

# DECEMBER 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: January 8, 2018  
Cc: Department Heads  
Re: Manager's report for the period ending December 31, 2017

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

### **Old 279**

Mayor and staff met with the Vice Chair and staff along with Supervisor Thurman and county staff to review and consider options in rebuilding old 279. The scope of work includes major drainage and road resurfacing for most of the stretch along with the soon to be connections with the new 260 roundabouts. This was an initial conversation that resulted in discussion of addressing the drainage first through county storm water funds then looking at ways to get road funds together from each of our different entities. The work that our staff has done to bring the road up has helped tremendously however additional monies would be needed to truly resurface this stretch. Also discussed was the beginning of the potential connection to Cornville Road that is just getting scoped for engineers to begin to take a serious look at the design and potential connection to Highway 260.

### **Closed on Park money**

We did close on the park money just before the first of the year, as a result of the best interest we may see in a long time, 3.37%, we were able to add about \$500K to the construction fund of \$6.77 million, from our initial estimate of about \$6.2 million. This equates to a payment of about \$380K for 27 years. This is critical and we will have out to bid the utility and dirt work shortly.

### **Sanitary District/Sanitary Division refinance/new money**

Staff worked to close on a refinancing saving about \$70,000 in interest for one of the shorter term loans property tax payers will be paying off by 2024. Additionally, staff completed an application to the Water/Wastewater Infrastructure Finance Authority (WIFA) for two items. One is to refinance the much of the remaining property tax debt for the District taxpayers, we anticipate that when closed this spring we will save approximately \$500K in interest payments over the final 13 years of payments. Second, we have also applied for funding to complete/some redesign work at the plant which will set the plant up with or without growth for the next decade or better. We will be going through rate discussions over the next few months to ensure we can pay this new loan off with new rates but anticipate a "principal forgiveness" (grant) of about \$1 million of \$3.5 million worth of work. Both the grant and reduction in property tax interest payments hope to offset some of the potential increases in monthly rates.

### **Town Marshal**

It appears we are wrapping up the investigation and I am hopeful to see results within the next few weeks. 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 December 2017

### Note from the Clerk:

#### 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	12
Renewal notices	49	84	66	63	52	63	76	77	57	60	70	87
Total on File*	830	837	828	842	832	833	836	829	832	823	838	846

\*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	2	<b>51</b>
Number of Requests 2016	3	3	2	3	9	11	4	4	2	2	3	0	<b>46</b>
Number of Requests 2015	12	3	8	9	12	15	8	13	7	3	8	4	<b>102</b>
Number of Requests 2014	12	44	15	13	18	23	13	31	7	3	29	19	<b>217</b>

## 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
<b>2016-17</b>							
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
<b>2017-18</b>							
Revenue	<b>\$21,750</b>	1,556.10	1,775.00	1,650.00	2,225.00	1,100.00	2,133.00
Expense	<b>\$181,515</b>	20,013.94	13,693.52	12,978.05	14,005.22	13,264.34	14,338.61

### Training

*Judy Morgan, Town Clerk*

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRESS
3430	CONT	PAVEMENT RESTORATION INC	5423 N 59TH STREET TAMPA, FL 33610	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3431	CONT	SUNLIGHT BUILDERS LLC	50 OAK CREEK BLVD SEDONA, AZ 86336	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3436	SERV	RED BARN SISTERS	PO BOX 5194 LAKE MONTEZUMA, AZ 86342	VARIOUS LOCATIONS
	COMMENTS:	[REDACTED]		
3439	CONT	S & M ELECTRIC INC	PO BOX 10006 PRESCOTT, AZ 86304	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3441	CONT	NEZ ELECTRIC	PO BOX 118 CORNVILLE, AZ 86325	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3442	CONT	U S TOWER SERVICES INC	PO BOX 17003 MISSOULA, MT 59808	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3443	CONT	OLYMPIC WEST FIRE PROTECTIONS	128 S RIVER DRIVE TEMPE, AZ 85281	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3444	CONT	SAGEBRUSH RESTORATION LLC	330 S RIVER DRIVE TEMPE,, AZ 85281	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3445	CONT	SANDROCK CONSTRUCTION COMPANY	PO BOX 3714 CAMP VERDE, AZ 86322	723 W FINNIE FLAT RD 108
	COMMENTS:	[REDACTED]		
3446	SERV	TIGER MEDICAL TRANSPORTATION	2111 E BROADWAY RD SUITE 15 TEMPE, AZ 85282	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3447	CONT	SIGNTEC LLC	2515 W CYPRESS ST PHOENIX, AZ 85009	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3448	SERV	SPECIAL ELECTRONIC SYSTEMS	LARRY SAULNIER P.O. BOX 5157 PEORIA, AZ 85385	
	COMMENTS:	[REDACTED]		

TOTAL LICENSES: 12

SELECTION CRITERIA

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REPORT SELECTION

LICENSE RANGE: 2 THROUGH ZZZZZZZZZZ  
ORIGINATION DATE FROM: 12/01/2017 THROUGH 12/31/2017  
EFFECTIVE DATE FROM: 00/00/0000 THROUGH 99/99/9999  
EXPIRATION DATE FROM: 00/00/0000 THROUGH 99/99/9999  
STATUS: Pending, Active  
LICENSE CODE: Exclude: SPEC-V, NON-PROFIT  
BUSINESS CLASS: All  
REPORT CODE: All  
COMMENT CODE: BL060  
COMMENT FILTER: BL060  
SORT OPTION: License Number  
CITY LIMITS: Both Inside & Outside  
PAID STATUS: All  
PRINTED STATUS: All  
COMPLETE ADDRESS: Yes

