

# January 2020 Monthly Report



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

## DEPARTMENT HEAD INFORMATION

<b>Town Clerk</b>	<b>Cindy Pemberton</b>	<b>554-0021</b>
<b>Finance Director</b>	<b>Mike Showers</b>	<b>554-0811</b>
<b>Economic Development</b>	<b>Steve Ayers</b>	<b>554-0007</b>
<b>Marshal</b>	<b>Corey Rowley</b>	<b>554-8301</b>
<b>Engineer/Public Works</b>	<b>Ron Long</b>	<b>554-0821</b>
<b>Magistrate</b>	<b>Paul Schlegel</b>	<b>554-0031</b>
<b>Librarian</b>	<b>Kathy Hellman</b>	<b>554-8381</b>
<b>Community Development</b>	<b>Robert Forman-acting</b>	<b>554-0054</b>
<b>Risk Management</b>	<b>Carol Brown</b>	<b>554-0003</b>
<b>Human Resource Director</b>	<b>Brandy Cabrera</b>	<b>554-0011</b>



# Office of the Town Clerk

January 2020

## Business License 2020

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

## Business License 2019

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
New*	16	14	9	13	5	10	7	11	13	7	5	7
Renewal notices	77	76	65	60	57	58	64	73	62	59	88	84
Total on File*	799	804	799	810	804	803	808	797	807	800	800	801

\*does not include Non-Profits or Special Event Vendors

## INFORMATION/RECORDS REQUEST 2020

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Number of Requests 2020	8												
Number of Requests 2019	9	9											
Number of Requests 2018	8	15	16	10	11	17	14	16	6	13	7	11	<b>131</b>
Number of Requests 2017	6	5	10	6	9	6	6	6	3	4	3	2	<b>51</b>
Number of Requests 2016	3	3	2	3	9	11	4	4	2	2	3	0	<b>46</b>

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

**Records Request:** \* see attached log, there were 8 new requests in January. The end of January the Clerks Office still has 7 pending records requests dated back as far as June 2019.

**Training:** No formal training In January

**ELECTIONS:** Candidate Packets became available for the August 4, 2020 Primary Election. There will be the Mayor and three Council Members seats open for election. The term of the Mayor is 2 years and the Council Members are 4-year terms. Properly executed documents must be submitted to the Town Clerk for official filing of candidacy no more than 120 days before the Primary Election and no later than April 6, 2020.)

*Cindy Pemberton, Town Clerk*

02/04/2020 10:06 AM

BUSINESS LICENSE LIST

P/

LIC CODES: ALL

EXPIRATION DATES: 0/00/0000 TO

ID CODE NAME PHONE # MAILING ADDRESS PROPERTY ADDRESS:

2392 CONT ALM CONSTRUCTION INC AARON MIDKIFF  
612 N 3RD STREET CLARKDALE, AZ 86324

COMMENTS: [REDACTED]

3709 SERV TOPNOTCH ENTERPRISE LLC PO BOX 26215 OUT OF TOW  
PRESCOTT VALLEY, AZ 86314

COMMENTS: [REDACTED]

3710 SERV EXPRESS HOME SERVICES LLC 4110 W WASHINGTON ST #100 OUT

COMMENTS: [REDACTED]

3711 SERV ASPEN RV 1351 E WINCHESTER TRAIL OUT OF TOWN

COMMENTS: [REDACTED]

3712 LOD FORT VERDE SUITES PO BOX 2087 628 S MAIN STRE  
CAMP VERDE, AZ 86322

COMMENTS: [REDACTED]

3713 RENT-C CVB PROPERTIES 2877 S SALT MINE ROAD 873 HOWARD  
CAMP VERDE, AZ 86322

COMMENTS: [REDACTED]

3714 SERV INTERGRITY AUTO TECHS PO BOX 1073 873 HOWARDS  
CAMP VERDE, AZ 86322

COMMENTS: [REDACTED]

3715 CONT CCK BUILDERS INC 625 W KATELLA AVE UNIT 1 OUT OF TO  
ORANGE, CA 92807

COMMENTS: [REDACTED]

3716 SERV TRAIT ROTH LLC PO BOX 4380 CAMP VERDE, AZ 86322

COMMENTS: [REDACTED]

3720 CONT SIGNS OF THE TIMES INC 1801 N 25TH DRIVE OUT OF TO  
PHOENIX, AZ 85009

COMMENTS: [REDACTED]

3721 CONT MIRACLES ELECTRIC AZ INC 10905 YELLOW JACKET TRAIL OUT (C  
FLAGSTAFF, AZ 86004

COMMENTS: [REDACTED]

3722 CONT COPPER ELECTRIC 2455 N AUGUSTA DRIVE OUT OF TOW  
FLAGSTAFF, AZ 86004

COMMENTS: [REDACTED]

3723 CONT R & R CONSTRUCTION & ELECTRI 1011 S ZALESKY ROAD OUT O  
COTTONWOOD, AZ 86326

COMMENTS: [REDACTED]

3724 SERV RED ROCK INVESTIGATIONS 4694 OLD HIGHWAY 279 4694 OL  
CAMP VERDE, AZ 86322

COMMENTS: [REDACTED]

TOTAL LICENSES: 14

02/04/2020 10:06 AM

B U S I N E S S L I C E N S E L I S T  
S E L E C T I O N C R I T E R I A

F

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LICENSE RANGE: 2 THROUGH ZZZZZZZZZZ ORIGINATION DATE FROM: 01/01/2020 THF  
STATUS: Pending, Active LICENSE CODE: All  
BUSINESS CLASS: All  
REPORT CODE: All  
COMMENT CODE: BL060 COMMENT FILTER: BL060  
SORT OPTION: License Number CITY LIMITS: Both Inside & Outside PAID STATUS:  
PRINTED STATUS: All  
COMPLETE ADDRESS: Yes

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MAILING ADDRESS PROP. ADDRESS PHONE NUMBER  
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\*\*END OF REPORT\*\*

REQUEST #

DATE RECORD REQUESTED	PERSON REQUESTING RECORD	RECORD REQUESTED	RECORDS PROVIDED	WRITTEN
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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	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 <b>not want to change</b> the request	X
24576	8/9/19	A GOETTING	ALL EMAILS FOR SEBRA.CHOE@CAMPVERD E.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 <b>not want to change</b> 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
	12/30/19	M NEWTON	PERSONNEL FILE-EMAILS	COMPLETED 01-15-2020	

<a href="#">20-01</a>	1/13/2020	N FLOYD	COPY OF DOCUMENT COUNCILMEMBER BUTNER HAD AT 01-08- MEETING	COMPLETED	
<a href="#">20-02</a>	1/14/2020	N FLOYD	OATH OF OFFICE TEMPLATE	COMPLETED	
<a href="#">20-03</a>	1/16/20	M NEWTON	COPY OF INVESTIGATION	PENDING-HR	X
<a href="#">20-04</a>	1/8/20	A GAGNON	PARCEL 404-01-127	COMPLETED	
<a href="#">20-05</a>	1/23/20	A GAGNON	404-24-022	COMPLETED	
<a href="#">20-06</a>	1/27/20	JJ	404-01-088	COMPLETED	X
<a href="#">20-07</a>	1/29/20	R MILLER	403-23-150A	COMPLETED	X
<a href="#">20-08</a>	1/30/20	N REDMAN	404-16-066	COMPLETED	X



# CAMP VERDE MARSHAL'S OFFICE Monthly Report January 2020



**Volunteers in Policing (VIPs):**

- VIPs conducted community patrols each week during the month
- Three VIPs participated along with Patrol Deputies in Fire Drill at the Casino
- Tim Wiggle attended 2 Matforce Meetings and or trainings
- Four VIPs assisted in funeral percession
- Three VIPs assisted in the Martin Luther King event
- VIP's donated approximately 375 hours

**Patrol:**

- Sergeant Stephen Butler was promoted to Lieutenant
- Officers conducted participated in the Casino Emergency Response Drill
- Dep. Bower attended Basic Drug Investigation training.
- Dep. Reay attended Basic FTO School
- Sgt's Patten and McClure attended Supervisor School
- CVMO welcomed new "lateral" patrol deputy Kristin Robertson

**Administration:**

- Cailin attended Victim Rights Training in Prescott
- CVMO received funds through an anonymous source to purchase 4 AED's. These AED's will be assigned to the patrol units to be utilized in the field.
- Commander Brian Armstrong retired after a total of 33 years of service in Law Enforcement

