

# August 2019 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>Corey Rowley</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>



## Office of the Town Clerk August 2019

### Note from the Clerk:

#### Business License 2019

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

#### Business License 2018

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
New*	11	11	13	9	16	8	11	8	10	15	6	4
Renewal notices	87	87	85	65	34	62	75	74	69	65	77	82
Total on File*	858	854	830	799	813	820	804	802	809	795	807	782

\*does not include Non Profits or Special Event Vendors

#### INFORMATION/RECORDS REQUEST 2019

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Number of Requests 2019	9	9	See attached	See attached	*	*	*	*					
Number of Requests 2018	8	15*	16	10	11	17	14	16	6	13	7	11	<b>131</b>
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>

**Records Request:** \* see attached log.

#### Training:

*Judy Morgan, Town Clerk*

ID	CODE	NAME	PHONE #	MAILING ADDRESS	PROPERTY ADDRESS
3663	CONT	4 HIM REMODEL LLC		13595 W WATSON LANE SURPRISE, AZ 85379	OUT OF TOWN
	COMMENTS:	[REDACTED]			
3664	CONT	O G PLUMBING		1042 WILLOW CREET STE A101 BOX PRESCOTT, AZ 86301	OUT OF TOWN
	COMMENTS:	[REDACTED]			
3665	REST	ALFONSOS		403 W SUMMIT ST PAYSON, AZ 85541	452 W FINNIE FLAT STE E
	COMMENTS:	[REDACTED]			
3666	CONT	3 D CONTRACTING		22048 N 23RD AVENUE PHOENIX, AZ 85027	OUT OF TOWN
	COMMENTS:	[REDACTED]			
3667	SERV	BODYWORKS MASSAGE		2961 S ASPEN WAY CAMP VERDE, AZ 86322	452 FINNIE FLAT
	COMMENTS:	[REDACTED]			
3668	SERV	SUSAN REED		3584 TUMBLEWEED DRIVE CAMP VERDE, AZ 86322	3584 E TUMBLEWEED DR
	COMMENTS:	[REDACTED]			
3669	CONT	BRADY CUSTOM BUILDERS		1825 S QUARTERHORSE LANE CAMP VERDE, AZ 86322	1825 SS QUARTERHORSE LN
	COMMENTS:	[REDACTED]			
3670	LOD	VERDE RANCH RV RESORT		283 3RD STREET CAMP VERDE, AZ 86322	1105 DREAMCATCHER
	COMMENTS:	[REDACTED]			
3671	CONT	GRB SERVICE SYSTEMS INC		2901 SUFFOLK DRIVE SUITE 100 FORT WORTH, TX 76133	OUT OF TOWN
	COMMENTS:	[REDACTED]			
3672	CONT	STEPHEN MCFALL'S ELECTRIC LLC		830 GREENE RD 609 PARAGOULD, AR 72450	OUT OF TOWN
	COMMENTS:	[REDACTED]			
3674	CONT	DYNAMIC CONSTRUCTION		4230 S 36TH PLACE PHOENIX, AZ 85040	OUT OF TOWN
	COMMENTS:	[REDACTED]			
TOTAL LICENSES:		11			

**RECORDS REQUEST**

DATE RECORD REQUESTED	PERSON REQUESTING RECORD	RECORD REQUESTED	RECORDS PROVIDED	HOW WAS RECORD REQUESTED			DATE COMPLETED	# DOCUMENTS
				WRITTEN	VERBAL	E-MAIL		
04/30/2019	S GOETTING	ALL E-MAILS THAT INCLUDE THE NAMES OF JANE & MARSHALL WHITMIRE	COMPLETE 09-11-2019	X			08-01-2019 2014-JUMP DRIVE 2015-JUMP DRIVE 2016-JUMP DRIVE 2017 JUMP DRIVE 2018 JUMP DRIVE 2019 JUMP DRIVE	2014-1612 2015-2750 2016-1322 2017 -730 2018-1258 2019-191
04/30/2019	M. PALUMBO	PLOT PLAN 1660 S REEVES ARENA RD	COMPLETE	X			2 PAGES	
05/02/2019	J BUTNER	PAPER COPIES OF RECORDS REQUEST RESULTS DATED 12-12-2018-SINAGUA MALT	COMPLETE		X		05/06/2019	1,798 pages
05/08/2019	S GOETTING	ALL E-MAIL JULIE SCOTT 01-01-2015 TO 05-08-2019	PENDING					
05/13/2019	S GOETTING	PERSONNEL FILE BARBIE BRIDGE	COMPLETE			X	TO HR 05-14-2019 COMPLETED 06-18-2019	154 PAGES
05/15/2019	S GOETTING	E-MAILS NATURE CONSERVANCY FROM 3-28-2019 - 05-15-2019	COMPLETE			X	09/09/2019	74 EMAILS
05/15/2019	HARPER LAW OFFICE-PAYSON	PERMITS 404-19-035	COMPLETE			X	05/15/2019	E MAILED 7 PGS
05/23/2019	M WEATHERFORD	RECORDS REGARD COMPLAINT-2018-0093	COMPLETE	X			05/28/2019	1 CD AND 14 PAGES

**RECORDS REQUEST**

DATE RECORD REQUESTED	PERSON REQUESTING RECORD	RECORD REQUESTED	RECORDS PROVIDED	HOW WAS RECORD REQUESTED			DATE COMPLETED	# DOCUMENTS
				WRITTEN	VERBAL	E-MAIL		
05/28/2019	S GOETTING	UPDATE ON RECORDS REQUESTS& LIST OF DOCS WITHHELD FROM PERSONNEL FILES	COMPLETE	X			05/28/2019	
05/29/2019	S KALETA	Permits 102 W Arnold	COMPLETE			x	05/29/2019	36 pages
06/03/2019	S GOETTING	COUNCIL FINANCIAL DISCLOSURE STATEMENTS	COMPLETE			x	06/04/2019	105 pages
06/06/2019	HARPER LAW OFFICE-PAYSON	ADDITIONAL PERMITS 404-19-035	COMPLETE			X	06/06/2019	no additional info.
06/06/2019	H YOUNG	PERMITS 723 FINNIE FLAT SPACE 76	COMPLETE	X			06/11/2019	4 pages
06/06/2019	AUTUMN MILLER	LIST OF ALL IN TOWN BUSINESS LICENSE	COMPLETE			X	06/10/2019	34 PAGES
06/07/2019	BECKY LOA	C OF o 955 COPPERHEAD RD	COMPLETE	X			06-11-209	2 PAGES
06/11/2019	Constance F	C of O 130 W Fort McDowell	COMPLETE				06/11/2019	2 PAGES
06/12/2019	S GOETTING	UPDATE ON RECORDS REQUESTS	COMPLETE	X			06/13/2019	
06/13/2019	N VOSS	BUILDING PERMITS 1617 BOYLES WAY	VACANT LAND-NO RECORD			X	06/13/2019	0
06/17/2019	S GOETTING	DOC -EMAILS AYERS, HOWARD, MARTIN REGARDING SIGN CODE, A GOETTING & S GOETTING	PENDING	X				
06/19/2019	C. ??	PLOT PLAN-FORT RIVER CAVES	SAME	X			06/19/2019	1
06/19/2019	S BENSON	C OF O 3905 OLD STATE HWY 279	SAME	X			06/19/2019	1

**RECORDS REQUEST**

DATE RECORD REQUESTED	PERSON REQUESTING RECORD	RECORD REQUESTED	RECORDS PROVIDED	HOW WAS RECORD REQUESTED			DATE COMPLETED	# DOCUMENTS
				WRITTEN	VERBAL	E-MAIL		
06/20/2019	A GOETTING	EMAILS-STEVE AYERS & AYERSONA INVOLVING GOETTING, VERDE BREWING, THE HORN, SHANE COPELAND,GARY LENSON (HAMLEG), PAUL HAWK, JULIE SCOTT, MCDONALD	PENDING	X				
06/27/2019	J PERHEN	PERMITS 404-28-009	COMPLETE	X			06/27/2019	3 PAGES
06/28/2019	A GOETTING	UPDATE OF REQUEST	COMPLETE	X			07/01/2019	1 PAGE
06/27/2018	A GOETTING	ALL E-MAILS FROM STEVE.AYERS@CAMPV ERDE.AZ.GOV AND AYERSONA@SUDDENLINK.NET DURING 12-10-2014 AND 03-31-2015	PENDING	X				
06/28/2019	A GOETTING	ALL TOWN EMAILS OF AYERS, MARTIN, HOWARD FROM 04-01-2017 TO 06-17-2019	PENDING	X				
07/01/2019	C WISCHMEYER	COPY OF LETTER MAYOR GERMAN WROTE IN SUPPORT OF VERDE CONNECT	COMPLETE			X	07/01/2019	1 PAGE

