

March 2020 Monthly Report



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

DEPARTMENT HEAD INFORMATION

Town Clerk	Cindy Pemberton	554-0021
Finance Director	Mike Showers	554-0811
Economic Development	Steve Ayers	554-0007
Marshal	Corey Rowley	554-8301
Engineer/Public Works	Ron Long	554-0821
Magistrate	Paul Schlegel	554-0031
Librarian	Kathy Hellman	554-8381
Community Development	Melinda Lee	554-0053
Risk Management	Carol Brown	554-0003
Human Resource Director	Brandy Cabrera	554-0011



Memorandum

To: Mayor and Council
From: Russ Martin, Town Manager
Date: April 1, 2020
Cc: Department Heads
Re: Manager's report for the period ending March 31, 2020

As you know the Manager's Goals have been adopted and beginning with this report I am changing slightly the format to regularly update Council as well as staff and the public on items on that Goal list as well as some of the normal off the Goal list issues that haven't been addressed in a meeting or may be coming in the future. Please let me know if you have questions, suggestions for future reports.

1. *Develop a system for staff feedback through survey or other instrument.*

Working with HR staff we will be working on development of a survey or other way to gain feedback on internal issues and opportunities for improvement. An all hands was scheduled for April 7th and has been canceled due to the ongoing Covid-19 restrictions. These activities are scheduled twice a year in an attempt to bring together all staff members for training, motivation and team building.

2. *Meet with Council quarterly to review progress made on budget priorities as set in strategic plan and adopted budgets.*

This will begin in July and depending on availability of Council will generally be scheduled in October and January.

3. *Monthly provide progress on project priorities identified above in #2 and follow up/supervisory activities accomplished.*

Camp Verde Sports Complex – Final award and adjustments have been made to the contract bringing it close to the amount remaining in the loan. Construction has been delayed slightly due to weather, the contractor(s) are also working on the drying beds at the wastewater plant and are mobilizing to the park next.

Arena – Street staff have been working with a couple of other contractors to complete the transportation of the remaining dirt. They will continue to do this as time allows and they can leverage hauling days with

those other contractors. More contractors contributing would help make those days even more productive. Additionally, we are working on acquiring the cinders necessary for use of the facility from ADOT through the County. This is necessary as the dirt roads are not surfaced properly to ensure safety during rain or significant traffic as well as a widened entrance necessary for the type of traffic expected. We are working with the Fire District to address these issues with the Arena Association.

4. *Modernize Town Services through development of online services, digitizing and backup projects that will increase transparency and citizen usability of services in person and digitally.*

The Town formed a small group early on to work on general format and development issues associated with a new Town website. This is now in the second stage engaging all staff departments/divisions in the individual pages that will make up the final website. Progress continues with expectations we can roll out a new site sometime this summer.

During the development it was also determined to bring together each of the Facebook pages along with any other social media accounts to collaborate and work to pull together these platforms for a more seamless experience. Staff continues to work through those issues and alignment with the new website. This is also expected to be a continuing committee past this project to continue a more integrated social media experience for citizens.

Finally, the staff are meeting to develop the proper software options for consideration in each area to ensure documents currently not digitized are not lost to an emergency and ultimately will be available in more of a searchable archive into the future. This is a significant/time consuming project for most departments. I will report on significant progress as it occurs here.

5. *Complete HR and other staffing locational changes by July 1, 2020.*

The PW/P&R conference room is no longer available and walls are up and staff is working to finish as staffing time allows. This is expected to allow the HR Director to move in by the end of April. Additionally, we are working to determine the best way to serve the public in the front offices at Public Works and will be rearranging slightly location of offices in the future with the hope to best serve the public and to increase usability of the space staff has to work in.

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



Office of the Town Clerk

March 2020

Business License 2020

	#n	Feb	M#rch	A ril	M#	une	ul	August	Se t	Oct	Nov	Dec
Ne *	14	10	6									
Rene # Notices	76	78	58									
Rene #s #d	46	44	33									
Tot# on File*	807	795	792									

Business License 2019

	#n	Feb	M#rch	A ril	M#	une	ul	August	Se t	Oct	Nov	Dec
Ne *	16	14	9	13	5	10	7	11	13	7	5	7
Rene # notices	77	76	65	60	57	58	64	73	62	59	88	84
Tot# on File*	799	804	799	810	804	803	808	797	807	800	800	801

*does not include Non-Pro fits or S eci# Event Vendors

INFORMATION/RECORDS REQUEST 2020

	#n	Feb	M#rch	A ril	M#	une	ul	Aug	Se t	Oct	Nov	Dec	Tot#
Number o Re uests 2020	8	10	7										
Number o Re uests 2019	9	9	10										
Number o Re uests 2018	8	15	16	10	11	17	14	16	6	13	7	11	131
Number o Re uests 2017	6	5	10	6	9	6	6	6	3	4	3	2	51
Number o Re uests 2016	3	3	2	3	9	11	4	4	2	2	3	0	46

Council Meetings:

Records Request: * see #tt#ched log, there ere 7 ne re uests in M#rch.

In M#rch Virgini# revie ed over 6,000 em#ls or one records re uest d#ted August 2019

Training: Cind Pemberton #ttended tele honic Region One Meeting th# #s held in Color#do Cit

ELECTIONS: St#ting M#rch 9, 2020 the Cler st#rted #cce ting nomin#tion Petitions or C#ndid#tes or the August Election.

