

February 2020 Monthly Report



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

DEPARTMENT HEAD INFORMATION

Town Clerk	Cindy Pemberton	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	Melinda Lee	554-0053
Risk Management	Carol Brown	554-0003
Human Resource Director	Brandy Cabrera	554-0011



Office of the Town Clerk

February 2020

Business License 2020

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
New*	14	10										
Renewal Notices	76	78										
Renewals paid	46	44										
Total on File*	807	795										

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	5	7
Renewal notices	77	76	65	60	57	58	64	73	62	59	88	84
Total on File*	799	804	799	810	804	803	808	797	807	800	800	801

*does not include Non-Profits or Special Event Vendors

INFORMATION/RECORDS REQUEST 2020

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Number of Requests 2020	8	10											
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

Council Meetings: The Clerk's Office posted 4 agenda's in January, and 1 amended agenda

Records Request: * see attached log, there were 10 new requests in February. The end of February the Clerks Office still has 6 pending records requests dated back as far as June 2019.

Training: No formal training In February

ELECTIONS: Candidate packets became available in January.

Cindy Pemberton, Town Clerk



Public Works Monthly Report

February 2020

Engineering: Ron, Troy, & Dorie

- Created Various Work Orders for All Town Departments
- Staff Attended Council Meetings and Work Sessions
- Ron attended Department Head meeting
- Commercial Project's; Plan Review and Comments
- Second Phase of Sports Complex was awarded.
- Value Engineering started with Rona and Contractor
- Meeting with MUSCO Rep. Options for Park Lighting
- Maintenance Building Bids were Due to Public Works.

Streets Division:

- Work orders
- Service equipment
- Repair equipment
- Transport equipment
- Transport materials
- Crack seal
- Repair signs
- Replace signs
- Install new signs for Steve Ayres
- Sweep roads
- Install culverts in alley behind the gun shop
- Patch various roads
- Haul material from the maintenance yard

Parks and Recreation:

- Staff has continued working on Pecan & Wine Festival including vendor registration, entertainment, volunteers, sponsorship, and activity planning for the event.
- Continued to handle requests for facility use at the Community Center, Rooms 204 & 305 and sports fields, and Ramada's. Use totals for February: Gym 60, Kitchen 22, Conf. Rooms 65, Ramada's 18, Fields 44
- The bid was awarded for the next phase of work at the Sports Complex and work continues with Tierra Verde as we move forward. New signage has been ordered for the Sports Complex including No Parking signs for the McCracken entrance using trail grant money.
- Mike has continued working with Economic Development in the development of the Master Trails plan for the Town, which included several meetings and a 2 day trail event in Cottonwood and a Verde Front Trails working group meeting.
- Our Friday trips traveled to AZ Museum of Natural History and the Scottsdale Arabian Horse Show.
- 5th – 8th grade Grasshopper basketball continued with 6 teams playing. The season will end with a tournament in early March.
- Shawna has been participating with other Town staff in the development of the new Town website.
- Parks and Rec staff has continued to assist Wastewater with front desk duties while Tracey is out on medical leave.
- Shawna registered for Leadership II training through APRA. She will be attending the training one Tuesday a month for 4 months starting in February. She also completed the training for Program Director through Starfish Aquatics, which is the new swim lesson program we will be implementing at the pool this season.
- We started planning for our last session of Friday "Fun, Fitness, and Indoor Sports" classes that will begin at the end of March. Our previous session ended on February 28th.
- Staff has increased the efforts to look for grant opportunities for the Camp Verde Sports Complex.
- Vendor and Band registration has been opened for Corn Fest 2020.
- Shawna attended the meeting for the new Communications and Marketing committee to represent Public Works.

- Parks and Rec Staff, along with Russ Martin, presented the Old Guys with small plaques that can be attached to the wide variety of projects they have completed around the Town. They have begun putting the plaques on their work.
- Mike and Shawna attended the AZ PRIMA meeting in Buckeye.

Maintenance Division:

- Completed work orders.
- Hired new maintenance employee.
- Lent my guys to streets department for chip seal work around school.
- Put up banners and flags down Main Street.
- Replaced pool pole lights to LED's and installed new light timer system.
- Meeting with several contractors about CIP projects for 2020.
- Removed weeds at the Sports Complex Park.
- CIP, budget meetings.
- Tree trimming and clean up before summer.
- Cleaned, removed, recycled and reorganized Weight Room, Wood Shop, Grounds, Upper Shop and Lower Shop.
- Designed and submitted plans, for HR building permit and ordered material for new HR offices.
- Worked with Jason Olson on the keying system.

