2019	Zoning Clearance	Alice & Bernard Ponyah	RES-Zoning_Shed 10 X 14ft	5900	TUFF SHED INC	87.55	3463 E CACTUS BLOSSOM LN
20190360	10/10/2019	Building	Warren Winslow	RES-Addition-Covered Entry	2000	0	224.35	517 N MONTEZUMA CASTLE HWY
20190359	10/10/2019	Combo	Gustavo Noguez Herrera	OTC-Electric/Plumbing	0	LYON & SON MOBILE HOME SERVIC	108	1475 N POWDER HORN RD
20190358	10/10/2019	Building	Gustavo Noguez Herrera	RES_ MFH	60000	LYON & SON MOBILE HOME SERVIC	551.05	1475 N POWDER HORN RD
20190357	10/9/2019	Building	James Brents	RES - 22' x 24' Metal Carport	3140	AMERICAN STEEL CARPORTS INC	274.5	190 E CLIFF HOUSE DR
20190356	10/9/2019	Zoning Clearance	Jacob Dulaney	RES-Repl 106LF Chain Link with Slats	0	YAVAPAI FENCE INC	77.25	3495 E MESQUITE TRL
20190355	10/7/2019	SIGNS	Charles & Terry Favour	(2) 36 SF Wall Signs / Painted	0	0	148.32	365 S MAIN ST

20190354	10/7/2019	Planning and Zoning	Rob Witt	The Preserves ZMC	0	0	1751	MULTIPLE PROPERTIES
20190353	10/4/2019	Building	WILLIAM DAVIDSON	RES - CARPORT	3800	AMERICAN STEEL CARPORTS INC	274.5	1391 W PETERSON RD
20190352	10/4/2019	Building	ALARM ELECTRONICS & COMMUNITCATIONS	COM - FIRE ALARM	0	ALARM ELECTRONICS	0	460 W FINNIE FLAT RD
20190351	10/4/2019	Building	CREEKSIDE ENTERPRISES LLC	RES - NEW SFR	250000	CREEKSIDE ENTERPRISES LLC	3629.39	2860 S DIAMOND S RD
20190350	10/4/2019	Building	Brandon Hermansky	COM-Shed	8000	0	391.92	803 N INDUSTRIAL DR
20190349	10/3/2019	Building	THERESA DAVIS OR MARIE MOORE	COM - TI / New Patio	0	RED STAG CONSTRUCTION LLC	378.42	545 S MAIN ST
20190348	10/3/2019	SIGNS	928 Sign Company LLC	COM-SIGN	25000	SIGNS 928 LLC	275.78	Multiple Addresses
20190347	10/3/2019	Building	STEVE BYRNE	Metal structure over shipping containers	0	Owner Builder	249	3486 W MIDDLE VERDE RD
20190346	10/3/2019	SIGNS	Antonio Padilla	(2) 19SF Illuminated Wall Signs COM-SIGN	40000	Arizona State Signs LLC	245.66	1650 W STATE ROUTE 260
20190345	10/2/2019	Electrical	Frank Mayorga	RES - Electric	3000	Bronson Electric Inc	161.45	1475 S VAIL RD
20190344	10/2/2019	Building	Todd Melton	RES-Addition Shop/Garage/Cov'd Patio	30000	Todd Melton - Owner/Builder	1304.39	1844 S FORT APACHE RD
20190343	10/2/2019	SOLAR	Travis Purinton	RES-RM Solar 19.44 Kw	188720	PUR SOLAR INC	2801.19	103 E QUARTERHORSE LN
20190342	10/1/2019	Building	PETRIE CONTRACTING LLC	UPPER LEVEL FAMILY ROOM OVER GARAGE 728 SQ FT / PLUS 900 SF CARPORT	65000	PETRIE CONTRACTING LLC	1481.14	2058 S PEARL DR
20190341	10/1/2019	Building	Scott Wogan	RES-SF Dwelling Container Home	50000	RAYBURN ELECTRIC	1369	3868 E LARK DR
20190340	10/1/2019	Building	Levi & Leslee Presmyk	RES-Block Wall 4ft	1800	Bear Mountain Layers LLC	223.51	593 S OASIS RD
20190339	10/1/2019	Zoning Clearance	Yavapai Fence Inc	RES_Zoning_Fence	2620	YAVAPAI FENCE INC	77.25	723 W FINNIE FLAT RD

TOTAL FEES

APPLIED 30855.41

47 PERMIT APPLICATIONS



Risk Management Memorandum

To: Mayor and Council
From: Carol Brown, Risk Manager
Date: November 7, 2019
Cc: Department Heads/Safety Committee
Re: Risk Manager's Monthly Report ending October 31, 2019 (Snapshot only)

Obtain/Delete Insurance:

- Insured truck, copier, procured liquor liability for Fort Verde Days

Attended Meetings/Trainings:

- Department head (2)
- Safety officer (4)
- Safety Committee
- EOC mtg. 10/23 and agenda preparation/presentation
- Risk Mgmt. w/Town Mgr. (2)
- Arizona Public Risk Manager's Association (AZPRIMA)
- Council meeting
- Interview panel
- PODCast: Safely Obtaining and Storing Data/Information from the Public

Incidents/Claims/Restitution/Collections

- Work-related injury (1)
- Followed-up on subrogation re: vehicle damage

Risk Management Highlights:

- **Legal:** coding of attorney invoice; reviewed Agreements: Off-duty Mgmt. with CVMO, new iteration of Camp MonoTower sublease, photography for Econ. Dev., property notice to Town, but not in Town's jurisdiction
- **Certificates of Insurance:** 10
- **Created:** Custom course in SafePersonnel
- **Worked on:** survey for NIMS/national qualification system, MOA for mutual shared/use of facilities during an emergency, room use for Salvation Army, awarded EYES Program winner, COOP, records disposition, seamless process for respirator testing, e-mail re: reporting work-related injuries and near misses as soon as practicable, tow rotation insurance info., grant application for Town's cybersecurity participation
- **Supported front desk:** 1 ½ days
- **Risk Assessment:** use of the Town's water truck by another company for the rodeo arena
- **Resource for employee** re: current risks/status of Town
- **Oriented:** 4 new employees to Risk Mgmt.

For questions or comments regarding this report, please feel free to stop by my office or contact me at [928.554.0003](tel:928.554.0003)/carol.brown@campverde.az.gov