

November 2019 Monthly Report



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

DEPARTMENT HEAD INFORMATION

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



Memorandum

To: Mayor and Council
From: Russ Martin, Town Manager
Date: December 20, 2019
Cc: Department Heads
Re: Manager's report for the period ending November 30, 2019

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

Sewer Improvement District Possibilities for Hwy 260

Held a couple of meetings to work on development of opportunities to develop the only missing utility out Highway 260 that limits are potential job base. Preparing for an eventual work session to bring Council and the community up to speed with options.

All Hands

Completed another all hands training with staff that included some teambuilding exercises, specifically discussing direction and potential use of technology to move the Town forward. This was many staff's first time meeting the new HR Director with her leading the teambuilding exercise. Also, emphasis was placed on the individual employee finding the time to rest between bursts of productivity to ensure safe work but continue increasing productivity/energy.

Housing

Worked with surrounding communities on a proposal for at minimum assisting the understanding of the current market conditions and ultimately what opportunities there may be to make progress locally. This will be coming to Council once formalized.

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



Office of the Town Clerk November 2019

Note from the Deputy Clerk: Hip Hip Hooray, Cindy Pemberton our new Town Clerk starts on December 16, 2019.

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

Business License 2018

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

*does not include Non Profits or Special Event Vendors

INFORMATION/RECORDS REQUEST 2019

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

Records Request: * see attached log, there were 7 new requests in November. We have 5 pending requests that we are working on.

Training: No Formal Training in November

Virginia Jones, Deputy Town Clerk

12/12/2019 3:49 PM
LICENSES: 0002 THRU ZZZZZZZZZZ
PAID STATUS: ALL
LIC CODES: ALL

BUSINESS LICENSE LIST PAGE: 1
SORTED BY: LICENSE NUMBER ORIGINATION DATES: 11/01/2019 TO 11/30/2019
EFFECTIVE DATES: 0/00/0000 TO 99/99/9999
EXPIRATION DATES: 0/00/0000 TO 99/99/9999

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRESS
3693	CONT	BUILDINGS AND BARN	3460 W GAUDALUPE AZ APACHE JUNCTION, AZ 85120	OUT OF TOWN
3698	SERV	CHERRY CREEK RV STORAGE LLC	PO BOX 1921 CAMP VERDE, AZ 86322	3900 N CHERRY CREEK RD
3699	RET	MAIN STREET STUDIOS	590 ARMETTA DRIVE CAMP VERDE, AZ 86322	365 S MAIN STREET
3700	SERV	LANGSTON SECURITY & INTEGRATI	PO BOX 8587 SURPRISE, AZ 85374	OUT OF TOWN
3701	RET	CAMP VERDE BICYCLE	750 E ARMETTA DRIVE CAMP VERDE, AZ 86322	735 S MAIN ST

TOTAL LICENSES: 5

9/30/2019	K KREMER	PLOT PLAN 404-19-078	COMPLETE	X				2 PAGES
10/8/2019	L SHORT	PERMITS 172 SUNLAND DR	COMPLETE	X			NO RECORD	
10/9/2019	W WINSLOW	PERMITS 404-20-023	COMPLETE	X				2 PAGES
10/9/2019	R WALMSLEY	PERMITS 404-20-029	COMPLETE	X				17 PAGES
10/9/2019	A GOETTING	ALL EMAILS FOR B BRIDGE BETWEEN 01-01-2014 AND 01-01-2018	IN PROGRESS	X			TICKET 26338	
10/9/2019	A GOETTING	EMAILS BETWEEN TOWN STAFF AND ALEXANDRIA WRIGHT BETWEEN 01-01-2014 AND 01-01-2018	PENDING	X			TICKET 26337	
10/10/2019	B GEORGE	HOW MUCH MONEY HAS BEEN GIVEN TO THE ARENA	COMPLETE	X			EMAILED 10-23-2019	
10/17/2019	R WOOD	PERMITS 1040 W BUFFALO TRAILS	COMPLETED	X				11 PAGES
10/21/2019	S THOMPSON	404-18-075	COMPLETED	X				2 PAGES
10/23/2019	J HACKER	COPY OF COMPLAINT C19-12 RESPONSE	COMPLETED			X	10/23/2019	5 PAGES
10/29/2019		ITE PLAN 403-16-001k		X			10/29/2019	4 PAGES
11/15/2019	J WOODWARD	CONTRACTOR LIST	COMPLETED	X			11/18/2019	19 PAGES
11/18/2019	S GOETTING	EMPLOYMENT FILE-SEBRA CHOE	TO HR 11-18-2019 PENDING	X				
11/18/2019	S GOETTING	EMAILS RUSS MARTIN-MIKE SHOWERS	TO IT 11-18-2019 PENDING	X				
11/18/2019	S GOETTING	EMAILS-TROY O'DELL LIFT STATION I-17 AND 260	TO IT 11-18-2019 PENDING	X				
11/18/2019	S HEINZ	SALARY PLAN 2019	COMPLETED			X	11/18/2019	5 PAGES
11/25/2019	G MESSICK	PLOT PLAN 403-20-007	COMPLETED	X			11/25/2019	1 PAGE
11/25/2019	M RAVEHO	PLOT PLAN 403-19-213L	COMPLETED	X			11/25/2019	1 PAGE

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

8/9/2019	A GOETTING	ALL EMAILS FOR SEBRA.CHOE@CAMPV ERDE.AZ.GOV FROM JANUARY 2015 TO AUGUST 8, 2019	PENDING-Spoke with Steve Goetting on 11-18-2019. explained to broad, he will speak with Alex to revise. 11-21-2019 received email. Does not want to change the request	X			TICKET 24576 2015-2016 ON JUMP DRIVE	
8/8/2019	A GOETTING	ALL EMAILS FOR AYERSONA@COMMSPEED.NET BETWEEN JANUARY 2014 TO AUGUST 8, 2019	COMPLETED	X			9:30/2019	
8/13/2019	ALLYSA	CERTIFICATE OF OCCUPANCY 403-23-150a	COMPLETE	X			8/13/2019	
8/14/2019		CERTIFICATE OF OCCUPANCY 404-28-087 NAPA	SAME	X			8:20/2019	1
8/14/2019		CERTIFICATE OF OCCUPANCY 404-28-087	SAME	X			8/20/2019	1
8/14/2019	S ARTHUR	PRELIMINARY BID RECORDS SPORTS PARK PHASE 2B	SAME	X			8/14/2019	1
8/21/2019	M ROMERO	ALL RECORDS CASE 20190088 - 20170165	SAME	X			8/21/2019	
8/21/2019	S THOMPSON	PERMITS 403-11-083	SAME	X			8/21/2019	