Wastewater Plant:

- Tasked with 29 Blue Stakes for the month.
- Received 6 call outs for plant alarms.
- Received 275,500 gallons of septage from septage haulers this month.
- Average Effluent flow for February 230,000 gallons per day.
- Chlorine contact chambers in place. Installation complete.
- Verde RV Park Lift station installation is in place and up and running.
- Awaiting SCADA integration and ADEQ permit for A+ reuse water permit.

COMMUNITY DEVELOPMENT

February 2020



Community Development Director Melinda Lee ◊ Robert Foreman – Building Official ◊
Cliff Bryson – Code Compliance Officer ◊ Jonathon Rivero – Plans Examiner/Building Inspector ◊
Roxanne Jasman – Admin. Asst./Asst. Planner ◊ Bobbi Webb – Permit Technician

**Community Development
Director's Monthly Report
February 2020**

The new CD Director was appointed as of February 16, 2020.

While evaluating the department budget and operational needs for FY 21, it was determined that the best course of action was to reorganize staffing. A request has been made to promote two staff members into a new Plans Examiner position and fill what will be an open Asst Planner/Admin Asst position, with the intent to fill what will be an open Permit Technician position. Budget requests also include equipment and staffing to manage our excessive paperwork/archives and to potentially increase our code compliance and public outreach programs.

The Director and Building Official visited the Alcantara Vineyards site prior to their processing of a request for annexation. It was anticipated that Thousand Trails RV Park would also join with this effort, however, they have not confirmed that request.

The medical marijuana cultivation facility on Old Highway 279 processed a Development Standards Review application and have since submitted their building plans to expand their facility with a new 44,000 square foot building. The MMJ facility on Boyles is also renovating the interior of their building to expand their operations.

Other special projects in process include an IQ car wash, an eight-tent Glamping site at Out of Africa, a portable Drive-In theater, and final site plans for the new phases of Verde Ranch Estates, an RV Storage facility, and an Auto Zone. Received approval from Council to rename Wilshire Blvd to Moonrise Drive and Dreamcatcher Drive; new signage will be pending at the SR 260 roundabout.

Staff continues to work with Michael Schwartz, a graduate student from ASU's Masters in Urban and Environmental Planning program, and Economic Development to help develop an Urban/Upland Trail Plan. A public meeting was conducted with a very good turnout.

There are open seats in our Planning Commission (1), and Board of Adjustments (2) which are being advertised for potential volunteers.

MONTHLY REPORT FOR FEBRUARY 2020
BUILDING DIVISION

Was relieved of duties as Acting Director on February 18th and Melinda Lee was appointed as permanent Director. Met with Director of Public Works and Melinda to discuss permitting process between Departments. Attended the February 4th Department Head meeting. Had a Department staff meeting to go over Budget schedule. Attended the February 6th Planning and Zoning Commission meeting.

Met with Jon and Melinda regarding a phone call that Jon had received. Met with Marshal Officer Paul Rotzler, Jon and Melinda regarding that same phone call and filed a report on it. Attended the Department Head 'Meet and Greet' with the applicants for the permanent C.D. Director position. Met with the Department staff and the applicants as well. Met with the owner of a local veterinarian building damaged by fire regarding insurance issues. Had a Pre-Development meeting with applicants for a large indoor Grow facility, including Fire, Public Works, Water and Department staff.

Attended the February 18th Department Head meeting. Attended the February 19th Council meeting regarding three (3) proposed development projects. Met with the Town Clerk and the Fire Marshal about his possible application for membership to the Planning and Zoning Commission or the Board of Adjustments/Appeals and any possible conflict of interest or appearance of a conflict of interest.

Met with the Fire Marshal and a contractor working on the Verde Ranch Clubhouse and a possible adjustment to the occupancy classification. Met with the Risk Manager and C.D. Director about E.O.C. procedures. Met with the main contractors regarding the possible adjustment in the occupancy classification of the Verde Ranch Clubhouse.

Completed 85 building inspections, 15 residential plan check reviews, 3 commercial plan check reviews, 38 phone calls, 20 meetings, 14 miscellaneous site inspections, 6 miscellaneous postings, 8 transmittals and 7 business licenses issued.



