

September 2019 Monthly Report



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

DEPARTMENT HEAD INFORMATION

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



Office of the Town Clerk September 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	13			
Renewal notices	77	76	65	60	57	58	64	73	62			
Total on File*	799	804	799	810	804	803	808	797	807			

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.

Training:

Judy Morgan, Town Clerk

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRESS
3676	CONT	BUILD IT BROTHERS CONSTRUCTIO	PO BOX 142 CAMP VERDE, AZ 86322	2221 E SIERRA VERDE RD 59
	COMMENTS:	[REDACTED]		
3677	SERV	INTEC COMMUNICATIONS LLC	8739 DAVIS BLVD KELLER, TX 76248	00 OUT OF TOWN
	COMMENTS:	[REDACTED]		
3678	CONT	SAC WIRELESS LLC	540 W MADISON STREET 9TH FLOOR CHICAGO, IL 60661	OUT OF TOWN
	COMMENTS:	[REDACTED]		
3679	RET	CHAMPLIN CUSTOMS/PROMOTED PAW	253 E STOLEN BLVD CAMP VERDE, AZ 86322	253 E STOLEN BLV
	COMMENTS:	[REDACTED]		
3680	SERV	SCOTS LAMP REPAIR	2311 S SUNSET DRIVE CAMP VERDE, AZ 86322	2311 S SUNSET DRIVE
	COMMENTS:	[REDACTED]		
3681	SERV	STEIGMAN EMBROIDERY	155 MONTEZUMA CASTLE HWY STE 1 CAMP VERDE, AZ 86322	155 MONTEZUMA CASTLE HWY ST 11
	COMMENTS:	[REDACTED]		
3682	CONT	P & C ELECTRIC LLC	4470 E SULLIVAN BUTTS RDG CHINO VALLEY, AZ 86323	OUT OF TOWN
	COMMENTS:	[REDACTED]		
3683	CONT	RICOS ELECTRIC	513 W PINE ST #31 DEMING, NM 88030	OUT OF TOWN
	COMMENTS:	[REDACTED]		
3684	CONT	AKER PLUMBING	8255 N STONY MT WAY FLAGSTAFF, AZ 86001	OUT OF TOWN
	COMMENTS:	[REDACTED]		
3685	CONT	J T SOTOMAYOR CONSTRUCTION	15312 S 229TH ST MESA, AZ 85212	OUT OF TOWN
	COMMENTS:	[REDACTED]		
3686	SERV	LOPEZ CUSTOM LANDSCAPING	425 W SUNSHINE RD CAMP VERDE, AZ 86322	425 W SUNSHINE RD
	COMMENTS:	[REDACTED]		
3687	SERV	METRIC MOTORS AZ	104 SOUTH 9TH STREET COTTONWOOD, AZ 86326	6101 E COURY DRIVE
	COMMENTS:	[REDACTED]		
3688	CONT	AZZ POOL AND SPA TECH LLC	5405 PARSONS RANCH ROAD FLAGSTAFF, AZ 86004	OUT OF TOWN
	COMMENTS:	[REDACTED]		

TOTAL LICENSES: 13

06/28/2019	A GOETTING	ALL TOWN EMAILS OF AYERS, MARTIN, HOWARD FROM 04-01-2017 TO 06-17-2019	PENDING	X			SENT TO IT 10-02-2019 GOT LOST IN THE PILE TICKET 26121	
07/01/2019	C WISCHMEYER	COPY OF LETTER MAYOR GERMAN WROTE IN SUPPORT OF VERDE CONNECT	COMPLETE			X	07/01/2019	1 PAGE
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
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 404-18-167-	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	COMPLETE D			X	08/01/2019	
08/07/2019	S GOETTING	EMAILS BETWEEN CHIP NORTON BETWEEN 01-2016 AND 08-06-2019	COMPLETE	X			09/19/2019	1490 EMAILS ON JUMP DRIVE
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	COMPLETE D	X				28 EMAILS

08/08/2019	S GOETTING	EMAILS -JOHN TEACH BETWEEN 03-01-2015 TO 08-07-2019	COMPLETE	X			09/20/2019	168 EMAILS ON JUMP DRIVE
08/09/2019	A GOETTING	DOCUMENTS, E-MAILS, FINANCIAL RECORDS FOR 20117 ECONOMIC STRENGTHS PROGRAM GRANT FROM ARIZONA DEPARTMENT OF TRANSPORTATION ON HOMESTEAD PARKWAY.	COMPLETE	X			VIRGINIA 09-30-2019	
08/09/2019	A GOETTING	ALL EMAILS FOR SEBRA.CHOE@CAMPVERDE.AZ.GO V FROM JANUARY 2015 TO AUGUST 8, 2019	PENDING	X			TICKET 24576 2015-2016 ON JUMP DRIVE	
08/08/2019	A GOETTING	ALL EMAILS FOR AYERSONA@COMMSPEED.NET BETWEEN JANUARY 2014 TO AUGUST 8, 2019	COMPLETE D	X			09/30/2019	430 EMAIS
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

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	COMPLETE	X			TICKET 24970 PLACED ON JUMP DRIVE	1855 EMAILS
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 AYERS. JULIE SCOTT	COMPLETE	X			TICKET 25132 PLACED ON JUMP DRIVE	92 EMAILS
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