**ANIMAL CONTROL STATS**

2020	RELEASED TO OWNER	RELEASED TO RESCUE	STILL AT IMPOUND	TOTAL
JANUARY	7	2	2	11
FEBRUARY	0	0	0	0
MARCH	0	0	0	0
APRIL	0	0	0	0
MAY	0	0	0	0
JUNE	0	0	0	0
JULY	0	0	0	0
AUGUST	0	0	0	0
SEPTEMBER	0	0	0	0
OCTOBER	0	0	0	0
NOVEMBER	0	0	0	0
DECEMBER	0	0	0	0
YEAR END TOTAL	7	2	2	11

# CAMP VERDE MARSHAL OFFICE

## Law Incident Comparison, by Most Serious Offenses Codes

<u>Offense</u>	<u>Totals for</u> <u>Jan. 2019</u>	<u>Totals for</u> <u>Jan. 2020</u>	<u>Number</u> <u>Difference</u>	<u>Percent</u> <u>Difference</u>
30 DAY HOLD	2	1	-1	-50.00
ABANDONED VEHICLE	5	4	-1	-20.00
ADULT ABUSE OR NEGLECT	0	1	1	0.00
ASSAULT, KNIFE	1		-1	-100.00
ALARM	9	14	5	55.56
ASSAULT, NO WEAPON, AGG INJURY	0	2	2	0.00
ANIMAL BITE	3	3	0	0.00
ANIMAL NOISE	4	2	-2	-50.00
ANIMAL PROBLEM	49	44	-5	-10.20
ALCOHOL OFFENSE	1	4	3	300.00
ASSAULT, OTHER WEAPON	1	5	4	400.00
ARSON, MOTOR VEHICLE	1		-1	-100.00
ASSAULT, SIMPLE	3	6	3	100.00
AGENCY ASSIST	48	50	2	4.17
ATTEMPT TO LOCATE	26	24	-2	-7.69
BURGLARY, NON-RES, UNLAWFENT	1	3	2	200.00
BOMB THREAT OR ATTACK	1		-1	-100.00
BURGLARY, RESIDENT, UNLAWFENT	2		-2	-100.00
CHILD ABUSE OR NEGLECT	0	1	1	0.00
CUSTODIAL INTERFERENCE	0	1	1	0.00
CITIZEN ASSIST	92	109	17	18.48
CIVIL PROBLEM	5	1	-4	-80.00
CRIMINAL DAMAGE	11	8	-3	-27.27
CONSENT TO SEARCH GRANTED	0	1	1	0.00
CONTEMPT OF COURT	3	2	-1	-33.33
CONT SUBST/POSSESSION MARIJUAN	5	3	-2	-40.00
CONTROLLED SUBST/POSSESSION	0	1	1	0.00
CONT SUB/POSSESS/PARAPHERNALIA	0	1	1	0.00
CONT SUB/SALE/MANUF/MARIJUANA	1		-1	-100.00
CONT SUB SALE/MANUF/OTHER (CSSO)	0	2	2	0.00
DEAD BODY	2	3	1	50.00
DISORDERLY CONDUCT	9	1	-8	-88.89
DOMESTIC VIOLENCE	11	13	2	18.18
DUI ALCOHOL OR DRUGS	2	2	0	0.00
ENDANGERMENT	0	1	1	0.00
ERROR DR	9	2	-7	-77.78

<u>Offense</u>	<u>Totals for Jan. 2019</u>	<u>Totals for Jan. 2020</u>	<u>Number Difference</u>	<u>Percent Difference</u>
ESCORT	0	1	1	0.00
FRAUD, CREDIT CARD/ATM	0	2	2	0.00
FRAUD, IMPERSONATION	0	1	1	0.00
FIRE	0	1	1	0.00
FORGERY	0	1	1	0.00
(FRAU)	4	1	-3	-75.00
FIREWORKS	0	1	1	0.00
HARASSMENT	1	3	2	200.00
JUVENILE PROBLEM	10	6	-4	-40.00
CANINE SEARCH NEGATIVE RESULT	1		-1	-100.00
K9 PATROL/ACTIVITY (K9A)	2	2	0	0.00
LOST OR FOUND PROPERTY	8	9	1	12.50
LITTERING/POLLUTION PROBLEM	1	2	1	100.00
MAN DOWN	0	1	1	0.00
MISSING PERSON	1	2	1	100.00
NOISE DISTURBANCE	8	11	3	37.50
NATIONAL INSUR CRIME BUREAU	4	1	-3	-75.00
OFFICER INFORMATION	27	26	-1	-3.70
PARKING PROBLEM	2	2	0	0.00
PROPERTY WATCH	2		-2	-100.00
RESISTING ARREST	0	1	1	0.00
SERVE PAPERS	7	5	-2	-28.57
SEX OFFENSE	3	4	1	33.33
SUICIDE THREAT	3	1	-2	-66.67
SUSPICIOUS	75	31	-44	-58.67
TRAFFIC ACCIDENT, HIT AND RUN	0	1	1	0.00
TRAFFIC ACCIDENT, PROP DAMAGE	5	7	2	40.00
TRAFFIC ACCIDENT, PERSON INJRY	1		-1	-100.00
TOWN CODE VIOLATION	3		-3	-100.00
TRAFFIC HAZARD	12	8	-4	-33.33
THREATENING	7	2	-5	-71.43
TRAFFIC OFFENSE	279	168	-111	-39.78
THEFT, PROPERTY, BICYCLE	4		-4	-100.00
THEFT, PROPERY, FROM MTR VEH	1	2	1	100.00
THEFT, PROPERTY, OTHER	12	5	-7	-58.33
TRAFF PRIV PROP DAMAGE	0	1	1	0.00
THEFT, PROPERTY, SHOPLIFTING	5	2	-3	-60.00
TRESPASSING	4	8	4	100.00
TRUANCY	1		-1	-100.00
THEFT, VEHICLE, AUTOMOBILE	1		-1	-100.00
UNKNOWN PROBLEM, LAW	32	12	-20	-62.50
UNSECURE PREMISES	2	2	0	0.00

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<u>Offense</u>	<u>Totals for Jan. 2019</u>	<u>Totals for Jan. 2020</u>	<u>Number Difference</u>	<u>Percent Difference</u>
UNABLE TO LOCATE	0	1	1	0.00
CRIMINAL DAMAGE	5	1	-4	-80.00
VIOLATION OF COURT ORDER	1	4	3	300.00
WARRANT ARREST	1	10	9	900.00
WELFARE CHECK	3	16	13	433.33
WEAPONS OFFENSE	6	1	-5	-83.33
<b>Totals</b>	<b>851</b>	<b>681</b>	<b>-170</b>	<b>-19.98</b>



## **Public Works Monthly Report**

**January 2020**

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

- Created Various Work Orders for All Town Departments
- Attended Council meeting
- Ron attended Department Head meeting
- EOC meeting and special presentation from Weatherman/Support
- Met with Centurylink Design Engineer and Team. Verde Lakes Drive Crossing
- Job Description review's
- 6 Bids Submitted for the Sports Complex
- Pre Bid meeting for Maintenance Building Project

### **Streets Division:**

- Clean various ditches
- Various work orders
- Service various equipment
- Crack seal various roads
- Haul sand to the new rodeo arena
- Repair broken equipment
- Fix various signs
- Install new signs

## **Parks and Recreation:**

- Staff has continued working on Pecan & Wine Festival including vendor registration, entertainment, volunteers, sponsorship, and activity planning for the events. Yavapai College has agreed to a \$1,500 sponsorship for the wine tent at the festival.
- Continued to handle requests for facility use at the Community Center, Rooms 204 & 305 and sports fields, and ramadas. Use totals for December: Gym 62, Kitchen 17, Conf. Rooms 72, Ramadas 13, Fields 51
- Mike participated in the interview process for the new Economic Development Specialist and the VISTA Volunteer position.
- The bids for the next phase of work at the Sports Complex were opened. The Old Guys continued their work to benefit the Town by installing a Trailhead Kiosk sign and rule sign at the Sports Complex.
- Mike has begun working with Economic Development in the development of the Master Trails plan for the Town.
- We started our next round of Friday Day trips with trips currently scheduled through the end of March. We traveled to the Eddie Basha Collection and Western Spirit: Scottsdale Museum of the West.
- 5<sup>th</sup> – 8<sup>th</sup> grade Grasshopper basketball started with 6 teams playing. The season will end in early March.
- Shawna & Mike attended a regional recreation meeting which included a tour of the newly renovated Club House event space in Old Town Cottonwood.
- Shawna has been participating with other Town staff in the development of the new Town website.
- Parks and Rec staff has continued to assist Wastewater with front desk duties while Tracey is out on medical leave.
- Shawna renewed her Certified Youth Sports Administrator certification through NAYS, extending it through August of 2021.
- Shawna registered for Leadership II training through APRA. She will be attending the training one Tuesday a month for 4 months starting in

February. She is also working on completing the training for Program Director through Starfish Aquatics, which is the new swim lesson program we will be implementing at the pool this season.