Robert Foreman CBCO
Building Official

BUILDING DIVISION MONTHLY REPORT

For the Month of: FEB

Year: 2020

Number of Inspections: 85

Number of Postings C.D : -

Number of Postings Clerk: 6

Number of Postings Building: -

Zoning Clearances Done: -

Business License Issued: 7

Site Inspections Business License: 1

Site Inspections Misc Zoning: 4

Site Inspections Misc Building: 9

Transmittals: 8

Meetings: 20

Plan Reviews Commercial: 3

Plan Reviews Residential: 15

Phone Calls: 29

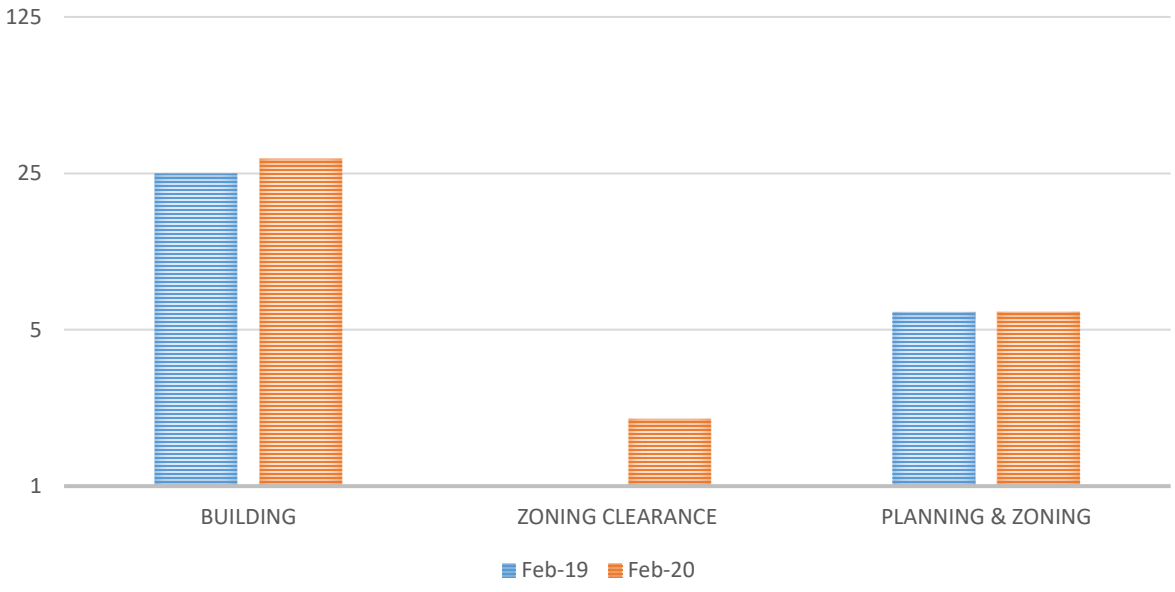
Dangerous Buildings: -

Stop Work Orders: -

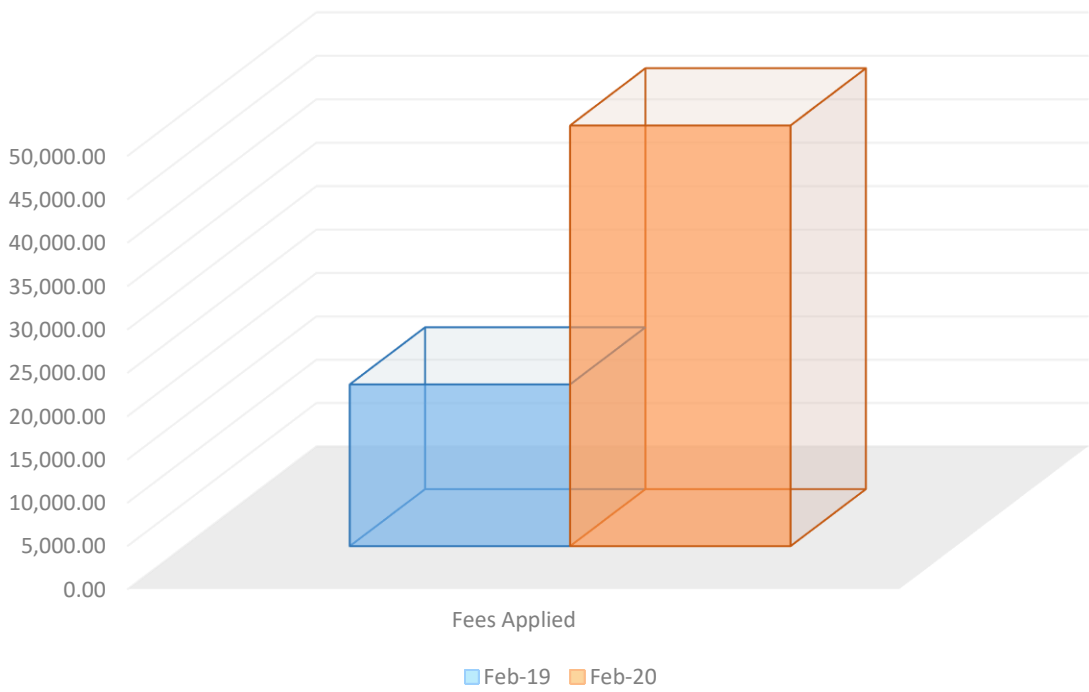
Commission/Board/Council Meetings: 2

Letters:

APPLICATIONS PROCESSED



Fee Revenue



Monthly Report for Planning & Zoning Items

February 2020:

Zoning Clearances Completed: 20

Residential: 15

Commercial: 5, PLUS 1 PND

Inspections: 5

Residential: 1

Commercial: 4

Zoning Verifications: 0

Administrative Reviews: 0

Minor Land Divisions: 1

Lot Line Adjustments: 0

Temporary Use Permits: 1, PLUS 1 PND

ADU Rental Permits: 1

Development Standards Review: 1

Conceptual Plan: 0

Zoning Map Change: 0

Use Permits: 0

Preliminary Plat: 0

Final Plat: 0

Final Site Plan Review: 3

Text Amendments: 0

Street Renaming: 1

Board of Adjustment Meetings: 0

Planning Commission Meetings: 1

PZC Items to Town Council: 4

Ordinances/Resolutions Adopted: 4

Business Licenses received: 6

Business Licenses approved: 6

Training/Webinars: None

Other Meetings:

AZ APA Legislative Committee, teleconference: 2

Alcantara, tour of facility prior to annexation processing

Verde Valley GIS Users Group