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ADDITIONAL FIELDS FOR THE REPORT

MAILING ADDRESS  
PROP. ADDRESS

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\*\*END OF REPORT\*\*



Town of Camp Verde

# Budget Report Account Summary

For Fiscal: 2017-2018 Period Ending: 12/31/2017

		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	8.00	16.10	16.10	0.00 %
<a href="#">01-120-40-412000</a>	BUSINESS LICENSE FEES	20,000.00	20,000.00	2,025.00	11,775.00	-8,225.00	41.13 %
<a href="#">01-120-40-412100</a>	LIQUOR LICENSE FEES	1,750.00	1,750.00	100.00	1,200.00	-550.00	31.43 %
	<b>Revenue Total:</b>	<b>21,750.00</b>	<b>21,750.00</b>	<b>2,133.00</b>	<b>12,991.10</b>	<b>-8,758.90</b>	<b>40.27 %</b>
<b>Expense</b>							
<a href="#">01-120-20-600000</a>	SALARIES	122,955.00	122,955.00	10,581.56	59,402.36	63,552.64	51.69 %
<a href="#">01-120-20-601000</a>	FICA	7,625.00	7,625.00	649.10	3,644.07	3,980.93	52.21 %
<a href="#">01-120-20-601100</a>	MEDICARE	1,785.00	1,785.00	151.81	852.28	932.72	52.25 %
<a href="#">01-120-20-601200</a>	RETIREMENT	14,140.00	14,140.00	1,087.62	6,702.31	7,437.69	52.60 %
<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	18.78	105.42	264.58	71.51 %
<a href="#">01-120-20-602000</a>	HEALTH, DENTAL & LIFE INSURANCE	18,760.00	18,760.00	1,549.74	10,063.60	8,696.40	46.36 %
<a href="#">01-120-20-701000</a>	TRAINING	1,200.00	1,200.00	0.00	40.00	1,160.00	96.67 %
<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	0.00	496.42	1,503.58	75.18 %
<a href="#">01-120-20-703500</a>	MEMBERSHIPS	600.00	600.00	0.00	320.00	280.00	46.67 %
<a href="#">01-120-20-703800</a>	ADVERTISING	1,000.00	1,000.00	0.00	680.16	319.84	31.98 %
<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	2,550.00	3,450.00	57.50 %
<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	0.00	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>14,338.61</b>	<b>86,621.13</b>	<b>94,893.87</b>	<b>52.28 %</b>
<b>Department: 120 - Town Clerk Surplus (Deficit):</b>		<b>-159,765.00</b>	<b>-159,765.00</b>	<b>-12,205.61</b>	<b>-73,630.03</b>	<b>86,134.97</b>	<b>53.91 %</b>
<b>Report Surplus (Deficit):</b>		<b>-159,765.00</b>	<b>-159,765.00</b>	<b>-12,205.61</b>	<b>-73,630.03</b>	<b>86,134.97</b>	<b>53.91 %</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	2,133.00	12,991.10	-8,758.90	40.27 %
Expense	181,515.00	181,515.00	14,338.61	86,621.13	94,893.87	52.28 %
<b>Department: 120 - Town Clerk Surplus (Deficit):</b>	<b>-159,765.00</b>	<b>-159,765.00</b>	<b>-12,205.61</b>	<b>-73,630.03</b>	<b>86,134.97</b>	<b>53.91 %</b>
<b>Report Surplus (Deficit):</b>	<b>-159,765.00</b>	<b>-159,765.00</b>	<b>-12,205.61</b>	<b>-73,630.03</b>	<b>86,134.97</b>	<b>53.91 %</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	-12,205.61	-73,630.03	86,134.97
<b>Report Surplus (Deficit):</b>	<b>-159,765.00</b>	<b>-159,765.00</b>	<b>-12,205.61</b>	<b>-73,630.03</b>	<b>86,134.97</b>



# CAMP VERDE MARSHAL'S OFFICE Monthly Report December 2017



**Volunteers in Policing (VIPs):**

- VIPs placed the speed sign out on the 260 to slow traffic
- VIPs Wiggle, Lanning, and Dickey assisted with traffic control for the Town Christmas Parade
- VIPs Wiggle, Lanning, Gatchel, and Dickey assisted with setting up and manning the mobile command post on four consecutive weekends as part of the holiday DUI task force details
- VIPs Lanning and Wiggle conducted neighborhood patrols several times during the month

**Training:**

- Dec. 4-8 –Deputy Richardson attended Basic Police Supervision training at AZPOST
- Dec. 5-7 –Det. Jardine attended Criminal Interview and Interrogation training in Phoenix
- Dec. 14 – Corporal Baizel attended day 1 orientation for supervisory training at AZPOST. He will be taking Arizona Leadership Training (ALP class 23), which is a three-week course.
- Dec. 19 & 21 – All deputies received training in use of the sound meter to be used to enforce Town code ordinance noise violations

**Patrol:**

- Dec. 2 – CVMO conducted a speed detail on SR260 as part of the GOHS “STEP” grant awarded to CVMO
- Dec. 6 – K-9 Deputy Jeff Bowers participated in a multi-agency K-9 interdiction detail coordinated by Partners Against Narcotic’s Trafficking (PANT)
- Dec. 18 – Deputy Recruit Dylan Murphy began work on this date as the newest CVMO deputy. He will attend the NARTA academy beginning January 8, 2018.
- Dec. 18 – Allison Anthony work on this date as the newest CVMO Animal Control Officer (ACO)
- Dec. 20 – Interviews for the vacant dispatcher position were held and one candidate was selected to move forward in the hiring process
- Dec. 8-30 – CVMO deputies participated in the 1<sup>st</sup> Annual Verde Valley DUI task force to be held during the holidays. The detail ran every Friday and Saturday night between these dates (8 nights), involved seven area law enforcement agencies, and was coordinated by CVMO

**Miscellaneous:**

- Dec. 18 – Dispatcher Hanna Bower was selected for the position of Deputy Recruit and will transition from dispatcher to deputy effective January 7 and will attend the NARTA academy beginning January 8, 2018.

