

February 2019 Monthly Report



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

DEPARTMENT HEAD INFORMATION

Town Clerk	Judy Morgan	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



Memorandum

To: Mayor and Council
From: Russ Martin, Town Manager
Date: March 28, 2019
Cc: Department Heads
Re: Manager's report for the period ending February 28, 2019

The following is the Manager's report regarding activities in the months of February 2019:

Lizzy and Elite Services Assistance

During the past couple of months we have been blessed with Lizzy, a local resident, through the Elite Services program along with Verde Valley Caregivers who were able to assist her in transportation to work with us. She was able to work on a couple of projects in the CVMO and Clerks office as well as a project for the Library. Elite services works to find connections for those who are disabled with employers needing assistance, she came cost free and was very helpful and it was great to make a connection with one of our citizens.

CEDS Regional Committee (Comprehensive Economic Strategy)

I was asked to serve in development of the next plan for the NACOG region and attended the first orientation meeting. This committee is very diverse and is filled with individuals in business and government. It is a quarterly meeting and will be completed by the end of the year which will included our items such as highway 260 sewer which placement on this plan is a prerequisite for funding applications through the Economic Development Administration (EDA).

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



Office of the Town Clerk February 2019

Note from the Clerk: With the help of Community Development the Clerk's Office updated the Town Code to reflect the approval of new IBC Codes that were approved by the Town Council. Judy attended two meetings with the web committee who are reviewing options for updating our Town Web Site.

Business License 2019

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
New*	16	14										
Renewal notices	77	76										
Total on File*	799	804										

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 (LIST ON FILE IN CLERK'S OFFICE)

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Number of Requests 2019	9	9											
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
Number of Requests 2015	12	3	8	9	12	15	8	13	7	3	8	4	102
Number of Requests 2014	12	44	15	13	18	23	13	31	7	3	29	19	217

Training: No formal Training in February

Judy Morgan, Town Clerk

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRESS
3596	CONT	ZION ELECTRIC LLC	14227 N 27TH DRIVE PHOENIX, AZ 85053	00 OUT OF TOWN
	COMMENTS:	BL060 - [REDACTED]		
3597	CONT	BRONSON ELECTRIC INC	PO BOX 22057 FLAGSTAFF, AZ 86004	00 OUT OF TOWN
	COMMENTS:	BL060 - [REDACTED]		
3598	SERV	I AM HERE FOR YOU AND YOURS	PO BOX 5104 LAKE MONTEZUMA, AZ 86342	00 OUT OF TOWN
	COMMENTS:	BL060 - [REDACTED]		
3599	RENT-C	CLOVERLEAF RV PARK	PO BOX 784 CAMP VERDE, AZ 86322	3380 W CLOVERLEAF RANCH R
	COMMENTS:	BL060 - [REDACTED]		
3600	CONT	JAIME ELECTRICAL LLC	910 N 91ST AVE TOLLESON, AZ 85353	0 TOWN OF CAMP VERDE
	COMMENTS:	BL060 - [REDACTED]		
3601	CONT	SUNKISS POOLS LLC	PO BOX 13460 MESA, AZ 85216	00 OUT OF TOWN
	COMMENTS:	BL060 - [REDACTED]		
3602	RET	PREPARED SCIENCES	PO BOX 2127 CAMP VERDE, AZ 86322	813 FINNIE FLAT RD
	COMMENTS:	BL060 - [REDACTED]		
3603	SERV	AB MASSAGE THERAPY	468 S MAIN STREET ST A COTTONWOOD, AZ 86326	564 S MAIN ST 110A
	COMMENTS:	BL060 - [REDACTED]		
3604	SERV	ZACH WOLFE & SHANNON WOLFE	PO BOX 1897 CAMP VERDE, AZ 86322	4120 W MAHONEY RD
	COMMENTS:	BL060 - [REDACTED]		
3605	RET	ROUTE 66 IMAGES	4215 E CLEAR CREEK DRIVE CAMP VERDE, AZ 86322	4215 E CLEAR CREEK DR
	COMMENTS:	BL060 - [REDACTED]		
3606	SERV	L C STUDIO HAIR & NAILS	155 S MONTEZUMA CASTLE HWY #4 CAMP VERDE, AZ 86322	
	COMMENTS:	BL060 - [REDACTED]		
3607	CONT	ARMOUR CONSTRUCTION LLC	PO BOX 1329 RIMROCK, AZ 86335	00 OUT OF TOWN
	COMMENTS:	BL060 - [REDACTED]		
3608	CONT	PUR ENERGY LLC	11022 S 51ST STRE STE 200 PHOENIX, AZ 85044	0 OUT OF TOWN
	COMMENTS:	BL060 - [REDACTED]		
3610	SERV	BRIAN'S HOME RESCUE LLC	449 GEARY HEIGHTS DRIVE CLARKDALE, AZ 86324	00 OUT OF TOWN
	COMMENTS:	BL060 - 21268262		

TOTAL LICENSES: 14



CAMP VERDE MARSHAL'S OFFICE Monthly Report February 2019



Volunteers in Policing (VIPs):

- VIP's conducted several community patrols each week during the month
- VIPs hosted a VIP open house/recruitment event at CVMO

Patrol:

- Deputy Trahin and McClure attending a 2 week long DPS Detective School
- Deputy Freeman attending Mental Health training
- Deputy was assigned to Gang & Immigration Intelligence Team Enforcement Mission (GIITEM)
- Officers Conducted 2 speed Concentrated details through Camp Verde

Dispatch

- Eva, Kelsey, Cyntina attended Trauma and Resilience training
- Mary and Susan completed the "National Center for Missing/Exploited Children" training.
- All dispatchers completed Customer Service Training
- All dispatchers completed CPR for Telecommunicators

Miscellaneous:

- Cvmo successfully implemented new body camera system
- CVMO Property and Evidence collected approximately 35.5 lbs of prescription drugs

Coffee with a COP:

- Coffee with a Cop was held February 25th at Thanks a Latte. Next event will be March 25th.