John Reddell Architect re: Blair Jenner property (RV Park, splits, events)

GIS Projects: None

Phone Calls Processed: 195

Phone Calls Processed: 209

P&Z Report February 2020

02/01/2020 - 02/29/2020

Permit #	Permit Date	Applicant Name	Description	Planning & Zoning
20200082	2/27/2020	RYAN CARTER	MINOR LAND DIVISION	Minor Land Division
20200075	2/27/2020	TIERRA VERDE BUILDERS	RES - SFR	Zoning Clearance
20200073	2/27/2020	WILBUR MCKUNE	RES - WOOD PANEL FENCE	Zoning Clearance
20200071	2/26/2020	AMERICAN ELITE CUSTOM HOME	RES - ADDITION	Zoning Clearance
20200070	2/25/2020	JED MORRISON	RES - MASTER SUITE ADDITION	Zoning Clearance
20200069	2/25/2020	JAN MARQUIS	RES - GARAGE ADDITION	Zoning Clearance
20200067	2/25/2020	THE SIGN COMPANY OF ARIZONA	COM - ILLUMINATED WALL SIGN 49 SQ FT	Zoning Clearance
20200066	2/24/2020	MEL CORLEY	COM - POLE SIGN	Zoning Clearance
20200065	2/24/2020	ANA JONES	COM - MONUMENT SIGN	Zoning Clearance
20200064	2/24/2020	SHUSTER FOUNDATION, LTD	COM - BARN	Zoning Clearance
20200062	2/20/2020	RAYMOND REIDL	RES - METAL CARPORT	Zoning Clearance
20200060	2/19/2020	MATT DOUGAN	RES - SFR	Zoning Clearance
20200059	2/19/2020	ASHTON POWELL	"Glamping" Area for Overnight Tent Rentals	Temporary Use Permit
20200058	2/18/2020	GARRY SHUSTER	COM - WORK AREA W/CARETAKERS QUARTERS	Zoning Clearance
20200057	2/18/2020	ELIZABETH GREER	Accessory Dwelling Unit Rental Permit	ADU Rental Application
20200056	2/18/2020	ROB WITT	COM - CAR WASH	Pending
20200055	2/18/2020	DAVID MEYERS	TEMPORARY USE PERMIT	Temporary Use Permit Pending
20200050	2/13/2020	BEN & JESSICA BASSOUS	RES - FENCING (5' VINYL & REDWOOD)	Zoning Clearance