- We started our Friday “Fun, Fitness, and Indoor Sports” class on January 17<sup>th</sup> and it runs for 6 weeks.
- Angi has applied for the Verde Valley RAIN Grant again this year through the National Science Foundation. This is to supplement our Summer Day Camp.

### **Maintenance Division:**

- Work orders.
- Removed all Christmas lights.
- Hired new grounds maintenance guy and start training.
- Cleaned up yard at 4092 e cripple creek dr.
- Cleaned out all street light lenses.
- Tree trimming around town grounds and Arturo.
- Cleaned up the lower yard.
- Cleaned up street light and 3 desert spoons a no parking sign that was all damaged by a vehicle.
- Replaced library alarm system batteries.
- Cleaning weight room 304 for moving maintenance into.
- Labeled electric panels in a numerical order.
- Patched/fixed archeology roof leaks and ceiling tiles.
- Helped Streets Department for a week and a half with crack sealing and flagging.

## **Wastewater Plant:**

- Tasked with 58 Blue Stakes for the month.
- Tasked with 29 Blue Stakes for the month.
- Received 6 call outs for plant alarms.
- Received 331,419 gallons of septage from septage haulers this month.
- Average Effluent flow for January 223,000 gallons per day.
- Chlorine contact chambers in place. Installation 98% complete.
- Permit applied for from ADEQ for Drying Beds on 9/2/2019. Submitted answers to ADEQ Dec19th. Reviewed Design with ADEQ 01/27/2020.
- Verde Phase 1A 90% sewer completed.
- Verde RV Park Lift station pipeline is in place. Pump hookup and electrical in process.
- Awaiting SCADA integration and ADEQ permit for A+ reuse water permit.



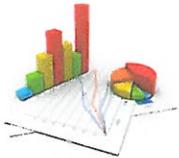
# CAMP VERDE MUNICIPAL NEWS

A monthly newsletter brought to you by Camp Verde Municipal

MONTH JANUARY 2020

02-5-2020

## Top stories in this newsletter



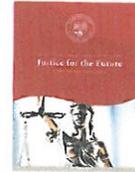
SHOW ME THE STATS



GOT A TICKET?  
(hyperlink to next story)

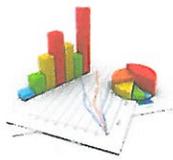


AZPOINT  
(hyperlink to story)



JUSTICE FOR THE FUTURE  
(hyperlink to story)

## SHOW ME THE NUMBERS



The Court processed 2 new Petitions for Orders of protection and 1 petition for Injunction against harassment. The Court received 66 misdemeanor charges filed this month. 4 DUI related charges and 7 Serious criminal traffic charges that include reckless driving, and criminal speed. The Court received 62 civil traffic charges which include but not limited to speeding, registration, and insurance violations. The Court held 2 criminal non-jury bench trials this month.

## GOT A TICKET? EXPLORE YOUR OPTIONS AT [AZCourtpay.com](https://azcourtpay.com)



AzCourtHelp

AZCourtHelp.org will assist you in finding forms, self help center, locating your court, or even with legal options in criminal, civil, family law cases and civil traffic matters.

CLICK ON THE IMAGE OR VISIT THE WEB CITE

<https://azcourthelp.org>

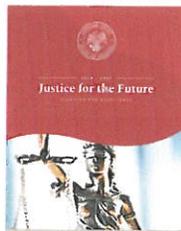
## AZPOINT NEW PROTECTIVE ORDER INITIATION IN ARIZONA



\*Starting January 1, 2020\*

AZPOINT, the Arizona Protective Order Initiation and Notification Tool, has been designed to help you fill out a petition for an Order of Protection. Through an interview in AZPOINT, ([azpoint.azcourts.gov](https://azpoint.azcourts.gov)) you can quickly and accurately fill out the forms that are needed to request an Order of Protection at an Arizona court. An Order of Protection is a court order that is issued to stop a person from committing domestic violence or from contacting other people protected by the order. The portal will also help you figure out whether you (the plaintiff) and the person from whom you are seeking protection (the defendant) have a qualifying relationship for an Order of Protection.

## STRATEGIC AGENDA JUSTICE FOR THE FUTURE: PLANNING FOR EXCELLENCE



Developing this strategic agenda provides an opportunity to look to the future. It requires us to consider where and how our courts need to improve, to set goals for improvement, and to chart the course for accomplishing those goals. In other words, it compels us to plan for the continued excellence of Arizona's courts.

(Ctrl+ click will take you to the PDF of the Strategic Agenda for the State of Arizona)

**CAMP VERDE MUNICIIPAL COURT  
MONTHLY TRANSMITTAL**

Date: February 4, 2020  
Check #: 6153

Reporting Month: JANUARY 2020  
Total Amount of Check: \$31,229.33

**RECEIVED/TO BE ALLOCATED TO ACCOUNTS BELOW BY:** \_\_\_\_\_  
**REVENUE ACCOUNT NUMBER**

**01-300-40-413000** \$28,030.29

**Fines/Fees/Forfeitures- before the check requests below**

**01-300-40-431000** \$1438.24  
**Court Apt-Atty. Reimbursement**

**05-310-40-413100** \$153.27  
**Local JCEF Fund**

**05-330-40-413300** \$1327.52  
**Court Enhancement Fund**

**19-601-40-413000**  
**Camp Verde Marshal's Safety Equip. Fund (\$194.49)** \$280.01  
**28-4139 License Plate violation (\$85.09)**  
**28-2533 registration violation 0.00)**  
**2011 additional assessment citing agency share (\$0.43)**

**19-540-40-413000** \$0.00  
**Camp Verde Code Enforcement Sfty. Equip fund**  
**2011 additional assessment citing agency share (\$0.00)**

*Platky*  
*2/4/2020*

***CHECK REQUESTS***

**To be written to County Treasurer, Law Enforcement Agencies and the State Treasurer**

VENDOR #	AGENCY	AMOUNT	ACCOUNT#
002693	Yavapai Apache Nation Police Dept. (2011 additional assessment \$7.53) (Suspended plates fee \$0.00)	\$7.53	01-300-40-413000
000087	Yavapai County Jail & Addtl Fee \$1 Fund (City incarceration fee \$165.20) GL#2-003-10-34324 (Add'l assessment fee Justice Court share \$57.42) GL#3-900-40-35196	\$222.62	01-300-40-413000
000117	Arizona State Treasurer	\$16,194.22	01-300-40-413000
003583	Arizona Department of Public Safety Equip. Fund (2011Additional assessment fund \$26.84)	\$26.84	01-300-40-413000
003572	Motor Vehicle Division Refund Unit	\$0.00	01-300-40-413000
001014	Registrar of Contractors Safety Equipment Fund	\$0.00	01-300-40-413000
003313	Cottonwood Police Dept Safety Equipment Fund 2011 Additional assessment fund	\$0.00	01-300-40-413000

**Limited Jurisdiction Courts**  
**Misdemeanor, Criminal And Civil Traffic Caseload Summary By Charge**  
 CAMP VERDE MUNICIPAL COURT - 1354