**Coffee with a COP:**

- Held December 18 at Thanks a Latte

**December statistics compared to last year**

December	2016	2017
Total Calls	898	754
Traffic Stops	174	206
Animal Calls	49	66
Vehicle Burglary	1	0
Residential Burglary	7	2
Criminal Damage	1	5
Domestic Violence	13	10



## Public Works December, 2017

### Engineering:

- Ron Long, Troy Odell or Deborah Ranney participated in/ completed:
  - Received 17 submissions for new Job Order Contract
  - Verde Lakes discussion regarding park
  - Verde Valley Transportation Planning
  - County and Nation regarding improvements to Old 279
  - NAGOG
  - Private citizen regarding access from Salt Mine Road
  - Development Agreement with Community Development
  - Kimley Horn Sports Complex – Phase I plan reviews and discussion
  - Rezzonico Park discussion with Economic Development
  - Yavapai Apache – regarding space for bus stop at Library
  - APS – electrical needs for Wastewater Plant and Sports Complex
  - Economic Development regarding Wilshire Dr and Circle K at the tri-intersection
  - Prepare WIFA application

### Maintenance:

- Christmas prep: lighting at Town Facilities, Finnie Flat and Main Street. Main Street received a new banner across the road. Set-up for the Parade of Lights: stage set-up, Santa sleigh, speaker podium.
- Set-up/take-down for the Employee Christmas Party
- Trimming of plants/trees on Main Street
- Assisted the “Old Guys” with installation of 3 benches
- Upgraded the electrical panels at the Administration Building
- CVMO: managed mold survey, remediation and structural repairs after removal was complete
- Pearl Harbor Day: put-up and take-down flags on Main and Finnie Flat Streets
- Safety: painting of steps around Town facilities
- Grounds: parks, Main Street, Town Grounds leaf pick-up, general clean/trash pick-up, irrigation check-up

### Parks & Rec:

- Continued to handle requests for facility use at the Community Center, Room 204, sports fields and Room 305. AYSO is the only organization still using fields regularly this month.
- Our Day trip program had its last trip of the calendar year to shopping in Scottsdale and we continue to average a little over 10 people per trip. Trips are out for the first quarter of 2018 and one trip is so popular we have added a second bus thanks to our relationship with the school. A vandal broke one of the windows in the bus which fortunately was covered by glass protection through our insurance.

- Grasshopper Basketball Grades 1-4 games finished in November and registration is underway for the 5<sup>th</sup> – 8<sup>th</sup> grade to start playing in January. This year we have changed to colored t-shirts for uniforms and they seem to be popular as well as less expensive.
- The Verde Valley Farmer's Market at Redinger Ramada had a late November and into December market.
- The Christmas Craft Bazaar and Parade of Lights had a successful event. Thanks to extra effort by Shawna, the parade saw a big increase in participants with 6 more entries this year than last. Staffing this all day activity was made better for us with the availability of our part-time Recreation Leader.
- December was a busy and productive month for planning and preparations. A contractor was hired to construct the two picnic ramadas and concrete slabs in Rezzonico Family Park starting in January. Final plans review for the Sports Complex grading, drainage, infrastructure and storm water plans was completed and scoping for the next design phase almost completed. Planning for the Welcome Home Vietnam Veteran's Day event to be held in Camp Verde on March 31 continues. Coordination planning continues with Economic Development about the forestry grant for Rezzonico Family Park.

#### **Wastewater Plant:**

- Tasked with 62 Blue Stakes for the month.
- Received 4 call outs for plant alarms.
- Continued site monitoring with gas meters.
- Insulated Blower 1-5 Structure.
- Belt Press Building installed and insulated.
- Belt Press Building electrical, heating and safety equipment to be installed in January.
- Repaired water line for Belt Feed Press.
- Jetting and cleaning conducted on Yaqui Circle area due to odor complaint.
- Sewer Work almost completed on Circle K. Awaiting inspection results.
- David Richardson is on Light Duty after his vehicle was hit by construction vehicle.



## Streets



## 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 – December 2017  
**DATE:** 1/10/2018  
**CC:** Department Heads, Town Council

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**Report from Library Director, Kathy Hellman:** Library staff were proud to host the Town Holiday Party again this year. We enjoy making our work place festive and helping to plan the event to make it enjoyable. We owe our colleagues in Town so much for all the support given to us throughout the year and are happy for the chance to give back in this small way.

The number of active library users is higher than ever at 5,409 and rising. In 2017 our community was served by over 40 dedicated library volunteers averaging 935 hours per month. During that time, at a rate of \$20/hour volunteers contributed \$224,320 in hours worked at the library.

In the coming year, we look forward to

- having a Yavapai Apache Nation bus stop located at the library and becoming part of the regularly scheduled route
- collaborating more with Camp Verde Parks & Recreation as improvements are installed at Rezzonico Family Park
- increasing the number of adult educational and job skills opportunities through the Center and in partnership with others
- hosting more artwork and musicians at the library
- bringing health fairs and an early childhood screening and educational fair to the community
- writing and securing more grants to help fund special projects

**Report from Circulation Librarian, Alice Gottschalk:** Special thanks to our library volunteers who showed up and worked when staff were out sick or on planned vacations. You continually amaze us.