20200049	2/12/2020	KIRK & SUZANNE MARTIN	RES - ADDITION TO EXISTING GARAGE	Zoning Clearance
20200048	2/10/2020	PETRIE CONTRACTING LLC	RES - SFR	Zoning Clearance
20200047	2/10/2020	Michael & Janet Thompson	RES - ENCLOSE BACK PATIO	Zoning Clearance
20200046	2/10/2020	JAMIE FERGUSON	RES - SFR	Zoning Clearance
20200045	2/10/2020	KATHLEEN WOIDA	RES - WOOD SHED	Zoning Clearance
20200043	2/6/2020	MICHELE EVANS	PAD Final Site Plan Review	Final Site Plan/PAD Review
20200042	2/6/2020	SUNSPLASH POOLS AND SPAS	RES - SWIMMING POOL	Zoning Clearance
20200041	2/3/2020	MATTHEW RETTIG	Abundant Cultivation: Developmental Standards Review	Development Standards Review
20200040	2/3/2020	WILSON & SON	RES-DECK & PATIO	Zoning Clearance

Total Records: 27

3/4/2020

TOWN OF CAMP VERDE COMMUNITY DEVELOPMENT
CODE COMPLIANCE



MEMORANDUM

DATE: Monday February 3, 2020
TO: [Melinda Lee, Community Development Director]
FROM: [Cliff Bryson, Code Compliance Office]
SUBJECT: [February 2020 Monthly Report]
FOR: Information

On Thursday March 5, 2020, staff assigned with the Community Development Code Compliance Section provided the following monthly report for the month of February of 2020.

Code Compliance currently has **Thirty (30) open cases. Eight (8) new cases** were initiated in the month of February with **(9) thirteen** cases being successfully closed with voluntary compliance. To date, Code Compliance has **ten (10)** cases in prosecution status. No cases in the month of February 2020 were submitted for prosecution.

During the month of February 2020, 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, Junk, etc.)
2. **Section 302A2.a: Inoperable Vehicles**
3. **Section 302A3B;** Living in Recreational Vehicle (RV) longer than 10 days without proper building permit.

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

Submitted By: ROXANNE JASMAN

Email: ROXANNE.JASMAN@CAMPVERDE.AZ.GOV

Phone Number: 928-554-0063

1110 W. Washington, Suite #200

Phoenix, AZ 85007

P: 520-343-9801 omh.iga@azhousing.gov

Reporting Month: FEBRUARY 2020

Date Submitted: 2/11/20

ISA MONTHLY REPORT

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

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

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:	FEBRUARY - 2020
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				
SINGLE FAMILY ATTACHED (Townhouses or Row Houses)				
TWO-FAMILY BUILDINGS (Duplexes)				
THREE-OR-MORE-FAMILY BUILDINGS (Apartments or Stacked Condos)				

X

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!