START DATE : 1/1/2020      END DATE :1/31/2020

Misdemeanor Criminal and Civil Traffic Caseload Summary by Charge		INCOMING				OUTGOING				
Column ID		1	2	3	4	5	6	7	8	9
LINE ID	CASE TYPE	New Filing & Transfers In	Reopened	Reactivated	Total Charges Incoming	Terminations			Placed on Inactive Status	Total Charges Outgoing
						Entry of Judgment	Default Judgment	Reopened		
<b>Section - 1 Misdemeanor</b>										
<b>Person</b>										
A	Person-Sex Offenses	0	0	0	0	0	0	0	0	0
B	Person-Kidnapping	0	0	0	0	0	0	0	0	0
C	Person-Aggravated Assaults	0	0	0	0	0	0	0	0	0
D	Person-Other Assaults	15	0	3	18	7	0	0	2	9
<b>Property</b>										
E	Property-Burglary	0	0	0	0	0	0	0	0	0
F	Property-Auto Theft	0	0	0	0	0	0	0	0	0
G	Property-Other	13	0	3	16	9	0	0	5	14
<b>Other</b>										
H	Drug Possession/Paraphernalia	8	2	1	11	17	0	2	0	19
I	Weapons	0	0	0	0	0	0	0	0	0
J	Public Order	19	2	2	23	17	0	2	2	21
K	Interfering With Judicial Proceedings	2	0	1	3	14	0	0	1	15
L	Failure to Appear/Misd&CrimTraffic	1	0	2	3	7	0	0	2	9
M	Petty Offenses	0	0	0	0	0	0	0	0	0
N	Other	8	0	4	12	14	0	0	4	18
<b>Section - 2 Criminal Traffic</b>										
<b>DUI</b>										
A	Motor Vehicle	3	0	0	3	0	0	0	0	0
B	Extreme Motor Vehicle	1	0	0	1	0	0	0	0	0
C	Boating/Flying	0	0	0	0	0	0	0	0	0
<b>Serious Violations</b>										
D	Leaving the Scene	0	0	1	1	0	0	0	0	0
E	Reckless Driving	1	0	0	1	0	0	0	0	0
F	Racing on Highway	0	0	0	0	0	0	0	0	0
G	All Other	0	0	0	0	0	0	0	0	0

Other Violations										
H	Criminal Speed	<u>1</u>	<u>0</u>	<u>0</u>	1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
I	All Other	<u>5</u>	<u>0</u>	<u>5</u>	10	<u>18</u>	<u>0</u>	<u>0</u>	<u>0</u>	18
<b>Section - 3 CivilTraffic</b>										
A	Driver License	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	1
B	Registration	<u>5</u>	<u>3</u>	<u>0</u>	8	<u>5</u>	<u>1</u>	<u>3</u>	<u>0</u>	9
C	Insurance	<u>6</u>	<u>0</u>	<u>0</u>	6	<u>8</u>	<u>1</u>	<u>0</u>	<u>0</u>	9
D	Speeding	<u>19</u>	<u>4</u>	<u>0</u>	23	<u>24</u>	<u>4</u>	<u>4</u>	<u>0</u>	32
E	Excessive Speeding	<u>13</u>	<u>1</u>	<u>0</u>	14	<u>10</u>	<u>0</u>	<u>1</u>	<u>0</u>	11
F	Red Light	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	1
G	Seat Belt	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
H	State DPS Photo Enforcement	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
I	Other Civil Traffic	<u>19</u>	<u>4</u>	<u>0</u>	23	<u>27</u>	<u>5</u>	<u>4</u>	<u>0</u>	36
<b>Section - 4 Local - Non Criminal Ordinances</b>										
A	Parking	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
B	Non-Parking	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
<b>Section - 5 Felony</b>										
A	Total Felony	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
<b>GRAND TOTAL</b>		<b>139</b>	<b>16</b>	<b>22</b>	<b>177</b>	<b>179</b>	<b>11</b>	<b>16</b>	<b>16</b>	<b>222</b>
<b>Section - 6 Domestic Violence</b>										
A	Felony-Domestic Violence	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
B	Misdemeanor-Domestic Violence	<u>41</u>	<u>1</u>	<u>4</u>	46	<u>36</u>	<u>0</u>	<u>1</u>	<u>4</u>	41
<b>Section - 7 Special Case Characteristics</b>										
A	Self Represented Litigants	<u>134</u>	<u>15</u>	<u>22</u>	171	<u>150</u>	<u>11</u>	<u>15</u>	<u>14</u>	190
B	Interpreter Services Provided	<u>0</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0

Limited Jurisdiction Courts  
Other Proceedings Held Summary Report

CAMP VERDE MUNICIPAL COURT - 1354

START DATE : 1/1/2020      END DATE : 1/31/2020

Line ID	Other Proceedings Held	No. of Events
<b>Section - 1 Trials</b>		
A	Misdemeanor/FTA Jury Trials Held	0
B	Misdemeanor/FTA Court Trials Held	2
C	Criminal Traffic/FTA Jury Trials Held	0
D	Criminal Traffic/FTA Court Trials Held	0
E	Civil Jury Trials Held	0
F	Civil Court Trials Held	0
G	Civil Forcible Detainer/Eviction Action Court Trials Held	0
<b>Section - 2 Hearings and Initial Appearances</b>		
H	Civil Traffic Hearings Held	0
I	Felony, Misdemeanor and Criminal Traffic Initial Appearances	1
J	Felony Preliminary Hearings Held	0
K	Small Claims Hearings Held/Defaults	0
L	Small Claims Hearings Held/Defaults before Volunteer Hearing Officer	0
M	Order of Protection-Hearings Held to Revoke or Modify Order	0
N	Injunction against Harassment-Hearings Held to Revoke or Modify Order	0
O	Juvenile Hearings Held	0
<b>Section - 3 Special Proceedings</b>		
P	Fugitive Complaints Filed	0
Q	Search Warrants Issued	6

## Limited Jurisdiction Courts

START DATE : 1/1/2020

END DATE : 1/31/2020

Column ID	1	2	3	4	5	6	7	8	9	
LINE ID	CASE TYPE	Begin Pending		New Filing	Transfer In	Reopened	Reactivated	Terminations		Placed on Inactive Status
		Active	Inactive					Entry of Judgment	Reopened	
<b>Section - 1 Civil</b>										
A	Small Claims	0	0	0	0	0	0	0	0	0
B	Forcible Detainer / Eviction Action	0	0	0	0	0	0	0	0	0
C	Tort	0	0	0	0	0	0	0	0	0
D	Contract	0	0	0	0	0	0	0	0	0
E	Debt-Seller Plaintiff	0	0	0	0	0	0	0	0	0
F	Other Civil	0	0	0	0	0	0	0	0	0
G	<b>Total Civil Complaints</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Section - 2 Domestic Violence &amp; Harassment Petitions</b>										
A	Civil Emergency Order of Protection	0	0	0	0	0	0	0	0	0
B	Civil Order of Protection	3	0	2	0	0	0	2	0	0
C	Injunction Against Harassment	5	0	1	0	0	0	1	0	0
D	Injunction Against Workplace Harassment	0	0	0	0	0	0	0	0	0
<b>Section - 3 Special Case Characteristics</b>										
A	Self Represented Litigants	8	0	3	0	0	0	3	0	0
B	Interpreter Provided	0	0	0	0	0	0	0	0	0



**CAMP VERDE COMMUNITY LIBRARY**

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

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**MEMORANDUM**

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**TO:** Russ Martin, Town Manager  
**FROM:** Kathy Hellman, Library Director  
**SUBJECT:** Monthly Report – January 2020  
**DATE:** 2/14/2020  
**CC:** Department Heads, Town Council

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**Report from Library Director:** The Library, in partnership with the League of Women Voters of Greater Verde Valley won the opportunity to bring another Smithsonian Exhibit to Camp Verde. **Voices and Votes: Democracy in America** will be on display in the library from March 28 – May 10. We will be the first community to host this museum-quality exhibit and only one of five sites in Arizona. To accompany the national exhibit we will have

- a poster exhibit about the 1948 Indian Voting Rights Act,
  - a timeline/graph depicting local voter turnout,
  - a display from Ft. Verde State Park giving a peak into a woman's life before she could vote,
- interactive local story collection & photography show,
  - a book and film discussion,
  - a series of speakers and films, and much more

We look forward to bringing this exhibit and the attendant programming to our community during this election year. It seems especially fitting since the Library is Camp Verde's polling place throughout 2020.