09/10/2019	A GOETTING	DOCUMENTS REQUESTED BY M ROMERO ON 8-21-2019 AND REINSTALL WHITMIRE 2017 EMAILS	COMPLETE	X			09/11/2019	27 PAGES
09/11/2019	D JENKINS	COPY OF CODE ENFORCEMENT RESIGNATION LETTR	COMPLETE			X	09/11/2019	1 PAGE
09/13/2019	J OSSES	PERMITS FOR 404-22-006C		X			09/13/2019	1 PAGE
09/19/2019	S GOETTING	EMAILS STEVE AYERS, CARMEN HOWARD, CCJB HOLDINGS, JOHN BRADSHAW	COMPLETE	X			TICKET 25783 PLACED ON JUMP DRIVE	
09/30/2019	K KREMER	PLOT PLAN 404-19-078	COMPLETE	X				2 PAGES
10/08/2019	L SHORT	PERMITS 172 SUNLAND DR	COMPLETE	X			NO RECORD	
10/09/2019	W WINSLOW	PERMITS 404-20-023	COMPLETE	X				2 PAGES
10/09/2019	R WALMSLEY	PERMITS 404-20-029	COMPLETE	X				17 PAGES
10/09/2019	A GOETTING	ALL EMAILS FOR B BRIDGE BETWEEN 01-01-2014 AND 01-01-2018	PENDING	X			TICKET 26338	
10/09/2019	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	PENDING	X				TO M SHOWERS
10/17/2019	R WOOD	PERMITS 1040 W BUFFALO TRAILS	COMPLETED	X				11 PAGES



CAMP VERDE MARSHAL'S OFFICE Monthly Report September 2019



Volunteers in Policing (VIPs):

- Conducted several neighborhood watch patrols each week during the month
- In total, donated approximately 500 hours to CVMO
- Assisted in the CVHS cross country race
- Facilitated a community outreach meeting at the verde view apts
- Participated in the 911 Ceremony at Town Hall
- VIP's Wiggle and Watson attended the annual Matforce meeting in Prescott
- Attended the monthly EOC committee meeting at CVMO
- Assisted with the Special Olympics Bocce Ball fundraiser
- Assisted with CVHS homecoming parade
- Provided security presence at the CVHS homecoming football game

Patrol:

- Welcomed Joshua Collins as newest deputy to CVMO
- Promotion of Dan Jacobs to LT
- Det Richardson attended the Advanced Interview training in Phoenix
- Corporal Patten attended the Armorer Certification course in San Diego
- Deputies participated in the annual radar re-certification course at CVMO
- Deputy Berrelez attended the Radar Instructor training course
- Deputy Reay attended the DEA 360 opioid conference
- CVMO assisted the Special Olympics event held in Camp Verde

Dispatch

- Brittany Jacobs and Allison Anthony received their Phlebotomy Certifications

Administration:

- Corey Rowley, Brian Armstrong, Stephen Butler, and Dan Jacobs attended the Chief of Police conference in Laughlin, NV
- Marshal, Commander attended the AFC Spirit of Sedona awards banquet for AED Donation
- Commander attended the Arizona Drug Summit
- Corey Rowley and several CVMO employees participated in a community mixer at JT's Bistro
- Selection process for the CVMO Community Committee was completed, Welcoming;

Coffee with a COP:

- The Marshal facilitated the September 24th Coffee with a Cop. The regular scheduled meeting is now taking place on the last Tuesday of each month.

September statistics compared to last year

September	2018	2019
Total Calls	706	731
Traffic Stops	79	163
Animal Calls	56	57
Residential Burglary	4	8
Criminal Damage	4	0
Domestic Violence	10	18
All Other	553	491

MEMORANDUM

TO: Russ Martin, Town Manager
FROM: Kathy Hellman, Library Director
SUBJECT: Monthly Report – September 2019
DATE: 10/16/2019
CC: Department Heads, Town Council

Report from Circulation: Congratulations to Mary M who signed up for a new library card during Library Card Sign-Up month. She was one of over 80 new patrons and participated in the library-sponsored contest to guess how many pieces of candy were in the jar at the Circulation Desk. Her guess of 400 was the closest to the actual of 445. She was excited to win the jar of candy and planned to share it with the Ranchers at Rainbow Acres.



Report from Teen Library: In September, YAC took on their first big ongoing project, by assuming responsibility for running the vending machine at the Library. They will be maintaining an inventory, keeping the machine stocked, and deciding on what to stock it with. The money made with the machine will serve as an income for the group, to pay for needs such as attendance fees and new shirts, as well as more philanthropic ventures. This endeavor will provide many learning opportunities, including scheduling, bookkeeping, budgeting, and, as we've already learned, trouble-shooting. All in all, we are very excited for this project. In October, I will be attending the Fall Festival in Cottonwood to represent the library, with a Boy Scout troop helping out. We will demonstrate yoyo tricks which will help them earn their Adventure Slides.

Report from Children's Library: Story Time on Wednesday's have been a constant hit during the past few months. We had a blast during Pirate Week, dressing up like pirates, speaking like pirates and making pirate crafts. Thanks to the rest of the staff for joining the fun! Homework Club on Thursdays is starting to get noticed in the community. We expect more kids to show up for help with homework.