**Report from Reference & PC Help Librarian, Gerry Laurito:** We are starting a series of Basic Computer Classes starting January 17th at 2PM using the CVARP Learning Center and laptops. I cover topics such as how to use the mouse and what you see on the screen to navigating the web and setting up email.

Wendy & I attended training in Flagstaff in December on how to deal with mental health issues at the library and where to find reliable mental health information on the Internet. Both sessions were very good and provided us with information we could use here, when the need arises.

**Report from Teen Librarian, Zack Garcia:** In December, I tried a new event, a fireside Sing Along. Everyone had fun singing familiar Christmas carols, and I feel the event has the potential to grow next year. Through the holidays, attendance in the Teen Library slowed down, but I expect it to pick back up with school resuming. For January, now that I have been here a full year, I am concentrating two things: Improving myself as a librarian and improving/increasing the programs I provide.

Nadia and I have been working with Sebra Choe, Mike Marshall, and Shawna Figgy to lay the ground work for a Camp Verde youth council. In January, we will start recruiting/promoting in school classrooms for the introductory event on January 27. From there we plan to interview and select members to fill the council. All youth between the ages of 11 and 21 are invited to attend on the 27<sup>th</sup> from noon to 2:00p. Lunch will be provided and parents are also encouraged to join us.

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

**FUN FACT!**

**Since installation and setup in February, we have taken in \$2,540 in the coin box attached to the public Xerox printer plus an additional \$1,500 paid through the cash register with the goal of helping offset the cost of leasing the equipment.**

Like 0 Share Share: Tweet

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*December 2017 - In This Issue:*

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

**What's New...**

**Featuring...**

**Children's Library**

**Teen Library**

**What's Happening?**

[Click Here to Learn More about Career Online High School](#)  
( available in Camp Verde, sponsored by Yavapai County Free Library District)

## Update from your Library Director...

As you consider your year-end giving I would like to recommend two possible options: **Camp Verde Library Endowment** and/or **Camp Verde Adult Reading Program**. Both organizations are registered nonprofit so your donation is completely tax deductible.



**Camp Verde Library Endowment (CVLE)** is close to reaching their goal of \$500,000 invested with Arizona Community Foundation. They need your help to put them in a position to begin granting money back to the library to assist with purchases of new materials, new computers, services, etc. [Click here](#) to read one couple's story of how they chose to invest in CVLE and leave a legacy in their community. To donate to CVLE mail a check to CVLE at 130 Black Bridge Road, Camp Verde AZ 86322 or stop by and leave it with a staff person at the Library. For more information call 928-554-8381.

**Camp Verde Adult Reading & Learning Resource (CVARP)** counts on the generosity of the community to continue offering free GED classes, teach English classes, prepare individuals for citizenship, and help people develop basic computer and workplace skills. Affordable, adult education is a vital service to people in our community and one that the library fully supports and seeks to expand. [Click Here for information on donating to CVARP.](#) For more information call 928-554-8398.

## What's New...

### AZ Court Help Webinars Available at the Library

Camp Verde Community Library is hosting a free Legal Talk webinar from [AzCourtHelp.org](http://AzCourtHelp.org). This legal talk takes place at the Coconino County Law Library and will be streamed live in the Terracotta Room at the Library. The presenters will talk about Family Court 101: the steps in a divorce, legal separation, and/or a custody case. Live Chat will be available for audience questions .

### Holiday Sing-Along with Zack

Do you remember the fun of singing Christmas carols with friends or family? Songs like *Jingle Bells* and the *Twelve Days of Christmas* or *Silent Night* and *Oh, Tannenbaum*? Join Teen Librarian, Zack on **Tuesday, December 19th from 4:00-5:00 pm** for a casual, family-style holiday sing-along around the fireplace and Christmas tree in the Fireside Room.

### Being Mortal: FREE Film Screening & Discussion

Join Accord Hospice of Sedona on Wednesday, January 17 at 10:00a for a free screening and discussion for the PBS FRONTLINE documentary, *Being Mortal*. Based on the best-selling [book by Dr. Atul Gawande](#), this film explores the hopes of patients and families facing terminal illness and their relationships with the doctors, nurses and family members who care for them. [READ More](#)

### Vietnam Film Series Viewing and Discussion

Beginning **Wednesday, January 24 and running through Wednesday, March 28 at 4:00p** Library staff will show [The Vietnam War: A Film by Ken Burns & Lynn Novick](#) followed by a time of facilitated discussion. If you are part of the Vietnam War era or would like to understand it better, then you will want to get together with community members to view, listen and discuss . [READ More](#)

### PC Classes Starting in January

Thanks to our partners in the Camp Verde Adult Reading & Learning Center, we are planning a series of computer classes starting Wednesday, January 17 and Friday, January 26. To learn basic fundamentals of using a computer or laptop, join Gerry Laurito's class from 2:00p to 3:30p on Thursday. If you already use a computer, but would like to learn more about creating letters, resumes, flyers, budgets, etc. check out the Friday classes offered at 10:00a. [READ More...](#)

## FEATURING... Pastaghetti Dinner & Volunteer Fair

Friends of Camp Verde Library is hosting a Pastaghetti Dinner **Thursday, January 25 from 4:00p-7:00p** at this year's Volunteer Fair sponsored by Camp Verde Human Resources. The Pastaghetti Dinners consists of penne, ragatoni or fusilli pasta with spaghetti sauce plus salad, bread and ice tea, lemonade or water. The dinner is provided by the Friends with help from Library S.T.E.A.M. Kids to promote the Volunteer Fair. The Volunteer Fair is a fun-filled event designed for

organizations to recruit new volunteers to help them fulfill their mission.