**Report from Adult Services Library:** Retired, Major General, Mark Musick will be at the Library on Wednesday, February 19 at 6:00p to talk about his book: **Boxes: The Secret Life of Howard Hughes**. After eight years of extensive research and finally coming to the conclusion that Eva McLelland's wild tale was absolutely accurate, the book "**Boxes**" was published - true story of intrigue and mystery that rewrites history. During 1972 and 1973 Howard Hughes' description bounced between a long finger-nailed mentally incompetent man and a well-groomed articulate businessman. Confusion ran rampant as two distinctive descriptions of Hughes spread throughout the media. History-changing secrets are finally revealed. Hughes assumed another identity and sought refuge in the woods of Alabama for 25 years after his presumed death in 1976. The mystery is unveiled as Eva McLelland, Howard's wife for 31 years, reveals intricate details of the life she shared with Hughes and his continued dealing in government affairs. Married in Panama on May 13,

1970, she realized there was extreme mystery in her new husband's existence. However, several years passed prior to her learning she was actually married to Howard Hughes. Even with Hughes' idiosyncrasies, Eva was loyal to the end; preserving his secret, while living a semi-nomadic existence. For protection Hughes acquired the identity of a former CIA employee, Nik Nicely. Hughes, alias "Nik," had many reasons to seek refuge and the "resources" to be successful. The publication of the first edition lead to new pictures, evidence, and information. The 2nd edition was released March 23, 2016.

**Report from Teen Library:** January was a busy month, and February will be even busier. Game Night attendance is up, averaging about 30 kids per week, which is fantastic. In February, I will be putting on my first two trainings for the Transforming Teen Services initiative, in Kingman and Phoenix. I am both nervous and excited, but also grateful to be a part of the project. YAC will be collaborating in a yet-to-be-decided way with the Yavapai-Apache Nation's Unity youth group. One Idea is to bring a Frank Talk to the library, and to have them work together for the Voices and Votes exhibit, possibly creating their own political cartoons. Additionally, I began working with LEAP in January, a group working with probationary youth to teach soft skills and help them give back to the community. It was a successful first go, and I look forward to working with them each month.

**Report from Children's Library:** I decided to go back to school for my Masters in Education with the goal of returning to the classroom. I will be stepping down to part time for the next few months until our new Children's Librarian, Lectecia Ancira can join us fulltime. She is currently employed as a Court Clerk for Camp Verde's Magistrate Court and will work 20 hours at the library and 20 hours at the court for a couple of months as we make the transition.

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>

	Jan-20	Jan-19	% change	YTD-FY20	YTD-FY19	% change
<b>In-Library Uses</b>						
Traffic Count	9,114	7,631	19.4%	60,640	60,443	0.3%
New Cards Issued	73	89	-18.0%	462	498	-7.2%
Public Computer Use	1,223	1,407	-13.1%	8,289	9,644	-14.1%
Early Literacy Computer Use	153	180	-15.0%	1,174	1,073	9.4%
Requests for Computer Help	98	82	19.5%	734	739	-0.7%
Reference Questions	74	125	-40.8%	653	1,010	-35.3%
Study Room Uses	50	48	4.2%	413	389	6.2%
Study Room Use - Hours	81	136	-40.4%	786	822	-4.4%
Study Room Use - People Served	73	61	19.7%	510	534	-4.5%
<b>Total In-Library Use</b>	<b>10,939</b>	<b>9,759</b>	<b>12.1%</b>	<b>73,661</b>	<b>75,152</b>	<b>-2.0%</b>
<b>Library Programs</b>						
Community Room Uses	36	39	-7.7%	253	307	-17.6%
Community Programs Attendance	318	392	-18.9%	1,844	3,037	-39.3%
Adult Programs	18	18	0.0%	146	110	32.7%
Adult Program Attendance	142	250	-43.2%	1,636	1,059	54.5%
Children's Programs	25	25	0.0%	185	138	34.1%
Children's Program Attendance	127	112	13.4%	1,322	1,225	7.9%
Teen Programs	15	19	-21.1%	93	90	3.3%
Teen Program Attendance	179	130	37.7%	1,173	1,023	14.7%
<b>Total Library Program Attendance</b>	<b>766</b>	<b>884</b>	<b>-13.3%</b>	<b>5975</b>	<b>6344</b>	<b>-5.8%</b>
<b>Circulation</b>						
Self-Checkout Use	1,859	1,211	53.5%	10,818	5,098	112.2%
Items Checked Out	5,470	5,426	0.8%	35,718	35,094	1.8%
Items Checked In	6,618	5,259	25.8%	41,160	36,945	11.4%
Renewed Items	746	815	-8.5%	6,139	5,606	9.5%
<b>Total Circulation</b>	<b>12,834</b>	<b>11,500</b>	<b>11.6%</b>	<b>83,017</b>	<b>77,645</b>	<b>6.9%</b>
<b>Circulation Areas of Interest</b>						
Audio Books	196	248	-21.0%	1,410	1,699	-17.0%
DVDs & Movies	2,246	2,286	-1.7%	15,295	14,289	7.0%
eBooks	685	570	20.2%	4,751	3,270	45.3%
Laptops & iPads	87	49	77.6%	552	365	51.2%
Magazines	109	74	47.3%	516	500	3.2%
VOX Media Books	56	22	154.5%	314	171	83.6%
Children's Material	1,100	826	33.2%	7,951	7,041	12.9%
Teen's Material	495	686	-27.8%	3,522	4,757	-26.0%
<b>Transits, HOLDS &amp; InterLibrary Loans</b>						
HOLDS Filled	1,257	1,091	15.2%	8,074	7,679	5.1%
Transit Items Sent & Received	2,035	1,881	8.2%	13,165	11,293	16.6%
CVCL ILL Items Going Out	n/a	31		n/a	220	
ILL Items for CVCL Patrons	n/a	1		n/a	34	
<b>Total Transit, HOLDS &amp; ILL Activity</b>	<b>3,292</b>	<b>3,004</b>	<b>9.6%</b>	<b>21,239</b>	<b>19,226</b>	<b>10.5%</b>
<b>Library Volunteers</b>						
Number of Volunteers	29	28	3.6%	177	225	-21.3%
Number of Hours Given	375	494	-24.1%	3,087	3,968	-22.2%
Average Hours/Volunteer	12.9	17.6	-26.7%	17.4	17.6	-1.1%
<b>Collection &amp; Development</b>						
New Kids & Teen Material Added	n/a	51		n/a	395	
New Books & Magazines Added	126	100	26.0%	1,268	1,364	-7.0%
New Audio-Visual Material Added	56	31	80.6%	646	302	113.9%
<b>Total Items Added</b>	<b>182</b>	<b>131</b>	<b>38.9%</b>	<b>1914</b>	<b>1666</b>	<b>14.9%</b>
<b>Mending &amp; Donations</b>						

Items Mended or Repaired	38	149	-74.5%	493	1,237	-60.1%
Donations Processed	2,634	1,939	35.8%	12,000	9,837	22.0%
Donations Cataloged	33	22	50.0%	584	225	159.6%

# COMMUNITY DEVELOPMENT

*January 2020*



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

**MONTHLY REPORT FOR JANUARY 2020**  
**BUILDING DIVISION**

Was assigned as Acting C.D. Director Monday January 6, 2020 by the Town Manager until a replacement was found for Carmen, whose last day was January 3, 2020. Attended Department Head meeting. Met with a citizen, Senior Planner and the Code Compliance officer regarding his property. Had pre-development meetings with a proposed R.V. storage facility and a new Auto Parts store. Attended the January 8, 2020 Council meeting.

Had a site meeting with the owner of a local private tutoring school to look at a new proposed location for them. Site visit with the Fire Marshal and the owner of a grow facility to look at proposed expansion of operations in their existing building. Met with the Public Works Director and a Commission member regarding possible road repairs in an older sub-division. Had a site visit with the commercial tenant and their electrician regarding new electrical work for baking operations.

Attended January 21, 2020 Department Head meeting. Held a pre-development meeting with Public Works, Water Company, Fire District, Senior Planner and the engineer for possible start of Phase 1B of Verde Ranch. Attended a meeting of the Emergency Operations group for the Town of Camp Verde. Held a phone conference with the Fire District Chief Terry Keller, Assistant Planner, Building Inspector and the architects and engineers of the Fire District for the coming construction of their new sub-station.

Held a meeting with the Out of Africa people and their vendors regarding the beginning a Glamping operation and the Senior Planner and Assistant Planner.

Completed 65 building inspections, 13 residential plan check reviews, 6 commercial plan check reviews, 38 phone calls, 17 meetings, 4 miscellaneous site inspections, 4 miscellaneous postings, 7 transmittals and 5 business licenses issued.