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				WRITTEN	VERBAL	E-MAIL		
07/10/2019	D JENKINS	COPY OF MEMO TO ATTORNEY REGARDING RETAINING WALL-SPORTS COMPLEX	COMPLETE	X			07/10/2019	2 PAGES
07/10/2019	C WISCHMEYER	COPY OF SMALL AREA TRANSPORTATION STUDY	COMPLETE			X	07/10/2019	LINK
07/10/2019	J BUTNER	TOWN MANAGER JOB DESCRIPTION	COMPLETE		X		07/10/2019	2 PAGES
07/10/2019	C WISCHMEYER	2015 THRU 2019 SALARY SCALES	COMPLETE			X	07/11/2019	
07/11/2019	S GOETTING	ITEMS THAT VICE MAYOR JENKINS HANDED TO TOWN MANAGER DURING 07-10-2019 SPECIAL WORK SESSION	COMPLETE	X			07/11/2019	3 PAGES
07/11/2019	S GOETTING	COPIES OF BIDS FOR TOWN PARK- DESCRIBED IN WEDNESDAY 07-10-2019 SPECIAL WORK SESSION	COMPLETE	X			07/11/2019	1 PAGE
07/11/2019	D JENKINS	INVOICES	COMPLETE			X	07/11/2019	2 PAGES
07/16/2019	D JENKINS	SPREADSHEET FROM PUBLIC WORK ANALIST W SUPPORTING DOCS	COMPLETE		X		07/16/2019	7 PAGES
07/16/2019	D NICHOLS	PLOT PLAN 404-05-136	COMPLETE	X			07/16/2019	1 PAGE

**RECORDS REQUEST**

DATE RECORD REQUESTED	PERSON REQUESTING RECORD	RECORD REQUESTED	RECORDS PROVIDED	HOW WAS RECORD REQUESTED			DATE COMPLETED	# DOCUMENTS
				WRITTEN	VERBAL	E-MAIL		
07/22/2019	UNKNOWN	PLOT PLAN 404-16-030	COMPLETE	X			07/23/2019	1 PAGE
07/24/2019	B RAYBURN	PLOT PLAN 403-23-036	COMPLETE	X			07/24/2019	1 PAGE
07/25/2019	1512 MONTEZUMA HEIGHTS	ALL RECORDS 404-18-16	COMPLETE	X			07/25/2019	111 PAGES
07/31/2019	S. MOMMA17	LIST OF ALL CONTRACTORS WITH BUSINESS LICENSE	COMPLETE	X			07/31/2019	19 PAGES
08/01/2019	D JENKINS	MINUTES-OPP. ZONES	COMPLETED			X	08/01/2019	
08/07/2019	S GOETTING	EMAILS BETWEEN CHIP NORTON BETWEEN 01-2016 AND 08-06-2019	PENDING	X				
08/07/2019	S GOETTING	EMAILS JULIE SCOTT AND R MARTIN, N GARDNER, M ROMERO, C HOWARD, S AYERS BETWEEN 01-2014 AND 08-06-2019	PENDING	X				
08/08/2019	S GOETTING	EMAILS -JOHN TEACH BETWEEN 03-01-2015 TO 08-07-2019	PENDING	X				



**RECORDS REQUEST**

DATE RECORD REQUESTED	PERSON REQUESTING RECORD	RECORD REQUESTED	RECORDS PROVIDED	HOW WAS RECORD REQUESTED			DATE COMPLETED	# DOCUMENTS
				WRITTEN	VERBAL	E-MAIL		
08/09/2019	A GOETTING	DOCUMENTS, E-MAILS, FINANCIAL RECORDS FOR 2017 ECONOMIC STENGTHS PROGRAM GRANT FROM ARIZONA DEPARTMENT OF TRANSPORTATION ON HOMESTEAD PARKWAY.	PENDING	X				
08/09/2019	A GOETTING	ALL EMAILS FOR SEBRA.CHOE@CAMPV ERDE.AZ.GOV FROM JANUARY 2015 TO AUGUST 8, 2019	PENDING	X				
08/09/2019	A GOETTING	ALL EMAILS FOR AYERSONA@COMMSP EED.NET BETWEEN JANUARY 2014 TO AUGUST 8, 2019	PENDING	X				
08/13/2019	ALLYSA	CERTIFICATE OF OCCUPANCY 403-23-150a	COMPLETE	X			08/13/2019	
08/14/2019		CERTIFICATE OF OCCUPANCY 404-28-087 NAPA	SAME	X			08/20/2019	1
08/14/2019		CERTIFICATE OF OCCUPANCY 404-28-087	SAME	X			08/20/2019	1

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DATE RECORD REQUESTED	PERSON REQUESTING RECORD	RECORD REQUESTED	RECORDS PROVIDED	HOW WAS RECORD REQUESTED			DATE COMPLETED	# DOCUMENTS
				WRITTEN	VERBAL	E-MAIL		
08/14/2019	S ARTHUR	PRELIMINARY BID RECORDS SPORTS PARK PHASE 2B	SAME	X			08/14/2019	1
08/21/2019	M ROMERO	ALL RECORDS CASE 20190088 - 20170165	SAME	X			08/21/2019	
08/21/2019	S THOMPSON	PERMITS 403-11-083	SAME	X			08/21/2019	
08/22/2019	A GOETTING	EMAILS COUNCILOR MURDOCK BETWEEN 01-01-2013 TO 08-22-2019 INVOLVING JOHN TEAH, BOLERS, JULIE SCOTT, STEVE AYERS, CARMEN HOWARD, VERDE BREWING, RUSS MARTIN	PENDING	X				
08/26/2019	T PETER	PLOT PLAN 404-03-055	COMPLETE	X			08/26/2019	1 PAGE
08/28/2019	A GOETTING	E-MAILS BETWEEN MANNY ROMERO AND CARMEN HOWARD, RUSS MARTIN, STEVE AUERS. JULIE SCOTT	PENDING	X				
09/05/2019	A DEARMEN	PLOT PLAN 404-19-063B	COMPLETE	X			09/05/2019	1 PAGE
09/05/2019	M KRUMWIEDE	PERMITS 404-19-063B,063C, 152K	COMPLETE	X			09/05/2019	11 PAGES
09/09/2019	A GOETTING	UPDATE ON REQUESTS SINCE 01-01-2019 TO 09-09-2019	COMPLETE	X			09/09/2019	12 PAGES



**CAMP VERDE MARSHAL'S  
OFFICE  
Monthly Report  
August  
2019**



**Volunteers in Policing (VIPs):**

- VIP's conducted several community patrols each week during the month.
- VIP's donated approximately 379 hours to CVMO.
- The VIP program successfully recruited two new 2 new volunteers (Misha Erdman and Marie Declue and 1 returned (Neal Lanning).

**Patrol:**

- Lt. Jacobs, Sgt's McClure and Baizel attended OOP training
- Dep. Dave Freeman was transferred to the Bailiff/SRO position
- Sgt. Baizel and McClure attended First Amendment training
- Dep. Wantland received the Officer of the Year award from MADD

**Dispatch**

- Welcomed new dispatcher Joann Deland
- Dispatchers Alexis, Cyntina, and Eva attended regional dispatch training at YCSO

**Administration:**

- Marshal Rowley hosted a crime prevention tour of the department for the Rainbow Acers Ranchers
- Rowley and Armstrong attended the Joy of Giving Awards Luncheon
- Marshal Rowley started citizen recruitment for the new CVMO Community Committee
- Department fitness initiative was implemented for sworn employees
- Sgt Jacobs was promoted to Lieutenant, effective date of 09/08/19
- CVMO hosted the quarterly MATFORCE meeting

**Coffee with a COP:**

- The Marshal facilitated the August 27th Coffee with a Cop. The regular scheduled meeting is now taking place on the last Tuesday of each month.