Tickets for the Pastagheti Dinner are on sale @the Library's front desk. **Pre-Sale Tickets are an awesome deal: Adults \$7, Children 11 & under \$5. [READ More ...](#)**

### CHILDREN'S LIBRARY

Take a LOOK at our [TumbleBook Library](#), a whole library of books that can easily go wherever you go and can be accessed online from your phone or tablet with the FREE [Apple](#) or [Android](#) app.



Have a **CHILD** learning to **READ**?

Introduce them to TumbleBook Library!  
*ask for details in our Children's Library*

**CVCL** Camp Verde Community Library 554-8387

**Thursday 12/21 @4:00p Family Craft Night**  
Make Christmas decorations with Miss Nadia!

**StoryTime is Back on Wednesdays @3:00p**  
Themed stories and crafts for preschoolers.

**Lego Club is Thursdays @5:00p**  
Do your teens play games with Zack on Thursdays?  
Kids and Tweens join Miss Nadia for new Lego challenges each week.

**Every Friday at 1:00p S.T.E.A.M. Time**  
This month, bake cookies & decorate them, make

homemade snow and more!

**Wednesday, 12/20 @3:00p Bilingual Story Time**  
Join us to celebrate Christmas through stories and crafts.

**Do you have a baby or toddler in your family? Arizona's Children Association is offering Early Childhood Development Screening.**



## Parenting Education Services

### Early Childhood Development Screening *ASQ~3 Ages and Stages Questionnaire*

**Who** - Children 1 month - 5.5 years.

**What** - FREE developmental screening to give your child the best start.

**Why** - 90% of a child's brain is developed by age 5.



## Thursday 12/21 @1p-4p

*RSVP to reserve a slot for your child.*

602-708-2966 or [crabtree@arizonaschildren.org](mailto:crabtree@arizonaschildren.org)



**Camp Verde Community Library**

554-8387

## 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, 12/30 @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?

### Thursday, 12/14

1:00p-3:00p Essential Oils: Make & Take Sprays FREE Class ([details](#))

5:30p-7:30p Music in the Stacks meets in the Fireside Room ([details](#))

6:00p Camp Verde Lions Club meets in the Key Lime Room

### Friday, 12/15

9:00a Grief Support Group - Open to Everyone in the Key Lime Room

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

### Saturday, 12/16

10:00a-1:00p EKANKAR Meeting in the Terracotta Room

**LIBRARY CLOSING EARLY @3:30P**

### Monday, 12/18

2:45p-3:45p AZCourtHelp Webinar in the Terracotta Room ([details](#))

6:00p Camp Verde Business Alliance meets in the Terracotta Room

### Tuesday, 12/19

4:00p Holiday Sing-Along with Zack in the Fireside Room

**Thursday, 12/21**

1:00p-4:00p Early Childhood Developmental Screening in the Copper Room ([details](#))

4:00p-5:30p Verde Valley Photographic Society meets in the Key Lime Room

6:00p Verde Valley Special Needs Support Group meets in the Terracotta Room

**Friday, 12/22**

3:00p-5:00p Southwestern Environmental Consultants, Inc. Land Planning Public Meeting in the Terracotta Room

**Saturday, 12/23 - Monday 12/25 LIBRARY CLOSED: Christmas Holiday**

**Thursday, 12/28**

5:30p Kiwanis Club of Camp Verde Evening Meeting in the Terracotta Room

6:00p Camp Verde Lions Club meets in the Key Lime Room

**Monday 01/01 LIBRARY CLOSED: New Year's Day**

**Friday, 01/05**

9:00a Grief Support Group - Open to Everyone in the Key Lime Room

**Monday, 01/08**

10:00a-1:00p Writer's Critique Group with Honey Rubin meets in the Key Lime Room

**Tuesday, 01/09**

10:00a-noon Open Book Club meets in the Copper Room

**Thursday, 01/11**

5:30p-7:30p Music in the Stacks meets in the Fireside Room

6:00p Camp Verde Lions Club meets in the Key Lime Room

**FREE Friday Family Movies will be discontinued after Friday, December 29 until further notice. Watch for special double-feature movie events on a new day and time.**

*STAY CONNECTED*

[LIKE us on Facebook](#)

**Confirm that you like this.**

Click the "Like" button.