Robert Foreman CBCO  
Building Official

## BUILDING DIVISION MONTHLY REPORT

For the Month of: JAN

Year: 2020

Number of Inspections: 65

Number of Postings C.D : -

Number of Postings Clerk: 4

Number of Postings Building: -

Zoning Clearances Done: -

Business License Issued: 5

Site Inspections Business License: -

Site Inspections Misc Zoning: -

Site Inspections Misc Building: 4

Transmittals: 7

Meetings: 17

Plan Reviews Commercial: 6

Plan Reviews Residential: 13

Phone Calls: 38

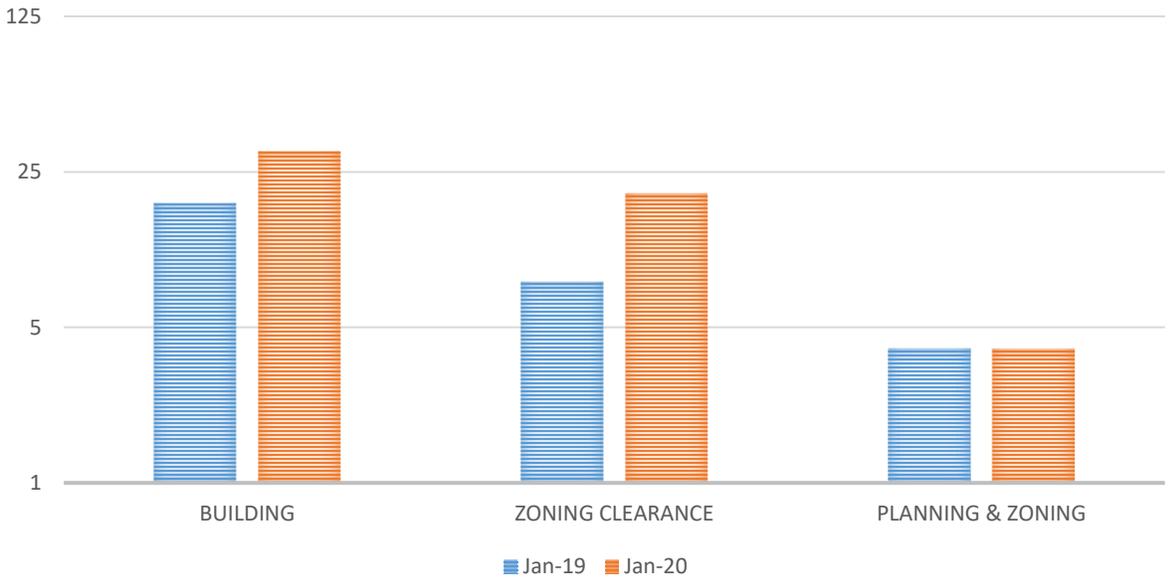
Dangerous Buildings: -

Stop Work Orders: -

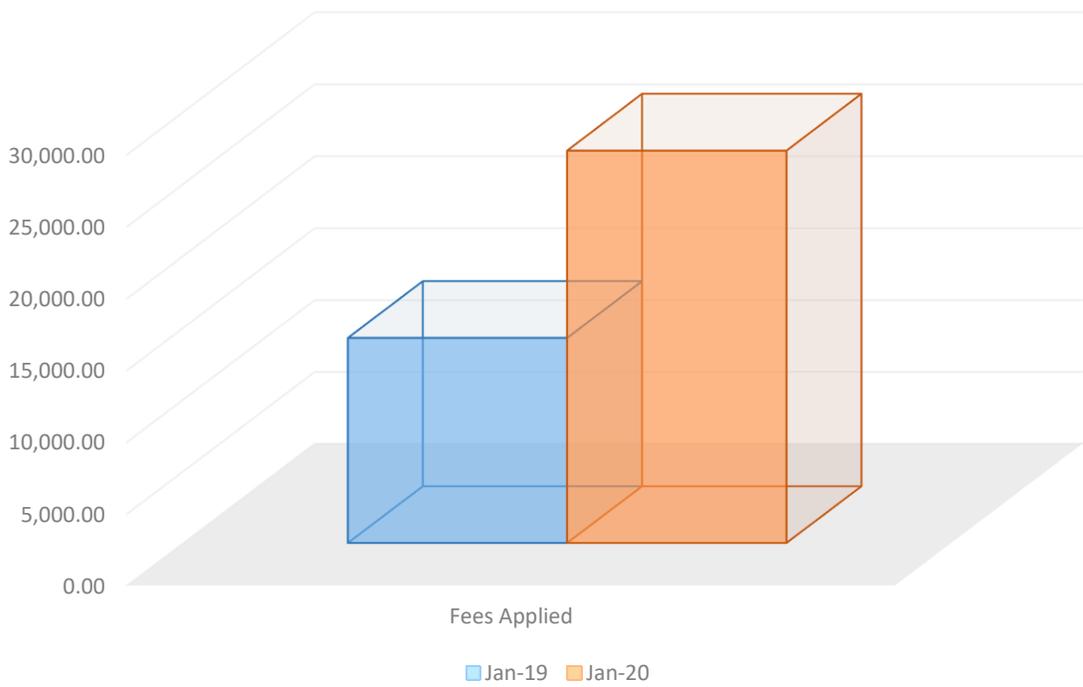
Commission/Board/Council Meetings: 1

Letters: 3

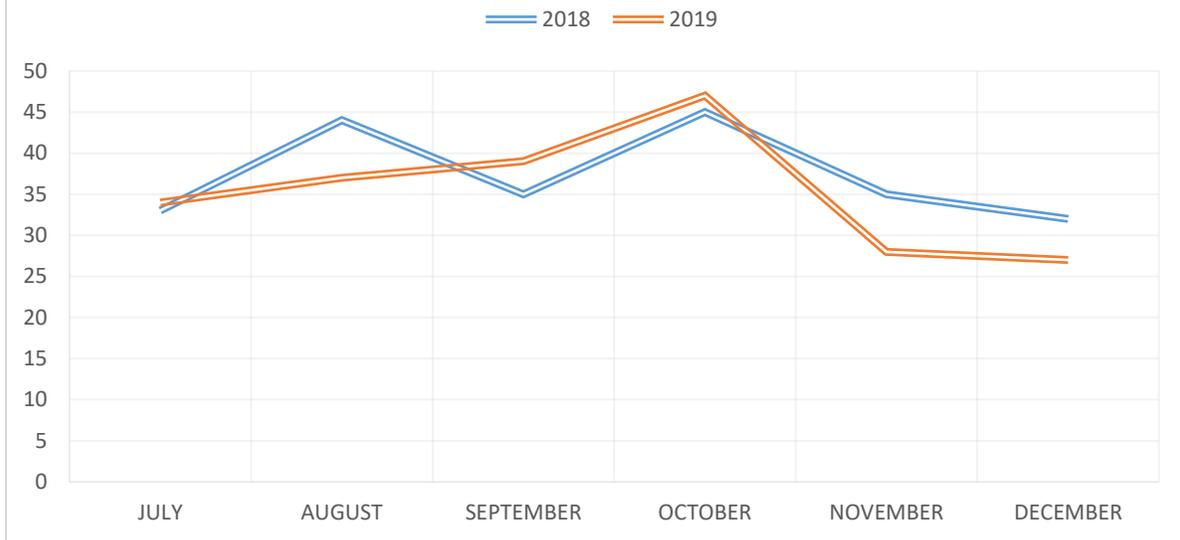
# APPLICATIONS PROCESSED



# Fee Revenue



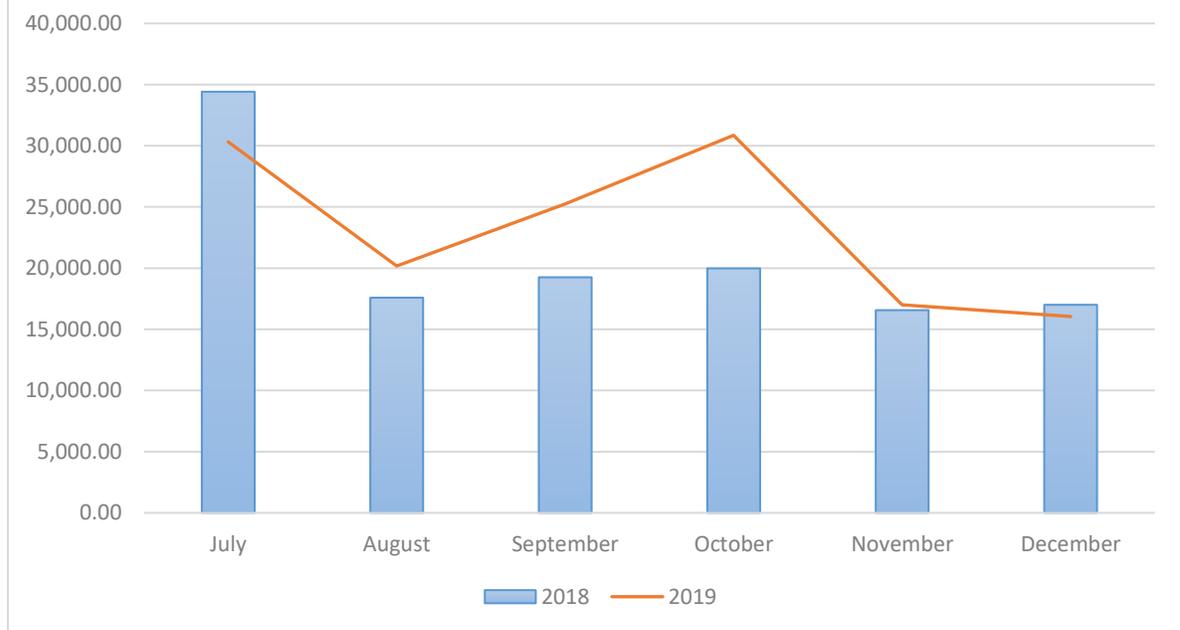
## Q1 - Q2 APPLICATIONS PROCESSED



**2018 = 224**

**2019 = 212**

## Q1 - Q2 Fee Revenue



**2018 = \$124,789.52**

**2019 = \$139,643.25**

## FEE REVENUE YTD - YOY

**2018/2019 = \$139,079.87**

**2019/2020 = \$166,949.40**



**Bobbi Webb**  
Permit Technician

*Congratulations*

## Monthly Report for Planning & Zoning Items

**Month/Year: January 2020**

Zoning Clearances Completed: 20

Residential: 10

Commercial: 10

Inspections: 1

Residential: 0

Commercial: 1

Zoning Verifications: 1

Administrative Reviews: 0

Minor Land Divisions: 0

Lot Line Adjustments: 1 Pending

Temporary Use Permits: 0

Use Permits: 0

Development Standards Review: 2

Conceptual Plan: 1

Zoning Map Change: 0

Text Amendments: 0

Abandonments: 1 Pending

Annexations: 2 Pending

Preliminary Plat: 0

Final Plat: 0

PAD/Final Site Plan Review: 3 Pending

Board of Adjustment Meetings: 0

Planning Commission Meetings: 0

PZC Items to Town Council: 1

Ordinances/Resolutions Adopted: 0

Business Licenses received: 7

Business Licenses approved: 6

Training/Webinars:

None

Other Meetings:

Kenny New regarding pending compliance with ADU/Building permit application

Trail Plan group meeting

Verde Ranch Estates, Phase 2, conceptual meeting

AZ APA Legislative Committee teleconference

Bill Jump/Ashton and Glamping outfit regarding required TUP

GIS Projects:

Michael Schwarz regarding GIS maps for trail plans

Addressing/Street centerline updates

Phone Calls Processed: 209

# P&Z Report: January 2020

01/01/2020 - 01/31/2020

Permit #	Permit Date	Applicant Name	Description	Planning & Zoning	Owner Name	Parcel #	Parcel Address	Review Date	Review Status