**August statistics compared to last year**

August	2018	2019
Total Calls	850	936
Traffic Stops	136	251
Animal Calls	63	74
Residential Burglary	6	8
Criminal Damage	3	5
Domestic Violence	16	27
All Other	626	571



## **Public Works Monthly Report**

**August 2019**

### **Engineering: Ron, Troy, & Dorie**

- Created Various Work Orders for All Town Departments
- Attended Council meeting
- Ron attended Department Head meeting
- Dorie flew to Montana for vacation/Bridesmaid dress shopping ☺
- EOC Follow up meeting with Yavapai County and Town Employee's
- Rural Water Association of Arizona Conference in Prescott.
- Work Session with Town Council
- Multiple Right of Way permits issued.
- Ordered Culvert for the McCracken Drainage project.

### **Streets Division:**

- Work on the drainage issues in the Mckracken subdivision area
- Service various pieces of equipment
- Weld in shop on various items
- Mow various roads

### **Parks and Recreation:**

- Continued working on planning for Ft. Verde Days, Trunk or Treat Main, and Christmas Craft Bazaar and Light Parade. Staff has been working on sponsorships, vendors, and activity planning for the events. We held a meeting and invited local non-profit groups to discuss different ways they can be involved in Ft. Verde Days and future events.
- Set-up and attended a meeting at Yavapai College regarding the wine tent host/sponsor for the Spring Heritage Pecan and Wine event as a start to planning for that event.

- Continued to handle requests for facility use at the Community Center, Rooms 204 & 305 and sports fields. Meeting room use: 43 Gym: 38 Butler Park: 70 Ramadas: 14
- The Heritage Pool began extended season on August 5<sup>th</sup> and is nearing it's closing date in early September. Our third free kids pool day courtesy of Clif & Dee Jenkins Trust was August 2 with 63 kids under 12 getting free school supplies at the Back To School Bash. We piloted an evening swim lesson session for older kids starting August 5 which had 6 kids ages 8-14 learn to swim. The feedback was very positive and we are planning additional sessions for this age group during the season next year.
- Summer camp was another success with 393 camper days and 64 unique campers this year. A 65% increase this year over last year's 238 camper days. Our final day was a joint field trip the AZ Science Center along with the Community Library Summer Reading program. Plans are to continue our Friday fun camp which helps to publicize and lead into our summer camp.
- We hired our new full time employee, Lori Webb, who started on August 12<sup>th</sup>.
- We had a Friday Day Trips to the Museum of Northern Arizona and Grand Canyon National Park.
- Our Diamondbacks trip was to see the Giants on August 18<sup>th</sup>. We have one more game this season.
- Co-ed adult softball season continued with 10 teams playing. The double-elimination tournament began in early August. The tournament was scheduled to end on August 28<sup>th</sup>, however, the last games were played on August 26<sup>th</sup>. On August 26<sup>th</sup>, there was a large altercation (30 or so people) involving 3 of the 4 teams left in the tournament, so those 3 teams were issued forfeits for the games scheduled on Aug. 28<sup>th</sup>, leaving the one remaining team, Life's A Pitch, the champions. CVMO was called a police report was filed, no charges were pressed by any of the injured parties. We are still gathering information and will be looking at suspending individuals and potentially teams that were involved from playing in our rec leagues for at least one year.
- Parks and Rec staff was invited to participate in Meet the Teacher Night at Camp Verde Middle and Elementary Schools on August 1. This was the first time we have been invited to participate in this event and was a great opportunity to share information about our programs with the community and continue to build a good working relationship with the schools. We have been invited to attend the Fall Round-up there in October as well.
- Mike and Shawna attended the 2 day Arizona Parks and Recreation Conference in Tucson, bringing back many ideas for improvements in programming, aquatics, events, and much more.
- Registration has opened for our 1<sup>st</sup>-4<sup>th</sup> grade Grasshopper basketball and adult co-ed volleyball seasons scheduled to begin towards the end of October.

### **Maintenance Division:**

- Daily work orders.
- Put bids and drew plans together building new HR offices.
- Safety meetings with maintenance crews.
- Cleared large area of weeds and sprayed organic weed killer at Sports Complex.
- Roof repairs at library.
- Gathering bids to move metal ware house to Sports Complex.
- Employee terminated.
- Employee promoted.
- Meet with Pool Company to get bids fix mechanical/plumbing problems at pool and setup for winter pool maintenance training.
- Replacing sprinklers and fixing drip systems.
- Installed new drip and sprinkler controller at library.
- Cleaned up another large section by front entrance and pathway of weeds and sprayed at Sports Complex.
- Meeting with Cris McPhail irrigation specialist planner of future planting volunteer and Diana Scantlebury TAC volunteers about future work across Camp Verde.
- Checked all emergency exit signs back up lights and fire extinguishers.
- Tierra Verde finished their part of the gym kitchen.

### **Wastewater Plant:**

Tasked with 35 Blue Stakes for the month.

Received 5 call outs for plant alarms.

Received 345,210 gallons of septage from septage haulers this month.

Average Effluent flow for August 234,000 gallons per day.

Sludge hauling complete.

Chlorine contact chambers in place. Installation 75% complete.

Joe Calhoun used Vacuum Truck to clear 3 culverts of mud with the Road Department.

Red Moon Development's Verde Ranch RV Resort has opened.

Verde Phase 1 75% installation completed.

U/V disinfection unit startup is on hold. Awaiting parts from manufacture and install team. Due Sept 11<sup>th</sup>.

David Richardson has passed the Wastewater Collection System Grade 2 exam.



# COURT NEWS



Camp Verde Municipal Court Monthly Newsletter

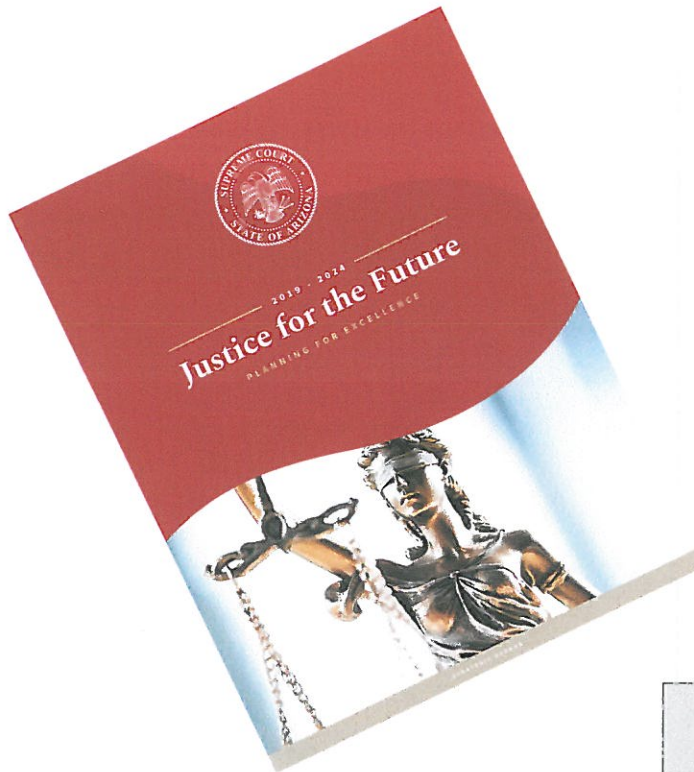
AUGUST 2019

## STRATEGIC AGENDA 2019-2024...

### Justice for the Future: planning for Excellence

#### GOAL #2

PROTECTING  
CHILDREN,  
FAMILIES,  
AND  
COMMUNITIES.