February statistics compared to last year

February	2018	2019
Total Calls	752	763
Traffic Stops	212	273
Animal Calls	53	58
Vehicle Burglary	0	0
Residential Burglary	6	5
Criminal Damage	1	3
Domestic Violence	5	9



PUBLIC WORKS MONTHLY ACCOMPLISHMENTS

February, 2019:

Engineering:

- Remaining CIP Project Request discussions with each Departments
- Department Head Meetings
- Met with Kimley –Horne to go over final Park Plans
- Operational Budget meetings with each Department.
- Entered FY/20 Public Works Budget.
- Met with other Agencies addressing Verde Lakes Drive Solutions.
- Informed Streets Supervisors of the many calls from residents regarding road conditions during Storms.
- Created work orders for Maintenance and Streets crews.

Streets Division:

- Haul millings from Cordes JCT to the Streets Yard.
- Service various pieces of equipment
- Crack seal various roads
- Do various work orders
- Purchased Salt/Cinder spreader. This can be utilized by several Pub- Works Departments.
- Weed removal in various Town ROW.
- Set up barricades and signs during Storms.
- Removed debris after flood waters receded.
- Met with Town Manager to discuss permanent solution to Verde Lakes Drive flooding.

Maintenance Division:

- Continue Kitchen remodel.
- Employee evaluations
- Butler Park Announcers Stand. Replaced stair landing and door-jam.
- Renovate ball field for season.
- Install 220 amp circuits for events.
- Install stands and signage at Rezzonico Park.
- CIP Budget process
- Flags up for Presidents Day.
- Spring Heriatge/Wine and Pecan Festival Banners up.
- Install correct wiring from panel to old jail.
- Historical Society restroom remodel.
- Prepare parks for Spring season.
- Daily Work orders.

Parks & Recreation:

- Grasshopper Basketball 5th – 8th grade basketball continued with 6 teams playing. In addition, there is a team from American Heritage Academy which plays one game per week against one of our teams.
- CIP and operating budget planning continues. P&R is focused on maintaining existing improvements we have made as well as capacity for expansion of programs.
- Refinement continues on the amenity design for the Sports Complex. We applied for a soccer irrigation grant and continue work on the application for Little League and tennis grants. Representatives from AYSO toured the Sports Complex with staff and discussed plans, priorities and funding options. The Streets crew completed the installation of the millings for the trailhead parking lot for the Perimeter Loop trail. Signs and kiosks have been ordered and are ready to be installed, and once this is completed, the Perimeter Loop Trail can be opened to the public. Planning for new perimeter fencing and gates has begun.
- Our new Friday Camp class has finished its session and we are gearing up for our second session, “Fun, Fitness, and Outdoor Sports,” which begins March 29th.
- Staff continue to work on budget, plans and options for increasing our Special Event responsibility. This has included follow-up with representatives from Cottonwood and Sedona as well as discussions with Prescott. We have also met with Camp Verde Promotions about details and will be shadowing them more intensively for the Pecan & Wine Festival.
- Continued to handle requests for facility use at the Community Center, Rooms 204 & 305 and sports fields. For perspective this month saw 59 scheduled uses in the meeting rooms, 82 time slots in the Gym, 2 Ramada reservations, and 56 time slots for Butler Baseball and Soccer fields.
- The river sign kiosk was installed at Rezzonico Family Park by the Old Guys. This kiosk and sign was paid for with a grant from One for the Verde administered through the Friends of the Verde River and awarded to Economic Development.
- We have begun the process of hiring our summer camp and pool staff in preparation for the summer season.

- Registration was extended for our Adult Co-Ed volleyball season with games scheduled to begin in the middle of March.
- Registration is still open for the Challenger International Soccer camp being held at Butler Park in June.
- We had 2 Friday Day Trips to the Commemorative Air Force Museum in Mesa and Desert Botanical Gardens in Phoenix.
- Registration continues for our summer Diamondbacks trips with the first trip April 7.
- Submitted a second grant application for additional funding for our summer camp program.
- Little League has begun practices at Butler Park with opening day set for March 30th.
- Ticket sales and advertising have begun for promotion of the Culpepper & Merriweather Circus coming to Town on April 16th. This is a Parks and Rec sponsored event with all proceeds going towards funding summer camp and the Camp Verde Sports Complex.

WWTP Accomplishments

- Tasked with 72 Blue Stakes for the month.
- Received 4 call outs for plant alarms.
- Installation continues for the solar panels.
- Assisting on pulling power lines for Disk and UV filter units.
- Addressed Safety walk thru concerns. Working on remediation.
- Waiting on corrected Red-lines for the Drying Beds submitted to SEC for revision.
- Inspection of Red Moon sewer lines continues. Locking manhole covers will need to be purchased for flood plain areas to prevent infiltration.
- Jerry attended training in Phoenix on Scada systems.
- **Homestead Parkway sewer installation commenced.**



COURT NEWS



Camp Verde Municipal Court monthly newsletter

FEBRUARY 2019



Court, welcomes Michael M. Shaw,
newest Assistant Magistrate for Camp Verde Municipal Court.



FEBRUARY AT A GLANCE.....

- Court held our first Security Emergency preparedness committee meeting on Feb 6th. We had a representative from Carol Brown-Risk management, a representative from Copper Canyon Fire, our Presiding Judge Paul Schlegel, and Court Supervisor Veronica Pineda.
- Veronica attended the department head meeting on Feb. 11th.
- Veronica attended a website demo from: Granicus govAccess website at the library on Feb 13th. And a CivicPlus Demonstration on Feb 28th .
- Court celebrated Valerie's birthday!

LETS COMPARE SOME STATS: February vs January

- 42 total Criminal Misd/ Criminal traffic, local ordinance charges filed
28 less than JAN.
- 96 civil Traffic charges filed this month (CVMO/DPS/ YANPD)
3 LESS than JAN
- 2 petitions for Orders of Protection were filed
- 5 petitions for Injunctions against harassment were filed.
- AZCourtPay.com (OLCP/FARE WEBSITE) monies collected this month \$6984.87
\$3222.60 LESS than last month



NEWS RELEASE

Arizona Supreme Court - Administrative Office of the Courts

FOR IMMEDIATE RELEASE

Contact: Aaron Nash
Phone: 602-452-3656
Email: anash@courts.az.gov

February 14, 2019

Warning About Scams Posing as Arizona Supreme Court

PHOENIX – Phone call scams aimed at tricking people into paying money they don't owe or providing access to their bank accounts have been reported to the Arizona Administrative Office of the Courts. The caller ID information appears to come from the Arizona Supreme Court.