Town of Camp Verde

September 2019 Operations

	September 2019-2020 Activity	September 2019-2020 Budget	YTD 2019-2020 Activity	YTD 2019-2020 Budget	YTD 2018-2019 Activity
01 - GENERAL FUND					
Revenue	629,172.84	652,071.43	1,805,588.68	1,956,214.29	1,212,999.44
000 - Non-Departmental	577,083.03	580,705.44	1,697,454.14	1,742,116.32	1,096,642.43
120 - Town Clerk	2,025.00	2,315.73	5,950.00	6,947.19	4,160.50
170 - Economic Development	0.00	833.00	0.00	2,499.00	384.00
300 - Municipal Court	7,066.23	12,911.50	12,999.21	38,734.50	31,970.86
400 - Public Works/Engineer	900.00	166.60	900.00	499.80	0.00
500 - Community Development	5.00	0.00	46.75	0.00	0.00
510 - Building Department	29,813.39	17,493.00	51,003.07	52,479.00	8,131.48
520 - Planning & Zoning	3,959.00	4,165.00	10,822.26	12,495.00	100.00
600 - Marshal's Department	558.89	16,809.94	1,763.42	50,429.82	54,233.71
610 - Animal Control	120.00	583.10	267.02	1,749.30	1,430.00
700 - Camp Verde Community Library	1,036.30	7,038.85	1,676.60	21,116.55	2,025.08
800 - Parks & Recreation	340.00	249.90	445.00	749.70	356.00
810 - Special Events	3,390.00	3,489.00	4,914.41	10,467.00	0.00
820 - Heritage Pool	736.00	1,957.55	9,164.55	5,872.65	7,506.20
830 - Programming	2,140.00	3,352.82	8,182.25	10,058.46	6,059.18
Expense	-645,067.66	-696,634.76	-2,043,959.31	-2,089,904.28	-1,900,243.41
100 - Mayor & Council	2,641.20	4,097.51	11,417.10	12,292.53	13,801.91
110 - Town Manager	13,165.86	14,632.43	41,700.88	43,897.29	38,836.43
120 - Town Clerk	13,942.53	16,035.62	43,157.80	48,106.86	52,703.89
130 - Finance	18,292.72	27,812.56	117,355.30	83,437.68	112,529.64
140 - Human Resources	20,280.74	18,160.60	32,669.16	54,481.80	18,568.50
160 - Risk Management	18,250.64	29,931.71	89,002.31	89,795.13	86,563.80
170 - Economic Development	19,258.06	23,881.67	61,363.03	71,645.01	76,886.41
180 - Information Technology Services	4,112.10	17,384.71	33,044.21	52,154.13	45,049.47
300 - Municipal Court	32,064.21	38,124.68	91,089.83	114,374.04	97,082.97
400 - Public Works/Engineer	8,180.60	9,465.32	24,425.76	28,395.96	34,666.06
410 - Storm Water Management	12,257.62	11,645.71	37,657.11	34,937.13	32,836.86
420 - Maintenance	46,555.27	64,050.14	160,768.23	192,150.42	158,366.27
500 - Community Development	9,950.59	10,750.65	29,743.49	32,251.95	27,570.16
510 - Building Department	19,998.74	21,735.00	48,313.66	65,205.00	61,809.77
520 - Planning & Zoning	5,855.64	6,338.67	27,529.11	19,016.01	17,355.25
540 - Code Enforcement	2,017.49	6,875.96	14,005.36	20,627.88	15,821.89
600 - Marshal's Department	256,696.43	253,849.24	779,281.10	761,547.72	674,294.39
610 - Animal Control	4,478.57	5,527.73	13,197.33	16,583.19	12,996.53
700 - Camp Verde Community Library	45,807.25	47,054.47	145,012.27	141,163.41	139,376.32
800 - Parks & Recreation	10,624.30	11,830.62	42,547.30	35,491.86	45,311.79
810 - Special Events	3,779.33	7,567.36	18,425.93	22,702.08	0.00
820 - Heritage Pool	15,515.88	10,278.31	67,531.41	30,834.93	46,494.38
830 - Programming	9,599.12	11,987.25	29,204.75	35,961.75	17,620.83
999 - Non-Departmental	51,742.77	27,616.84	85,516.88	82,850.52	73,699.89
01 - GENERAL FUND Totals:	-15,894.82	-44,563.33	-238,370.63	-133,689.99	-687,243.97
20 - HURF/STREETS FUND					
Revenue	74,911.46	63,003.96	360,339.27	189,011.88	142,233.41
480 - HURF	74,911.46	63,003.96	360,339.27	189,011.88	142,233.41
Expense	-35,072.88	-59,312.03	-148,822.51	-177,936.09	-239,024.88
480 - HURF	35,072.88	59,312.03	148,822.51	177,936.09	239,024.88
20 - HURF/STREETS FUND Totals:	39,838.58	3,691.93	211,516.76	11,075.79	-96,791.47
31 - SEWER					
Revenue	368,926.15	673,824.77	935,123.77	2,021,474.31	328,161.94
490 - Sewer	368,926.15	673,824.77	935,123.77	2,021,474.31	328,161.94
Expense	-111,826.91	-696,954.41	-579,470.74	-2,090,863.23	-489,383.31
490 - Sewer	111,826.91	696,954.41	579,470.74	2,090,863.23	489,383.31
31 - SEWER Totals:	257,099.24	-23,129.64	355,653.03	-69,388.92	-161,221.37



Town of Camp Verde

September 2019 CIP Funds

		September 2019-2020 Activity	September 2019-2020 Budget	YTD 2019-2020 Activity	YTD 2019-2020 Budget	YTD 2018-2019 Activity
03 - CAPITAL IMPROVEMENT PROJECTS (CIP) FUND						
Revenue						
03-000-49-500101	OPERATING TRANSFERS IN - GEN	0.00	58,060.10	0.00	174,180.30	0.00
03-000-49-500800	OPERATING TRANSFER IN - FED C	0.00	21,029.08	0.00	63,087.24	0.00
Revenue Totals:		0.00	79,089.18	0.00	237,267.54	0.00
Expense						
03-000-20-800000	EQUIPMENT	0.00	51,099.88	0.00	153,299.64	0.00
03-000-20-840000	LAND	0.00	0.00	0.00	0.00	207,414.66
03-410-20-841100	STORMWATER PROJECTS	0.00	1,640.17	0.00	4,920.51	7,494.37
03-420-20-751000	BUILDING MAINT	4,760.00	3,690.10	29,965.00	11,070.30	8,959.49
03-420-20-751600	PARK FACILITIES MAINTENANCE	0.00	1,895.40	0.00	5,686.20	738.00
03-480-20-851111	FINNIE FLAT STREETScape	0.00	1,280.23	0.00	3,840.69	0.00
03-480-20-871000	STREET CONSTRUCTION	0.00	27,094.40	0.00	81,283.20	1,955.34
03-480-20-871400	STREET PAVING & MAINT	0.00	16,410.10	0.00	49,230.30	0.00
03-490-20-851112	HWY 260 SEWER EXPANSION	0.00	0.00	0.00	0.00	542.50
03-800-20-790300	PROJECTS/PROGRAMS DEVELOPI	33,152.00	0.00	33,693.71	0.00	0.00
03-800-20-840000	LAND	60,000.00	0.00	60,000.00	0.00	0.00
Expense Totals:		97,912.00	103,110.28	123,658.71	309,330.84	227,104.36
03 - CAPITAL IMPROVEMENT PROJECTS (CIP) FUND Totals:		<u>-97,912.00</u>	<u>-24,021.10</u>	<u>-123,658.71</u>	<u>-72,063.30</u>	<u>-227,104.36</u>
04 - PARKS FUND						
Revenue						
04-800-48-481000	BOND ISSUE	0.00	72,471.00	0.00	217,413.00	0.00
Revenue Totals:		0.00	72,471.00	0.00	217,413.00	0.00
Expense						
04-800-20-804000	INFRASTRUCTURE	34.91	332,352.25	34.91	997,056.75	224,254.60
04-800-20-841000	LAND IMPROVEMENTS	1,433.31	0.00	0.00	0.00	544,047.44
Expense Totals:		1,468.22	332,352.25	34.91	997,056.75	768,302.04
04 - PARKS FUND Totals:		<u>-1,468.22</u>	<u>-259,881.25</u>	<u>-34.91</u>	<u>-779,643.75</u>	<u>-768,302.04</u>

Town of Camp Verde

Revenue Drivers

September 2019

Sources*	Sep-19	In/De %	Aug-19	Jul-19	FYTD Avg	Bud/Month	YTD Bud +/-	LYM Avg +/-	L5YM Avg +/-
City Sales Tax	266,912	-8%	290,694	342,931	300,179	338,629	(115,350)	(3,806)	5,752
City .65% Increase	57,743	-8%	62,926	74,144	64,937	65,183	(738)	3,124	8,736
State Sales Tax	94,130	2%	92,092	93,535	93,252	114,508	(63,766)	(662)	22,172
VLT	66,449	-4%	68,877	70,701	68,676	68,775	(298)	2,858	18,995
URS	121,114	0%	121,114	121,114	121,114	123,544	(7,291)	8,077	29,021
HURF	83,411	11%	74,861	87,516	81,929	80,517	4,238	186	18,738
Sewer User Fees	107,025	0%	106,906	94,807	102,913	95,950	20,888	14,336	30,413
TOTAL	796,783		817,472	884,747	833,000	887,106	(162,317)	24,113	133,828

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

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

Bud/Month: This year's monthly budget.