#### AUGUST AT A GLANCE.....

- AUGUST 5-9th: Judge and Veronica sat in on Oral board interviews for Court Security Officer.  
Veronica attended Safety Committee meeting.
- August 12-16th: Court interviewed for the full time Court Clerk position.  
Veronica attended the Towns web site committee meeting at that library. The group met with Granicus for final discussion on decision on moving forward with Towns website.
- August 26-30: Veronica attended the EOC meeting at CVMO. Veronica was invited to sit in on the Lt oral board interviews for the Camp Verde Marshals Office

#### LETS COMPARE SOME STATS: JULY & AUGUST

- 61 total Criminal Misd/ Criminal traffic, local ordinance **charges** filed  
3 less than JULY
- 105 civil Traffic charges filed this month  
(CVMO/DPS/ YANPD )  
15 MORE than JULY
- 3 petition for Order of Protection filed
- 4 petition for Injunction against harassment filed.
- AZCourtPay.com (OLCP/FARE WEBSITE) monies collected this month: \$2696.35  
4,094.33 LESS than JULY.
- JUDGE PERFORMED 2 WEDDINGS THIS MONTH





## GOAL 2

# Protecting Children, Families, and Communities

*The Arizona judiciary has historically placed a high priority on the goal of protecting children, the elderly, families, and communities and will continue several initiatives that advance this important judicial branch responsibility. Specifically, we will continue developing and implementing best practices related to probationer release conditions. We will expand mental health and substance abuse services for probationers and others who enter the criminal and civil justice systems. We will improve our juvenile justice system by reviewing and updating rules, processes, and procedures in child dependency and delinquency cases along with programs for delinquent youth. We will continue efforts to protect families and victims of domestic violence through initiatives to improve the order of protection process and family court case processing. We will continue efforts to address the complexities of probate court rules and processes. Lastly, we will improve our work with community partners to help defendants identify and address issues leading to their involvement in the criminal and civil justice systems.*





## Fair Justice Initiatives

This agenda continues implementation of the Task Force on Fair Justice for All's recommendations to ensure the court system supports individuals in meeting family and financial obligations while at the same time holding these individuals accountable for violations. This includes expanding use of the pretrial release assessment tool to help courts make pretrial release decisions and using notification tools to assist defendants appearing in court to timely address their cases. We will continue to collaborate with community partners on initiatives addressing mental health and substance abuse issues faced by defendants and their families.

- › Continue refining and developing pretrial release initiatives that help determine release conditions and improve appearance rates.
  - Expand the Public Safety Assessment (PSA) to limited jurisdiction courts and help those courts with issues related to implementing the PSA tool.
  - Automate scoring and use of the PSA for felonies and misdemeanors.
  - Expand the use of text message and other notifications of court events and defendant obligations.
  - Continue judicial education of the pretrial release rules and best practices for deciding release conditions and improving appearance rates.
  - Implement legislative changes allowing mitigation of financial sentences, use of community restitution, and other options in sentencing.
- › Implement initiatives from the Committee on Mental Health and the Justice System and other initiatives addressing people with mental health issues who have been brought to court.
  - Expand access to health care services for probationers and others in both the criminal and civil justice systems by partnering with the Arizona Health Care Cost Containment System (AHCCCS) and other community health providers (sometimes called one-stop medical clinics).
  - Provide training for presiding judges and other court leaders on best practices for working with community stakeholders to address mentally ill persons in the justice system (for example, Convening Protocols Project).
  - Determine if changes are needed to the current standard for requiring involuntary treatment, and seek legislative amendments, as appropriate.
  - Explore the use of telemedicine/counseling services for adult offenders and their families.
  - Continue efforts working with executive branch agencies to improve the delivery of appropriate mental health services to defendants and others involved in the criminal and civil justice systems.
  - Explore additional changes to Rule 11 of the Arizona Rules of Criminal Procedure to identify ways in which court rules governing competency and mental health examinations can be updated, clarified, and improved.

## Juvenile Court

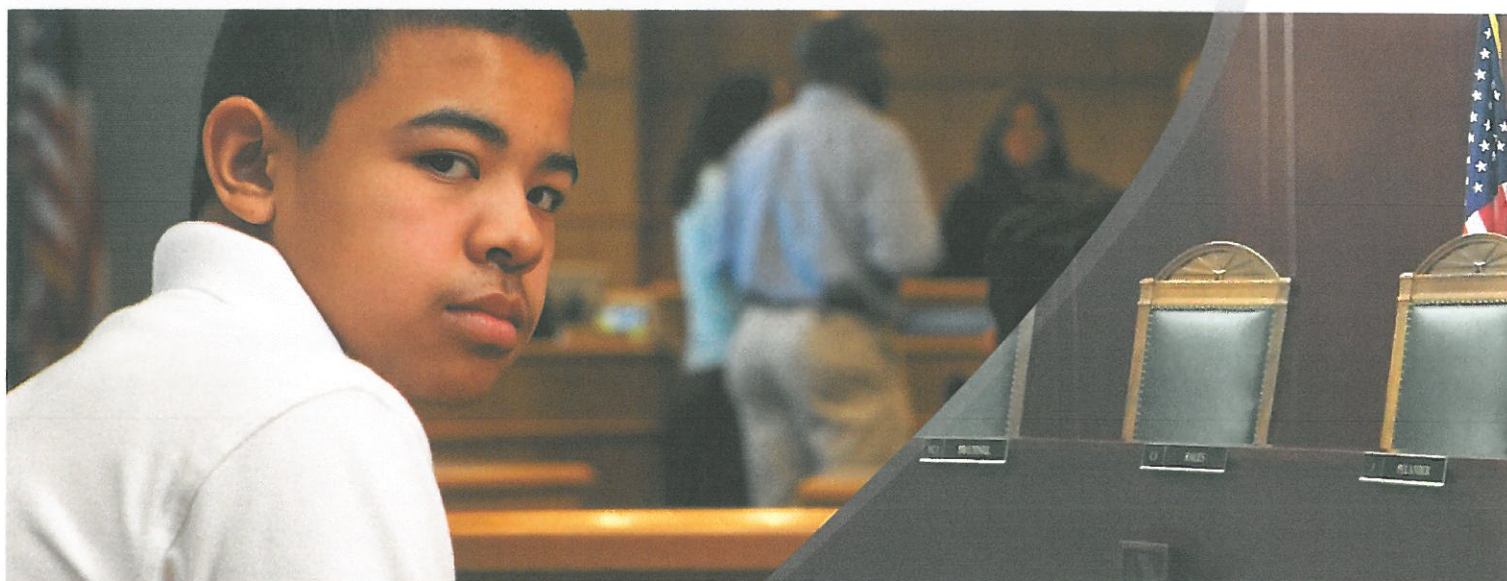
In recent years, the juvenile justice population and the types of programs needed to serve this population have changed. For juvenile offenders, detention has decreased and the need for more community-based programs is growing. We will work to match juveniles to programs best designed to meet their needs and the needs of their families. Similarly, we will seek to improve dependency case processing and case management to ensure courts remain focused on the best interests of the children involved in those cases. In doing so, we will review the current juvenile court rules to identify changes needed to ensure efficient juvenile court case processing and management.

- › Review the Rules of Procedure for the Juvenile Court to identify ways in which court procedures can be restyled, clarified, and improved.
- › Identify ways to:
  - Expedite child dependency cases through trial and appellate courts;
  - Expedite court processes and procedures for adoptions; and
  - Enhance the Court Appointed Special Advocate (CASA) and Foster Care Review Board (FCRB) programs by providing opportunities to support trauma-based education and enhancing current business practices.
- › Expand the Dependency Alternative Program to divert families from the dependency system when other protective options are available.
- › Fully implement a statewide juvenile case disposition matrix that combines the current risk/needs assessment (i.e., Arizona Youth Assessment System, or AZYAS) with severity-of-offense data.
- › Assist juvenile courts with repurposing juvenile detention center space to better serve juveniles within their communities, including implementing a regional drug treatment program in one regional center.
- › Fully implement statewide policies for the Crossover Youth Practice Model.
  - Evaluate the Crossover Youth Practice Model for expansion to the youthful offender program as well as other programs, such as pretrial, juvenile court, and adult probation.
- › Review current juvenile court financial sanction and assessment practices.
- › Explore the use of telemedicine/counseling to provide mental health services to juvenile offenders and their families under the Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines for Treatment Improvement Protocols.
- › Review provider service standards and expectations for treatment of juveniles with sexual abusive behaviors and make recommendations to align with the most current evidence-based practices in the field.
- › Develop medically assisted treatment as the standard of care for opioid-addicted youth.
- › Explore replicating Yavapai County's Milestones program in other counties to help address school violence issues.
- › Implement reporting of felony information to the National Instant Criminal Background Check System (NICS) and establish procedures for notifying juveniles about prohibitions against possessing a firearm after a probation term.
  - Work with local courts to ensure processes and procedures are in place for accurate and timely reporting of juvenile dispositions.
- › Produce a training curriculum for juvenile court judges assigned to handle delinquency cases.

## Family Court

Given the complexity of family court issues, we will provide tools and resources to help individuals and families find necessary assistance and services in an understandable and timely manner. We will develop relevant training for judges and court staff on best practices in resolving issues in high-conflict family court cases.