Cindy Pemberton, Town Clerk

03/31/2020 11:12 AM
 LICENSES: 0002 THRU ZZZZZZZZZZ
 PAID STATUS: ALL
 LIC CODES: ALL

BUSINESS LICENSE LIST
 SORTED BY: LICENSE NUMBER
 ORIGINATION DATES: 3/01/2020
 EFFECTIVE DATES: 3/01/2020 TO 3/31/2020
 EXPIRATION DATES: 0/00/0000 TO 99/99/9999

ID	CODE	NAME	PHONE #	MAILING ADDRESS	PROPERTY ADDRESS
3739	CONT	TRA CONSTRUCTION LLC		136 GROVE AVENUE #3 PRESCOTT, AZ 86301	OUT OF TOWN
	COMMENTS:	BL060 - 38-4082552			
3740	SERV	GREEN RIVER HAULING LLC		PO BOX 2421 CAMP VERDE, AZ 86322	485 W HEREFORD DRIVE
	COMMENTS:	BL060 - 00-0000			
3741	REST	LOS ZPOTE'S		723 FINNIE FLAT ROAD CAMP VERDE, AZ 86322	813 FINNIE FLAT RD
	COMMENTS:	BL060 - 00-0000			
3742	RET	MYSTIC MUSE		365 MAIN STREET CAMP VERDE, AZ 86322	365 MAIN STREET
	COMMENTS:	BL060 - 00-00000			
3743	SERV	GO WEST DESIGN CO		2357 W NEWTON LANE CAMP VERDE, AZ 86322	2357 W NEWTON LANE
	COMMENTS:	BL060 - 00-00000			
3744	CONT	PIPE DREAMS PLUMBING INC		2455 N AUGUSTA DRIVE FLAGSTAFF, AZ 86004	OUT OF TOWN
	COMMENTS:	BL060 - 00-00000			

TOTAL LICENSES: 6

REQUEST #	DATE RECORD REQUESTED	PERSON REQUESTING RECORD	RECORD REQUESTED	RECORDS PROVIDED	WRITTEN	VEREAL	E-MAIL
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2019 items still pending

26121	6/28/2019	A GOETTING	ALL TOWN EMAILS OF AYERS, MARTIN, HOWARD FROM 04-01-2017 TO 06-17-2019	COMPLETED-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		
24576	8/9/19	A GOETTING	ALL EMAILS FOR SEBRA.CHOE@CAMPVERDE.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		
27087	10/9/19	A GOETTING	ALL EMAILS FOR B BRIDGE BETWEEN 01-01-2014 AND 01-01-2018	IN PROGRESS	X		
26337	10/9/19	A GOETTING	EMAILS BETWEEN TOWN STAFF AND ALEXANDRIA WRIGHT BETWEEN 01-01-2014 AND 01-01-2018	COMPLETED 02-24-2020	X		
27297	11/18/2019	S GOETTING	EMPLOYMENT FILE-SEBRA CHOE	COMPLETED 01-02-2020	X		
	11/18/19	S GOETTING	EMAILS RUSS MARTIN-MIKE SHOWERS	TO IT 11-18-2019 PENDING	X		
27298	11/18/19	S GOETTING	EMAILS-TROY O'DELL LIFT STATION I-17 AND 260	COMPLETED 02-24-2020	X		

20-13	2/10/20	C WISCHMEYER	CHANGE ORDERS & DOCUMENTATION FOR SPORTS COMPLEX, ARENA, INCLUDING COUNCIL APPROVAL FOR EACH CHANGE ORDER	COMPLETE			X
20-14	2/10/20	C WISCHMEYER	COPY OF AG OPINION REFERRED TO/BY SIMS AT 2-5-2020. MATERIAL SUPPORTING SIMS OPINION RELATING TO PUBLIC RECORDS	COMPLETED-NO RECORDS RESPONSIVE TO YOUR REQUEST			X
20-15	2/10/20	C WISCHMEYER	COMMUNICATIONS BETWEEN EMPLOYEES, ATTORNEY, COUNCIL OR PUBLIC RELATING TO JOE BUTNER, BRUCE GEORGE-INCLDING ELECTRONIC COMM. ON TOWN ISSUED OR PERSONAL DEVICES	PENDING			
20-16	2/18/20	ESTIMATING@FANNCOI	Bid tabulation re-bid 19-139	complete	X		
20-17	2/19/20	N FLOYD	COPY OF CAROL GERMAN COMPLAINT	complete			X
20-18	2/19/20	SUSAN M	COMPLAINTS FILED 2900 N VERDE RIVER DRIVE	Complete	X		
20-19	3/4/20	S SPRY	PERMITS 404-01-046	COMPLETE	X		
20-20	3/11/20	RHONDA G	COPY OF COMPLAINT 404-32-028	COMPLETE	X		
20-21	3/12/20	C BANKER	COPY OF PERMITS 403-23-061	COMPLETE	X		
20-22	3/17/20	S KIMBROUGH	DOC FOR MO POSTAGE MACHINE	COMPLETE			X
20-23	3/17/20	UKNOWN	PERMITS 404-01-046	COMPLETE	X		
20-24	3/19/20	R.HINES-MINICK	POSTAGE LEASE	COMPLETE	X		
20-25	3/24/20	G THOMPSON	PERMITS 404-16-128	COMPLETE	X		
20-26	4/6/20	K MARTINEZ	FLOOR PLANS VARIOUS 404	COMPLETE	X		