The Arizona Supreme Court does not demand payment over the telephone or require access to bank accounts. If you get a phone call, text, or email asking for money because of a court document or saying you violated a court order or other legal obligation, you should check further before taking action and do not provide access to your financial accounts. Ask for the caller's name and return phone number, the name of the court, and the case number – all of which a legitimate caller can provide as public information.

Case information is available from the Arizona Judicial Branch online at <https://apps.supremecourt.az.gov/publicaccess/>. You can also search the named court's website by typing the web address into an internet browser – do not click on links or open attachments contained in a text or email from a source you do not recognize or trust. You can also contact the named court at the phone number or email address listed on their official website.

There are legitimate third-party vendors who call to obtain payment on past-due accounts. Those vendors will be able to provide information you can confirm from public records. Those calls do not come from a Supreme Court phone number.

To report a potential scam, contact the court named in the phone call, text, or email and find out where you can forward the potentially fraudulent item for further review. The courts actively investigate scams that falsely use the name of Arizona's courts, employees, judicial officers, or versions of the courts' seals.

Variations of these scams suggest that the person receiving the call must pay money to receive an inheritance, to resolve an outstanding warrant, or to avoid having immediate action taken against them for failure to pay a court fine or fee, failure to appear at a hearing, or for missing jury service. Another version of this scam involves supposedly paying off the legal debts of a stranger who claims to be interested in an online romance and eventual meeting with the intended victim.

If you believe you have been a victim of fraud, contact the Consumer Protection section of the Arizona Attorney General's office at <https://www.azag.gov/consumer> or by calling (602) 542-5763 (Phoenix), (520) 628-6648 (Tucson), or toll-free outside of metro Phoenix, (800) 352-8431.

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**CAMP VERDE MUNICIPAL COURT
MONTHLY TRANSMITTAL**

Date: March 6, 2019
 From: Camp Verde Municipal Court
 Check #: 5987

Reporting Month: FEBRUARY 2019
 Total Amount of Check: \$38,037.23

RECEIVED TO BE ALLOCATED TO BELOW ACCOUNTS BY _____

REVENUE ACCOUNT NUMBER

01-300-40-413000	\$33,928.23
Fines/Fees/Forfeitures- before the check requests below	
01-300-40-431000	\$1,488.20
Court Apt-Atty. Reimbursement	
05-310-40-413100	\$153.00
Local JCEF Fund	
05-330-40-413300	\$1,978.52
Court Enhancement Fund	
19-601-40-413000	
Camp Verde Marshal's Safety Equip. Fund (\$219.87)	\$484.73
28-4139 License Plate violation (\$264.62)	
2011 additional assessment citing agency share (\$.24)	
19-540-40-413000	
Camp Verde Code Enforcement Sfty Equip fund	\$4.55

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	\$13.71	01-300-40-413000
000087	Yavapai County Jail & Addtl Fee \$1 Fund	\$410.53	01-300-40-413000
000117	Arizona State Treasurer	\$17,810.01	01-300-40-413000
003583	Arizona Department of Public Safety Equip. Fund (\$43.89) Additional assessment fund (\$4.00)	\$47.89	01-300-40-413000
003572	Motor Vehicle Division Refund Unit	\$0.00	01-300-40-413000
001014	Registrar of Contractors Safety Equipment Fund	\$0.00	01-300-40-413000
003313	Cottonwood Police Dept Safety Equipment Fund 2011 Additional assessment fund (\$4.00)	\$4.00	01-300-40-413000

FEB 2019

CAMP VERDE MUNICIPAL COURT

MONTHLY REPORT

DESCRIPTION	JULY 2018	AUGUST 2018	SEPTEMBER 2018	OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018	JULY THROUGH DEC 2018	JANUARY 2019	FEBRUARY 2019	MARCH 2019	APRIL 2019	MAY 2019
MISDEMEANOR & CR TRAFFIC FTA	64	84	56	75	41	29	349	62	34			
DUI	0	4	0	4	3	4	15	2	2			
SERIOUS TRAFF	2	0	0	1	0	2	5	0	0			
CRIMINAL TRAFF	3	5	7	15	14	11	55	6	6			
MISDEMEANORS SUBTOTAL	69	93	63	95	58	46	424	70	42	0	0	0
CIVIL TRAFFIC	45	52	41	46	46	115	345	99	96			
HARASSMENT INJUNCTION	2	1	9	7	1	1	21	3	5			
ORDER OF PROTECTION	2	4	2	3	1	0	12	2	2			
TOTAL FILINGS	118	150	115	151	106	162	802	174	145	0	0	0
IA/ARR IN CUSTODY							0	0	0	0		0
ATTY RESTITUTION	817.36	957.74	480.75	288.14	215.19	471.91	3231.09	572.74	1488.20			
LCL ORD FEES (Default/Warrant etc)	1675.66	3144.83	1681.12	2444.93	1822.98	1573.17	12342.69	2173.89	2118.66			
LCL CRT ENHANCEMENT	1510.53	1422.13	1483.91	1827.73	1736.36	1542.91	9523.57	2255.05	1978.52			
JCEF TO TOWN	171.01	190.85	150.16	191.87	227.13	111.43	1042.45	242.53	153.00			
CVMO ADDL EQP\$13	119.43	118.30	114.33	155.00	114.27	141.79	763.12	485.84	484.73			
DPS ADDL EQP \$13	4.48	18.04	56.43	77.63	106.75	62.85	326.18	63.06	47.89			
YAV CTY JAIL/ADD FEE	550.08	824.56	936.18	432.62	267.68	271.92	3283.04	386.94	410.53			
MVD/ADOT/ADD FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
COTTONWOOD ADD EQP FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00			
CAMP VERDE CODE ENFORCMENT	0.00	0.00	4.00	4.00	0.22	0.56	8.78	4.38	4.55			
ROC ADDL EQP FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
YAN TRIBAL POLICE	173.61	4.10	12.82	148.28	16.42	1.09	356.32	11.84	13.71			
STATE TREAS.	10268.44	13893.94	10870.48	19901.10	13792.45	12420.95	81147.36	17436.79	17810.01			
TOWN TREAS.	8221.40	13282.03	10467.43	13557.91	12977.49	11957.44	70463.70	17769.49	17130.29			
TOTAL CHECK	21018.98	29753.95	24095.74	36296.14	29238.77	26510.94	166914.52	38655.92	38037.23	0.00	0.00	0.00