20190432	12/18/2019	Krishan Ginige SEC Land Mgmt	Verde Ranch Estates, Ph 1B	Final Site Plan/PAD Review	VERDE RANCH MH LLC	403-23- 432J	TBD	1/17/2020	Pending
20200021	1/21/2020	ALM CONSTRUCTION INC	RES - SWIMMING POOL	Zoning Clearance	LIGON TERRY & AUDREY A JT	404-30- 031P	636 S MCCRACKEN LN	1/30/2020	Approved
20200035	1/30/2020	ERIC & CODIE MOORE	RES - WOOD PANEL FENCE	Zoning Clearance	MOORE, ERIC & CODIE	404-13- 089	2961 S WALNUT DR	1/30/2020	Approved
20190347	10/3/2019	STEVE BYRNE	RES - Metal roof structure over (3) 8'x40' shipping containers	Zoning Clearance	BYRNE STEVEN R & CHERYL RS	403-13- 001N	3486 W MIDDLE VERDE RD	1/29/2020	Approved
20200019	1/21/2020	JOHN BASSOUS	COM - MONUMENT SIGN	Zoning Clearance	FIRST SO BAPTIST CHURCH OF CAMP VERDE	404-24- 006	299 W HOLLAMON ST	1/28/2020	Approved
20200020	1/21/2020	D SIGNS OF THE TIMES INC	COM - POLE SIGN REFACE ONLY	Zoning Clearance	RFP SOUTHWEST INVESTORS	403-22- 029S	1650 W STATE ROUTE 260	1/28/2020	Approved
20200007	1/8/2020	PETRIE CONTRACTING LLC	RES - SFR	Zoning Clearance	SARAH SEEKINS	404-02- 002H	1207 S McCRACKEN LANE	1/27/2020	Approved

20200006	1/8/2020	JAMES BEST	RES - (3) ENGINEERED SHEDS	Zoning Clearance	JAMES & MARY K BEST	403-20- 150	2025 N VIA LINDA	1/22/2020	Approved
20190420	12/10/2019	REYNOLD RADOCCIA	COM-TI AND SITE IMPROVEMENTS	Zoning Clearance	Rio Verde Plaza LLC	404-23- 011	497 S MAIN ST	1/22/2020	Approved
20200010	1/9/2020	GARY MESSICK	COM - RAMADA ON EXISTING SLAB	Zoning Clearance	LIVING WATERS BAPTIST CHURCH OF CAMP VERDE	403-20- 007J	2400 W HORSESHOE BEND DR.	1/22/2020	Approved
20200016	1/14/2020	ROSENDO HERRERA RODRIGUEZ	RES - MFH SET	Zoning Clearance	HERRERA ROSENDO & BIBIANA RS	403-18- 001M	3355 N PROSPECTORS LN	1/21/2020	Approved
20200010	1/9/2020	GARY MESSICK	COM - RAMADA ON EXISTING SLAB	Zoning Clearance	LIVING WATERS BAPTIST CHURCH OF CAMP VERDE	403-20- 007J	2400 W HORSESHOE BEND DR.	1/21/2020	Approved
20200006	1/8/2020	JAMES BEST	RES - (3) ENGINEERED SHEDS	Zoning Clearance	JAMES & MARY K BEST	403-20- 150	2025 N VIA LINDA	1/17/2020	Approved
20190441	12/31/2019	M3 DESIGN	Auto Zone: DEVELOPMENT STANDARDS REVIEW AND FINAL SITE PLAN	Final Site Plan/PAD Review	SIMONTON RANCH 9 LLC	403-23- 103X	992 W FINNIE FLAT RD	1/17/2020	Pending
20190420	12/10/2019	REYNOLD RADOCCIA	COM-TI AND SITE IMPROVEMENTS	Zoning Clearance	Rio Verde Plaza LLC	404-23- 011	497 S MAIN ST	1/17/2020	Approved