FEBRUARY APPLICATIONS

2020

Permit #	Permit Date	Permit Type	Applicant Name	Description	Project Cost	Primary Contractor	Total Fees	Parcel Address
20200082	2/27/2020	Planning and Zoning	RYAN CARTER	MINOR LAND DIVISION	\$ -		\$ 206.00	1903 W DOUGS PARK RD
20200075	2/27/2020	Building	TIERRA VERDE BUILDERS	RES - SFR	\$ 500,000.00	TIERRA VERDE INVESTMENTS	\$ 7,498.10	1475 S VAIL RD
20200074	2/27/2020	Electrical	JOE & AMY FORMER	RES - OTC ELECTRIC	\$ -		\$ 82.40	1591 W COPPER CIR
20200073	2/27/2020	Zoning Clearance	WILBUR McKUNE	RES - WOOD PANEL FENCE	\$ -		\$ 77.25	2350 W NEWTON LN
20200072	2/27/2020	Building	JEFFREY KOBEL	COM - TENANT IMPROVEMENT	\$ -	CHRIS CONNOLLY INC	\$ -	395 S MAIN ST
20200071	2/26/2020	Building	AMERICAN ELITE CUSTOM HOME	RES - ADDITION	\$ 24,000.00	AMERICAN ELITE CUSTOM HOME	\$ 784.35	852 S MCCracken LN
20200070	2/25/2020	Building	JED MORRISON	RES - MASTER SUITE ADDITION	\$ 30,000.00	PUR SOLAR INC	\$ 906.71	1185 N LITTLE FOX TRL
20200069	2/25/2020	Building	JAN MARQUIS	RES - GARAGE ADDITION	\$ 25,000.00	MAUGER ELECTRIC LLC	\$ 1,280.60	2327 N MUSTANG LN
20200068	2/25/2020	Demo	TIERRA VERDE BUILDERS	RES - DEMOLITION	\$ 20,000.00	TIERRA VERDE INVESTMENTS	\$ 82.40	1475 S VAIL RD
20200067	2/25/2020	SIGNS	THE SIGN COMPANY OF ARIZONA	ILLUMINATED WALL SIGN 49 SQ FT	\$ 6,500.00	THE SIGN COMPANY	\$ 414.83	452 W FINNIE FLAT RD #N
20200066	2/24/2020	SIGNS	ANA JONES	COM - POLE SIGN	\$ 196,150.00	TRADEMARK VISUAL INC	\$ 3,560.57	1105 N DREAMCATCHER DR
20200065	2/24/2020	SIGNS	ANA JONES	COM - MONUMENT SIGN	\$ 14,925.00	TRADEMARK VISUAL INC	\$ 541.52	1105 N DREAMCATCHER DR
20200064	2/24/2020	Building	SHUSTER FOUNDATION, LTD	COM - BARN	\$ 90,000.00		\$ 2,109.65	0
20200063	2/24/2020	Electrical	SHANE FRANKS	RES-OTC ELEC (SHOP)	\$ -	CV ELECTRIC LLC	\$ 82.40	200 E Harris Ln
20200062	2/20/2020	Building	RAYMOND REIDL	RES - METAL CARPORT	\$ 12,000.00	AMERICAN STEEL CARPORTS INC	\$ 478.44	1843 N CENTRAL LN
20200061	2/19/2020	Electrical	CAMP VERDE ARENA ASSOCIATION	COM - OTC ELECTRICAL	\$ -	NORTHERN ARIZONA PUMP INC	\$ -	808 S COWBOY TRAIL
20200060	2/19/2020	Building	MATT DOUGAN	RES - SFR	\$ 65,000.00	T L PLUMBING INC	\$ 1,573.84	3552 W CENTER LN
20200059	2/19/2020	TEMP USE PERMIT	ASHTON POWELL	Glamping" Area for Overnight Tent Rentals"	\$ -		\$ 154.50	4020 N CHERRY RD
20200058	2/18/2020	Building	GARRY SHUSTER	COM - WORK AREA W/CARETAKERS QUARTERS	\$ 35,000.00	WEST-WARD BUILDERS INC	\$ 1,015.63	15 W GENERAL CROOK TRL
20200057	2/18/2020	Planning and Zoning	ELIZABETH GREER	Accessory Dwelling Unit Rental Permit	\$ -		\$ 144.20	584 S BOX CANYON DR
20200056	2/18/2020	Building	ROB WITT	COM - CAR WASH	\$ 1,100,000.00		\$ 16,476.60	1896 W Moonrise Dr
20200055	2/18/2020	TEMP USE PERMIT	DAVID MEYERS	Drive-in Theater	\$ -		\$ 154.50	6101 E COURY DR
20200054	2/18/2020	Building	ALM CONSTRUCTION INC	RES - OTC PLUMBING	\$ 2,000.00	ALM CONSTRUCTION INC	\$ 82.40	636 S MCCracken LN
20200053	2/13/2020	Building	NORTHERN ARIZONA ELECTRICAL SOLUTIONS	RES - OTC ELECTRIC (100-200 AMP SERVICE)	\$ 2,500.00	NORTHERN ARIZONA ELECTRICAL SOLUTIONS	\$ 82.40	2873 S DUGAN LN
20200052	2/13/2020				\$ -		\$ -	0
20200051	2/13/2020	Building	ALMOND ADG ARCHITECTS	COM - TI (Interior Remodel for Marijuana Grow)	\$ 200,000.00		\$ 3,377.85	1581 S BOYLES WAY
20200050	2/13/2020	Zoning Clearance	BEN & JESSICA BASSOUS	RES - FENCING (5' VINYL & REDWOOD)	\$ 5,000.00	TIERRA VERDE INVESTMENTS	\$ 77.25	2243 S DIAMOND CREEK LN
20200049	2/12/2020	Building	KIRK & SUZANNE MARTIN	RES - ADDITION TO EXISTING GARAGE	\$ 15,000.00	KIRK & SUZANNE MARTIN - OVERSEAS	\$ 554.91	2590 N MUSTANG LN
20200048	2/10/2020	Building	PETRIE CONTRACTING LLC	RES - SFR	\$ 172,398.00	PETRIE CONTRACTING LLC	\$ 2,811.50	3336 E PHYLLIS CIRCLE
20200047	2/10/2020	Building	Michael & Janet Thompson	RES - ENCLOSE BACK PATIO	\$ 27,500.00	KILBY & SONS CONSTRUCTION	\$ 869.32	226 W MERCHANT LN
20200046	2/10/2020	Building	JAMIE FERGUSON	RES - SFR	\$ 350,000.00	PS ELECTRIC, INC	\$ -	2833 S OLD CHURCH RD
20200045	2/10/2020	Building	KATHLEEN WOIDA	RES - WOOD SHED	\$ -	HOME DEPOT USA INC	\$ 87.55	1800 W OAK LN
20200043	2/6/2020	Planning and Zoning	MICHELE EVANS	PAD Final Site Plan Review	\$ -		\$ 618.00	2480 N ARENA DEL LOMA
20200042	2/6/2020	Building	SUNSPASH POOLS AND SPAS	RES - SWIMMING POOL	\$ 50,000.00	SUNSPASH POOLS & SPAS	\$ 1,280.60	1220 ECHO RIDGE WAY
20200041	2/3/2020	Planning and Zoning	MATTHEW RETTIG	Abundant Cultivation: Developmental Standard	\$ -		\$ 618.00	3755 Old State Hwy 279
20200040	2/3/2020	Building	WILSON & SON	RES-DECK & PATIO	\$ 6,500.00	WILSON & SON LLC	\$ 350.97	1487 W HORSESHOE BEND DR #52
20200039	2/3/2020	Demo	GARY GREESON	RES - DEMOLITION	\$ -	LIGON EXCAVATION INC	\$ 82.40	90 W HEAD ST