Report from Adult Services Library: The Lions Club of Yavapai County will bring eye care services through

their mobile doctor's office to Camp Thursday October 24 from 9:00a-3:30p. The Lions Mobile Eye Care Van is a fully equipped eye doctor's examination room used by volunteer eye doctors to give screening eye exams and write prescriptions for eye glasses. It is the mission of Lions Clubs to use this mobile doctor's office to bring eye care services to all of Yavapai County, with particular emphasis on residents 18 years and older who lack the means for, or access to, eye care services. Yavapai County residents with a monthly or annual income level at 150% of the Federal Poverty Level can qualify for free eye exams, eye care and glasses. Guidelines for qualifying monthly income levels range from 1 person per household with an income of \$1,561 per month to 8 persons per household with an income of \$5,429 per month. It's easy to apply. Applications, complete details and help are offered at Camp Verde Community Library. There are 20 appointments available and must be made through Library Specialist, Carson Ralston by calling 928-554-8391, emailing carson.ralston@campverde.az.gov or stopping by the library during open hours.

Report from CVARP: It has been quiet at CVARP but I would like to note the enrollment of one senior man in the GED program. He does not need a GED at this stage of his life, but he *wants* it. While working on his GED, he is getting an education in computer skills. Kelly, our office manager, is tutoring him on the use of the laptop he brings with him. The Spanish GED class continues to show great improvement. The ready test the students took for the Language portion of the GED test shows the need for some more work, but the test results identify the areas that need additional work. They continue to work hard.

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>

	Sep-19	Aug-18	% change	YTD-FY20	YTD-FY19	% change
In-Library Uses						
Traffic Count	8,415	8,510	-1.1%	26,395	27,312	-3.4%
New Cards Issued	82	66	24.2%	207	230	-10.0%
Public Computer Use	1,130	1,406	-19.6%	3,665	4,307	-14.9%
Early Literacy Computer Use	132	138	-4.3%	559	471	18.7%
Requests for Computer Help	100	98	2.0%	372	373	-0.3%
Reference Questions	81	157	-48.4%	322	465	-30.8%
Study Room Uses	60	64	-6.3%	183	181	1.1%
Study Room Use - Hours	125	127	-1.6%	389	384	1.3%
Study Room Use - People Served	76	104	-26.9%	221	249	-11.2%
Total In-Library Use	10,201	10,670	-4.4%	32,313	33,972	-4.9%
Library Programs						
Community Room Uses	41	53	-22.6%	117	137	-14.6%
Community Programs Attendance	332	453	-26.7%	861	1,598	-46.1%
Adult Programs	20	12	66.7%	64	39	64.1%
Adult Program Attendance	210	152	38.2%	758	385	96.9%
Children's Programs	24	27	-11.1%	77	56	37.5%
Children's Program Attendance	233	100	133.0%	651	593	9.8%
Teen Programs	15	11	36.4%	37	30	23.3%
Teen Program Attendance	273	122	123.8%	491	437	12.4%
Total Library Program Attendance	1048	827	26.7%	2761	3013	-8.4%
Circulation						
Self-Checkout Use	1,457	20	7185.0%	4,360	254	1616.5%
Items Checked Out	5,219	4,807	8.6%	15,242	15,693	-2.9%
Items Checked In	5,485	4,956	10.7%	17,139	16,515	3.8%
Renewed Items	1009	817	23.5%	2,876	2,420	18.8%
Total Circulation	11,713	10,580	10.7%	35,257	34,628	1.8%
Circulation Areas of Interest						
Audio Books	202	213	-5.2%	656	705	-7.0%
DVDs & Movies	2,323	2,017	15.2%	6,721	6,248	7.6%
eBooks	655	459	42.7%	2,131	1,254	69.9%
Laptops & iPads	103	9	1044.4%	228	63	261.9%
Magazines	49	76	-35.5%	179	203	-11.8%
VOX Media Books	40	16	150.0%	113	69	63.8%
Children's Material	1,094	981	11.5%	3,394	3,316	2.4%
Teen's Material	536	600	-10.7%	1,733	2,024	-14.4%
Transits, HOLDS & InterLibrary Loans						
HOLDS Filled	1,126	1,063	5.9%	3,580	3,676	-2.6%
Transit Items Sent & Received	1,656	1,600	3.5%	5,429	4,818	12.7%
CVCL ILL Items Going Out	31	31	0.0%	84	96	-12.5%
ILL Items for CVCL Patrons	5	4	25.0%	16	21	-23.8%
Total Transit, HOLDS & ILL Activity	2,818	2,698	4.4%	9,109	8,611	5.8%
Library Volunteers						
Number of Volunteers	26	34	-23.5%	75	101	-25.7%
Number of Hours Given	484	629	-23.1%	1,425	1,798	-20.7%
Average Hours/Volunteer	18.6	18.5	0.6%	19.0	17.8	6.7%
Collection & Development						
New Kids & Teen Material Added	71	40	77.5%	219	154	42.2%
New Books & Magazines Added	205	137	49.6%	651	667	-2.4%
New Audio-Visual Material Added	191	34	461.8%	442	153	188.9%
Total Items Added	396	171	131.6%	1093	820	33.3%
Mending & Donations						