- › Explore the redesign or improvement of family court processes.
  - Examine current judicial assignment processes for family court.
  - Consider tools, such as a “quick start” guide, to help individuals understand and navigate family court processes.
- › Develop ways to identify high-conflict family law cases involving domestic violence or mental health issues that require special handling and resources.
- › Develop training for judges and staff on handling high-conflict family cases.
- › Identify court and litigant resources needed to address high-conflict family case issues and develop a strategy on obtaining these resources.
- › Evaluate whether courts can better utilize parent education classes to help attendees understand family court processes.
- › Convene a committee of family court stakeholders to make recommendations addressing ongoing issues related to family court case processes and procedures.
- › Establish a committee to review updated economic data for the *Schedule of Basic Support Obligations*, findings from the federally mandated quadrennial *Case File Review*, and to further study and make recommendations on issues raised by the 2017 Committee for an Interim Review of the Child Support Guidelines.



## Probate Court

The protection of incapacitated and vulnerable individuals is an ongoing priority of the Judicial Branch. Wide-sweeping changes were made in this area nearly a decade ago, but it is important to review the efficacy of the changes and consider other ways to improve and simplify probate court processes, forms, and policies.

- › Establish a task force to review current court processes, policies, and procedures for guardianships and conservatorship cases under the supervision of the probate court.

## Criminal Justice Reform

It is important for the judicial branch to remain aware of criminal justice reform discussions and initiatives within the executive and legislative branches. When appropriate, the judicial branch must participate in those discussions and provide information to help the other branches make informed policy and legislative decisions.

- › Provide information to executive branch agencies and legislative committees regarding criminal justice reform.

## Restorative Justice

Many of our local courts face high case volumes driven by underlying social problems such as homelessness, mental illness, and other social issues. The expanded availability of specialty courts, along with expanded collaborative efforts with our community partners, is essential in ensuring the right services are available and provided at the right time to those in need. When courts and communities work to provide defendants the clinical support needed to resolve the underlying social circumstances that may have contributed to their criminal behavior, those communities can begin to heal both the offender and any victim.

- › Identify best practices for restorative justice programs and establish ways to expand access to such programs in courthouses and in communities.
- › Identify opportunities to expand and support specialty courts addressing homelessness, veterans' issues, mental illness, domestic violence, and drug and alcohol abuse.



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

CAMP VERDE MUNICIPAL COURT - 1354

START DATE : 8/1/2019      END DATE : 8/31/2019

Misdemeanor Criminal and Civil Traffic Caseload Summary by Charge		INCOMING				OUTGOING				
LINE ID	CASE TYPE	New Filing & Transfers In	Reopened	Reactivated	Total Charges Incoming	Entry of Judgment	Terminations Default Judgment	Reopened	Placed on Inactive Status	Total Charges Outgoing
Section - 1 Misdemeanor										
Person										
A	Person-Sex Offenses	1	0	0	1	0	0	0	0	0
B	Person-Kidnapping	0	0	0	0	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	3	0	0	0	3
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	4	0	6	10	3	0	0	2	5
Other										
H	Drug Possession/Paraphernalia	7	0	2	9	7	0	0	1	8
I	Weapons	1	0	0	1	1	0	0	0	1
J	Public Order	5	0	0	5	9	0	0	0	9
K	Interfering With Judicial Proceedings	1	0	0	1	0	0	0	0	0
L	Failure to Appear/Misd&CrimTraffic	1	0	1	2	5	0	0	1	6
M	Petty Offenses	0	0	2	2	3	0	0	2	5
N	Other	26	1	0	27	29	0	1	3	33
Section - 2 Criminal Traffic										
DUI										
A	Motor Vehicle	7	0	0	7	4	0	0	0	4
B	Extreme Motor Vehicle	4	0	0	4	2	0	0	0	2
C	Boating/Flying	0	0	0	0	0	0	0	0	0
Serious Violations 9/5/2019 2:16:08 PM										
D	Leaving the Scene	0	0	0	0	0	0	0	0	0
E	Reckless Driving	0	0	0	0	2	0	0	0	2
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

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

CAMP VERDE MUNICIPAL COURT - 1354

START DATE : 8/1/2019      END DATE : 8/31/2019

Line ID	Other Proceedings Held	No. of Events
<b>Section - 1 Trials</b>		
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>2</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>
<b>Section - 2 Hearings and Initial Appearances</b>		
H	Civil Traffic Hearings Held	<u>5</u>
I	Felony, Misdemeanor and Criminal Traffic Initial Appearances	<u>0</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>
<b>Section - 3 Special Proceedings</b>		
P	Fugitive Complaints Filed	<u>0</u>
Q	Search Warrants Issued	<u>0</u>

Other Violations										
H	Criminal Speed	1	0	0	0	1	1	0	0	1
I	All Other	2	2	0	4	4	0	2	0	6
<b>Section - 3 Civil Traffic</b>										
A	Driver License	0	0	0	0	0	0	0	0	0
B	Registration	10	1	0	11	5	1	1	0	7
C	Insurance	5	1	0	6	3	1	1	0	5
D	Speeding	40	4	0	44	37	7	4	0	48
E	Excessive Speeding	11	2	0	13	6	1	2	0	9
F	Red Light	0	0	0	0	0	0	0	0	0
G	Seat Belt	0	0	0	0	0	0	0	0	0
H	State DPS Photo Enforcement	0	0	0	0	0	0	0	0	0
I	Other Civil Traffic	39	4	0	43	25	4	4	0	33
<b>Section - 4 Local - Non Criminal Ordinances</b>										
A	Parking	0	0	0	0	0	0	0	0	0
B	Non-Parking	0	0	0	0	0	0	0	0	0
<b>Section - 5 Felony</b>										
A	Total Felony	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>										
<b>Section - 6 Domestic Violence</b>		<b>166</b>	<b>15</b>	<b>11</b>	<b>192</b>	<b>149</b>	<b>14</b>	<b>15</b>	<b>9</b>	<b>187</b>
A	Felony-Domestic Violence	0	0	0	0	0	0	0	0	0
B	Misdemeanor-Domestic Violence	5	0	0	5	0	0	0	0	0
<b>Section - 7 Special Case Characteristics</b>										
A	Self Represented Litigants	155	15	6	176	113	14	15	6	148
B	Interpreter Services Provided	0	0	0	0	5	0	0	0	5



## Limited Jurisdiction Courts

START DATE : 8/1/2019      END DATE : 8/31/2019

LINE ID	CASE TYPE	Begin Pending		New Filing	Transfer In	Reopened	Reactivated	Entry of Judgment	Terminations		Placed on Inactive Status	Statistical Correction		End Pending	
		Active	Inactive						Reopened	Reopened		Active	Inactive	Active	Inactive
<b>Section - 1 Civil</b>															
A	Small Claims	0	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	0
C	Tort	0	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	0
E	Debtor-Seller Plaintiff	0	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	0
G	Total Civil Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Section - 2 Domestic Violence &amp; Harassment Petitions</b>															
A	Civil Emergency Order of Protection	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B	Civil Order of Protection	3	0	3	0	0	0	3	0	0	0	0	0	3	0
C	Injunction Against Harassment	5	0	4	0	0	0	4	0	0	0	0	0	5	0
D	Injunction Against Workplace Harassment	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Section - 3 Special Case Characteristics</b>															
A	Self Represented Litigants	8	0	7	0	0	0	7	0	0	0	0	0	8	0
B	Interpreter Provided	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**MEMORANDUM**

**TO:** Russ Martin, Town Manager  
**FROM:** Kathy Hellman, Library Director  
**SUBJECT:** Monthly Report – August 2019  
**DATE:** 9/6/2019  
**CC:** Department Heads, Town Council

**Report from Library Director:** A big THANK YOU to Vice-Councilwoman Dee Jenkins for attending the opening reception of the Smithsonian Water|Ways Exhibit. She was joined by Yavapai-Apache Nation Chairwoman, Jane Russell-Winiecki, Friends of the Verde River Executive Director, Dr. Nancy Steele and Northern AZ Audubon Society Member, Brent Bitz in making the opening of the exhibit memorable.

The Library is participating in Science Happens Here, a STEAM-inspired scavenger hunt card game aiming to bridge the gap between formal and informal learning. For six weeks, 3rd-6th grade students explore featured local businesses to locate 5 Science Happens Here playing cards, showcasing the breadth of science-related activities happening outside the classroom on a daily basis. At the end of the game, the classroom that has collected the most playing cards wins an opportunity to conduct an experiment with professional scientists from the Arizona Science Center.