	Dec-17	Dec-16	% change	YTD-FY18	YTD-FY17	% change
<b>In-Library Uses</b>						
Traffic Count	7,058	9,725	-27.4%	49,250	38,020	29.5%
New Cards Issued	80	140	-42.9%	590	566	4.2%
Public Computer Sessions	1,159	1,870	-38.0%	8,378	9,264	-9.6%
Early Literacy Computer Use	150	56	167.9%	875	289	202.8%
Requests for Computer Help	94	77	22.1%	620	662	-6.3%
Reference Questions	168	274	-38.7%	1,158	929	24.7%
Study Room Uses	47	n/a		340	n/a	
Study Room Use - Hours	98	n/a		686	n/a	
Study Room Use - People Served	76	n/a		534	n/a	
Community Room Uses	33	n/a		185	n/a	
Community Programs Attendance	254	n/a		1,341	n/a	
<b>Total In-Library Use</b>	<b>8,709</b>	<b>12,142</b>	<b>-28.3%</b>	<b>60,871</b>	<b>49,730</b>	<b>22.4%</b>
<b>Library Programs</b>						
Adult Programs	8	23	-65.2%	66	115	-42.6%
Adult Program Attendance	78	164	-52.4%	1,089	616	76.8%
Children's Programs	18	n/a		119	n/a	
Children's Program Attendance	86	n/a		1,015	n/a	
Teen Programs	6	n/a		58	n/a	
Teen Program Attendance	52	n/a		386	n/a	
<b>Total Library Program Attendance</b>	<b>216</b>	<b>435</b>	<b>-50.3%</b>	<b>2490</b>	<b>1543</b>	<b>61.4%</b>
<b>Circulation</b>						
Items Checked Out	4,973	4,846	2.6%	31,820	23,920	33.0%
Items Checked In	5,043	4,938	2.1%	32,761	25,365	29.2%
Renewed Items	821	773	6.2%	5,529	4,362	26.8%
<b>Total Circulation</b>	<b>10,837</b>	<b>10,557</b>	<b>2.7%</b>	<b>70,110</b>	<b>53,647</b>	<b>30.7%</b>
<b>Circulation Areas of Interest</b>						
Audio Books	190	165	15.2%	1,457	1,031	41.3%
Playaway MP3 Books	63	96	-34.4%	571	542	5.4%
DVDs & Movies	1,740	1,910	-8.9%	11,988	8,889	34.9%
eBooks	379	342	10.8%	2,309	2,145	7.6%
Laptops & iPads	0	8		26	23	13.0%
Large Print	227	229	-0.9%	1,864	1,162	60.4%
Magazines	94	79	19.0%	540	504	7.1%
Spanish Material	46	14		138	36	283.3%
Children's Material	732	1,152	-36.5%	6,488	6,295	3.1%
Teen's Material	713	346	106.1%	3,777	2,186	72.8%
<b>Transits, HOLDS &amp; InterLibrary Loans</b>						
HOLDS Filled	933	681	37.0%	5,688	3,517	61.7%
Transit Items Sent & Received	1,607	1,267	26.8%	9,591	7,131	34.5%
CVCL ILL Items Going Out	7	11	-36.4%	61	103	-40.8%
ILL Items for CVCL Patrons	0	2	-100.0%	58	16	262.5%
<b>Total Transit, HOLDS &amp; ILL Activity</b>	<b>2,547</b>	<b>1,961</b>	<b>29.9%</b>	<b>15,398</b>	<b>10,767</b>	<b>43.0%</b>
<b>Library Volunteers</b>						
Number of Volunteers	31	49	-36.7%	200	207	-3.4%
Number of Hours Given	483	789	-38.8%	3,386	3,638	-6.9%
Average Hours/Volunteer	15.6	16.1	-3.2%	16.9	17.6	-3.7%
<b>Collection &amp; Development</b>						
New Kids & Teen Material Added	19	63	-69.8%	254	183	38.8%
New Books Added	119	192	-38.0%	737	646	14.1%
New Audio-Visual Material Added	77	82	-6.1%	291	331	-12.1%
<b>Total Items Added</b>	<b>196</b>	<b>274</b>	<b>-28.5%</b>	<b>1028</b>	<b>977</b>	<b>5.2%</b>

<b>Mending &amp; Donations</b>							
	Items Mended or Repaired	83	60	38.3%	336	342	-1.8%
	Donations Processed	812	1,608	-49.5%	8,723	4,549	91.8%
	Donations Cataloged	45	159	-71.7%	496	468	6.0%
<b>Online Public Access Catalog</b>							
	OPAC Searches	5,553	3,843	44.5%	45,030	65,930	-31.7%
<b>Library Website</b>							
	Sessions	2,500	n/a		19,200	n/a	
	Users	1,900	n/a		13,500	n/a	

**Community Development Director's  
Monthly Report  
December 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. the Stoumbis park in downtown CV rezoning to PAD has passed Commission and Council review. Community Development has received a rezoning application for a large 300+ space RV park which is proposed for the west side of Interstate 17. The Silverado manufactured home project is moving forward with Commission recommending approval to rezone the property. All three of these projects are using the PAD process to develop that was updated in the P&Z Ordinance last year and which uses a development plan/site plan to support and outline the projects. All three of these PAD's will come back to Commission and Council for site plan review. A Use Permit for Agri-tourism for an Animal Sanctuary and Healing Ranch has been approved by the Town Council.

Community Development has received the designated lap top for GIS and will be working with Yavapai County to get their existing map layers to implement the Town GIS.

The CD Director continues to work with and guide staff to accomplish the department goal of excellent customer service and streamlined processes.



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

**Month/Year: December 2017**

### Items:

Zoning Clearances Completed:

Residential: 8

Commercial: 3

Zoning Verifications: 0

Administrative Reviews: 2 pending

Accessory Dwelling Unit Rental: 1

Minor Land Divisions: 1 pending

Temporary Use Permits: 2 Pending

Zoning Map Changes: 2 approved, 2 pending, 1 follow up

Zoning Text Amendments: 1 follow up

Use Permits: 1 follow up

Board of Adjustment Meetings: 0

Planning Commission Meetings: 1

PZC Items to Town Council: 1

Ordinances/Resolutions Adopted: 1

Phone Calls Processed: 133

### Training:

ESRI (webinar)

APA Legislative Review (teleconference)





# Monthly Report

## *Code Enforcement*

Fiscal Year 2017-2018

- 11/25/17 Abatement bids open for opportunities with the Town of Camp Verde as the towns Abatement Contractor.
- Abatement project located at 1980 N. Royal Way, Camp Verde AZ 86322. The abatement required weed, trash, debris and appliance removal. Four local contractors with Town required licensees applied and bid as listed below.