TOTAL APPLICATIONS RECEIVED: 37

TOTAL FEES APPLIED: \$48,517.64



Risk Management Memorandum

To: Mayor and Council
From: *CB* Carol Brown, Risk Manager
Date: March 9, 2020
Cc: Department Heads/Safety Committee
Re: Risk Manager's Monthly Report ending February 29, 2020 (Snapshot only)

Obtained/Deleted Insurance:

- Added 1 vehicle

Attended Meetings/Trainings:

- Department head (2)
- Safety officer (4)
- Safety Committee
- Emergency Operations Mtg. with Community Volunteers/stakeholders
- Council Special Session (2)
- Monthly Meeting w/Town Mgr.
- 'Meet and Greet' candidate for Town position
- Prospective claimant
- AZ PRIMA (Public Risk Mgr. Assoc.)
- CVMO command staff – sharing resources
- IT re: insurance and processes
- Encroachment on Town property

Incidents/Claims/Restitution/Collections

- Work-related injury (2)

Risk Management Highlights:

- **Legal:** coding of attorney invoice; reviewed Town complaint process and bid awards and AZ Recreational Statutes relative to incident. Reviewed Agreements: Camp Verde ADOT Data Access, Animal Shelter options, Contractor Services Transcriptionist, Town Display of Photographs, and Roadside Trail Construction
- **Certificates of Insurance:** 4
- **Supported front desk:** 1 half day
- **EOC:** agenda/MyTep Course
- **Risk Assessment:** special duty officers, illegal/toxic burn and HR's request re: assessment on higher level work processes
- **Prepared:** Risk Mgmt. budget/narrative
- **Processed:** security issue/Town damages, and revised Fire Safety and Evacuation Plan, and one section of COOP
- **SafePersonnel:** activated 3 new employees

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