Items Mended or Repaired	102	195	-47.7%	309	700	-55.9%
Donations Processed	1,557	1,330	17.1%	6,118	5,038	21.4%
Donations Cataloged	198	15	1220.0%	424	126	236.5%



Public Works Monthly Report

September 2019

Engineering: Ron, Troy, & Dorie

- Created Various Work Orders for All Town Departments
- Lift Station project, Out to Bid.
- Wastewater Drying Beds Project, Out to Bid.
- Ron attended Department Head meeting
- Dorie attended Monthly EOC meeting at Marshal's Office
- WIFA Project review with Wastewater
- Mandatory Pre Bid meeting for both Wastewater projects held
- MS4 Annual Report submitted to ADEQ

Streets Division:

- Work on drainage issues on Mckracken area, Beaver, Peach, Pioneer, SGT Woodall
- Mow various roads
- Move equipment from Toy Farm to Streets facilities
- Clean the drainage channel behind Bashas
- Break up millings in Cordes JCT
- Clean wash on Finnie Flat rd.
- Haul dirt from Finnie Flat rd. to the new park
- Install various signs
- Repair various signs
- Service equipment

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 vendor registration, entertainment, volunteers, sponsorship, and activity planning for the events.
- Began Ft. Verde Days Carnival ticket sales with tickets being sold at Parks & Rec, Bashas', and Camp Verde Feed.
- Continued to collect Ft. Verde Days Parade registrations to assist CVP with the parade.
- Continued to work on planning for the Spring Heritage Pecan and Wine event.
- Continued to handle requests for facility use at the Community Center, Rooms 204 & 305 and sports fields. Meeting room use: 42 Kitchen: 24 Gym: 59 Butler Park: 53 Ramadas: 14
- The Heritage Pool season came to an official end on September 8th. Our overall attendance was down a bit this season, with around 8,500 visitors. We had an increase in swim lesson attendance with 180 kids taking lessons. We have already begun to plan for next season.
- We began our first fall session of Friday Fun Camps offered on Friday afternoons and have begun planning the second 6 week session.
- We had Friday Day Trips to Bearizona and Sunset Crater.
- Our last Diamondbacks trip was to see the Cincinnati Reds on Sept. 14th.
- We assisted CVMO with planning, marketing, and logistics for National Night Out.
- We continued to assist Economic Development with planning and logistics for the Dark Sky Festival scheduled for Oct. 5th.
- Registration continues for our 1st-4th grade Grasshopper basketball and adult co-ed volleyball seasons scheduled to begin towards the end of October.
- The Oct-Dec Friday trip list was planned and released.

Maintenance Division:

- Completed work orders.
- Had a safety oddity for the upper and lower shops.
- Moved new equipment from metal building to waste treatment plant so we can utilize equipment to remove tumbleweeds.
- Shut down pool starting new winterizing program.

- Worked on library roof, checked and replaced missing screws, calked all water penetration points.
- Set up gym for job fair event.
- Set up Main Street for Memorial Day.
- Team trained and tested to operated man lift.
- Monthly safety team meeting.
- Adult probation cleaned up Rezzonico Park.

Wastewater Plant:

- The Wastewater Division along with Arizona Rural Water Association will be providing a Plant tour along with operator training on October 16th.
- Tasked with 38 Blue Stakes for the month.
- Received 2 call outs for plant alarms.
- Received 233,749 gallons of septage from septage haulers this month.
- Average Effluent flow for September 236,000 gallons per day.
- Chlorine contact chambers in place. Installation 90% complete.
- Cleaned out Main Street Lift Station with the Vacuum Truck.
- Cleaned Selector Tank by hand shoveling and exchanging diffusers.
- Verde Phase 1 80% installation completed.
- U/V disinfection unit startup is almost complete. Unit 2 is fully operational with power upgrades. Awaiting parts from manufacture to complete Unit 1. Due October 15th.
- Jerry Tinagero attended training for the Grade 4 Wastewater Treatment exam.

September 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
September 2019**

The CD Director met with various departments and citizens to discuss potential development projects and general interdepartmental coordination. The Department Director is collaborating with Public Works on permanent district signage and will roll out specifics in November. Verde Ranch Manufactured Home Community continues to move forward and Staff is working with the group on projects that will be coming soon on the commercial portion of their property south of Hwy 260.

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 continues to work on the issue of lack of affordable housing options and has had exciting meetings with several developers who are looking to develop affordable housing projects in Camp Verde. Wee Hollow, the small house subdivision, is in the final plat stage and is tentatively scheduled for Council review in November.

Staff held interviews in September for the open Code Enforcement position and will be welcoming Cliff Bryson to Team Com Dev. Cliff worked with DPS for 10 years before working with the City of Flagstaff in various positions including Code Compliance. We are looking forward to the experience and professionalism that we anticipate Cliff 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.



EMPLOYEE OF THE MONTH

September 2019



Roxanne Jasman

Administrative Assistant/Assistant Planner

MONTHLY REPORT FOR SEPTEMBER 2019
BUILDING DIVISION

Met with the C.D. Director and the new Fire Marshal to review interagency policies and cooperation. Met with building staff and the owner of a property who had moved in a manufacture home without permits, explained what needed to be done to come into compliance. Meeting with C.D. Director, building staff and tenants of the old Taco Bell who are planning to open a Filabertos franchise. Met with building staff and property owner to walk him through the permitting process for a new home.