TOTAL FILINGS AND COLLECTIONS-FIVE YEAR TREND

JUNE 2019	JANUARY THROUGH JUNE 2019	TOTAL FISCAL YEAR 2019 (JUL 2018-JUN 2019)	Inc/Dec FY 18 TO FY 19	TOTAL FISCAL YEAR 2018 (JUL 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
	96	445	21%	368	11%	333	4%	319	15%	277	MISDEMEANOR & CR TRAFFIC FTA
	4	19	-62%	50	-19%	62	-18%	76	52%	50	DUI
	0	5	-38%	8	0%	8	-11%	9	-10%	10	SERIOUS TRAFF
	12	67	3%	65	-45%	118	-56%	268	-9%	294	CRIMINAL TRAFF
	112	536	9%	491	-6%	521	-22%	672	3%	651	MISDEMEANORS SUBTOTAL
	195	540	-35%	830	-13%	950	-11%	1066	-21%	1356	CIVIL TRAFFIC
	8	29	-46%	54	170%	20	-23%	26	0%	26	HARASSMENT INJUNCTION
	4	16	-11%	18	-50%	36	20%	30	30%	23	ORDER OF PROTECTION
	319	1121	-20%	1393	-9%	1527	-15%	1794	-13%	2056	TOTAL FILINGS
	0	0	-100%	127	-57%	297	-31%	431	11%	387	IA/ARR IN CUSTODY
	2061	5292	30%	\$ 4,063.12	-34%	\$ 6,167.66	28%	\$ 4,814.96	-16%	\$ 5,726.10	ATTY RESTITUTION
	4293	16635	-44%	\$ 29,496.17	81%	\$ 16,332.43	-29%	\$ 23,017.77	31%	\$ 17,526.40	LCL ORD FEES (Default/Warrant etc)
	4234	13757	-38%	\$ 22,094.28	-1%	\$ 22,287.49	-8%	\$ 24,241.18	-21%	\$ 30,743.43	LCL CRT
	396	1438	-44%	\$ 2,586.28	-10%	\$ 2,860.56	-3%	\$ 2,942.78	0%	\$ 2,935.79	ENHANCEMENT
	971	1734	-30%	\$ 2,489.36	6%	\$ 2,344.96	10%	\$ 2,134.35	0%	\$ 2,137.42	JCEF TO TOWN
	111	437	156%	\$ 170.99	-78%	\$ 763.43	-52%	\$ 1,575.76	-33%	\$ 2,354.35	CVMO ADDL EQP\$13
	797	4081	-16%	\$ 4,882.75	61%	\$ 3,031.13	-11%	\$ 3,418.98	-25%	\$ 4,554.94	DPS ADDL EQP \$13
	0	0	-100%	\$ 4.00	-65%	\$ 11.43	-31%	\$ 16.58	107%	\$ 8.00	YAV CTY JAIL/ADD FEE
	4	4	N/A								MVD/ADOT/ADD FEE COTTONWOOD ADD EQP FEE
	9	18	N/A								CAMP VERDE CODE ENFORCMENT
	0	0	-100%	\$ 4.01	-67%	\$ 12.00	0%	\$ -	-100%	\$ 0.97	ROC ADDL EQP FEE
	26	382	-47%	\$ 722.04	54%	\$ 468.32	263%	\$ 129.11	100%	\$ 64.50	YAN TRIBAL POLICE
	35247	116394	-35%	\$ 178,865.54	-12%	\$ 203,750.00	-13%	\$ 235,443.15	-10%	\$ 261,650.80	STATE TREAS.
	34900	105363	-32%	\$ 155,812.05	-7%	\$ 167,240.18	-6%	\$ 177,814.66	-1%	\$ 180,021.82	TOWN TREAS.
0.00	76693	243608	-34%	\$ 367,643.48	-9%	\$ 402,769.50	-10%	\$ 447,716.55	-8%	\$ 484,472.02	TOTAL CHECK

Limited Jurisdiction Courts
Misdemeanor, Criminal And Civil Traffic Caseload Summary By Charge

CAMP VERDE MUNICIPAL COURT - 1354

START DATE : 2/1/2019 END DATE :2/28/2019

Misdemeanor Criminal and Civil Traffic Caseload Summary by Charge		INCOMING				OUTGOING				
Column ID		1	2	3	4	5	6	7	8	9
LINE ID	CASE TYPE	New Filing & Transfers In	Reopened	Reactivated	Total Charges Incoming	Terminations			Placed on Inactive Status	Total Charges Outgoing
						Entry of Judgment	Default Judgment	Reopened		
Section - 1 Misdemeanor										
Person										
A	Person-Sex Offenses	0	0	0	0	0	0	0	0	0
B	Person-Kidnapping	1	0	0	1	0	0	0	0	0
C	Person-Aggravated Assaults	0	0	0	0	0	0	0	0	0
D	Person-Other Assaults	1	0	0	1	5	0	0	0	5
Property										
E	Property-Burglary	0	0	0	0	0	0	0	0	0
F	Property-Auto Theft	0	0	0	0	0	0	0	0	0
G	Property-Other	6	0	2	8	6	0	0	2	8
Other										
H	Drug Possession/Paraphernalia	6	0	0	6	3	0	0	7	10
I	Weapons	0	0	0	0	0	0	0	0	0
J	Public Order	2	0	0	2	8	0	0	0	8
K	Interfering With Judicial Proceedings	0	0	1	1	0	0	0	0	0
L	Failure to Appear/Misd&CrimTraffic	1	0	0	1	2	0	0	0	2
M	Petty Offenses	2	0	2	4	4	0	0	0	4
N	Other	15	1	4	20	20	0	1	2	23
Section - 2 Criminal Traffic										
DUI										
A	Motor Vehicle	2	0	0	2	0	0	0	0	0
B	Extreme Motor Vehicle	0	0	0	0	0	0	0	0	0
C	Boating/Flying	0	0	0	0	0	0	0	0	0
Serious Violations										
D	Leaving the Scene	0	0	0	0	0	0	0	0	0
E	Reckless Driving	0	0	0	0	0	0	0	0	0
F	Racing on Highway	0	0	0	0	0	0	0	0	0
G	All Other	0	0	0	0	0	0	0	0	0
Other Violations										
H	Criminal Speed	6	0	0	6	0	0	0	0	0
I	All Other	0	0	2	2	4	0	0	2	6
Section - 3 CivilTraffic										
A	Driver License	1	0	0	1	0	0	0	0	0
B	Registration	5	1	0	6	2	0	1	0	3
C	Insurance	3	1	0	4	2	2	1	0	5
D	Speeding	37	3	0	40	49	3	3	0	55
E	Excessive Speeding	8	0	0	8	3	0	0	0	3
F	Red Light	0	0	0	0	0	0	0	0	0
G	Seat Belt	3	0	0	3	0	0	0	0	0
H	State DPS Photo Enforcement	0	0	0	0	0	0	0	0	0
I	Other Civil Traffic	39	0	0	39	24	2	0	0	26