Public Works Monthly Report

March 2020

Engineering: Ron, Troy, & Dorie

- Created Various Work Orders for All Town Departments
- Staff Attended Council Meetings and Work Sessions
- Ron attended Department Head meeting
- Commercial Project's; Plan Review and Comments
- Second Phase of Sports Complex is under construction.
- Budget FY 21 Preparation with each Department
- CIP Project Requests in to Finance.
- Entered Public Works Department Budgets into Tyler Software for FY 21

Streets Division:

- Various work orders
- Patch various roads
- Fix signs that are damaged or faded
- Haul material to various locations
- Transport various pieces of equipment
- Clean the shop and office
- Service various pieces of equipment
- Paint old and freshly built items
- Clean storm drains
- Clean verde lakes dr at clear creak
- Buils standpipe for loading water truck
- Haul sand to the town arena

Parks and Recreation:

- Staff continued to plan and prepare for Pecan & Wine. Unfortunately, the difficult decision to cancel the event for this year was made due to the COVID-19 situation. Staff was very excited for this event as it was set to be one of the largest events yet with well over 80 vendors. This event would have concluded our first year of handling the Town events and we were looking forward to a positive report to Council. After the cancellation, staff began the immediate process of notifying all partners, sponsors, vendors, and the community about its cancellation. We also began processing refunds to registered vendors.
- Continued to handle requests for facility use at the Community Center, Rooms 204 & 305 and sports fields, and ramadas. Use totals for March*: Gym 25, Kitchen 21, Conf. Rooms 64, Ramadas 13, Fields 33. *These numbers are just for the beginning of the month prior to the COVID-19 restrictions. Here are the number of cancellations for each space after the restrictions were in place: Gym 10, Rooms 11, Ramadas 4, Fields 27.
- Our Friday trips traveled to the Phoenix Zoo. We cancelled trips to Queen Creek Olive Mill and Mesa Marketplace with the initial restrictions. We have now cancelled all trips through May 1, 2020.
- 5th – 8th grade Grasshopper basketball came to an end with the playoffs being held March 2nd, 4th, and 5th.
- Shawna has continued participating with other Town staff in the development of the new Town website.
- Parks and Rec staff continued to assist Wastewater with front desk duties while Tracey was out on medical leave.
- We started planning for our last session of Friday “Fun, Fitness, and Indoor Sports” classes that were set to begin at the end of March. The start of this class was postponed initially, but with the cancelling of school for the remainder of the year, it has been cancelled.
- Staff has increased the efforts to look for grant opportunities for the Camp Verde Sports Complex.
- Staff has continued to plan for Corn Fest.
- Staff continued budget preparations for FY 21.
- Angi applied for the RAIN Grant back in January and that grant was awarded to Parks and Rec in the amount of \$3,400 to be used to fund Summer Day Camp. We used some of that money to purchase some outdoor games and board games, some trebuchet kits,

a telescope, and some microscopes so far. We will also be using this money to fund our field trips, cooking classes, and to purchase some orienteering supplies.

- Mike participated in multiple meetings with Economic Development regarding future trail development, trail signage, and participating in the interviews for their VISTA position.
- Staff has continued work on the 2020-2021 budget.
- Staff has continued to plan for the upcoming Heritage Pool season by posting open positions, scheduling, and ordering lifeguard supplies. We have also been working on scheduling lifeguard training.
- Staff spent time writing policy and procedures for what to do during this COVID-19 outbreak (or other similar situations), which includes office scheduling, working from home, and completing time.

Maintenance Division:

- Completed work orders.
- Attended all Budget meetings
- Working on irrigation at parks
- Working on electrical, insulation and sheeting HR office.
- Daily Covid -19; cleaning and sanitizing buildings.
- Power washed/ sanitized all park playgrounds, benches, gazebos.
- Weed spraying at all Town buildings and Parks.
- CIP budgets and meeting.
- Maintained Maintenance Division with skeleton crew.

Wastewater Plant:

- Tasked with 54 Blue Stakes for the month.
- Received 1 call outs for plant alarms.
- Received 316804 gallons of septage from septage haulers this month
- Average Effluent flow for March 225,000 gallons Per day.
- Chlorine contact chambers in place and awaiting Chlorinator and D Chlorinator to be installed, Chamber is flowing Effluent through it.
- Drying beds under Construction (Approx. 1,000 yards of concrete has been poured) .



CAMP VERDE COMMUNITY LIBRARY

130 Black Bridge Road Camp Verde AZ 86322 | 928-554-8380

MEMORANDUM

TO: Russ Martin, Town Manager
FROM: Kathy Hellman, Library Director
SUBJECT: Monthly Report – March 2020
DATE: 4/7/2020
CC: Department Heads, Town Council

Report from Library Director: The Library reduced hours and then closed to the Public on March 24 in compliance with Town Councils' directive regarding COVID-19. We are one of only two libraries in Yavapai County still offering curbside services in our communities. We are:

- helping people select titles in our online catalog
- taking books or movies off the shelf and cleaning them before checking them out
- allowing people to pick up their Holds
- delivering materials people in their cars if needed

After closing, we started right away deep-cleaning the library from top to bottom. We are disinfecting every book, DVD, CD, etc. that comes back into the library. Our Children's Library has been creating and posting FB Live storytime and crafts for kids which have been very well received. Our Teen Library is connecting to teens through podcasts, zoom meetings, Facebook, and an app called Band. As you can see by our STATS, checkout of eBooks spiked this month. Additionally, use of Kanopy to stream free movies increased in March.