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

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

L5YM Avg +/-: Last five years monthly average over/short. The difference between this year's *FYTD Avg* and the average of the last 5 year's *FYTD Avg*. (L5YM Avg for .65% increase is only 3 year average).



Town of Camp Verde

October 2019 Operations

	October 2019-2020 Activity	October 2019-2020 Budget	YTD 2019-2020 Activity	YTD 2019-2020 Budget	YTD 2018-2019 Activity
01 - GENERAL FUND					
Revenue	841,473.03	652,071.43	2,647,028.53	2,608,285.72	1,643,961.25
000 - Non-Departmental	786,705.16	580,705.44	2,484,159.30	2,322,821.76	1,495,732.68
120 - Town Clerk	1,600.00	2,315.73	7,550.00	9,262.92	6,287.00
170 - Economic Development	62.00	833.00	62.00	3,332.00	1,020.91
300 - Municipal Court	18,974.19	12,911.50	31,973.40	51,646.00	11,411.23
400 - Public Works/Engineer	0.00	166.60	900.00	666.40	0.00
500 - Community Development	5.00	0.00	51.75	0.00	6.50
510 - Building Department	17,525.64	17,493.00	68,528.71	69,972.00	8,131.48
520 - Planning & Zoning	3,582.00	4,165.00	14,404.26	16,660.00	100.00
600 - Marshal's Department	920.50	16,809.94	2,683.92	67,239.76	99,456.21
610 - Animal Control	150.00	583.10	417.02	2,332.40	1,560.00
700 - Camp Verde Community Library	0.00	7,038.85	1,676.60	28,155.40	3,018.86
800 - Parks & Recreation	165.00	249.90	610.00	999.60	476.00
810 - Special Events	9,434.54	3,489.00	14,348.95	13,956.00	0.00
820 - Heritage Pool	0.00	1,957.55	9,131.37	7,830.20	7,592.29
830 - Programming	2,349.00	3,352.82	10,531.25	13,411.28	9,168.09
Expense	-687,009.70	-696,634.76	-2,731,407.03	-2,786,539.04	-2,543,869.64
100 - Mayor & Council	2,062.70	4,097.51	13,479.80	16,390.04	18,326.36
110 - Town Manager	13,335.68	14,632.43	55,036.56	58,529.72	59,576.27
120 - Town Clerk	19,347.87	16,035.62	62,505.67	64,142.48	66,493.49
130 - Finance	29,716.04	27,812.56	147,071.34	111,250.24	144,076.57
140 - Human Resources	2,037.57	18,160.60	34,706.73	72,642.40	24,255.12
160 - Risk Management	60,940.66	29,931.71	149,942.97	119,726.84	145,331.13
170 - Economic Development	19,433.52	23,881.67	80,796.55	95,526.68	94,301.34
180 - Information Technology Services	42,135.64	17,384.71	75,179.85	69,538.84	68,657.02
300 - Municipal Court	30,972.01	38,124.68	122,061.84	152,498.72	127,857.51
400 - Public Works/Engineer	8,365.87	9,465.32	32,791.63	37,861.28	43,149.83
410 - Storm Water Management	7,267.97	11,645.71	44,925.08	46,582.84	42,900.47
420 - Maintenance	51,176.06	64,050.14	211,944.29	256,200.56	213,337.73
500 - Community Development	10,256.89	10,750.65	40,266.75	43,002.60	36,800.51
510 - Building Department	22,975.81	21,735.00	71,289.47	86,940.00	81,372.87
520 - Planning & Zoning	5,835.60	6,338.67	33,364.71	25,354.68	23,066.79
540 - Code Enforcement	22.72	6,875.96	14,028.08	27,503.84	20,418.45
600 - Marshal's Department	248,895.77	253,849.24	1,028,293.58	1,015,396.96	885,392.36
610 - Animal Control	4,012.40	5,527.73	17,209.73	22,110.92	17,093.88
700 - Camp Verde Community Library	44,071.68	47,054.47	189,083.95	188,217.88	184,073.46
800 - Parks & Recreation	10,154.41	11,830.62	52,725.00	47,322.48	60,583.19
810 - Special Events	18,197.42	7,567.36	36,623.35	30,269.44	0.00
820 - Heritage Pool	5,212.61	10,278.31	72,744.02	41,113.24	55,219.66
830 - Programming	9,701.58	11,987.25	38,906.33	47,949.00	20,669.55
999 - Non-Departmental	20,881.22	27,616.84	106,429.75	110,467.36	110,916.08
01 - GENERAL FUND Totals:	154,463.33	-44,563.33	-84,378.50	-178,253.32	-899,908.39
20 - HURF/STREETS FUND					
Revenue	83,410.66	63,003.96	443,749.93	252,015.84	142,688.41
Expense	-75,825.91	-59,312.03	-224,648.42	-237,248.12	-345,805.49
20 - HURF/STREETS FUND Totals:	7,584.75	3,691.93	219,101.51	14,767.72	-203,117.08
31 - SEWER					
Revenue	158,767.50	673,824.77	1,093,891.27	2,695,299.08	437,946.37
Expense	-199,983.57	-696,954.41	-779,454.31	-2,787,817.64	-759,869.08
31 - SEWER Totals:	-41,216.07	-23,129.64	314,436.96	-92,518.56	-321,922.71



Town of Camp Verde

October 2019 CIP Funds

		October 2019-2020 Activity	October 2019-2020 Budget	YTD 2019-2020 Activity	YTD 2019-2020 Budget	YTD 2018-2019 Activity
03 - CAPITAL IMPROVEMENT PROJECTS (CIP) FUND						
Revenue						
03-000-49-500101	OPERATING TRANSFERS IN - GENE	0.00	58,060.10	0.00	232,240.40	0.00
03-000-49-500800	OPERATING TRANSFER IN - FED G	0.00	21,029.08	0.00	84,116.32	0.00
Revenue Totals:		0.00	79,089.18	0.00	316,356.72	0.00
Expense						
03-000-20-800000	EQUIPMENT	0.00	51,099.88	0.00	204,399.52	0.00
03-000-20-840000	LAND	0.00	0.00	0.00	0.00	210,482.46
03-000-20-841210	REZZONICO PARK IMPROVEMENT	1,439.60	0.00	1,439.60	0.00	22,308.85
03-170-20-751650	INFRASTRUCTURE / MAINT	1,324.17	0.00	1,324.17	0.00	0.00
03-410-20-841100	STORMWATER PROJECTS	0.00	1,640.17	0.00	6,560.68	7,494.37
03-420-20-751000	BUILDING MAINT	0.00	3,690.10	29,965.00	14,760.40	12,184.13
03-420-20-751600	PARK FACILITIES MAINTENANCE	0.00	1,895.40	0.00	7,581.60	738.00
03-420-20-811225	TOWN KITCHEN REMODEL	0.00	0.00	0.00	0.00	2,190.00
03-480-20-851111	FINNIE FLAT STREETScape	0.00	1,280.23	0.00	5,120.92	0.00
03-480-20-871000	STREET CONSTRUCTION	0.00	27,094.40	0.00	108,377.60	1,942.47
03-480-20-871400	STREET PAVING & MAINT	0.00	16,410.10	0.00	65,640.40	517,171.45
03-490-20-851112	HWY 260 SEWER EXPANSION	0.00	0.00	0.00	0.00	542.50
03-800-20-790300	PROJECTS/PROGRAMS DEVELOPM	30,370.30	0.00	64,064.01	0.00	0.00
03-800-20-840000	LAND	0.00	0.00	60,000.00	0.00	0.00
Expense Totals:		33,134.07	103,110.28	156,792.78	412,441.12	775,054.23
03 - CAPITAL IMPROVEMENT PROJECTS (CIP) FUND Totals:		<u>-33,134.07</u>	<u>-24,021.10</u>	<u>-156,792.78</u>	<u>-96,084.40</u>	<u>-775,054.23</u>
04 - PARKS FUND						
Revenue						
04-800-48-481000	BOND ISSUE	0.00	72,471.00	0.00	289,884.00	0.00
Revenue Totals:		0.00	72,471.00	0.00	289,884.00	0.00
Expense						
04-800-20-804000	INFRASTRUCTURE	635.11	332,352.25	670.02	1,329,409.00	262,180.79
04-800-20-841000	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	1,021,153.41
Expense Totals:		635.11	332,352.25	670.02	1,329,409.00	1,283,334.20
04 - PARKS FUND Totals:		<u>-635.11</u>	<u>-259,881.25</u>	<u>-670.02</u>	<u>-1,039,525.00</u>	<u>-1,283,334.20</u>