	Section - 4 Local - Non Criminal Ordinances									
A	Parking	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
B	Non-Parking	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
	Section - 5 Felony									
A	Total Felony	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
	GRAND TOTAL	138	6	11	155	132	7	6	13	158
	Section - 6 Domestic Violence									
A	Felony-Domestic Violence	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
B	Misdemeanor-Domestic Violence	<u>4</u>	<u>0</u>	<u>0</u>	4	<u>11</u>	<u>0</u>	<u>0</u>	<u>0</u>	11
	Section - 7 Special Case Characteristics									
A	Self Represented Litigants	<u>129</u>	<u>6</u>	<u>11</u>	146	<u>126</u>	<u>7</u>	<u>6</u>	<u>13</u>	152
B	Interpreter Services Provided	<u>1</u>	<u>0</u>	<u>0</u>	1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0

Limited Jurisdiction Courts

START DATE : 2/1/2019 END DATE : 2/28/2019

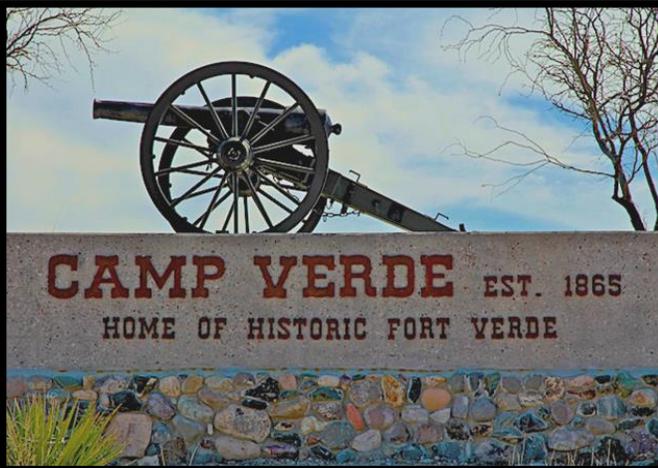
LINE ID	CASE TYPE	Column ID		1	2	3	4	5	6	7	8	9	10	11	12	13
		Begin Pending		New Filing	Transfer In	Reopened	Reactivated	Terminations		Placed on Inactive Status	Statistical Correction		End Pending			
		Active	Inactive					Entry of Judgment	Reopened		Active	Inactive	Active	Inactive		
Section - 1 Civil																
A	Small Claims	0	0	0	0	0	0	0	0	0	0	0			0	0
B	Forcible Detainer / Eviction Action	0	0	0	0	0	0	0	0	0	0	0			0	0
C	Tort	0	0	0	0	0	0	0	0	0	0	0			0	0
D	Contract	0	0	0	0	0	0	0	0	0	0	0			0	0
E	Debt-Seller Plaintiff	0	0	0	0	0	0	0	0	0	0	0			0	0
F	Other Civil	0	0	0	0	0	0	0	0	0	0	0			0	0
G	Total Civil Complaints	0	0	0	0	0	0	0	0	0	0	0			0	0
Section - 2 Domestic Violence & Harassment Petitions																
A	Civil Emergency Order of Protection	0	0	0	0	0	0	0	0	0	0	0			0	0
B	Civil Order of Protection	2	0	0	0	0	0	0	0	0	0	0			2	0
C	Injunction Against Harassment	5	0	2	0	0	0	2	0	0	0	0			5	0
D	Injunction Against Workplace Harassment	0	0	0	0	0	0	0	0	0	0	0			0	0
Section - 3 Special Case Characteristics																
A	Self Represented Litigants	7	0	2	0	0	0	2	0	0	0	0			7	0
B	Interpreter Provided	0	0	0	0	0	0	0	0	0	0	0			0	0