We continue to promote the many library resources accessible from home but, most of all, we look forward to opening to our patrons again:

1. [OverDrive](#): provides you with eBooks and eAudiobooks
2. [RBDigital](#): has popular magazines and downloadable audiobooks
3. [Kanopy](#): movie streaming service, Great Courses, and KanopyKids
4. [Freegal Music](#): music streaming and download service
5. [TumbleBooks](#): eBooks for eKids
6. [eLearning](#): hundreds of online courses to supplement your learning
7. [Educational resources](#): always available online through your library

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>

	Mar-20	Mar-20	% change	YTD-FY20	YTD-FY19	% change
In-Library Uses						
Traffic Count	6,557	7,937	-17.4%	76,499	75,434	1.4%
New Cards Issued	60	71	-15.5%	579	649	-10.8%
Public Computer Use	872	1,533	-43.1%	10,390	12,349	-15.9%
Early Literacy Computer Use	111	120	-7.5%	1,450	1,314	10.4%
Requests for Computer Help	133	119	11.8%	953	967	-1.4%
Reference Questions	68	124	-45.2%	794	1,253	-36.6%
Study Room Uses	49	56	-12.5%	512	487	5.1%
Study Room Use - Hours	96	111	-13.5%	993	1,029	-3.5%
Study Room Use - People Served	57	68	-16.2%	644	658	-2.1%
Total In-Library Use	8,003	10,139	-21.1%	92,814	94,140	-1.4%
Library Programs						
Community Room Uses	38	51	-25.5%	345	406	-15.0%
Community Programs Attendance	361	382	-5.5%	2,709	3,935	-31.2%
Adult Programs	11	22	-50.0%	181	144	25.7%
Adult Program Attendance	82	575	-85.7%	1,990	1,774	12.2%
Children's Programs	22	18	22.2%	226	175	29.1%
Children's Program Attendance	128	61	109.8%	1,546	1,390	11.2%
Teen Programs	4	21	-81.0%	112	124	-9.7%
Teen Program Attendance	88	119	-26.1%	1,475	1,230	19.9%
Total Library Program Attendance	659	1137	-42.0%	7720	8329	-7.3%
Circulation						
Self-Checkout Use	1,566	1211	29.3%	14,109	7,520	87.6%
Items Checked Out	5,025	5,130	-2.0%	45,619	44,891	1.6%
Items Checked In	4,682	5,010	-6.5%	51,025	46,712	9.2%
Renewed Items	530	673	-21.2%	7,422	6,977	6.4%
Total Circulation	10,237	10,813	-5.3%	104,066	98,580	5.6%
Circulation Areas of Interest						
Audio Books	6	227	-97.4%	1,664	2,114	-21.3%
DVDs & Movies	2,128	1,672	27.3%	19,377	17,890	8.3%
eBooks	750	533	40.7%	6,151	4,314	42.6%
Laptops & iPads	40	33	21.2%	630	479	31.5%
Magazines	43	74	-41.9%	622	647	-3.9%
VOX Media Books	31	26	19.2%	390	218	78.9%
Children's Material	920	1,001	-8.1%	9,783	8,864	10.4%
Teen's Material	458	563	-18.7%	4,381	5,925	-26.1%
Transits, HOLDS & InterLibrary Loans						
HOLDS Filled	1,081	1,099	-1.6%	10,303	9,823	4.9%
Transit Items Sent & Received	1,596	1,779	-10.3%	16,592	14,681	13.0%
CVCL ILL Items Going Out	14	31	-54.8%	239	282	-15.2%
ILL Items for CVCL Patrons	3	8	-62.5%	38	47	-19.1%
Total Transit, HOLDS & ILL Activity	2,694	2,917	-7.6%	27,172	24,833	9.4%
Library Volunteers						
Number of Volunteers	20	34	-41.2%	223	291	-23.4%
Number of Hours Given	198	544	-63.6%	3,710	4,984	-25.6%
Average Hours/Volunteer	9.9	16.0	-38.1%	16.6	17.1	-2.9%
Collection & Development						
New Kids & Teen Material Added	31	33	-6.1%	466	458	1.7%
New Books & Magazines Added	239	190	25.8%	1,779	1,683	5.7%
New Audio-Visual Material Added	63	131	-51.9%	729	453	60.9%
Total Items Added	302	321	-5.9%	2508	2136	17.4%
Mending & Donations						

Items Mended or Repaired	13	258	-95.0%	531	1,594	-66.7%
Donations Processed	606	1,230	-50.7%	14,365	11,651	23.3%
Donations Cataloged	69	129	-46.5%	733	369	98.6%

COMMUNITY DEVELOPMENT

March 2020



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

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

During the COVID restrictions that started this month, staffing changes included a reduction to two staff members in the office at one time, with all others working remotely. Remote work includes responding to phone calls and emails via iPads, field inspections for permits and nuisance abatement, and attending remote meetings and training. Office doors are locked, with public access by appointment only.

Two staff members in our department have moved into new roles, the Plans Examiner and Assistant Planner/Administrative Assistant positions. Training for these positions has been slower than expected due to operational changes. All staff members have been encouraged to incorporate online training during their "remote" days, as time permits. The Permit Technician position has been advertised and will be scheduled for interviews as soon as we are able.

Budget requests include equipment to manage our excessive paperwork/archives and lack of storage. A site review was done by the Clerk and a potential vendor to evaluate our needs. The Director met with other department heads to discuss archival needs and how best to approach it Town-wide. Other programs requesting funding are for code compliance and public outreach.