Town of Camp Verde

Revenue Drivers

October 2019

Sources*	Oct-19	In/De %	Sep-19	Aug-19	FYTD Avg	Bud/Month	YTD Bud +/-	LYM Avg +/-	L5YM Avg +/-
City Sales Tax	314,275	18%	266,912	290,694	303,703	338,629	(139,704)	(282)	9,276
City .65% Increase	67,923	18%	57,743	62,926	65,684	65,183	2,002	3,871	9,483
State Sales Tax	90,995	-3%	94,130	92,092	92,688	114,508	(87,278)	(1,226)	21,608
VLT	72,733	9%	66,449	68,877	69,690	68,775	3,660	3,872	20,009
URS	121,114	0%	121,114	121,114	121,114	123,544	(9,722)	8,077	29,021
HURF	80,773	-3%	83,411	74,861	81,640	80,517	4,494	(104)	18,449
Sewer User Fees	107,089	0%	107,025	106,906	103,957	95,950	32,027	15,380	31,457
TOTAL	854,901		796,783	817,472	838,476	887,106	(194,521)	29,588	139,303

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

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

Bud/Month: This year's monthly budget.

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

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

L5YM Avg +/-: Last five years monthly average over/short. The difference between this year's *FYTD Avg* and the average of the last 5 year's *FYTD Avg*. (L5YM Avg for .65% increase is only 3 year average).



Public Works Monthly Report

November, 2019

Engineering: Ron, Troy, & Dorie

- Created Various Work Orders for All Town Departments
- Ron attended Department Head meeting
- Sports Park Project out for Rebid on Public Purchase. Project # 19-139
- Mandatory Pre Bid Meeting with Potential Bidders for the Park Re-Bid
- CDBG Progress Report to Department of Housing
- Bid results in for Project # 19-136 WWTP Drying Beds Project
- Bid Results Review and asking for Council Direction regarding said project.
- Retracted All Bids for the Lift Station Project # 19-137
- Department attended Annual All Hands Meeting
- Wet and Dry Weather Monitoring, and reports for Ms4Permit (ADEQ Compliance)

Streets Division:

- Work orders
- Replace various street signs
- Repair various street signs
- Work with sewer department digging pit for pump station
- Haul millings from Cordes Junction for future projects
- Burn wood in yard
- Service various pieces of equipment
- Build parking area at Ryal Canyon trail
- Training for heavy equipment
- Remove fallen trees
- Safety Meeting

Parks and Recreation:

- Continued working on planning for Christmas Craft Bazaar, which is full for vendors and Light Parade, as well as Pecan & Wine. Staff has been working on vendor registration, entertainment, volunteers, sponsorship, and activity planning for the events.
- Continued to handle requests for facility use at the Community Center, Rooms 204 & 305 and sports fields, and ramada's. Meeting room use: 75 Kitchen: 22 Gym: 78 Butler Park: 64 Ramada's: 28
- We had Friday Day Trips to AZ Capitol and Phoenix Art Museum with a shopping trip to AZ Mills scheduled in December.
- 1st-4th grade Grasshopper basketball continued with 9 teams playing ending the regular season on Nov. 23. Playoffs will be the first week in December.
- Continuing the process of the Heritage Pool becoming a Starfish Swimming Training Facility. This will be an upgrade to our swim lesson program and allow several guards and staff to become certified instructors through additional training.
- We partnered with Fierce Love Project to host 3 "Dog" related events in November as well as adding a Qi Gong program.

Maintenance Division:

- Various Work orders completed throughout Town Facilities.
- Finished take down of Halloween events.
- Set up tables and chairs for all hands meeting in the gym
- Replaced various lights at the Library
- General Ground Maintenance on Town campus.
- Weed removal in various Town areas. Butler Park, Pool, Finnie Flat and Hwy 260 in front of rock wall
- Preparing Gym with hoops for Grasshopper Basketball
- New Scoreboard Installed in the Community Gym
- Continued work on Hallet Plaza

Wastewater Plant:

- Tasked with 58 Blue Stakes for the month.
- Received 4 call outs for plant alarms.
- Received 358,000 gallons of septage from septage haulers this month.
- Average Effluent flow for September 234,000 gallons per day.
- Fill Station for reuse water built in house. Currently being used by the Rodeo Grounds.
- Chlorine contact chambers in place. Installation 90% complete.
- Permit applied for from ADEQ for Drying Beds on 9/2/2019.
- Permit Type: APP, Individual Permit, Significant Amendment, No Public Hearing.
- Application Status: Substantive Review phase Application Received Date: 9/2/2019
- Verde Phase 1 90% sewer completed.
- Camp Verde Municipal Lift station #2 installation is underway.
- 200 ft of 8 in sewer main , 110 ft sewer lateral (6 in) for 1921 Mobile/Sales Office.
- U/V disinfection unit startup is complete. Unit 1 and 2 is operational. Awaiting SCADA integration and ADEQ permit.





MEMORANDUM

TO: Russ Martin, Town Manager
FROM: Kathy Hellman, Library Director
SUBJECT: Monthly Report – November 2019
DATE: 12/6/2019
CC: Department Heads, Town Council

Report from Library Director: On November 5 we celebrated our 3-year Anniversary of the opening of the current library. The celebration included the first grant check of \$15,000 presented to the library by from funds raised by Camp Verde Library Endowment and invested with AZ Community Foundation. We plan to purchase a few new computers, half-a-dozen study carrels, lightweight folding tables, eBooks, indoor signage, a skateboard rack, and a few other items this round.



Thank you to **Senior Library Clerk, Wendy Cook-Roberts** for her continued participation on the Safety Committee.

Report from Adult Services Library: On Tuesday, December 17th at 5:30p in the upstairs Fireside Room the Library will host an Open Mic Night. People are encouraged to come and show off their talents. Poetry, songs, short stories, comedy, dance, lip sync, rap and instrumentals... all are welcome. If you are too shy to take a turn behind the mic, we also need an audience so come and enjoy the show! Participants and guests of all ages are welcome, so we do ask that the material presented is rated PG or less.

Report from PC Helpdesk: In November, we began using a new event calendar provided by the Yavapai County Free Library District to keep track of study room use. This change will allow us to eliminate paper sign-in/sign-out sheets as we transition fully to this automated solution. One advantage is that, when filled out correctly, the new calendar also keeps track of statistics and allows us to run reports.

Report from Circulation: If you don't know what to buy someone for Christmas consider getting them a BASHAS' COMMUNITY CARD. The Camp Verde Library Endowment receives 6% of the total spent using this Community Card which in turn benefits the library. Check with Alice at the library if you are interested.