**Limited Jurisdiction Courts
Other Proceedings Held Summary Report**

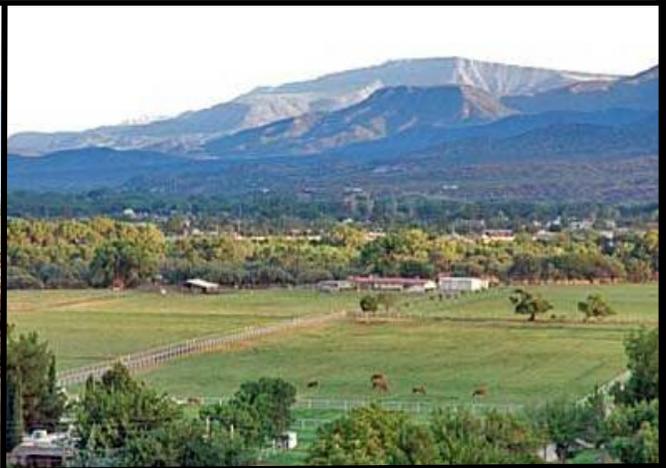
CAMP VERDE MUNICIPAL COURT - 1354

START DATE : 2/1/2019 END DATE : 2/28/2019

Line ID	Other Proceedings Held	No. of Events
Section - 1 Trials		
A	Misdemeanor/FTA Jury Trials Held	<u>0</u>
B	Misdemeanor/FTA Court Trials Held	<u>1</u>
C	Criminal Traffic/FTA Jury Trials Held	<u>0</u>
D	Criminal Traffic/FTA Court Trials Held	<u>0</u>
E	Civil Jury Trials Held	<u>0</u>
F	Civil Court Trials Held	<u>0</u>
G	Civil Forcible Detainer/Eviction Action Court Trials Held	<u>0</u>
Section - 2 Hearings and Initial Appearances		
H	Civil Traffic Hearings Held	<u>6</u>
I	Felony, Misdemeanor and Criminal Traffic Initial Appearances	<u>1</u>
J	Felony Preliminary Hearings Held	<u>0</u>
K	Small Claims Hearings Held/Defaults	<u>0</u>
L	Small Claims Hearings Held/Defaults before Volunteer Hearing Officer	<u>0</u>
M	Order of Protection-Hearings Held to Revoke or Modify Order	<u>0</u>
N	Injunction against Harassment-Hearings Held to Revoke or Modify Order	<u>0</u>
O	Juvenile Hearings Held	<u>0</u>
Section - 3 Special Proceedings		
P	Fugitive Complaints Filed	<u>0</u>
Q	Search Warrants Issued	<u>1</u>



Community Development



CARMEN HOWARD
Community Development Director

ROBERT FOREMAN
Building Official



February 2019

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

The CD Director met with various departments and citizens to discuss potential development projects and general interdepartmental coordination. Staff has been working on 2019-2020 budget and preparing for updates to the sign code.

On March 13, staff has scheduled a joint work-session (Council and Commission) to bring forward the findings from public meetings and have P&Z and Council give staff direction to proceed with amendments. The CD Director continues to work with Economic Development and Public Works to further development within the Town according to our guiding plans. CD continues to work with the Economic Development Department on graduate student applied projects in Camp Verde.

The CD Director continues to work with and guide staff to accomplish the department goal of excellent customer service and streamlined processes. Our Permit Tech's has been participating with a permit tech group in March for training and networking. Community Development will continue its goal of providing excellent customer service to the Community by focusing on improving processes for the residential community and non-commercial applications.

MONTHLY REPORT FOR FEBUARY 2019
BUILDING DIVISION

Met with the Lead Pastor of a local church regarding the addition of new buildings for educational purposes. C.D. Director, and staff met with a local real estate agent regarding the new sign codes and building requirements for same. Held several conversations with the Red Moon R.V. resorts new pool and spas, completed the plan checks for same and issued the permits. Reviewed and scheduled the upcoming AZBO classes for Building Division staff.

C.D. and staff met with applicants for potential Special Event promoters at several local properties. Met with the contractors and owner of a local auto body repair shop regarding a new building and the process to move two self-contained spray booths into this building. Had several meetings with the interim Fire Marshal, Gary Johnson regarding processes, coordination and cooperation between our offices. Completed the suggested budget for Building Division and updated the narrative for that Division. Completed the paper work and scheduled the date and time for the upcoming ISO audit. Began systematic training of current staff for performing the duties of the Building Official, in his possible upcoming absence.

Completed 49 building inspections, 13 residential plan check reviews, 4 commercial plan check reviews, 33 phone calls, 6 meetings, 5 miscellaneous site inspections, 3 miscellaneous postings, 7 business licenses issued.



Robert Foreman CBCO
Building Official

Monthly Report for Planning & Zoning Items

Month/Year: February 2019

Zoning Clearances Completed:

Residential: 11

Commercial: 3

Zoning Verifications: 1

Administrative Reviews: 0

Minor Land Divisions: 0

Lot Line Adjustments: 1

Development Standards Review: 1

Temporary Use Permits: 1 pending

Zoning Map Change: 0

Use Permits: 0

Text Amendments: 0

Subdivision Plats: 1

Board of Adjustment Meetings: 1

Planning Commission Meetings: 1

PZC Items to Town Council: 0

Ordinances/Resolutions Adopted: 0

Business Licenses received: 8 Business Licenses approved: 6

Training/Webinars:

ESRI Webinar

Other Meetings:

(2) APA Legislative Teleconferences
Pete Roulette re: Minor Land Division
Sign Code Meeting, Round 4
Jesse re: GIS Organizing

Clark re: Swap Meet Parking & Layout
Johnston re: White Hawke Village
Destiny & Don re: Event Planning
LC Studio re: Signage

Phone Calls Processed: 88

Planning & Zoning Permits – February 2019

02/01/2019 - 02/28/2019

Permit #	Permit Date	Description	Planning & Zoning
20190053	2/27/2019	ADDITION TO BEDROOM / DINING ROOM/ PANTRY/ AND GARAGE	Zoning Clearance
20190052	2/26/2019	RES - PORCH/STEPS (x2)	Zoning Clearance
20190051	2/26/2019	LIT SIGNS - 2 @ 17.6 sq ft; 2 @ 8.8 sq ft	Zoning Clearance COM
20190050	2/25/2019	RES- DETACHED GARAGE	Zoning Clearance
20190049	2/25/2019	480 sq FT AWNING	Zoning Clearance
20190044	2/20/2019	COM - REMODEL (ADDITION TO EXISTING BLDG)	Zoning Clearance
20190043	2/20/2019	COM - 3X15 DBL SIDED FEATHER FLAGS (X3)	Zoning Clearance COM
20190042	2/19/2019	RES - SHED	Zoning Clearance
20190041	2/20/2019	RES - FENCE (6' X 95')	Zoning Clearance
20190040	2/20/2019	FENCE - 6FT' X 180' LONG	Zoning Clearance
20190038	2/19/2019	Zoning Verification	Zoning Verification
20190036	2/15/2019	-124W & -124V	Lot Line Adjustment
20190035	2/15/2019	White Hawk Business Park	Final Subdivision Plat
20190034	2/14/2019	SHUSTER / MONTE VERDE BLDG	Development Standards Review
20190029	2/12/2019	SWIMMING POOL & 2 SPAS	Zoning Clearance
20190027	2/11/2019	FLAG SIGNS (X 4)	Zoning Clearance COM
20190025	2/6/2019	M/H SET; Space 47	Zoning Clearance
20190024	2/6/2019	NEW - SFR; ATTACHED GARAGE, ENTRY, COVERED PATIO	Zoning Clearance

Total Records: 31

3/4/2019



Monthly Report

Code Enforcement

February 2019

February was the near end of our cold front and special attention has been put forth to identify nuisance violations in our community and insure our property values are protected. Code Enforcement is also assisting the Town's Engineering department in performing SWPP inspections on various areas of the Town. This will help prevent any possibility of contaminates any of Camp Verde's storm drains, washes and water.