Alcantara Vineyards has decided to pursue annexation without Thousand Trails RV Park and are in the process of acquiring the legal description of the proposed annexation area, to move forward. The annexation for the Wastewater Treatment Plant property is still pending.

Larger projects in process include a 44,000-square-foot expansion of the medical marijuana facility on Old Hwy 279, renovations of the medical marijuana facility on Boyles Road, the new IQ car wash, final site plans and development for Verde Ranch Estates, an RV Storage facility, and the Rio Verde Plaza renovation.

The approval to rename Wilshire Blvd to Moonrise Drive and Dreamcatcher Drive is still pending confirmation of costs related to new signage at the SR 260 roundabout.

The Director has made contact with NACOG regarding transportation planning that is in process for Northern Arizona regarding transit services. The intent is to participate in future discussion to expand access to transit for Town residents.

The Director attended a Northern Arizona GIS Users group teleconference that was held in Kingman, Arizona, regarding updates to GIS software and data management requirements.

**Community Development
Director's March 2020 Report
Page 2 of 2**

Michael Spears, part-time resident and architect, is working with Community & Economic Development departments to begin the District Sign project. He is also interested in incorporating a district sign on Industrial Drive to assist the businesses that are accessed off of State Route 260, but not visible from there.

Staff continues to work with Michael Schwartz, a graduate student from ASU's Masters in Urban and Environmental Planning program, and Economic Development to help develop an Urban/Upland Trail Plan. After the public meeting, Michael has prepared a draft plan for review and input by the Trail Planning committee.

Final site plans are moving forward for Abide's Next Step program, Verde Ranch Estates next phases, and Wee Hollow's small home community. Wee Hollow also has a Final Plat that will also be presented to Council in April.

Other items include Trails End RV Park has requested the renewal of their approved Use Permit, which will be presented to Council in April. A request to abandon a utility easement has been in process and will go before P&Z Commission and Council in April.

There continue to be open seats in our Planning Commission (1), and Board of Adjustments (2) which are being advertised for potential volunteers. The Board of Adjustments is down to three (3) members and now requires all to be in attendance in order to have a quorum. Elections were done this month with Doug Stevens chosen for Chairman and B.J. Davis chosen for Vice Chairman.

BUILDING DIVISION MONTHLY REPORT

**For the Month of: March
Year: 2020**

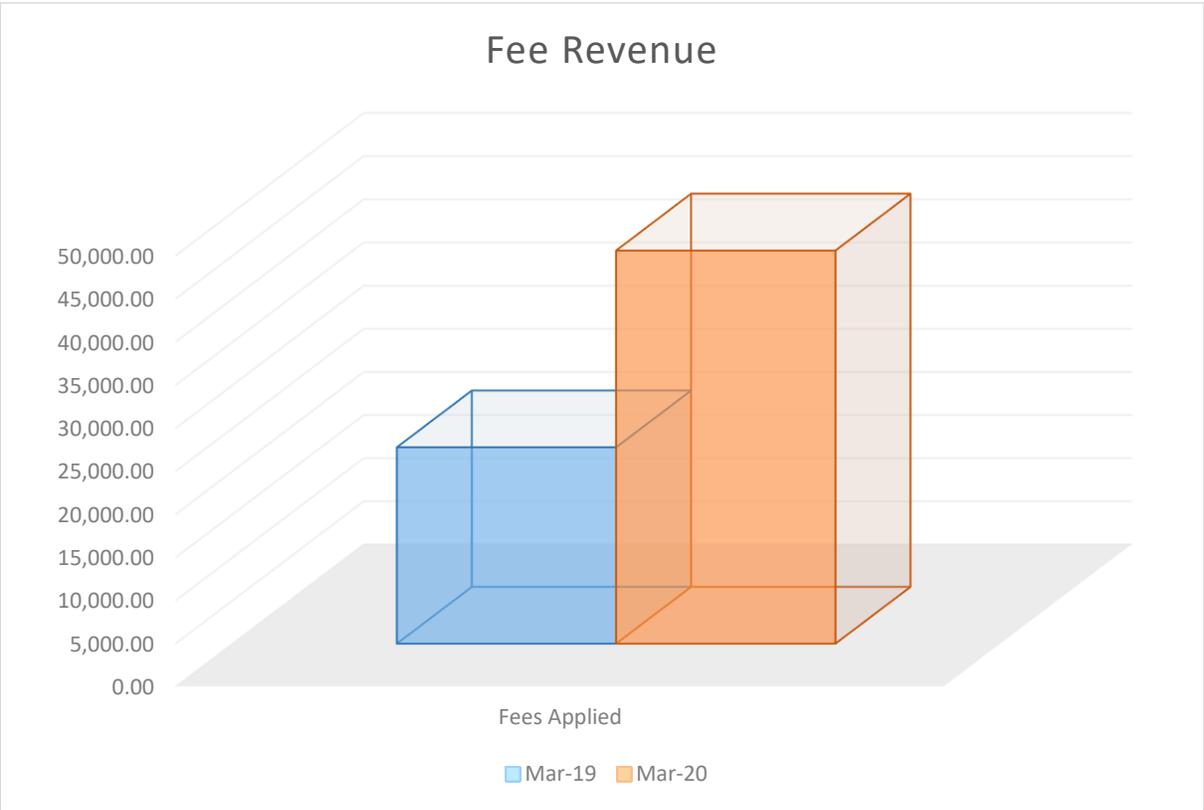
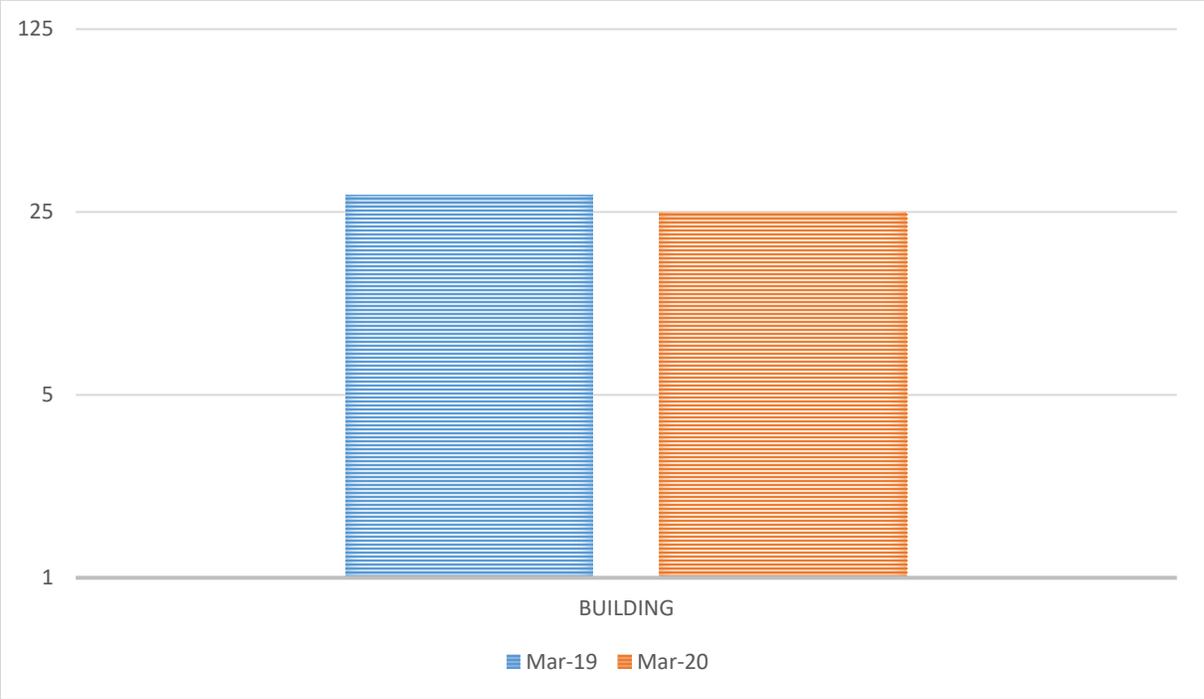
Permits