Report from Teen Library: November was a big month for us. After months of planning, we had our first annual YAC-sponsored Verde Valley Game Con on November 9. As the first event of its kind for the library, we faced a lot of unknowns. We had no idea how many people would show up, how much food we would need when our food truck had to cancel, or if our activities would be successful. But they were! We even collected more than 9 dozen canned food items to donate to Bread of Life. Having successfully finished year one, we now have baseline stats to begin planning for year two, and survey feedback from attendees gives insight on the events shortcomings. I look forward to doing Game Con again next year!



Report from Children's Library: Game Con was a fun day to be in the library! Families appreciated all the library had to offer that day! In the children's library we played board games. November was a month of giving! The children/families came together to decorate and write nice notes to put in bags of food for people in need at Thanksgiving. We passed the bags out at Bread of Life and at the library when it was closing. Our families really enjoyed doing this project.



FUN FACT!!

[Check out our new Calendaring solution](#), another tangible benefit of membership in the Yavapai Library Network. People can now see room availability and submit reservation requests through our website.

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>

	Nov-19	Nov-18	% change	YTD-FY20	YTD-FY19	% change
In-Library Uses						
Traffic Count	8,359	8,789	-4.9%	43,981	45,870	-4.1%
New Cards Issued	61	73	-16.4%	344	363	-5.2%
Public Computer Use	1,064	1,384	-23.1%	5,963	7,190	-17.1%
Early Literacy Computer Use	149	130	14.6%	892	763	16.9%
Requests for Computer Help	98	120	-18.3%	561	578	-2.9%
Reference Questions	82	170	-51.8%	497	791	-37.2%
Study Room Uses	56	46	21.7%	321	292	9.9%
Study Room Use - Hours	100	96	4.2%	624	615	1.5%
Study Room Use - People Served	73	68	7.4%	376	415	-9.4%
Total In-Library Use	10,042	10,876	-7.7%	53,559	56,877	-5.8%
Library Programs						
Community Room Uses	39	45	-13.3%	193	241	-19.9%
Community Programs Attendance	216	297	-27.3%	1,347	2,423	-44.4%
Adult Programs	29	17	70.6%	112	76	47.4%
Adult Program Attendance	374	159	135.2%	1,388	671	106.9%
Children's Programs	24	14	71.4%	129	90	43.3%
Children's Program Attendance	184	193	-4.7%	1,022	947	7.9%
Teen Programs	11	14	-21.4%	66	59	11.9%
Teen Program Attendance	222	117	89.7%	865	792	9.2%
Total Library Program Attendance	996	766	30.0%	4622	4833	-4.4%
Circulation						
Self-Checkout Use	1,476	1211	21.9%	7,432	2,676	177.7%
Items Checked Out	4,727	4,634	2.0%	25,279	25,174	0.4%
Items Checked In	5,246	4,787	9.6%	29,205	26,787	9.0%
Renewed Items	685	694	-1.3%	4,546	3,972	14.5%
Total Circulation	10,658	10,115	5.4%	59,030	55,933	5.5%
Circulation Areas of Interest						
Audio Books	189	248	-23.8%	1,015	1,248	-18.7%
DVDs & Movies	1,915	1,936	-1.1%	10,879	10,250	6.1%
eBooks	639	484	32.0%	3,450	2,222	55.3%
Laptops & iPads	68	87	-21.8%	409	193	111.9%
Magazines	84	53	58.5%	345	349	-1.1%
VOX Media Books	41	15	173.3%	200	106	88.7%
Children's Material	1,098	939	16.9%	5,871	5,260	11.6%
Teen's Material	381	694	-45.1%	2,560	3,437	-25.5%
Transits, HOLDS & InterLibrary Loans						
HOLDS Filled	964	984	-2.0%	5,714	5,645	1.2%
Transit Items Sent & Received	1,923	1,543	24.6%	9,396	7,994	17.5%
CVCL ILL Items Going Out	31	31	0.0%	144	158	-8.9%
ILL Items for CVCL Patrons	4	4	0.0%	24	30	-20.0%
Total Transit, HOLDS & ILL Activity	2,922	2,562	14.1%	15,278	13,827	10.5%
Library Volunteers						
Number of Volunteers	22	33	-33.3%	122	168	-27.4%
Number of Hours Given	413	564	-26.8%	2,361	2,991	-21.1%
Average Hours/Volunteer	18.8	17.1	9.8%	19.4	17.8	8.7%
Collection & Development						
New Kids & Teen Material Added	12	99	-87.9%	262	306	-14.4%
New Books & Magazines Added	122	237	-48.5%	921	1,127	-18.3%
New Audio-Visual Material Added	41	50	-18.0%	555	211	163.0%
Total Items Added	163	287	-43.2%	1476	1338	10.3%
Mending & Donations						
Items Mended or Repaired	93	93	0.0%	441	1,006	-56.2%
Donations Processed	920	1,241	-25.9%	7,932	7,362	7.7%
Donations Cataloged	41	15	173.3%	551	149	269.8%



Community Development

November 2019

Carmen Howard, Community Development Director

Robert Foreman, Chief Building Official

Melinda Lee, Planner/Addressing Official

Cliff Bryson, Code Compliance Officer

Jonathan Rivero, Building Inspector/Plans Examiner

Roxanne Jasman, Administrative Assistant/Assistant Planner

Bobbi Webb, Permit Technician

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

The CD Director met with various departments and citizens to discuss potential development projects and general interdepartmental coordination. The Department is working on a district sign program for Downtown with the intention of ridding the landscape medians along Main St. of A-frame signs. Community Development will hold public outreach meetings to educate the public on current Sign Code and Dark Sky regulations in the near future.

Highly anticipated Rio Verde Plaza renovation plans were submitted for permits and are currently being reviewed by the Building Department. The community can look forward to the revitalization of Main & Fain St., where Kinney Construction will be renovating the property for Yavapai Title, designed by Rennie Radoccia of Clarkdale. A key architectural feature is the historic reconstruction of a water tower that used to stand at the corner.

Staff is pleased to announce that Michael Schwartz, a graduate student from ASU's Masters in Urban and Environmental Planning program will be working as an intern with Economic & Community Development to help develop an Urban/Upland Trail Plan. We have had tremendous success with our previous interns and will continue to work with the school and develop the relationship.

Staff held interviews in November for the open Permit Tech position and welcomes Bobbi Webb to Team Com Dev. We are looking forward to the experience and professionalism that we anticipate Bobbi will bring to the department. The Department continues to work on improving services and communication with the goal of providing excellent customer service and streamlined processes.

BUILDING DIVISION MONTHLY REPORT

For the Month of: NOV

Year: 2019

Number of Inspections: 63

Number of Postings C.D : 2

Number of Postings Clerk:

Number of Postings Building:

Zoning Clearances Done:

Business License Issued:

Site Inspections Business License: 4

Site Inspections Misc Zoning: -

Site Inspections Misc Building:

Transmittals:

Meetings: 11 ALL HANDS / 4 INTERVIEWS / CARMEN - KEVIN RE: SUMMIT DEVEC

Plan Reviews Commercial: 3 BRAD - BRUCE - CARMEN - MELINDA RE: REV SIGN

Plan Reviews Residential: 9 LISA - KEVIN - CARMEN - MELINDA RE: VERDE BLANCH M.H. SEB

Phone Calls: 11

Dangerous Buildings: -

Stop Work Orders: -

Commission/Board/Council Meetings: -

Letters: -

OUT
2 WEEKS VACATION

November
Employee
of the
Month



John Rivero

Building Inspector/Plans Examiner

Congratulations

Monthly Report for Planning & Zoning Items

Month/Year: November 2019

Zoning Clearances Completed: 18

(includes those done by Roxanne/Cliff/Carmen)

Inspections: 3

Residential: 15

Residential: 1

Commercial: 3

Commercial: 3

Zoning Verifications: 0

Administrative Reviews: 1

Minor Land Divisions: 1

Lot Line Adjustments: 0

Temporary Use Permits: 2

Development Standards Review: 0

Conceptual Plan: 2

Zoning Map Change: 1

Use Permits: 0

Preliminary Plat: 0

Final Plat: 0

Final Site Plan Review: 0

Text Amendments: 0

Board of Adjustment Meetings: 0

Planning Commission Meetings: 1

PZC Items to Town Council: 1

Ordinances/Resolutions Adopted: 0

Business Licenses received: 2

Business Licenses approved: 2

Training/Webinars:

Esri Collector Workshop / Cottonwood

Census Bureau Complete Count Committee Training

Other Meetings:

Yavapai County Development Services / Code Enforcement

Economic Development / Trails Plan Internship and follow up meeting

Verde Ranch Estates / Individual Site Development Criteria

Verde Ranch RV Park / Signage

Tony Gioia / Ditch ROW discussion

Wingfield Property on Salt Mine Rd / Historic Preservation

Verde Valley Fire Dept / Site visit for Vendors with Treasures

Alcantara WWTP discussion

GIS Projects:

911 Fallout changes for Street Centerlines & Addressing

Phone Calls Processed: 133 (Melinda only)

Monthly Report / November 2019 / Planning & Zoning

Permit #	Permit Date	Applicant Name	Description	Planning & Zoning	Owner Name	Parcel #	Parcel Address	Review Date	Review Status
20190401	11/15/2019	Joe Hoo	TUP or Fle& M& et	Tem or&r Use Permit	CCJB HOLDINGS LLC	407-09-043F	6101 E COURY DR	11/27/2019	A roved
20190412	11/26/2019	KELLY VAUGHN - MASONRY OF AZ INC	RES - CARPORT 400 S FT	Zoning Cle&r&nce	JENNIFER ABEND	404-30-023C	263 E HOLLAMON LN	11/27/2019	A roved
20190411	11/25/2019	To n o C&m Verde Economic Develo ment	COM - Mur&	Zoning Cle&r&nce	TOWN OF CAMP VERDE	404-22-126A	395 S MAIN ST	11/26/2019	In Revie
20190409	11/21/2019	STEVEN RENER	RES - DETACHED GARAGE & 192 S FT PRE-FAB SHED	Zoning Cle&r&nce	RENER, STEVEN & KATHLEEN	404-16-212	3532 E CLINTON LN	11/26/2019	A roved
20190375	10/25/2019	JON BYLER	RES - NEW SFR & SHOP/GARAGE	Zoning Cle&r&nce	Jon B ler	404-18-202A	290 W MESA LN	11/25/2019	A roved
20190404	11/19/2019	KATHY GARDNER, AZ PERMIT PUSHERS	RES - MFH INSTALL	Zoning Cle&r&nce	CHARLES D AND SUSAN E FISHER	403-13-038	4005 W SHEA LN	11/21/2019	A roved

20190406	11/20/2019	TRIPLE X CONSTRUCTION INC	RES - NEW SFR & SHOP	Zoning Clearance	PERRY & JAMIE MOWBRAY	403-20-200	2445 N BELGIAN WAY	11/21/2019	Approved
20190400	11/15/2019	John Walter Edge	Minor Land Division	Minor Land Division	Margaret Edge Irrevocable Trust	404-03-017S	553 W Fir Street	11/21/2019	Approved
20190402	11/18/2019	Verde Valley Archeology Center	Extension of TUP 20180043 & 20180129	Temporary Use Permit	Verde Valley Archeology Center	403-23-106A	330 N Homestead P	11/19/2019	Approved
20190390	11/7/2019	LARRY AND ORA WRIGHT	RES - 35X12 CARPORT FOR RV	Zoning Clearance	WRIGHT LARRY R & ORA MRS	403-23-043	1973 N CENTRAL LN	11/14/2019	Approved
20190389	11/7/2019	SUNKISS POOLS, LLC	COM - SWIMMING POOL, SPA AND RETAINING WALL AROUND POOL E UIP	Zoning Clearance	VERDE RANCH MH LLC	403-23-429	10 S MONARCH LN	11/14/2019	Approved
20190392	11/8/2019	RC HOMES AND DEVELOPMENT LLC	RES - MFH INSTALL	Zoning Clearance	K& Investments LLC	404-16-081	3235 E RIPPLE RD	11/14/2019	Approved
20190377	10/28/2019	CARRIE SINGER	RES - TEMP USE RV AS GUEST QUARTERS	Temporary Use Permit	ANIMAL GUARDIAN NETWORK INC	403-19-007S	2564 N ARENA DEL LOMA RD	11/13/2019	Approved

20190379	10/29/2019	ANIMAL GUARDIAN NETWORK	RES - 4 Accessor Structures, Ch& el &nd Pole B&rn	Zoning Cle&r&nce	ANIMAL GUARDIAN NETWORK INC	403-19-007S	2564 N ARENA DEL LOMA RD	11/13/2019	A roved
20190390	11/7/2019	LARRY AND ORA WRIGHT	RES - 35X12 CARPORT FOR RV	Zoning Cle&r&nce	WRIGHT LARRY R & ORA M RS	403-23-043	1973 N CENTRAL LN	11/13/2019	A roved
20190388	11/6/2019	DANA & SANDRA SCHMIDT	RES - 40 X 40 POLE BARN	Zoning Cle&r&nce	SCHMIDT, DANA & SANDRA J	404-19-005C	57 W MERCHANT LANE	11/13/2019	A roved
20190384	11/5/2019	R&K CUSTOM HOMES	RES - DETACHED GARAGE	Zoning Cle&r&nce	PALMER, KAREN & RYAN	404-04-027A	496 E UARTERHORSE LN	11/13/2019	A roved
20190391	11/8/2019	RON & LAURA LOCKWOOD	RES - SHED	Zoning Cle&r&nce	RONALD & LAURA LOCKWOOD	403-13-100	3776 W PIKE	11/12/2019	A roved
20190378	10/29/2019	ANIMAL GUARDIAN NETWORK	RES - MONUMENT SIGN	Zoning Cle&r&nce	ANIMAL GUARDIAN NETWORK INC	403-19-007S	2564 N ARENA DEL LOMA RD	11/12/2019	A roved
20190382	11/4/2019	Bill C&rter	COM- O - Premise W&l Sign or C&m Verde Re<	Zoning Cle&r&nce	C735 Holdings LLC	404-30-039	735 S MAIN ST	11/6/2019	A roved
20190385	11/5/2019	JOHN STOUMBIS	RES - DETACHED GARAGE/SHOP	Zoning Cle&r&nce	JOHN W STOUMBIS	404-26-041	612 S 3RD ST	11/6/2019	A roved

20190395	11/8/2019	LISA HAROLD	STREET RENAMING	ADMINISTRATIVE REVIEW	N/A	800-15-004J	WILSHIRE BLVD		PENDING
20190380	10/30/2019	JAVIER ALONSO ROMERO CHAVEZ	RES - MH INSTALL 1980 KAUFMAN & BROAD	Zoning Clearance	JAVIER ALONSO ROMERO CHAVEZ	404-22-114B	494 S 4TH ST	11/6/2019	Approved