Had Roxanne and Laura attend the Permit Technicians Association meeting. Conducted nine (9) interviews to fill the vacant Code Enforcement Office position. The applicant selected is Clifton Bryson and his first day will be October 21st. Interviews were conducted by C.D. Director and the Town Marshal, and myself. With follow up interviews by Department staff. Had a meeting with the C.D. Director and local business person regarding work on her apartments.

Had several meetings and phone conversations with a local property owner, property tenant and contractor regarding an electrical charging station installed without permits, and a final meeting with the Town Manager, C.D. Director, Assistant Planner, myself and the contractor regarding the proper filling out of permit applications. Met with a local property owner and Assistant Planner regarding the renovation of an old house constructed in the 1950s.

Had a pre-development meeting with Fire, Public Works, Sanitation, Water Company and the designer for a proposed new R.V. storage facility.

Completed 57 building inspections, 17 residential plan check reviews, 5 commercial plan check reviews, 43 phone calls, 23 meetings, 11 miscellaneous site inspections, 4 miscellaneous postings, 5 transmittals and 6 business licenses issued.



Robert Foreman CBCO
Building Official

Monthly Report for Planning & Zoning Items

Month/Year: September 2019

Zoning Clearances Completed: 19

Residential: 16	Commercial: 3
Minor Land Divisions: 0	Lot Line Adjustments: 1
Temporary Use Permits: 2	
Zoning Verifications: 0	Administrative Reviews: 0
Development Standards Review: 0	Conceptual Plan: 1
Zoning Map Change: 2	Use Permits: 0
Preliminary Plat: 0	Final Plat: 1 Pending
Final Site Plan Review: 1 Pending	Text Amendments: 0
Board of Adjustment Meetings: 0	Planning Commission Meetings: 1
PZC Items to Town Council: 2	Ordinances/Resolutions Adopted: 2

Inspections: 2

Residential: 2	Commercial: 0
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Business Licenses:

Received: 6	Approved: 5
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Training/Webinars:

AZ APA Conference / Oro Valley

Other Meetings:

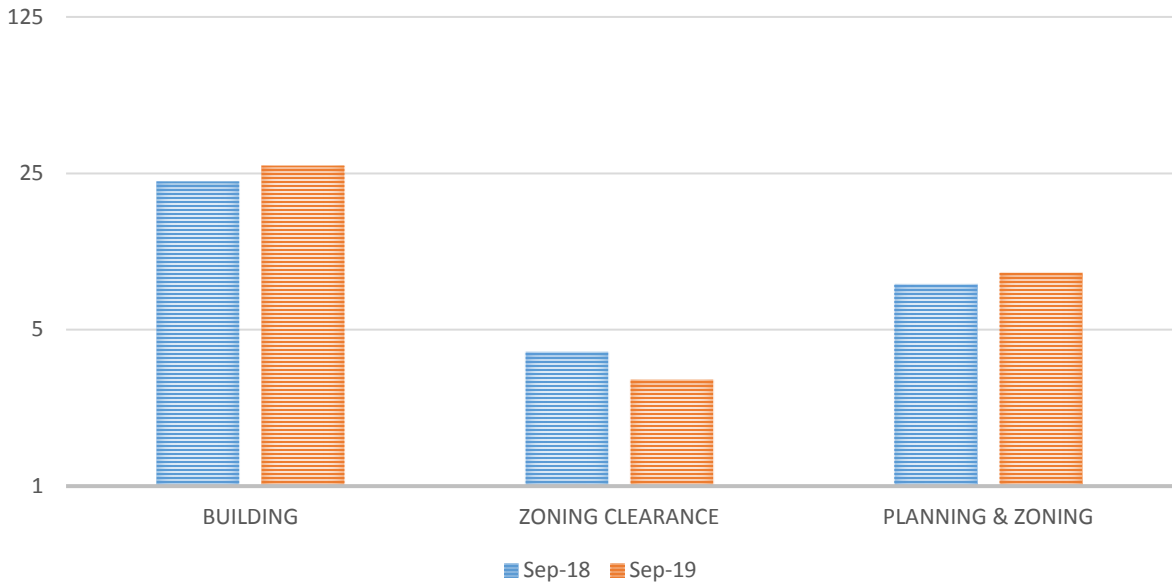
Rodeo Arena Parking Discussion	Friends of Verde River/Bassous Project
Ingrid Osses / 4-Plex Project	AZ Water Symposium / Cottonwood
Bill Jump/Jim Binnick PAD Discussion	Bill Moore / Lot Splits-Combinations on Cimarron
Jim Larson/Verde Commercial RV Storage Facility	

GIS Projects:

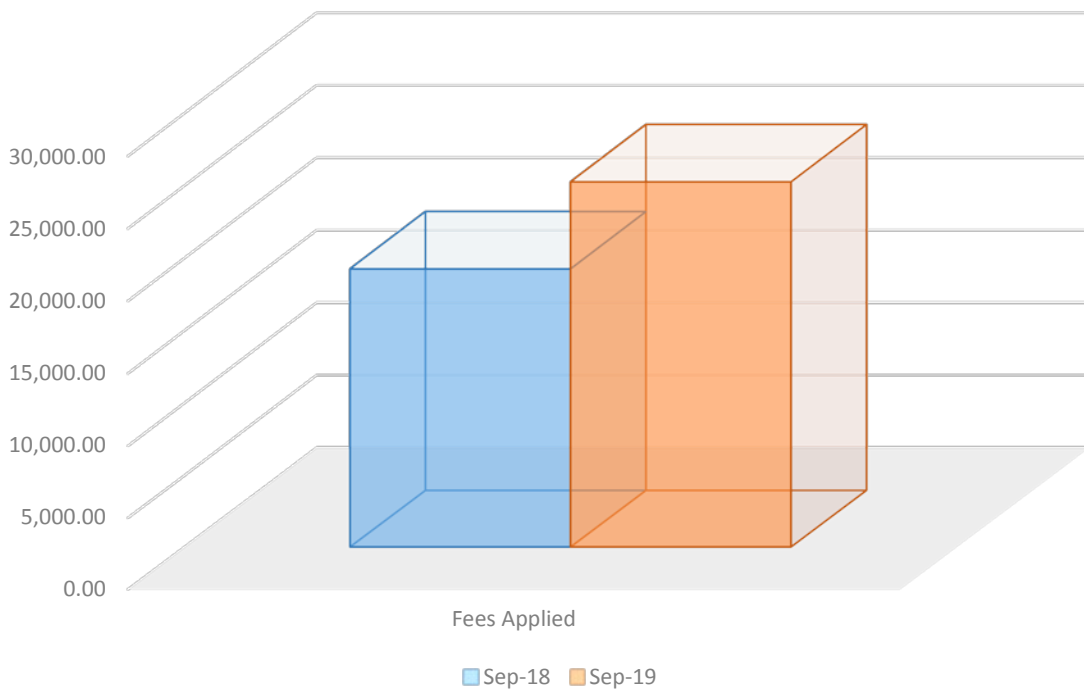
Regional Hydrology Map	Addressing Issues
Library Map	