**Received: 27
Issued: 21
Finaled: 35**

Plan Reviews

**Commercial: 5
Residential: 8**

Number of Inspections: 83



Monthly Report for Planning & Zoning Items

Month/Year: March 2020

Zoning Clearances Completed:

Residential: 16

Commercial: 8

Inspections (for Zoning Clearances):

Residential: 12

Commercial: 4

Zoning Verifications: 0

Inspections (for Use Permits): 2

Minor Land Divisions: 1 Pending

Administrative Reviews: 1 Pending

Temporary Use Permits: 1 Pending

Lot Line Adjustments: 0

Development Standards Review: 0

Conceptual Plan: 0

Zoning Map Change: 0

Use Permits: 2 Renewal

Preliminary Plat: 0

Final Plat: 1 Pending

Final Site Plan Review: 1; 2 Pending

Text Amendments: 0

Board of Adjustment Meetings: 0

Planning Commission Meetings: 1

PZC Items to Town Council: 0

Ordinances/Resolutions Adopted: 0

Business Licenses received: 4

Business Licenses approved: 4

Training/Webinars:

Other Meetings:

GIS Projects:

None

Phone Calls Processed: 146

P&Z Report March 2020

03/01/2020 - 03/31/2020

Permit #	Permit Date	Applicant Name	Description	Planning & Zoning
20180387	9/27/2018	JUSTIN LARGENT	METAL STORAGE BUILDING	Zoning Clearance
20200038	1/31/2020	BILL PINSON & MAUREEN MCCARTY	RES - NSFR & GARAGE	Zoning Clearance
20200065	2/24/2020	ANA JONES	COM - MONUMENT SIGN	Zoning Clearance
20200065	2/24/2020	ANA JONES	COM - MONUMENT SIGN	Zoning Clearance
20200066	2/24/2020	ANA JONES	COM - POLE SIGN	Zoning Clearance
20200067	2/25/2020	THE SIGN COMPANY OF ARIZONA	ILLUMINATED WALL SIGN 49 SQ FT	Zoning Clearance
20200071	2/26/2020	AMERICAN ELITE CUSTOM HOME	RES - ADDITION	Zoning Clearance
20200072	2/27/2020	JEFFREY KOBEL	COM - TENANT IMPROVEMENT	Zoning Clearance
20200077	3/2/2020	FRANCES BENIGAR	RES - GREENHOUSE	Zoning Clearance
20200078	3/3/2020	TIJANA FRISBY	RES - CHAIN LINK FENCE	Zoning Clearance
20200080	3/3/2020	MATT RETTIG	COM - NEW BLDG FOR MARIJUANA CULTIVATION	Zoning Clearance
20200083	3/4/2020	JAMES MALCOLM	RES - DECK & AWNING	Zoning Clearance
20200083	3/4/2020	JAMES MALCOLM	RES - DECK & AWNING	Zoning Clearance
20200084	3/5/2020	ANA JONES	COM - WALL SIGN	Zoning Clearance
20200084	3/5/2020	ANA JONES	COM - WALL SIGN	Zoning Clearance
20200085	3/9/2020	TOCV ECONOMIC DEVELOPMENT	COM-MOSAIC MURAL	Zoning Clearance
20200087	3/9/2020	JEREMY BRADY	RES - ADDITION & BATHROOM REMODEL	Zoning Clearance
20200088	3/10/2020	PETRIE CONTRACTING LLC	RES - SFR	Zoning Clearance
20200088	3/10/2020	PETRIE CONTRACTING LLC	RES - SFR	Zoning Clearance
20200090	3/12/2020	Planning and Zoning	Krishan Ginige	PAD Final Site Plan
20200093	3/17/2020	DAVID STEPHENS	RES-REMODEL GUEST HOUSE	Zoning Clearance
20200094	3/17/2020	Planning and Zoning	DAVID STEPHENS	ADU RENTAL PERMIT
20200095	3/17/2020	Planning and Zoning	DAVID R MANN	USE PERMIT RENEWAL
20200098	3/19/2020	JONNIE Y ALLERT	RES-METAL STORAGE CONTAINER	Zoning Clearance
20200099	3/26/2020	TIERRA VERDE BUILDERS	RES - SFR	Zoning Clearance
20200102	3/31/2020	WILSON&SON	RES-CARPORT	Zoning Clearance
20200111	3/30/2020	Planning and Zoning	Marianne Irving	Renew Use Permit for B&B
20200112	3/25/2020	KEN NEW	RES - POOL FENCE	Zoning Clearance