**Report from Circulation:** We are celebrating Library Card Sign-up Month in September. Sign-up for a new card and guess how much candy is in the jar at the CIRC desk. The winner get the candy and will be announced Oct 1st.

**Report from PC Helpdesk/Reference:** All of our public computing systems are working fine. The move from Libre Office to MS Office 10 went smoothly and has had a good reception among library users.

**Report from Children's Library:** Aaarrrrrrgh... get ready for Pirate Week: 9/16 thru 9/20!



International Talk Like a Pirate Day is Thursday, 9/19. Stories and crafts will be about PIRATES! Use Mango Languages with your library card and learn to talk like a pirate. Costumes welcome!!



**Report from Teen Library:** August was busy! With school back in session,

Game Night attendance is starting to pick back up, and hopefully so will study hall. YAC was also busy this month. We attended the League of Cities and Towns Youth Conference for the second year running, and the trip was very rewarding. Moving forward into September and the future, YAC will be assuming responsibility of running and operating the vending machine in the library. This will be the group's first major long-term project, and I have high hopes that it will provide both income for the group, as well as financial lessons they can carry with them into adulthood.

**Report from Adult Services Library:** Join us Monday, September 23 at 1:00 pm for a screening and discussion of the movie, *The Public*. Written and directed by Emilio Estevez, the movie features an unusually bitter Arctic blast that has made its way to downtown Cincinnati. The story revolves around the library patrons, who are homeless, mentally ill, and/or marginalized and the librarians who build emotional connections and feel a sense of obligation to care for them. At odds with officials over how to handle the extreme weather event, the patrons turn the building into a homeless shelter for the night by staging an "Occupy" sit-in. What begins as an act of civil disobedience becomes a stand-off with police and a rush-to-judgment media constantly speculating about what's really happening. This David vs. Goliath story tackles some of our nation's most challenging issues, homelessness and mental illness set inside one of the last bastions of democracy-in-action: your public library.

Note: August 2018 Eclipse

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>

	Aug-19	Aug-18	% change	YTD-FY20	YTD-FY19	% change
<b>In-Library Uses</b>						
Traffic Count	9,216	9,697	-5.0%	17,980	18,802	-4.4%
New Cards Issued	64	85	-24.7%	125	164	-23.8%
Public Computer Use	1,285	1,510	-14.9%	2,535	2,901	-12.6%
Early Literacy Computer Use	193	179	7.8%	427	333	28.2%
Requests for Computer Help	110	167	-34.1%	272	275	-1.1%
Reference Questions	90	148	-39.2%	241	308	-21.8%
Study Room Uses	69	78	-11.5%	123	117	5.1%
Study Room Use - Hours	139	173	-19.7%	264	257	2.7%
Study Room Use - People Served	82	100	-18.0%	145	145	0.0%
<b>Total In-Library Use</b>	<b>11,248</b>	<b>12,137</b>	<b>-7.3%</b>	<b>22,112</b>	<b>23,302</b>	<b>-5.1%</b>
<b>Library Programs</b>						
Community Room Uses	42	54	-22.2%	76	84	-9.5%
Community Programs Attendance	237	925	-74.4%	529	1,145	-53.8%
Adult Programs	17	12	41.7%	44	27	63.0%
Adult Program Attendance	234	115	103.5%	548	233	135.2%
Children's Programs	22	12	83.3%	53	29	82.8%
Children's Program Attendance	126	367	-65.7%	418	493	-15.2%
Teen Programs	14	10	40.0%	22	19	15.8%
Teen Program Attendance	144	206	-30.1%	218	315	-30.8%
<b>Total Library Program Attendance</b>	<b>741</b>	<b>1613</b>	<b>-54.1%</b>	<b>1713</b>	<b>2186</b>	<b>-21.6%</b>
<b>Circulation</b>						
Self-Checkout Use	1,692	230	635.7%	2,903	234	1140.6%
Items Checked Out	4,263	5,751	-25.9%	10,023	10,886	-7.9%
Items Checked In	5,984	6,210	-3.6%	11,654	11,559	0.8%
Renewed Items	1066	785	35.8%	1,867	1,603	16.5%
<b>Total Circulation</b>	<b>11,313</b>	<b>12,746</b>	<b>-11.2%</b>	<b>23,544</b>	<b>24,048</b>	<b>-2.1%</b>
<b>Circulation Areas of Interest</b>						
Audio Books	242	258	-6.2%	454	492	-7.7%
DVDs & Movies	2,366	2,313	2.3%	4,398	4,231	3.9%
eBooks	714	337	111.9%	1,476	795	85.7%
Laptops & iPads	89	30	196.7%	125	54	131.5%
Magazines	61	82	-25.6%	130	127	2.4%
VOX Media Books	35	25	40.0%	73	53	37.7%
Children's Material	1,163	1,191	-2.4%	2,300	2,335	-1.5%
Teen's Material	588	736	-20.1%	1,197	1,424	-15.9%
<b>Transits, HOLDS &amp; InterLibrary Loans</b>						
HOLDS Filled	1,241	1,709	-27.4%	2,454	2,613	-6.1%
Transit Items Sent & Received	1,879	1,719	9.3%	3,773	3,218	17.2%
CVCL ILL Items Going Out	22	33	-33.3%	53	65	-18.5%
ILL Items for CVCL Patrons	6	4	50.0%	11	17	-35.3%
<b>Total Transit, HOLDS &amp; ILL Activity</b>	<b>3,148</b>	<b>3,465</b>	<b>-9.1%</b>	<b>6,291</b>	<b>5,913</b>	<b>6.4%</b>
<b>Library Volunteers</b>						
Number of Volunteers	26	35	-25.7%	49	67	-26.9%
Number of Hours Given	502	592	-15.2%	941	1,169	-19.5%
Average Hours/Volunteer	19.3	16.9	14.2%	19.2	17.4	10.1%
<b>Collection &amp; Development</b>						
New Kids & Teen Material Added	62	60	3.3%	148	114	29.8%
New Books & Magazines Added	210	200	5.0%	446	530	-15.8%
New Audio-Visual Material Added	145	39	271.8%	251	119	110.9%
<b>Total Items Added</b>	<b>355</b>	<b>239</b>	<b>48.5%</b>	<b>697</b>	<b>649</b>	<b>7.4%</b>
<b>Mending &amp; Donations</b>						

Items Mended or Repaired	36	311	-88.4%	207	505	-59.0%
Donations Processed	1,778	1,342	32.5%	4,561	3,708	23.0%
Donations Cataloged	133	5	2560.0%	226	111	103.6%

August 2019



## Community Development

Carmen Howard, Community Development Director

Robert Foreman, Chief Building Official

Melinda Lee, Planner/Addressing Official

Jonathan Rivero, Building Inspector/Plans Examiner

Roxanne Jasman, Administrative Assistant/Assistant Planner

Laura Roche, Administrative Assistant/Assistant Planner

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

The CD Director met with various departments and citizens to discuss potential development projects and general interdepartmental coordination. The new sign standards took effect on August 17 and the Department will be working on public outreach and solutions for the permanent downtown signs. Verde Ranch Manufactured Home Community is moving forward with its grading and infrastructure improvements as well as preparing for the temporary sales office, which will be housed off Goswick Way. The new RV Park opened for business on August 15.

The CD Director continues to work with Economic Development and Public Works to further development within the Town according to our guiding plans. CD has been very busy meeting with developers relating to potential projects. The Town will soon see a few commercial projects in the works on both sides of I-17. Staff has been working on the issue of lack of affordable housing options and developments, which will add to the job inventory. The Director continues to work on affordable housing solutions with internal and external departments, agencies and developers to think creatively in order to overcome some of the issues that drive up the cost of building a house. More information coming.....

Manny Romero has left Code Enforcement to pursue his education in other public service fields. Community Development will be holding interviews shortly for this position. The Department continues to work on improving services and communication with the goal of providing excellent customer service and streamlined processes. Laura Roche, our new Assistant Planner/Permit Tech is learning quickly and adding her skill to the high quality of service that Community Development is becoming known for regionally.