Phone Calls Processed: 172

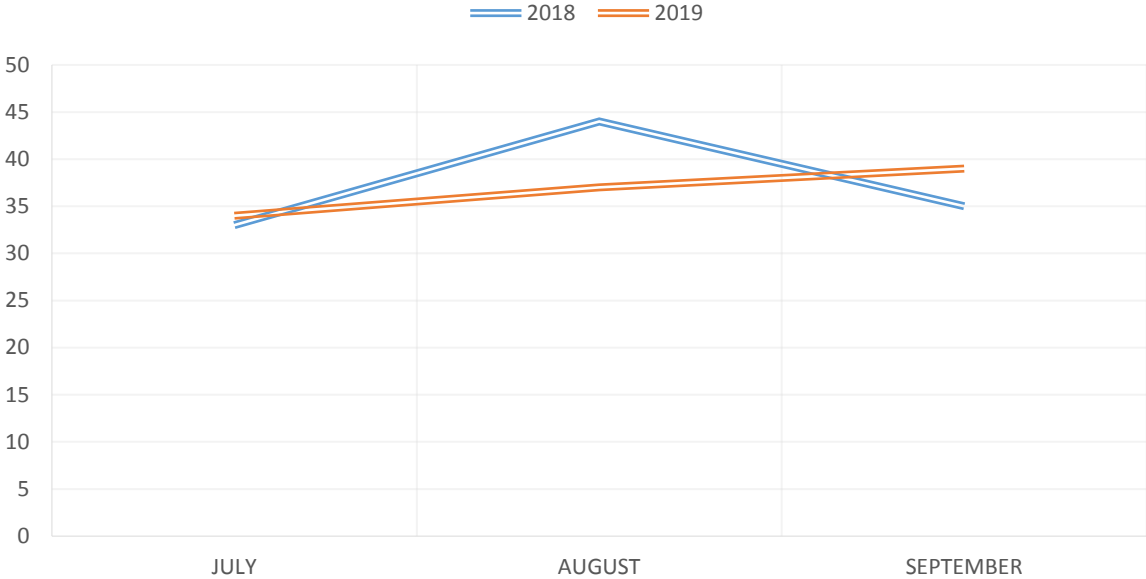
APPLICATIONS PROCESSED



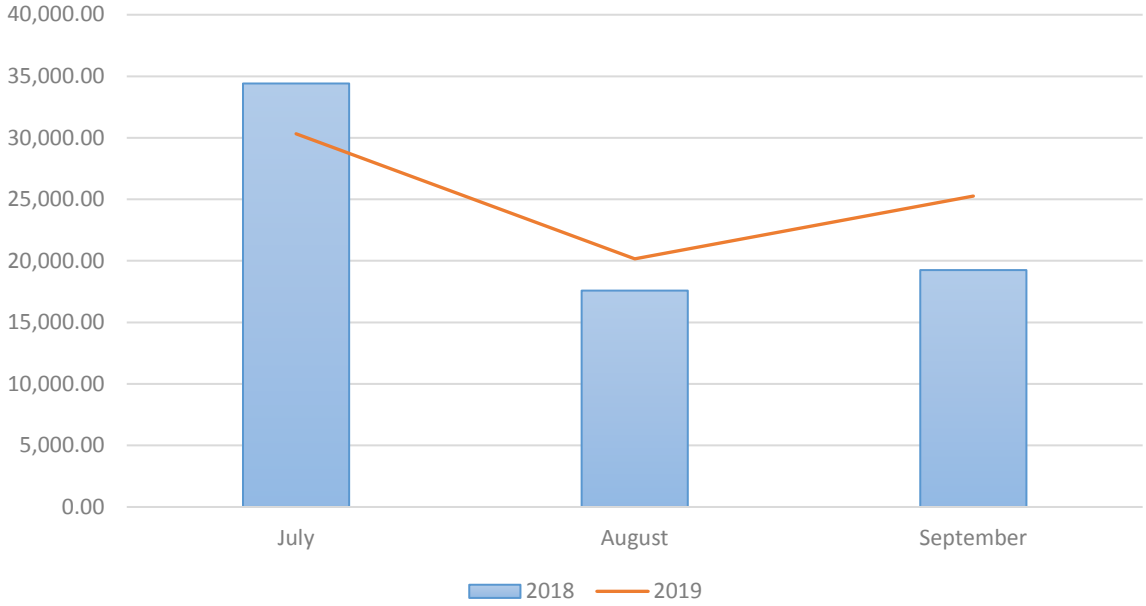
Fee Revenue



Q1 - APPLICATIONS PROCESSED



Q1 - Fee Revenue



****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:	SEPTEMBER -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!