Total Records: 23

12/6/2019

TOWN OF CAMP VERDE COMMUNITY DEVELOPMENT
CODE COMPLIANCE SECTION



MEMORANDUM

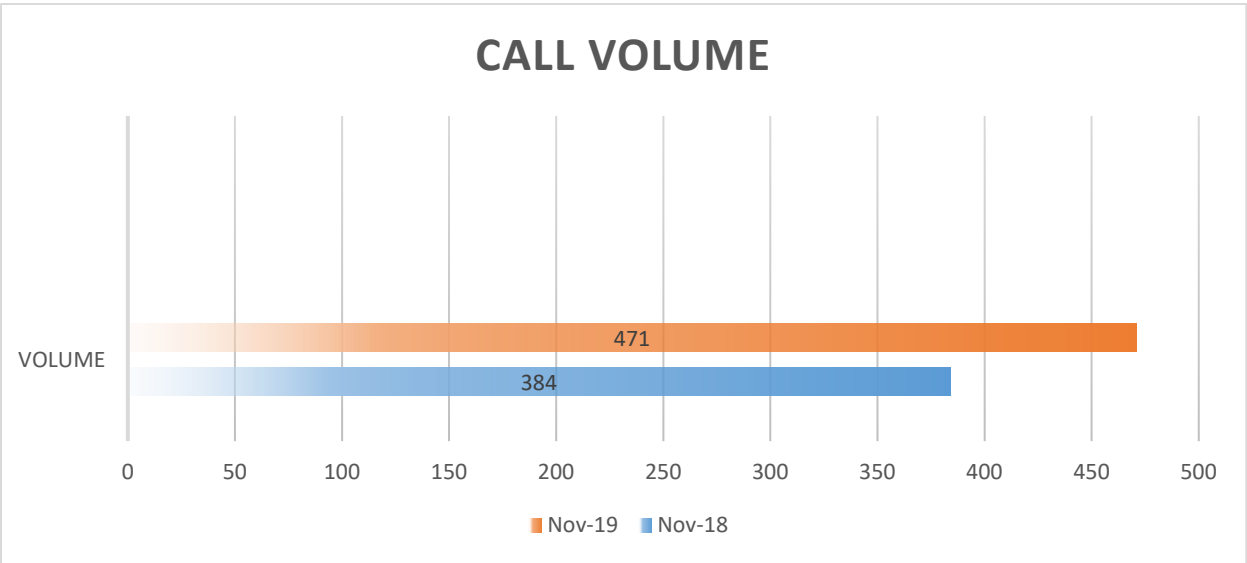
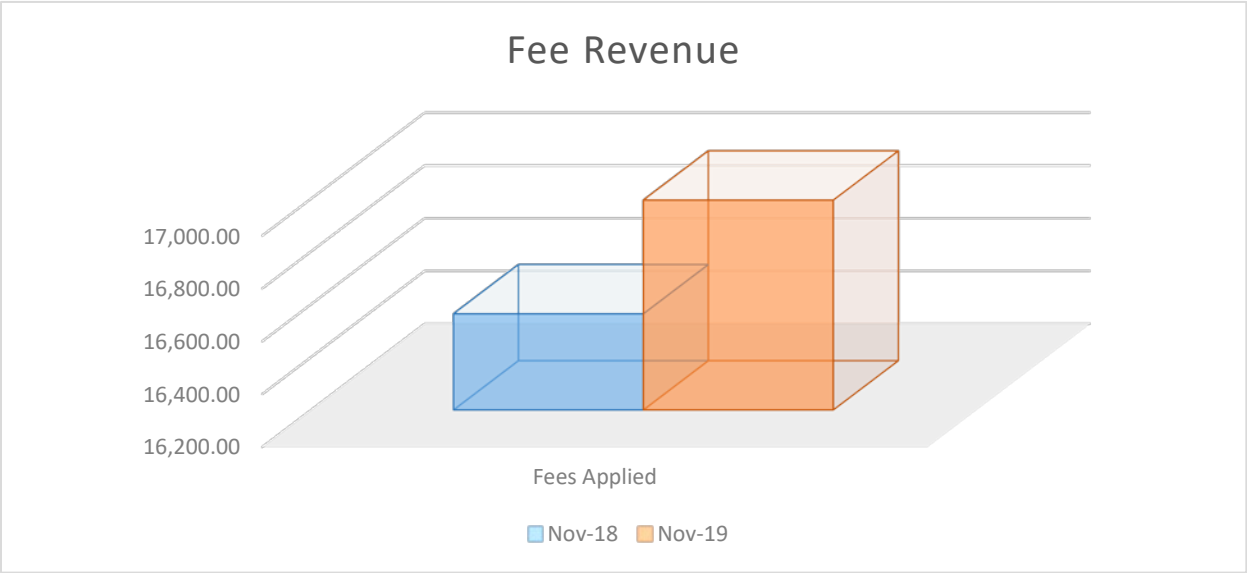
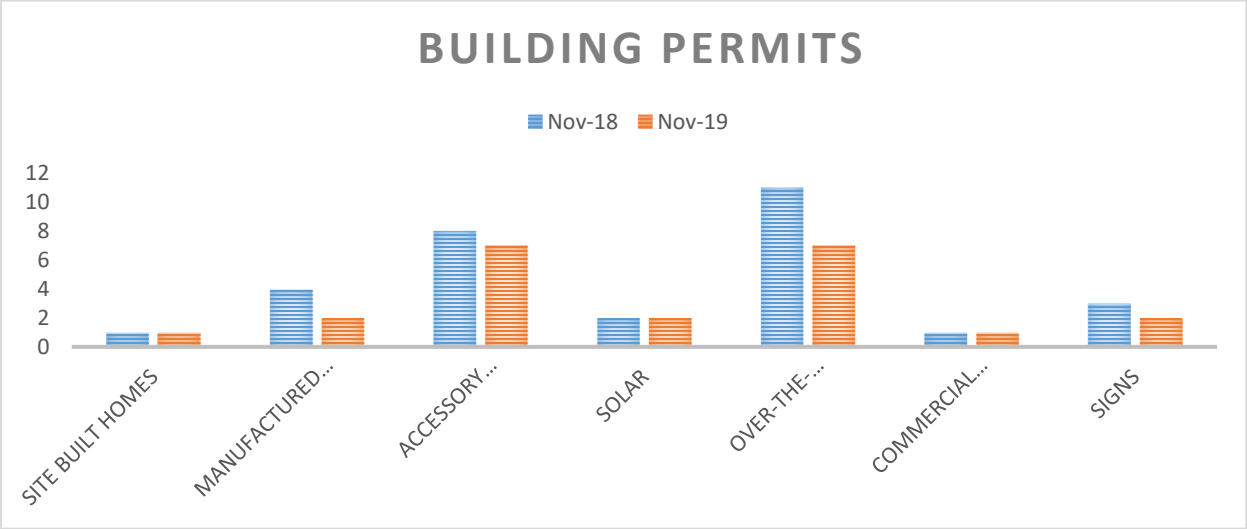
DATE: Monday December 2, 2019
TO: |Carmen Howard, Community Development Director|
FROM: |Cliff Bryson, Code Compliance Officer|
SUBJECT: |November 2019 Monthly Report|
FOR: |X| Information

On Wednesday December 11, 2019, staff assigned with the Community Development Code Compliance Section provided the following monthly report for the month of November of 2019.

Code Compliance currently has **(32) open cases. (8) eight** new cases were initiated in the month of November with **(7) seven** cases being successfully closed with voluntary compliance. To date, Code Compliance has **(13) thirteen** cases in prosecution status with **(1) one** scheduled for pretrial in January of 2020. Code Compliance and the Town Attorney are currently working with **(2) two** of the property owners in prosecution status to come into full compliance without going through the formal court proceedings or handing down fines. No cases in the month of November 2019 were submitted for prosecution.

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

1. **Town Code 10-2-1;** Declaration of Nuisance (Rubbish, Trash, Filth, Debris, etc.)
2. **Section 302A3B;** Living in Recreational Vehicle (RV) longer than 10 days without proper permit.
3. **Town Code 10-2-1A2a;** Removal of dry grass, weeds over 6".
4. **Section 305A1, A2 and Section 305B;** Allowed Livestock and Exceeding Animal point total.



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

ISA MONTHLY REPORT

Reporting Month: NOVEMBER 2019

Date Submitted: 12/11/19

Monthly Permit Volume		
	Number of Permits Issued	Total Fees Collected
FBB COMMERCIAL	0	0
FBB RESIDENTIAL	0	0
MANUFACTURED HOMES	2	\$1,070.00

Only complete section below when final inspection is completed.