*Bob's Tree and Landscaping = \$4,100.00*

*The Joshua Tree & Landscape Co. = \$2,970.00*

*Green Earth LLC. = \$1,247.50*

*Schwarder Construction LLC. = \$1,200.00*

- The low bid was offered by Schwarder Construction at **\$1,200.00**. Schwarder Construction was also selected as the Towns newest Abatement Contractor. Aaron Schwarder became a Sub-Contractor 18 years ago and worked his way up to being a General Contractor. Aaron Schwarder holds a KB-1 license and can operate on both residential and commercial projects.
- Total abatement budget amount for fiscal year 2017-2018 = **\$7,500.00**  
Amount remaining = **\$7,095.00**
- Total amount used in the month of December = **\$1,200.00**  
Total number of abatement projects = **1**  
Remaining balance for fiscal year 2017-2018 = **\$5,859.00**

Overall total cases in 2017: **302**

Total Complaints for December: **25**

Total Violations in December: **41**

Cases opened in December: **25**

Cases closed in December: **30**

Abatements for the month of December: **1**

**MONTHLY REPORT FOR DECEMBER 2017**  
**BUILDING DIVISION**

Met with the Fire Marshal and Code Enforcement on a commercial property that had complaints on it. Inspected property with Code Enforcement and closed complaints as unfounded. Met with the Fire Marshal on several commercial properties that had minor outstanding issues to resolve this year. Had a meeting with the C.D. Director, Economic Development Director and a local property owner concerning the proper way to re-open permit applications that had expired due to lack of follow up.

Held a meeting with the Risk Manager in regard to possible mold in the Marshal's Dispatch office. Follow up meeting with Public Works Director, Maintenance Supervisor, Risk Manager and Safety Officer on plan of action to address the issue with the Dispatch Office.

Had a Pre-Development meeting with Fire District, Water Company, Yavapai Flood, Public Works, C.D. Director and applicants regarding a proposed 340+ R.V. Park on Highway 260. Met with Mike Marshal concerning two Ramada's to be constructed at Rezzonico Park. Attended the Department Head meeting of December 19<sup>th</sup> to represent Community Development Department.

Took a week vacation, out several days with the twitching awful's.

Completed 75 building inspections, 13 residential plan check reviews, 7 commercial plan check reviews, 53 phone calls, 9 meetings, 10 miscellaneous site inspections, 5 miscellaneous postings, 4 transmittals, 1 business licenses issued.



Robert Foreman CBCO  
Building Official

# BUILDING MONTHLY REPORT

<b>DECEMBER 2018</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH</b>	<b>2017-2018</b>
PERMITS ISSUED	27	52	410
PERMITS FINALED	44	30	345
PLAN REVIEWS PERFORMED	20	28	250
INSPECTIONS PERFORMED	75	68	929
PHONE CALLS RECEIVED	320	382	5246
BUSINESS LICENSES REVIEWED	3	10	188
BUSINESS LICENSE INSPECTIONS	1	0	18
MISCELLANEOUS SITE INSPECTIONS	10	5	139
<u>BUILDING VIOLATIONS</u>			
Dangerous Building	0	1	6
Stop Work Order	0	1	4
Grading Without Permit	0	0	0

MISCELLANEOUS:

PROJECTS: All

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

ISSUED DATES: 12/01/2017 THRU 12/29/2017

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

STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESC
20160503	12/20/2017	VERDE VALLEY PARTNERS	HIGHWAY260	CON	GRAD
20170171	12/29/2017	MESA, IGNACIO	4053 STATE ROUTE 260	SOLAR	SOLA
20170438	12/01/2017	COBRA COMMAND LLC	1581 BOYLES WAY	BUTERA ELE	COMM
20170439	12/04/2017	DOYLE, GERALD	1034 POWDERHORN RD	OWNER	RESI
20170440	12/04/2017	STEPHENS, KENNETH	2990 SHADY LANE	CATELECTRI	RESI
20170441	12/05/2017	ORTIZ, JOSE & MARY	622 ELK RIDGE DR	ARIZONA	SOLA
20170443	12/05/2017	ALDEN, GARY	170 MONTEZUMA CASTLE HWY	SUNLIGHTBU	MONU
20170446	12/07/2017	VITT, ROXANNE	2453 LA GRANDE DR	OWNER	RESI
20170447	12/07/2017	WILLOWS INVESTORS	1487 HORSESHOE BEND DRIVE 8	WILSON&SON	RESI
20170448	12/07/2017	WILLOWS INVESTORS	1487 HORSESHOE BEND 87	WILSON&SON	RESI
20170449	12/07/2017	SNYDER, MARCY	1356 CHUCK DEVINE	OWNER	MINO
20170450	12/08/2017	DUHAMELL, LARRY & LINDA	2693 OLD CHURCH RD	SOLARCITY	SOLA
20170451	12/08/2017	UNALE, JOHNNY & ELEANO	679 S. AZURE DR	SOLARCITY	SOLA
20170452	12/11/2017	CONTRERAS, PETER	1375 ROUNDUP RD	NEZELECTRI	RESI
20170453	12/11/2017	NORTON, KEVIN	536 SALT MINE RD	OLYMPICWES	FIRE
20170454	12/12/2017	KELLOHEN, THERESA	220 CHAROLAIS DRIVE	PM&M ELECT	SOLA
20170455	12/12/2017	PAGE, LISA	NA NA	GUERRAMOB	MANU
20170456	12/12/2017	PAGE, LISA	NA NA	RAYBURNELE	RESI
20170458	12/13/2017	COAL CREEK CONSULTING	781 CLIFFS PARKWAY	OWNER	ADMI
20170459	12/13/2017	WEEMS, ANNA	1003 W D LANE	OWNER	TEMP
20170460	12/13/2017	STUDER, BARB	697 AZURE DRIVE	SOLARCITY	SOLA
20170461	12/13/2017	WESTMORELAND, ROSEANNE	1503 HORSESHOE BEND DR	DELTAMECH	RESI
20170462	12/13/2017	TOWN OF CAMP VERDE	33 MOSER LANE	MCDONALDBR	NEW
20170463	12/13/2017	TOWN OF CAMP VERDE	33 MOSER LANE	MCDONALDBR	NEW