SEPTEMBER PERMIT APPLICATIONS								
2019								
Permit #	Permit Date	Permit Type	Applicant Name	Description	Project Co	Primary Contractor	Total Fees	Parcel Address
20190338	9/30/2019	Building	A2Z Pool & Spa Tech, LLC	RES-Swimming Pool	40000	A2Z Pool And Spa Tech LLC	\$ 1,093.65	4468 Caughran Rd.
20190337	9/30/2019	SOLAR	AZ Permit Pushers	RES_RM Solar 12.8 KW sys	25000	SOLARONE ENERGY GROUP LLC	\$ 819.15	3380 W CLOVERLEAF RNCH RD
20190336	9/27/2019	SOLAR	AZ Permit Pushers	RES_Solar 16.64 KW system	26000	SOLARONE ENERGY GROUP LLC	\$ 744.38	2870 W Cloverleaf Ranch Rd
20190335	9/27/2019	SIGNS	JESSICA CLARK	COM - SIGN (WALL SIGN -	30		\$ 73.38	493 S MAIN ST
20190334	9/26/2019	Building	Pierce Builders	RES_Single Family Dwellin	195200	Pierce Builders LLC	\$ 2,994.60	4391 E VALLEY VIEW DR
20190333	9/26/2019	Zoning Clearance	Oscar Lopez	RES_ZONING FENCE	0	Lopez Custom Landscaping	\$ 77.25	1772 N Jessica Way
20190332	9/26/2019	TEMP USE PERMIT	MISCHA & TATYANA ERDMANN	15'X42' RV as Temp Dwelli	0		\$ 154.50	947 E QUARTERHORSE LN
20190331	9/25/2019	Electrical	John Bassous	RES - OTC ELECTRIC (Upda	0	TIERRA VERDE INVESTMENTS	\$ 82.40	1898 S PEARL DR
20190330	9/25/2019	Building	Wyland Custom Homes	RES_New House	150000	WYLAND CUSTOM HOMES	\$ 2,567.20	2577 N PAINT DR
20190329	9/25/2019	Zoning Clearance	Melodee Frisch	COM-SIGN	500	PETRIE CONTRACTING LLC	\$ 24.72	348 S MAIN ST
20190328	9/25/2019	SOLAR	Rodney Echols	RES-RM Solar (6 kw)	10000	MINGUS ELECTRIC	\$ 206.00	933 E RANDALL DR
20190327	9/24/2019	Building	KOCISKO CONSTRUCTION CO	RES - ADDITION	82000	WAYNE MICHAEL KOCISKO	\$ 1,712.27	1000 N W D LN
20190326	9/24/2019	Building	Brandon Hermansky	COM-Shed	8000		\$ 783.84	803 N INDUSTRIAL DR
20190325	9/23/2019	Building	ARTHUR B COX	RES - STEEL GARAGE	18800	AMERICAN STEEL CARPORTS INC	\$ 656.88	1080 W BUFFALO TRL
20190324	9/19/2019	Building	DAVID & BARBARA PARSONS	RES - CONVERTING OFFIC	30000	KILBY & SONS CONSTRUCTION	\$ 819.16	458 S 1ST ST
20190323	9/20/2019	Building	John Bassous	RES-Sprinkler	4100	TIERRA VERDE INVESTMENTS	\$ 257.50	1855 N Theo Ct
20190322	9/19/2019	Planning and Zoning	Zachery & Landon McKay, Ruby Acok	Youth Permit for FFA / Als	0		\$ -	1395 N CHUCK DEVINE RD
20190321	9/19/2019	Building	FOOD SERVICE CONCEPTS	COM-TI (Denny's)	90000	FOOD SERVICE CONCEPTS INC	\$ 2,006.65	1630 W STATE ROUTE 260
20190320	9/18/2019	Building	Michael Fick	RES_SHED	12000	CV ELECTRIC LLC	\$ 478.44	2330 N PRIVATE DR
20190319	9/18/2019	Mechanical	One Hour Heating & Air Conditioning	RES - OTC MECHANICAL	7000	N & L INVESTMENT CORP	\$ 82.40	3254 E CLINTON LN
20190318	9/18/2019	Combo	Gleeson Mobile Home Service	RES - OTC_electrical mech	3656	VALLEY WIDE/GLEESON MOBILE	\$ 133.90	1824 W BRONCO DR
20190317	9/16/2019	Planning and Zoning	Lari Spire	LLA: Spire, Spaan, Backus	0		\$ 206.00	2620 N THOMAS PAINE CIR
20190316	9/16/2019	Manufactured Home	Gleeson Mobile Home Service	RES-MFH	175714	VALLEY WIDE/GLEESON MOBILE	\$ 556.20	1824 W BRONCO DR
20190315	9/13/2019	Building	DAVID FREEMAN	RES - ADDITION & FRONT	44000		\$ 1,168.43	2160 W VERDE WEST DR
20190314	9/13/2019	Building	Crown Castle on behalf of T-Mobile (A	COM - ELECTRICAL UPGRA	0	U S TOWER SERVICES INC	\$ 82.40	1574 S ROADRUNNER LN
20190313	9/11/2019	Building	John Hall	RES-House Addition	125707	KILBY & SONS CONSTRUCTION	\$ 2,131.17	114 N SHORTHORN DR
20190312	9/11/2019	Building	Hollamon Generations	RES-Demo	0	HOLLAMON GENERATIONS RD B	\$ 82.40	201 E HOLLAMON LN
20190311	9/11/2019	Combo	James Gardner	RES-OTC_electrical & mec	0	DALTON ELECTRIC LLC	\$ 108.15	498 S 2ND ST
20190310	9/11/2019	Manufactured Home	James Gardner	RES-MFH	0	LYON & SON MOBILE HOME SERV	\$ 551.05	498 S 2ND ST
20190309	9/9/2019	Zoning Clearance	Dennis J. Cassidy	RES-SHED	10000		\$ 87.55	2158 S DERBY DR
20190308	9/9/2019	Zoning Clearance	Joseph Cowser	RES-Shed	5678		\$ 87.55	1060 W BUFFALO TRL
20190307	9/6/2019	Building	Cynergy Med. LLC	COM-Fence	3000	SUNLIGHT BUILDERS LLC	\$ 264.45	3905 W Old State Hwy 279
20190306	9/6/2019	Building	Preston Hill	RES-Metal Awing	2900		\$ 249.00	3120 N CHERRY LN
20190305	9/4/2019	Building	Triple X Construction Inc	RES- Garage & Block Fence	25000	CHRIS CONNOLLY INC	\$ 809.84	1055 S CHEYENNE LN
20190304	9/4/2019	Building	Triple X Construction Inc	RES- Back Patio	20000	TRIPLE X CONSTRUCTION INC	\$ 682.37	1098 N GILBERT WAY
20190303	9/4/2019	Planning and Zoning	Dixie Koble	Guest House for VRBO	0		\$ 144.20	1898 S Pearl Dr
20190302	9/4/2019	Mechanical	John Strathmere	RES-OTC-Mechanical	0	DALTON'S A/C HEATING	\$ 82.40	396 S MAIN ST
20190301	9/4/2019	Planning and Zoning	David Meier	Wee Hollow Final Plat	0		\$ 1,627.40	485 S NICHOLS ST
20190300	9/4/2019	Planning and Zoning	David Meier	Wee Hollow Final Site Pla	0		\$ 566.50	485 S NICHOLS ST
TOTAL APPLICATIONS - 39						TOTAL APPLIED FEES	\$25,255.33	



Risk Management Memorandum

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

Obtain/Delete Insurance:

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

Attended Meetings/Trainings:

- Department head (2)
- Safety officer (4)
- EOC mtg. 9/25 and agenda preparation
- Loss Control Audit
- Outreach with crews on insurance information for renting heavy equipment and with Jeff Kobel's partnership offered safety tips before digging/operating heavy equipment
- Risk Mgmt. w/Town Mgr.
- VV business owner's re: vendor resources available during an emergency
- AMRRP – Risk Mgmt.
- Ransomware Webinar – The Global Menace You Can Survive

Incidents/Claims/Restitution/Collections

- Received Class Action Notice re: Opioids

Risk Management Highlights:

Legal: coding of attorney invoice and review of: Town Project Bidding Packet/with Agreement – 2 iterations and Off-duty Management Agreement.

- **Certificates of Insurance:** 11
- **Prepared:** MOU for Vendors prior to emergency
- **Worked on:-** COOP Essential Function (EF) –for departments and divisions
- **Supported front desk:** 1 half day
- **Risk Assessment:** light duty work, bulbs/LED lighting for event, risk of volunteers driving personal cars for Town work-related matters, and CVMO/VIPS forming a 501c3 and any possible coverage from the Risk Pool for their nonprofit status, assets and people.
- **Repair requests:** 4

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