## **EMPLOYEE OF THE MONTH**



**Jonathan Rivero**

*Building Inspector/Plans Examiner*



**MONTHLY REPORT FOR AUGUST 2019**  
**BUILDING DIVISION**

The new Permit Technician started August 5<sup>th</sup>, Laura Roche. If you have not met her yet drop by and do so. Both Permit Technicians have been retitled as Administrative Assistant/Assistant Planner, while still doing the Permit Tech duties they will be doing other tasks as well. Chaired the Safety Committee meeting of August 7<sup>th</sup> for the Safety Officer. Manny Romero resigned as the Code Enforcement Officer and his last day of work was August 29<sup>th</sup>.

Met with the Risk Manager and Laura Roche to go over Risk Management policies and procedures. Met with the C.D. Director and Economic Development Director to discuss new development projects and later met with the C.D. Director and Town Manager on the same subject. Met, on site with the Fire Marshal, owner and contractor converting an existing building into a Grow Facility.

Met on site with the Town Engineer, Economic Development Director, Town Manager, real estate agent and applicants in regard to the condition of the Old Circle K building and possible uses for it. Had a meeting with an applicant looking to purchase an existing assisted care facility. Met with the owner of a property and his contractor to review a geo-technical report concerning possible new construction. Discussed with the C.D. Director, Senior Planner and the owner of a property in the flood way with existing structures and a possible lot split.

Met with Public Works staff, Economic Development staff, C.D. Director and Senior Planner on infrastructure for the Wee Hollow development. Had a meeting with C.D. staff concerning cargo containers in the flood way. Met with C.D. Director, Troy O'Dell and Senior Planner on the rodeo arena grading plans.

Completed 77 building inspections, 16 residential plan check reviews, 6 commercial plan check reviews, 53 phone calls, 16 meetings, 6 miscellaneous site inspections, 6 miscellaneous postings, 5 transmittals and 2 business licenses issued.



Robert Foreman CBCO  
Building Official

# Monthly Report for Planning & Zoning Items

**Month/Year: August 2019**

Zoning Clearances Completed: 9

Residential: 6

Commercial: 3

Zoning Verifications: 0

Minor Land Divisions: 0

Temporary Use Permits: 1 Approved, 1 Pending

Development Standards Review: 0

Zoning Map Change: 2 Pending

Preliminary Plat: 0

Final Site Plan Review: 0

Board of Adjustment Meetings: 0

Planning Commission Meetings: 0

PZC Items to Town Council: 0

Ordinances/Resolutions Adopted: 0

Business Licenses received: 5

Training/Webinars:

(1) GIS Training

Inspections: 1

Residential: 0

Commercial: 1

Administrative Reviews: 0

Lot Line Adjustments: 1 Pending

Conceptual Plan: 0

Use Permits: 0

Final Plat: 0

Text Amendments: 0

Business Licenses approved: 3

VRBO Webinar

Other Meetings:

Bldg Options Meeting (Teleconference)

(2) Development Team Discussions re: current projects

Davis, potential Lot Split

Whitehawke Village Independent Living, status

GIS Projects:

Sewer Service Extension

IBA (Birding) Map

Camp Verde Water Service Boundaries

Library – Street Map

Phone Calls Processed: 148

# COMMUNITY DEVELOPMENT MONTHLY REPORT

AUGUST 2019	CURRENT MONTH	PREVIOUS MONTH	2019-2020
<b>PERMITS ISSUED</b>	<b>35</b>	<b>24</b>	<b>59</b>
Commercial – Building	2		
Commercial – Grading	1		
Commercial – Ten. Improvement	4		
Fire Related Permits	0		
OTC	5		
Residential – Building	6		
Residential – MFH/FBB	2		
Residential – Demo	0		
Residential – Accessory	3		
Residential – Swimming Pool	0		
Sign	4		
Solar	8		
Temporary Use	0		
Zoning Clearance – Accessory	0		
Zoning Clearance – Fence	0		
<b>PERMITS FINALED</b>	<b>15</b>	<b>35</b>	<b>50</b>
Commercial – Co-locate Tower	0		
Commercial – Building	1		
Commercial – Ten. Improvement	2		
Commercial – Grading	0		
Fire Related	1		
OTC	3		
Residential – Building	1		
Residential – MFH	0		
Residential – Demo	0		
Residential – Accessory	3		
Residential – Swimming Pool	1		
Sign	3		
Solar	0		
Zoning Clearance – Accessory	0		
Zoning Clearance – Fence	0		
<b>PLAN REVIEWS PERFORMED</b>	<b>22</b>	<b>20</b>	<b>42</b>
Commercial	6		
Residential	16		
<b>INSPECTIONS PERFORMED</b>	<b>77</b>	<b>70</b>	<b>147</b>
<b>ZONING CLEARANCES COMPLETED</b>	<b>9</b>	<b>20</b>	<b>29</b>
Commercial	3		
Residential	6		
<b>PHONE CALLS RECEIVED/COMPLETED</b>	<b>663</b>	<b>601</b>	<b>1264</b>
Building Department	428		
Planning & Zoning	148		
Code Enforcement	87		
<b>BUSINESS LICENSES</b>			
Received	<b>5</b>	<b>2</b>	<b>7</b>
Approved	<b>3</b>	<b>1</b>	<b>4</b>
Denied	<b>0</b>	<b>0</b>	<b>0</b>
Inspections	<b>0</b>	<b>0</b>	<b>0</b>

<b>AUGUST 2019</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH</b>	<b>2019-2020</b>
<b>MISCELLANEOUS POSTINGS</b>	<b>6</b>	<b>7</b>	<b>13</b>
Clerk	4		
Community Development	2		
Building	0		
<b>MISCELLANEOUS SITE INSPECTIONS</b>	<b>6</b>	<b>3</b>	<b>9</b>
Zoning	0		
Building	6		
<b>TRANSMITTALS</b>	<b>5</b>	<b>3</b>	<b>8</b>
<b>MEETINGS</b>	<b>24</b>	<b>27</b>	<b>51</b>
<b>COMMISION/BOARD/COUNCIL MEETINGS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LETTERS</b>	<b>4</b>	<b>0</b>	<b>4</b>
<b><u>BUILDING VIOLATIONS</u></b>			
<b>DANGEROUS BUILDINGS</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>STOP WORK ORDER</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRADING WITHOUT PERMIT</b>	<b>0</b>	<b>0</b>	<b>0</b>

# ARIZONA DEPARTMENT OF HOUSING OMH

1110 W. Washington, Suite #200  
Phoenix, AZ 85007

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

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

TOWN OF CAMP VERDE BUILDING DEPT.

473 S MAIN ST.

CAMP VERDE, AZ 86322

## ISA MONTHLY REPORT

Reporting Month: AUGUST 2019

Date Submitted: 9/9/19

Submitted By: ROXANNE JASMAN

Email: ROXANNE.JASMAN@CAMPVERDE.AZ.GOV

Phone Number: 928-554-0063

Only complete section below when final inspection is completed.

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

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 15<sup>th</sup> 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](mailto:building.statistics@construction.com) or Fax: 800-892-7470 or Fax: 866-663-6373

<b>ID#:</b>	<b>24059</b>
<b>For the Month of:</b>	<b>AUGUST-19</b>
<b>Area covered by permits:</b>	<b>CAMP VERDE , AZ</b>

TOTAL VALUATION OF CONSTRUCTION EXCLUDES LAND AND PERMIT FEES

NEW RESIDENTIAL BUILDINGS	Total Number of Buildings	Total Dwelling Units	Total Valuation of Construction (omit cents)	Total Square Feet of Living Area (if available)
SINGLE FAMILY DETACHED		1	140,000	1762
SINGLE FAMILY ATTACHED (Townhouses or Row Houses)				
TWO-FAMILY BUILDINGS (Duplexes)				
THREE-OR-MORE-FAMILY BUILDINGS (Apartments or Stacked Condos)				

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

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

<b>Name of person to contact regarding this report:</b>	ROXANNE JASMAN (Town of Camp Verde)
<b>Phone Number:</b>	928-554-0063
<b>Email Address:</b>	<a href="mailto:roxanne.jasman@campverde.az.gov">roxanne.jasman@campverde.az.gov</a>