12/29/2017 10:39 AM

PROJECT VALUATION AND FEE REPORT

PROJECTS: All

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

ISSUED DATES: 12/01/2017 THRU 12/29/2017

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

STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESC
20170464	12/14/2017	NORTON, KEVIN	536 SALT MINR RD	OWNER	COMM
20170465	12/14/2017	GILLMAN, DAVID & HEATHER	185 CLIFF HOUSE DR	OWNER	RESI
20170466	12/14/2017	CURTIS, RICHARD	304 4TH ST.	OWNER	TEMP
20170467	12/18/2017	JACKSON, NATHAN	1815 JESSICA WAY	OWNER	FENC
20170468	12/18/2017	MATTHEWS, BILLY	1246 MAYBELLE LANE	OWNER	RESI
20170469	12/18/2017	SUDDENLINK	86 MONTEZUMA CASLE HWY	NETWORX	COMM
20170470	12/18/2017	NORRED, RICHARD & ELIZA	2240 VERDE WEST DR	OWNER	RESI
20170471	12/19/2017	STEWART, DUNCAN & CHARLI	1835 MONDALE LN	OWNER	FENC
20170472	12/20/2017	SIGN TEC	1602 STATE ROUTE 260	SIGNTECLLC	WALL
20170473	12/20/2017	DUMAS, MIKE	1092 POWDER HORN RD	PURSOLAR	RESI
20170474	12/20/2017	WHITMIRE, MARSHALL & JANE	507 PHEASANT RUN CIR	OWNER	ZONI
20170475	12/20/2017	COBRA COMMAND, LLC	1581 BOYLES WAY	AZFIRESPRI	FIRE
20170476	12/20/2017	CIRCLE K STORES INC	700 FINNIE FLATS RD	OWNER	FIRE
20170477	12/20/2017	MURRAY, BRIAN	3678 RIPPLE RD	SOLARONE	SOLA
20170478	12/27/2017	REDMON, MARY	1125 LUCILE CIRCLE	OWNER	RESI
20170479	12/28/2017	BAIRD, DIANE	2174 PASO FINO WAY	TUFFSHED	ZONI
20170480	12/28/2017	HARDY, NATHAN	2156 HORSESHOE BEND DRIVE	OWNER	FENC
20170481	12/29/2017	ABEND, JENNIFER	NONE NONE	CHRISCONNE	RESI
*** TOTALS ***		NUMBER OF PROJECTS:	42	VALUATION:	6

PROJECTS: All

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

ISSUED DATES: 12/01/2017 THRU 12/29/2017

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

STATUS: ALL

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

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	
02-RES - RESIDENTIAL ADDITION	2	25,700.00	
03-RES - RESIDENTIAL ALTER/REMODE	1	10,000.00	
04-RES - RESIDENTIAL ACCESSORY	3	19,467.00	
11-NEW - COMMERCIAL BUILDING	2	27,490.04	
12-COM - COMMERCIAL ADDITION	1	6,500.00	
13-COM - COMMERCIAL ALTER/REMODEL	1	258,000.00	4
DEMO-RES - RESIDENTIAL DEMOLITION	2	5,750.00	
ELE-COM - COMMERCIAL ELECTRICAL	1	3,000.00	
ELE-RES - RESIDENTIAL ELECTRICAL	6	12,265.14	
FENCE - FENCE	3	12,100.00	
FIRE - FIRE SPRINKLER	3	34,500.00	1
GRADING - GRADING	1	0.00	
MECH-RES - RES - MECHANICAL	1	500.00	
MH - RES - MANUFACTURED HOME	1	55,000.00	
SIGN-MONU - SIGN - MONUMENT	1	3,500.00	
SIGN-WALL - SIGN - WALL	1	10,000.00	
SOLAR - SOLAR INSTALLATION	7	140,183.05	1
Z-ADMIN - ADMINISTRATIVE REVIEW	1	0.00	
Z-MINOR - MINOR LAND DIVISION	1	0.00	
Z-TEMPUSE - TEMPORARY USE	2	0.00	
Z-ZONING - ZONING REVIEW	1	0.00	
ZC - ZONING CLEARANCE	11	0.00	
*** TOTALS ***	53	623,955.23	13



## *Risk Management Memorandum*

To: Mayor and Council  
From: Carol Brown, Risk Manager *cb*  
Date: January 10, 2018  
Cc: Department Heads/Safety Committee  
Re: Risk Manager's Monthly Report ending December 31, 2017 (Snapshot only)

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

- Cancelled insurance on 1 vehicle

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

- Department Head (2)
- Safety committee luncheon
- Superior Court – restitution swimming pool house damage
- Safepersonnel: slip, trips & falls
- AZPRIMA
- Safety Officer (4)
- Update to Town Mgr. Re: Risk Mgmt.

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

- 1 Mold incident
- 1 Workers' Compensation claim

### **Risk Management Highlights:**

- Legal: allocated & coded attorney invoices and on-going claims mgmt.
- Followed up with claimant to ensure receipt of funds for damages
- Processed 7 certificates of insurance
- Researched replacement costs for theft of equipment and signs relative to restitution
- Oriented new employee to Risk Management
- Updated Town contact phone lists
- Reviewed new OSHA 300 Log record keeping requirements with Director of ADOSH, changes to insurance coverage for Community Facility Districts and Action Center Confidentiality Agreement
- Prepared Staff report and resolution to establish a salary equivalent for purposes of computing workers' compensation insurance premium

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