TOWN OF CAMP VERDE COMMUNITY DEVELOPMENT
CODE COMPLIANCE



MEMORANDUM

DATE: Wednesday April 1, 2020
TO: [Melinda Lee, Community Development Director]
FROM: [Cliff Bryson, Code Compliance Officer]
SUBJECT: [March 2020 Monthly Report]
FOR: Information

On Wednesday April 1, 2020, staff assigned with the Community Development Code Compliance Section provided the following monthly report for the month of March of 2020.

Code Compliance currently has **(47) forty-seven open cases. (7) seven** new cases were initiated in the month of March with **(6) six** cases being successfully closed with voluntary compliance. To date, Code Compliance has **ten (10)** cases in prosecution status and working with the owner-occupants to come into compliance. No cases in the month of March 2020 were submitted for prosecution.

During the month of March 2020, the following Zoning/Planning Ordinance and/or Town Code section(s) were reported to Code Compliance:

1. **Town Code 10-2-1;** Declaration of Nuisance (Rubbish, Trash, Filth, Debris, Junk, etc.)
2. **Planning/Zoning Section 312:** Shipping Container Not being Permitted.

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: MARCH 2020

Date Submitted: 4/13/20

Monthly Permit Volume		
	Number of Permits Issued	Total Fees Collected
FBB COMMERCIAL	1	\$753.00
FBB RESIDENTIAL	1	\$450.00
MANUFACTURED HOMES	2	\$720.00

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
ARZ137685 & 686	CAVAZD941006J & X	8689	2880 E ZACHARY LN	3/24/20
AZ1026053 / AZM002822 & 823	PM1-4269-2460	279802	918 W STATE ROUTE 260	3/12/20
AZ1029796 / ARZ326370 / AZ349823	CEM007834AZA & B	5811	1475 N POWDER HORN RD	3/18/20
ARZ026041	CAV110AZ16-15490A-RMD	279802	3210 E ROBIN LN	3/10/20

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:	MARCH - 2020
Area covered by permits:	CAMP VERDE , AZ

TOTAL VALUATION OF CONSTRUCTION EXCLUDES LAND AND PERMIT FEES

NEW RESIDENTIAL BUILDINGS	Total Number of Buildings	Total Dwelling Units	Total Valuation of Construction (omit cents)	Total Square Feet of Living Area (if available)
SINGLE FAMILY DETACHED		2	\$375,000	3,091
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

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!

MARCH APPLICATIONS 2020

Permit #	Permit Date	Permit Type	Applicant Name	Description	Project Cost	Primary Contractor	Total Fees	Parcel Address
2020 0113	3/30/2020	Electrical	CRYSTAL BERG	OTC - ELECTRIC	0	0	\$ 82.40	3030 S BIRCH LN
2020 0112	3/25/2020	Zoning Clearance	KEN NEW	RES - POOL FENCE	300	0	\$ 77.25	3808 E LARK DR
2020 0102	3/31/2020	Building	WILSON&SON	RES-CARPORT	3000	WILSON & SON LLC	\$ 249.00	1487 W HORSESHOE BEND #64
2020 0101	3/26/2020	Building	VERDE COMMERCIAL LLC-BLAKE CARROLL	COM-RV STORAGE & BUILDING	2057 300	RED MOON DEVELOPMENT & CONSTRUCTION, INC.	\$ 27,559.47	162 N GOSWICK WAY
2020 0100	3/26/2020	Building	WILSON RENTALS LLC	COM-STORAGE YARD AND WORK SHOP	10	0	\$ 3,440.94	3781 W SUMMIT POINT RD
2020 0099	3/26/2020	Building	TIERRA VERDE BUILDERS	RES - SFR	10	TIERRA VERDE INVESTMENTS	\$ 4,277.32	545 W FIR ST
2020 0098	3/19/2020	Building	JONNIE Y ALLERT	RES-METAL STORAGE CONTAINER	4500	0	\$ 87.55	1480 W HORSESHOE BEND DR
2020 0097	3/19/2020	SOLAR	ARIZONA PERMIT PUSHERS LLC	RES-RM SOLAR 9.6 kw	2500 0	SOLARONE ENERGY GROUP LLC	\$ 206.00	1220 ECHO RIDGE WAY
2020 0096	3/18/2020	Building	CCJB HOLDINGS	COM-INSTALL PROCESSING MACHINE	4100 0	ROB LOVE ELECTRIC INC	\$ 1,186.28	3905 W Old State Hwy 279
2020 0094	3/17/2020	Planning and Zoning	DAVID STEPHENS	ADU RENTAL PERMIT	0	0	\$ 144.20	415 S NICHOLS ST
2020 0093	3/17/2020	Building	DAVID STEPHENS	RES-REMODEL GUEST HOUSE	2400 0	COPPER ELECTRIC LLC	\$ 784.35	415 S NICHOLS ST
2020 0092	3/16/2020	SOLAR	ROOFTOP SOLAR LLC	RES - RM SOLAR 6.175 kw	1913 8	ROOFTOP SOLAR LLC	\$ 211.15	505 S 4TH ST