**THANK YOU!**

**AUGUST PERMIT APPLICATIONS**

2019

Permit #	Permit Date	Permit Type	Applicant Name	Description	Project Cost	Primary Contractor	Total Fees	Parcel Address
20190299	8/30/2019	Electrical	Gleeson Mobile Home Service	RES_OTC ELECTRICAL	\$ 3,315.00	3D Contracting LLC	113.15	2037 N VIA SILVERADO
20190298	8/30/2019	Manufactured Home	Gleeson Mobile Home Service	RES-MH Install	\$ 111,966.00	VALLEY WIDE/GLEESON MOBILE HOME SERVICES	551.05	2037 N VIA SILVERADO
20190297	8/29/2019	TEMP USE PERMIT	SEC, Inc.	Temporary Sales Office/Model Homes	\$ -	0	154.5	TBD for each project
20190296	8/29/2019	Grading	Verde Ranch MH LLC	COM -SALES OFFICE SITE GRADING	\$ -	RED MOON DEVELOPMENT	TBD	TBD
20190295	8/28/2019	Building	AT&T Mobility c/o Smartlink	COM-Modification to Antenna Array to Existing Wireless Communication Facility	\$ 45,000.00	0	1072.55	1488 W HORSESHOE BEND
20190294	8/28/2019	Zoning Clearance	Lawrence Van Proyen	RES - 10 X 12 Utility Shed	\$ 3,000.00	0	87.55	3534 E CACTUS BLOSSOM LN
20190293	8/27/2019	SOLAR	Titan Solar Power	RES-RM Solar 4.88 kw	\$ -	TITAN SOLAR POWER	211.15	460 DAKOTA DR
20190292	8/26/2019	Building	GRB Service Systems, Inc	COM-Remodel	\$ 19,000.00	GRB Service Systems	1318.1	1000 W FINNIE FLAT RD
20190291	8/26/2019	Building	Brandon Hermansky	COM- Shipping Container	\$ 3,000.00	0	87.55	803 N INDUSTRIAL DR
20190290	8/22/2019	Building	Preston Hill	RES-Carport	\$ 2,000.00	0	223.51	3120 N CHERRY LN
20190289	8/22/2019	Building	Benjamin Rolfes	RES- Addition / Deck	\$ 4,000.00	0	299.99	2699 N THOMAS PAINE CIR
20190288	8/21/2019	Building	HARVEST	COM - GREEN HOUSE/DRY ROOM	\$ 85,000.00	DYNAMIC CONSTRUCTION	1983.8	2051 W STATE ROUTE 260

20190287	8/21/2019	SOLAR	Dallas Anderson	RES- RM SOLAR 6.510 KW	\$ -	Pure Energy LLC	211.15	3460 S STILLWATER DR
20190286	8/20/2019	Building	John Bassous	RES - NEW SFR	\$ 410,636.00	TIERRA VERDE INVESTMENTS	6152.99	1856 N Jessica Way
20190285	8/20/2019	SOLAR	Arizona Permit Pushers	RES- RM Solar KW 12	\$ 22,000.00	SOLARONE ENERGY GROUP LLC	206	133 N BLACK BRIDGE RD
20190284	8/20/2019	SIGNS	JOHN ALVEY	COM - DOUBLE-SIDED ILLUMINATED SIGN CABINET	\$ 1,825.00	DOUBLE C CONSTRUCTION LLC	172.76	2001 N ARENA DEL LOMA RD
20190283	8/20/2019	Building	Rainbow Adventures LLC	COM-TI	\$ 15,000.00	SUNLIGHT BUILDERS LLC	541.01	3905 W Old State Hwy 279
20190282	8/20/2019	Electrical	Klaus von Stutterheim	RES- OTC ELECTRICAL	\$ 1,500.00	DALTON ELECTRIC LLC	82.4	2333 W MIDDLE VERDE RD
20190281	8/19/2019	SOLAR	Titan Solar Power	RES- RM Solar KW 10.37 & main breaker derate to 175A	\$ 30,125.00	TITAN SOLAR POWER	211.15	916 W DEEP GORGE RD
20190280	8/15/2019	SOLAR	Verde Solar Power	RES- RM Solar KW 11.47	\$ 21,204.00	VERDE SOLAR POWER	206	2300 S DERBY DR
20190279	8/15/2019	Electrical	AJ Purinton	RES- OTC ELECTRICAL	\$ 1,200.00	PUR SOLAR INC	82.4	2221 E SIERRA VERDE RD #40
20190278	8/15/2019	Electrical	AJ PURINTON	RES - OTC ELECTRICAL - REPLACE OVERHEAD ELECTRICAL POLE/SERVICE	\$ 1,200.00	PUR SOLAR INC	82.4	2221 E SIERRA VERDE RD #50
20190277	8/15/2019	Building	Wilson & Son	RES - GUEST HOUSE W/CARPORT	\$ 30,000.00	WILSON & SON LLC	906.71	266 E QUARTERHORSE LN
20190276	8/15/2019	Plumbing	Monte Reimer	RES- OTC PLUMBING	\$ 100.00	SPAN-DEW SERVI LLC DBA DEWEY	82.4	1942 N CENTRAL LN
20190275	8/14/2019	Building	Town of Camp Verde	COM-TI	\$ 300.00	0	0	435 S Main St
20190273	8/14/2019	Building	John Cross	RES- REMODEL	\$ 20,000.00	4 Him Remodel LLC	1189.65	2078 N LONG RIFLE RD



20190272	8/13/2019	SOLAR	TRAVIS PURNITON	RES - RM SOLAR 11.52 KW	\$ 33,031.00	PUR SOLAR INC	206	1167 S MCCRACKEN LN
20190271	8/12/2019	Electrical	Sheraz Warraich	COM-TI Greenhouse Electric	\$ 34,000.00	GREEN ELECTRIC AND SOLAR LLC	893.94	1611 S REEVES ARENA RD
20190270	8/12/2019	Building	Home Tech Foundation Systems, Inc	RES Steel Garage	\$ 29,000.00	Home Tech Foundation Systems, Inc.	888.01	2330 W WESTWARD DR
20190269	8/8/2019	Plumbing	Preston Hill	RES - RELOCATION OF PROPANE TANK	\$ 300.00	FERRELLGAS	82.4	3120 N CHERRY LN
20190268	8/7/2019	Building	John Bassous	COM-TI	\$ 35,000.00	TIERRA VERDE INVESTMENTS	1056.44	77 W GENERAL CROOK TRL
20190267	8/7/2019	Building	Daniel Martinez	RES -18x20 Steel Carport	\$ 1,495.00	AMERICAN STEEL CARPORTS INC	192.92	1089 E AMBER WAY
20190266	8/6/2019	Planning and Zoning	John Walter Edge, Trustee	LLA Edge / Jenkins	\$ -	0	206	553 W FIR ST
20190265	8/2/2019	Building	GUILLERMINA CABELLERO	RES - NEW WINDOWS	\$ 500.00	0	42.49	3065 S DINKY CREEK DR
20190264	8/2/2019	TEMP USE PERMIT	JORGE DAVILA DOMINGUEZ	RV AS TEMP DWELLING	\$ -	0	154.5	4141 E SPARKLING LN
20190263	8/1/2019	SOLAR	TITAN SOLAR POWER - ERICA FORD	RES - RM SOLAR 3.965 KW	\$ 11,066.00	TITAN SOLAR POWER	211.15	532 S HITCHING POST DR

**37 Applications for Permit**

**Total Fees Applied \$ 20,163.77**



## *Risk Management Memorandum*

To: Mayor and Council  
From: *cb* Carol Brown, Risk Manager  
Date: September 10, 2019  
Cc: Department Heads/Safety Committee  
Re: Risk Manager's Monthly Report ending August 31, 2019 (Snapshot only)

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

- Insurance policy: added 1 inland marine asset and 6 vehicles/removed 3 vehicles

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

- Department head (1)
- Safety officer (3)
- EOC mtg. 8/28 and agenda
- Risk Mgmt. w/town mgr.
- E-session - H20
- Events X2
- Animal shelter
- Revisited security challenge
- APS Emergency Liaison

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

- Collected funds for damages to rented asset
- 1 Workers' Compensation injury

### **Risk Management Highlights:**

- **Legal:** coding of attorney invoice and reviewed Granicus Contract
- **Certificates of Insurance:** 8
- **Prepared:** one emergency guide
- **Worked on:** generator stats for utility liaison
- **Supported front desk:** 1 half day
- **Responded to:** safety concerns
- **Risk Assessment:** FVD's goat roping event, insurance policy options, light duty for non work-related injuries and glass etching of VIN #s.
- **Researched:** waiver for rodeo arena
- **Ordered:** 9 Encryption licenses for computers
- **SafePersonnel:** issued course

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](mailto:carol.brown@campverde.az.gov)