HUD Label, FBB Mfg. Certificate or Rehabilitation Certificate Number	Unit Serial Number	Installer/ROC Contractor License Number	Installation Address	Final Insp. Date
ARIZ368074/ARIZ368075; 027533/025296	BUC008345AZAB	5956	1824 W BRONCO DR	11/5/19
ARZ 373436/ARZ 373435; AZI 026044	CAV110AZ19-17811A/B	8119	1871 W ASH LN	11/25/19

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

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

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

ID#:	24059
For the Month of:	NOVEMBER -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				
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!

PERMIT APPLICATIONS

NOV-19

Permit #	Permit Date	Permit Type	Applicant Name	Description	Project Cost	Primary Contractor	Total Fees	Parcel Address
20190413	11/26/2019	SOLAR	ERICA FORD - TITAN SOLAR POWER	RES - RM SOLAR 12.16 KW	22860	TITAN SOLAR POWER	671.3	2185 S DIAMOND CREEK LN
20190412	11/26/2019	Building	KELLY VAUGHN - MASONRY OF AZ INC	RES - CARPORT (400 SQ FT)	5500	MASONRY AZ INC	325.48	263 E HOLLAMON LN
20190411	11/25/2019	SIGNS	Town of Camp Verde Economic Development	Mural	0	0	0	395 S MAIN ST
20190410	11/25/2019	Electrical	JAMES OTHOUDT	RES - OTC ELECTRIC (MOVE OVERHEAD APS LINE UNDERGROUND)	0	RAYBURN ELECTRIC	82.4	2460 W NEWTON LN
20190409	11/21/2019	Building	STEVEN RENER	RES - DETACHED GARAGE & 192 SQFT PRE-FAB SHED	10000	STEVEN & KATHLEEN RENER - OWNER/BUILDER	427.45	3532 E CLINTON LN
20190406	11/20/2019	Building	TRIPLE X CONSTRUCTION INC	RES - NEW SFR & SHOP	435000	TRIPLE X CONSTRUCTION INC	5594.44	2445 N BELGIAN WAY
20190405	11/20/2019	SOLAR	AZ PERMIT PUSHERS	RES - RM SOLAR 16KW	26000	Solar One Energy Group	744.38	2072 S DIAMOND CREEK LN
20190404	11/19/2019	Manufactured Home	KATHY GARDNER, AZ PERMIT PUSHERS	RES - MFH INSTALL	30000	LYON & SON MOBILE HOME SERVIC	556.2	4005 W SHEA LN
20190403	11/19/2019	Electrical	KATHY GARDNER, AZ PERMIT PUSHERS	RES - OTC ELECTRIC (NEW 200 AMP SERVICE FOR MFH)	0	LYON & SON MOBILE HOME SERVIC	82.4	4005 W SHEA LN

20190402	11/18/2019	Planning and Zoning	Verde Valley Archaeology Center	Extension of TUP 20180043 & 20180129	0	0	0	330 N Homestead Pkwy
20190401	11/15/2019	Planning and Zoning	Joe Hook	TUP for Flea Market	0	0	154.5	6101 E COURY DR
20190400	11/15/2019	Planning and Zoning	John Walter Edge	Minor Land Division	0	0	206	553 W Fir Street
20190399	11/14/2019	Building	RON & KELLAE FISCHER	RES - RESTORE/REMODEL (AS-BUILT)	10000	RONALD & KELLAE FISCHER - OWNER/BUILDER	679.8	181 E MECKEM LN
20190398	11/14/2019	Building	LESLIE MCCREARY	OTC - PLUMBING (GAS LEAK)	0	MR. ROOTER PLUMBING	82.4	1628 W HORSESHOE BEND DR
20190397	11/12/2019	Building	NEAL SCHMIDT	RES - OTC MECH (WOOD STOVE INSTALLATION)	300	NEAL SCHMIDT - OWNER/BUILDER	82.4	131 W FORT MCDOWELL PL
20190396	11/12/2019	Mechanical	GOETTLIS HIGH DESERT MECHANICAL	OTC MECHANICAL	10900	GOETTLIS HIGH DESERT MECHANICA	82.4	2355 S GLENROSE DR
20190395	11/8/2019	Planning and Zoning	Lisa Harold	Street Renaming / Wilshire-Dreamcatcher	0	0	515	N/A
20190392	11/8/2019	Manufactured Home	RC HOMES AND DEVELOPMENT LLC	RES - MFH INSTALL	8000	RC HOMES & DEVELOPMENT INC	551.05	3235 E RIPPLE RD
20190391	11/8/2019	Building	RON & LAURA LOCKWOOD	RES - SHED	7795	0	376.47	3776 W PIKE
20190390	11/7/2019	Building	LARRY AND ORA WRIGHT	35X12 CARPORT FOR RV	3300	AMERICAN STEEL CARPORTS INC	274.5	1973 N CENTRAL LN
20190389	11/7/2019	Building	SUNKISS POOLS, LLC	COM - SWIMMING POOL, SPA AND RETAINING WALL AROUND POOL EQUIP	100000	SUNKISS POOLS LLC	2636.18	10 S MONARCH LN
20190388	11/6/2019	Building	DANA & SANDRA SCHMIDT	RES - 40 X 40 POLE BARN	36000	BUILDING AND BARN, INC	1018.88	57 W MERCHANT LANE


20190387	11/6/2019	Mechanical	NANCY CULVER	RES - WOOD BURNING STOVE	3300	BANKER INSULATION OF NORTHERN	82.4	317 E PARADE GROUND CIR
20190386	11/6/2019	Building	KEILAH CASILLAS	COM - TI	15600	0	570.52	1703 W STATE ROUTE 260
20190385	11/5/2019	Building	JOHN STOUMBIS	RES - DETACHED GARAGE/SHOP	7500	JOHN STOUMBIS - OWNER/BUILDER	376.47	612 S 3RD ST
20190384	11/5/2019	Building	R&K CUSTOM HOMES	RES - DETACHED GARAGE	2500	R & K CUSTOM HOMES	656.88	496 E QUARTERHORSE LN
20190383	11/4/2019	Building	BUILDERS WHOLESALE	RES - OTC MECHANICAL (Remove wood stove and replace with pellet stove)	4900	BUILDERS WHOLESALE, LLC	82.4	1098 N GILBERT WAY
20190382	11/4/2019	SIGNS	Bill Carter	COM- Off-Premise Wall Sign for Camp Verde Realty	0	0	82.4	735 S MAIN ST

28 TOTAL APPLICATIONS

TOTAL FEES APPLIED \$16,994.70



Risk Management Memorandum

To: Mayor and Council
From:  Carol Brown, Risk Manager
Date: December 10, 2019
Cc: Department Heads/Safety Committee
Re: Risk Manager's Monthly Report ending November 30, 2019 (Snapshot only)

Obtain/Delete Insurance:

- Transfer vehicle

Attended Meetings/Trainings:

- Department head (2)
- Safety officer (4)
- Council meeting 11-13
- PODCast: Safely Obtaining and Storing Data/Information from the Public
- All hands
- Workers' Compensation insurance/outreach to employees

Incidents/Claims/Restitution/Collections

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

Risk Management Highlights:

- **Legal:** coding of attorney invoice; reviewed Agreements: Kanopy, drafted discussion points for Dispatch Agreements with 'elevator costs', and WIFA 19-136 Solid Handling Improvements Bid
- **Certificates of Insurance:** 8
- **Applied/awarded grant re:** Security Awareness
- **Worked on:** an updated volunteer list; revised 2 waivers based on new information, reported Town's generator functions to APS, added vendor to CVMO Tow Rotation list, responded to request from citizen/memo to citizen and council evaluated training options for 'Stop the Bleed', department essential functions; and EOC: invited stakeholders and prep'd Agenda
- **Supported front desk:** 4 days
- **Risk Assessment:** use of the Town's water truck by another company for the rodeo arena
- **Resource for employee re:** current risks/status of Town
- **Oriented:** 4 new employees to Risk Mgmt.
- **Ordered:** Portable LED solar lights for several departments and Motorola radios for emergencies/drills

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