Code Enforcement is continuing to stay productive and responding to complaints as they come in. As of the end of February 2018 we have already opened 30 cases and closed 17 to date. We currently are educating the community on how to file online complaints making it easier for citizens with limited mobility and time to be heard.

Code enforcement will continue to stay productive throughout the summer and will make every effort to keep code compliance within the Town limits. We help maintain and improve the quality of the Town of Camp Verde by helping the public to understand the Planning and Zoning Codes and initiating fair and unbiased enforcement action to correct violations. Please remember to visit the Town of Camp Verde website and come to our office located at 473 S. Main St # 108 to file your complaint today.

COMMUNITY DEVELOPMENT MONTHLY REPORT

FEBRUARY 2019	CURRENT MONTH	PREVIOUS MONTH	2018-2019
PERMITS ISSUED	21	19	208
Commercial – Building	1		
Commercial – Ten. Improvement	2		
OTC	5		
Residential – Building	3		
Residential – MFH	1		
Residential – Demo	1		
Residential – Accessory	1		
Sign	2		
Solar	2		
Temporary Use	1 Pending		
Temporary Youth	0		
Zoning Clearance – Accessory	1		
Zoning Clearance – Fence	2		
PERMITS FINALED	24	33	191
Commercial – Co-locate Tower	0		
Commercial – Building	2		
Commercial – Ten. Improvement	0		
Commercial – Grading	1		
OTC	3		
Residential – Building	4		
Residential – MFH	1		
Residential – Demo	0		
Residential – Accessory	5		
Residential – Swimming Pool	1		
Sign	2		
Solar	2		
Temporary Use	0		
Temporary Youth	0		
Zoning Clearance – Accessory	1		
Zoning Clearance – Commercial	0		
Zoning Clearance – Fence	2		
PLAN REVIEWS PERFORMED	17	7	121
Commercial	4		
Residential	13		
INSPECTIONS PERFORMED	49	60	357
ZONING CLEARANCES COMPLETED	14	6	129
Commercial	3		
Residential	11		
PHONE CALLS RECEIVED/COMPLETED	532	809	4352
Building Department	315		
Planning & Zoning	88		
Code Enforcement	129		
BUSINESS LICENSES RECEIVED	8	8	47
BUSINESS LICENSES APPROVED	6	7	36
BUSINESS LICENSES DENIED	0	0	2
BUSINESS LICENSE INSPECTIONS	1	0	1

FEBRUARY 2019	CURRENT MONTH	PREVIOUS MONTH	2018-2019
MISCELLANEOUS POSTINGS	3	5	25
Clerk	3		
Building	0		
MISCELLANEOUS SITE INSPECTIONS	4	16	51
Zoning	0		
Building	4		
TRANSMITTALS	4	4	12
MEETINGS	14	21	104
COMMISION/BOARD/COUNCIL MEETINGS	2	1	8
LETTERS	3	4	10
 <u>BUILDING VIOLATIONS</u>			
DANGEROUS BUILDINGS	0	0	3
STOP WORK ORDER	0	0	2
GRADING WITHOUT PERMIT	0	0	0

****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:	FEB-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		2	425,000	4,422
SINGLE FAMILY ATTACHED (Townhouses or Row Houses)				
TWO-FAMILY BUILDINGS (Duplexes)		1	411,000	3648
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 Report monthly

02/01/2019 - 02/28/2019

Permit #	Permit Date	Permit Type	Applicant Name	Description	Project Cost	Primary Contractor	Total Fees	Parcel Address
2019 0054	2/27/2019	Electrical	CHASTITY SHULTZ	# 52	200		\$82.40	2223 N Arena Del Loma
2019 0053	2/27/2019	Building	JEFFREY SANDERS	ADDITION TO BEDROOM / DINING ROOM/ PANTRY/ AND GARAGE	60,000	PUR SOLAR INC	\$1,290.80	765 E. STOLEN BLVD
2019 0052	2/26/2019	Building	Daniel Andre	RES - PORCH/STEPS (x2)	2,000		\$223.51	3575 E CLINTON LN
2019 0051	2/26/2019	SIGNS	Sherri Hartsell	LIT SIGNS - 2 @ 17.6 sq ft; 2 @ 8.8 sq ft	13,000	Staley Inc	\$579.53	1703 W STATE ROUTE 260
2019 0050	2/25/2019	Building	GEORGE & SIGRID GREEN	RES-DETACHED GARAGE	35,000	PETRIE CONTRACTING LLC	\$1,000.18	501 S LONGHORN DR
2019 0049	2/25/2019	Building	Trombley Joellen M	480 sq FT AWNING	4,000	ARMOUR CONSTRUCTION LLC	\$274.50	2940 E ZACHARY LN
2019 0048	2/25/2019	Plumbing	Verde Sol Air	RES - OTC Plumbing (New gas line)	2,040	VERDE SOL-AIR SERVICES	\$82.40	1253 N BOOT HILL DR
2019 0047	2/25/2019	Building	JOHN BASSOUS	RES - REMODEL (REMOVE SCREENS & INSERT WINDOWS)	3,000	TIERRA VERDE INVESTMENTS	\$161.45	360 W FINNIE FLAT RD UNIT: 12
2019 0046	2/25/2019	Building	GEORGE & AUDREY ELLIOT	RES - WOOD BURNING STOVE	0		\$82.40	1266 W REATA CIR