2020 0091	3/16/2 020	Electrical	WILLIAM RALSTON	COM - OTC ELECTRICAL	0	0	\$ 82.40	873 E HOWARDS RD STE 20
2020 0089	3/12/2 020	Zoning Clearance	Peter Robinson/Peter Robinson Revocable Living Trust	RES - CARGO CONTAINERS (2 @ 8X20)	250	0	\$ 87.55	3062 W MIDDLE VERDE RD
2020 0088	3/10/2 020	Building	PETRIE CONTRACTING LLC	RES - SFR	2764 15	PETRIE CONTRACTING LLC	\$ 3,916. 17	1310 S VAIL RD
2020 0087	3/9/20 20	Building	JEREMY BRADY	RES - ADDITION & BATHROOM REMODEL	6300 0	BRADY CUSTOM BUILDERS	\$ 1,453. 95	3307 E ABERDOVEY DR
2020 0086	3/9/20 20	Demo	JOHN BASSOUS	RES - DEMOLITION	4000 0	TIERRA VERDE INVESTMENTS	\$ 82.40	100 S MONTEZUMA CASTLE HWY
2020 0085	3/9/20 20	SIGNS	TOCV ECONOMIC DEVELOPMENT	COM-MOSAIC MURAL	0	0	\$ -	MAIN ST
2020 0084	3/5/20 20	SIGNS	ANA JONES	COM - WALL SIGN	2691 0	TRADEMARK VISUAL INC	\$ 926.32	1105 N DREAMCATCHE R DR
2020 0083	3/4/20 20	Building	JAMES MALCOLM	RES - DECK & AWNING	3000	0	\$ 249.00	2357 W NEWTON LN
2020 0081	3/4/20 20	Grading	MATT RETTIG	COM-GRADING	0	SOLERA GENERAL CONTRACTING LLC	\$ 40.00	3755 Old State Hwy 279
2020 0080	3/3/20 20	Building	MATT RETTIG	COM - NEW BLDG FOR MARIJUANA CULTIVATION	7600 000	BIERMANN CONSTRUCTION & DEVELOPMENT INC	\$ 71,506 .21	3755 Old State Hwy 279
2020 0079	3/3/20 20	Building	JOHN BASSOUS	RES - SPRINKLER SYSTEM	3371	TIERRA VERDE INVESTMENTS	\$ 370.80	1856 N Jessica Way
2020 0078	3/3/20 20	Building	TIJANA FRISBY	RES - CHAIN LINK FENCE	2100	0	\$ 77.25	3663 S MISTY LN
2020 0077	3/2/20 20	Building	FRANCES BENIGAR	RES - GREENHOUSE	0	0	\$ 87.55	1280 W PETERSON RD
2020 0076	3/2/20 20	Plumbing	BEN MCKOWN	RES - OTC PLUMBING	0	A2Z Pool And Spa Tech LLC	\$ 82.40	4468 N Caughran Rd.

TOTAL APPLICATIONS RECEIVED: 26

TOTAL FEES APPLIED: \$117,267.91



Risk Management Memorandum

To: Mayor and Council
From: *CB* Carol Brown, Risk Manager
Date: April 10, 2020
Cc: Department Heads/Safety Committee
Re: Risk Manager's Monthly Report ending March 31, 2020 (Snapshot only)

Obtained/Deleted Insurance:

- Added 1 vehicle

Attended Meetings/Trainings:

- Department Head (3)
- Safety Officer (4)
- Emergency Operations Mtg. (3)
- Council Special Session (2)
- Monthly Meeting w/Town Mgr.
- Safety Survey at the Skate Board Park
- Camera Installation
- Maintenance Supervisor (6)
- Coronavirus Virus
- Insurance Explanation
- CVMO – Animal Control/Holding/Sheltering

Incidents/Claims/Restitution/Collections

- 1 Work-related incident only

Risk Management Highlights:

- **Legal:** coding of attorney invoice; Memorandum OF Understandings (MOU) for shared-use of water wagon and sheltering of stray dogs; Camp Verde Parks & Recreation press release; update to Council regarding litigation, legal claims, liens or actions against the Town and stolen Town truck
- **Certificates of Insurance:** 38
- **Supported front desk:** 1 half day
- **Risk Assessment:** COVID-19 (ongoing issue), information access, telework options for employee(s)

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