2019 0045	2/21/2019	Building	KENNETH NEW	RES - REMODEL (CONVERT OFFICE TO APARTMENT)	20,000		\$1,189.65	3808 E LARK DR
2019 0044	2/20/2019	Building	MATT LAVOIRE	COM - REMODEL (ADDITION TO EXISTING BLDG)	30,000	STEWART AND SONS CONSTRUCTION	\$1,051.24	4626 OLD STATE HWY 279
2019 0043	2/20/2019	SIGNS	MELANIE HEILBRUN-WALKER	COM - 3X15 DBL SIDED FEATHER FLAGS (X3)	150		\$123.60	550 N INDUSTRIAL DR
2019 0042	2/19/2019	Building	STEWART AVANTS	RES - SHED	3,850		\$87.55	495 S HIGHLINE LN
2019 0041	2/20/2019	Building	STEWART AVANTS	RES - FENCE (6' X 95')	3,600		\$77.25	495 S HIGHLINE LN
2019 0040	2/20/2019	Building	OSCAR LOPEZ VAIDEZ	FENCE - 6FT' X 180' LONG	0		\$77.25	425 W SUNSHINE RD
2019 0039	2/19/2019	Building	TRIPLE X CONSTRUCTION INC	RES - REMODEL (GARAGE CONVERSION)	22,000	TRIPLE X CONSTRUCTION	\$509.85	2100 S. HILLCREST DRIVE
2019 0038	2/19/2019	Planning and Zoning	Dominion Title / Karey Grall	Zoning Verification	0		\$309.00	300 S CLIFFS PKWY
2019 0037	2/19/2019	Electrical	PUR SOLAR INC	PANEL UPGRADE	0	PUR SOLAR INC	\$82.40	2223 N Arena Del Loma
2019 0036	2/15/2019	Planning and Zoning	Elaine Hubbel	-124W & -124V	0		\$206.00	2355 S GLENROSE DR
2019 0035	2/15/2019	Planning and Zoning	Simonton Ranch 1, LLC	White Hawk Business Park	0		\$1,462.60	TBD
2019 0034	2/14/2019	Planning and Zoning	CRAIG ANGELL	SHUSTER / MONTE VERDE BLDG	0		\$618.00	712 S Monte Verde Dr

2019 0033	2/14/2019	Plumbing	DAWN HASPEL	OTC- PLUMBING (REPLACE GAS WATER HEATER)	1,381	DELTA MECHANIC AL	\$82.40	622 S ELK RIDGE DR
2019 0032	2/14/2019	Electrical	JOE ORLAND INI	OTC - ELECTRICAL (NEW MH SET)	0	JAIME ELECTRIC COMPANY	\$82.40	3381 S SAGUARO LN
2019 0031	2/14/2019	Electrical	Joseph Orlandini	New Electrical for MH Set	0	JAIME ELECTRIC COMPANY	\$82.40	1009 W APACHE TRL
2019 0030	2/13/2019	Building	SUNRUN INSTALL ATION - ED CRAIG	RM SOLAR 11. 3 KW	15,438	SUNRUN INSTALLA TION SERVICES INC	\$206.00	1972 W DOUGS PARK RD
2019 0029	2/12/2019	Building	BRYAN STRADLI NG	SWIMMING POOL & 2 SPAS	115,858	SUNKISS POOLS LLC	\$2,518.8 4	1105 N DREAMCATC HER DRIVE
2019 0028	2/12/2019	Building	THE TRUST FOR PUBLIC LAND - MICHAEL PATRICK , PROJECT MANAGE R	DEMO - REMOVE OLD CARETAKER HOUSE AND CARPORT	0	PARKER CONSTRU CTION ENTERPRI S	\$82.40	240 E TOY RD
2019 0027	2/11/2019	SIGNS	KATHI SCHMID T	FLAG SIGNS (X 4)	195		\$123.60	4500 E STATE ROUTE 260
2019 0026	2/7/2019	Building	Arizona Permit Pushers, LLC Kathy Gardner, Agent	RM SOLAR 11.52 KW	24,000	Solar One Energy Group	\$206.00	3468 E ABERDOVEY DR
2019 0025	2/6/2019	Manufactured Home	REBECCA TRUIAIR	M/H SET; Space 47	60,000	UNIT SETS	\$551.05	1487 W HORSESHOE BEND DR
2019 0024	2/6/2019	Building	ENRIQU E RAMOS	NEW - SFR; ATTACHED GARAGE, ENTRY, COVERED PATIO	140,000	ZION ELECTRIC LLC	\$2,460.9 8	2220 S GLENROSE DR

							\$15,967 .63	
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Total Records: 31

Page: 1 of 1



Risk Management Memorandum

To: Mayor and Council
From: Carol Brown, Risk Manager
Date: March 10, 2019
Cc: Department Heads/Safety Committee
Re: Risk Manager's Monthly Report ending February 28, 2019 (Snapshot only)

Obtain/Delete Insurance:

- Vehicles (3) and K-9 (1)

Attended Meetings/Trainings:

- Department head (2)
- Safety officer (3)
- Risk Mgmt. monthly with Town Manager
- Safety Committee/minutes
- Drone demonstration
- Arizona Public Risk Manager's Association (AZPRIMA) training
- Kick off meeting for court security
- Town Marshal
- Webinar training
- Non-profit offering assistance to the Town
- Rodeo grounds meeting

Incidents/Claims/Restitution/Collections

- Collected funds re: damaged flood gate

Risk Management Highlights:

- **Legal:** coding of attorney invoice, revised prosecutorial services and equestrian arena lease;
- **reviewed agreements:** Midway West Carnival and library room use agreement
- **Updated:** Safety data sheet binder
- **Completed:** on-line Federal Electronic Injury Tracking Application
- **Researched:** Special events contingency plans for Parks and Recreation Dept.
- **Processed:** insurance policy renewal and 12 certificates of insurance
- **Prepared:** Risk Management Budget
- **Followed-up:** WWTP Safety Audit
- **Supported front desk:** 1 Friday
- **Safety officer:** inspected AED's (purchased AED pads/batteries to replace expired items) and library elevator; began designing new Employee Yielding Effective Safety (EYES) reporting process.

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