20200003	1/6/2020	LEO GRANILLO	RES - MH INSTALL - 30'x60'	Zoning Clearance	JACKIE DALE & SHARON LAURIE GOODSON	403-20- 168	2062 N VIA LINDA	1/13/2020	Approved
20200005	1/7/2020	GREG KILICHOWSKI	COM-COVERED PATIOS	Zoning Clearance	PK ROMA LLC	404-12- 355D	4441 E BIG VALLEY RD	1/13/2020	Approved
20190419	12/10/2019	Wilson Rentals Storage	RV Storage Facility & Workshop	Development Standards Review	Wilson Rentals LLC	403-25- 017A	TBD	1/9/2020	In Review
20190434	12/18/2019	MICHELE EVANS	COM-SELF PAY KIOSK & CAR SALES	Zoning Clearance	ABIDE MATERNITY HOME	404-28- 057C	77 W GENERAL CROOK TRL	1/8/2020	Approved
20190429	12/17/2019	REBECCA TRUAIR	RES - NEW MH INSTALL / SP #64	Zoning Clearance	WILLOWS INVESTORS AT CAMPE VERDE LLC	403-19- 218A	1487 W HORSESHOE BEND DR #64	1/8/2020	Approved
20200005	1/7/2020	GREG KILICHOWSKI	COM-COVERED PATIOS	Zoning Clearance	PK ROMA LLC	404-12- 355D	4441 E BIG VALLEY RD	1/8/2020	Approved
20190425	12/16/2019	Larson Architects	Camp Verde RV Storage Park	Final Site Plan/PAD Review	VERDE COMMERCIAL LLC	403-22- 035H	TBD for each project	1/6/2020	Approved
20190437	12/30/2019	DENNIS SHORT	RES - STORAGE CONTAINER	Zoning Clearance	SHORT DENNIS C & TONYA DENICE JT	404-18- 119	739 W BUFFALO TRL	1/2/2020	Approved
20190436	12/26/2019	D's SIGNS & LIGHTING LLC	COM - REFACE MONUMENT & WALL SIGNS / CHASE BANK	Zoning Clearance	BANK ONE NA	404-28- 155C	402 W FINNIE FLAT RD	1/2/2020	Approved

TOWN OF CAMP VERDE COMMUNITY DEVELOPMENT  
CODE COMPLIANCE



MEMORANDUM

**DATE:** Monday February 3, 2020

**TO:** [Robert Foreman, Acting CD Director]

**FROM:** [Cliff Bryson, Code Compliance Officer]

**SUBJECT:** [January 2020 Monthly Report]

**FOR:** [X] Information

On Monday February 3, 2020, staff assigned with the Community Development Code Compliance Section provided the following monthly report for the month of January of 2020.

Code Compliance currently has **(26) open cases. (6) six** new cases were initiated in the month of January with **(11) thirteen** cases being successfully closed with voluntary compliance. To date, Code Compliance has **(12) twelve** cases in prosecution status. The one defendant that was scheduled for pretrial on January 9, 2020 was provided a 60-day extension by the court to come into compliance. No cases in the month of January 2020 were submitted for prosecution.

Case 2019-01144; regarding the violation of unclaimed publications throughout the Town of Camp Verde, continues to be worked through with the publisher's point of contact out of Cottonwood, AZ. The Code Compliance Section has had numerous discussions with their point of contact, providing recommendations and the suggestion of a meeting to discussion those recommendations.

During the month of January 2020, the following Zoning/Planning Ordinance and/or Town Code sections were reported to Code Compliance:

1. **Section 302A3B;** Living in Recreational Vehicle (RV) longer than 10 days without proper building permit.
2. **Town Code 10-2-1;** Declaration of Nuisance (Rubbish, Trash, Filth, Debris, Junk, etc.)

# 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: JANUARY 2020  
Date Submitted: 2/11/20

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
AZI028666/AZI027793/ARZ374169/170	15700PHA003223AB	5956	2037 N VIA SILVERADO	1/27/20
ARZ 172621 / ARZ 172622	031178CAL3524AB	8686	3480 S ARIZONA AVE	1/28/20

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

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

Please return to: [building.statistics@construction.com](mailto:building.statistics@construction.com) or Fax: 800-892-7470 or Fax: 866-663-6373

<b>ID#:</b>	<b>24059</b>
<b>For the Month of:</b>	<b>JANUARY - 2020</b>
<b>Area covered by permits:</b>	<b>CAMP VERDE , AZ</b>

TOTAL VALUATION OF CONSTRUCTION EXCLUDES LAND AND PERMIT FEES

<b>NEW RESIDENTIAL BUILDINGS</b>	<b>Total Number of Buildings</b>	<b>Total Dwelling Units</b>	<b>Total Valuation of Construction (omit cents)</b>	<b>Total Square Feet of Living Area (if available)</b>
<b>SINGLE FAMILY DETACHED</b>		3	\$880,911	5,812
<b>SINGLE FAMILY ATTACHED (Townhouses or Row Houses)</b>				
<b>TWO-FAMILY BUILDINGS (Duplexes)</b>				
<b>THREE-OR-MORE-FAMILY BUILDINGS (Apartments or Stacked Condos)</b>				

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

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

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

**THANK YOU!**

# JANUARY APPLICATIONS

2020

Permit #	Permit Date	Permit Type	Applicant Name	Description	Project Cost	Primary Contractor	Total Fees	Parcel Address
20200038	1/31/2020	Building	BILL PINSON & MAUREEN MCCARTY	RES - NSFR & GARAGE	240000	0	3523.17	2170 S HILLCREST DR
20200037	1/30/2020	Building	RAY LUCIO	RES-DETACHED GARAGE	7932	0	376.47	14 N SHORTHORN DR
20200036	1/30/2020	Building	PETRIE CONTRACTING LLC	RES - NSFR & SHOP/RV GARAGE	569000	PETRIE CONTRACTING LLC	6912.57	1986 S SUMMIT VIEW CIR
20200034	1/30/2020	Building	ANIMAL GUARDIAN NETWORK	RES - HORSE & FARM BARN	48000	0	1243.21	2564 N ARENA DEL LOMA RD
20200031	1/29/2020	Building	MATT RIOS	RES-REPAIR FIRE DAMAGE	22000	R&R CONSTRUCTION AND ELECTRIC LLC	645.81	165 W HEREFORD DR
20200022	1/22/2020	Building	DAWN HASPEL	RES - OTC PLUMBING	0	DELTA MECHANICAL	87.55	816 W AZURE DR
20200021	1/21/2020	Building	ALM CONSTRUCTION INC	RES - SWIMMING POOL	26500	ALM CONSTRUCTION INC	850.63	636 S MCCRACKEN LN
20200018	1/15/2020	Building	SMARTLINK LLC	COM - REPLACE CELL TOWER ANTENNAS	45000	Bechtel Infrastructure and Power Corporation	1099.58	499 S 6TH ST
20200011	1/13/2020	Building	TIERRA VERDE BUILDERS	RES - NEW METAL BUILDING	40000	GETER PLBG. CORP	1093.65	2243 S DIAMOND CREEK LN
20200010	1/9/2020	Building	GARY MESSICK	COM - RAMADA ON EXISTING SLAB	5700	TIERRA VERDE INVESTMENTS	311.69	2400 W HORSESHOE BEND DR.
20200007	1/8/2020	Building	PETRIE CONTRACTING LLC	RES - SFR	197309	PETRIE CONTRACTING LLC	3077.05	1207 S McCRACKEN LANE
20200006	1/8/2020	Building	JAMES BEST	RES - (3) ENGINEERED SHEDS	30285	0	925.4	2025 N VIA LINDA
20200005	1/7/2020	Building	GREG KILICHOWSKI	COM-COVERED PATIOS	6000	KILBY & SONS CONSTRUCTION	340.93	4441 E BIG VALLEY RD

20200023	1/22/2020	Demo	KEVIN BELL	RES - DEMO (SHED)	0	0	82.4	1976 W WOT EVANS DR
20200017	1/15/2020	Demo	ROSENDO HERRERA RODRIGUEZ	RES - DEMOLITION	0	0	82.4	3355 N PROSPECTORS LN
20200033	1/29/2020	Electrical	PETER BROGDON	RES-OTC ELECTRIC	0	0	82.4	723 W FINNIE FLAT RD #43
20200032	1/29/2020	Electrical	STEVEN ARSENAULT	RES-OTC ELEC	0	0	82.4	4135 E CLEAR CREEK DR
20200030	1/28/2020	Electrical	DAVID STEPHENS	RES - OTC ELECTRIC	0	COPPER ELECTRIC LLC	82.4	415 S NICHOLS ST
20200027	1/23/2020	Electrical	JOHN BRADSHAW	COM - OTC ELECTRICAL	6000	ACM ELECTRIC	82.4	3905 W Old State Hwy 279
20200014	1/13/2020	Electrical	JOHN BASSOUS	PANEL UPGRADE	1100	TIERRA VERDE INVESTMENTS	82.4	1618 W HORSESHOE BEND DR
20200013	1/13/2020	Electrical	VERDE RANCH MH LLC	COM - OTC ELECTRICAL	0	PAGE SPRINGS ELECTRIC INC	82.4	300 N GOSWICK WAY
20200029	1/27/2020	Manufactured Home	RC HOMES AND DEVELOPMENT INC	RES - MFH INSTALL	100000	RC HOMES & DEVELOPMENT INC	551.05	3976 E Lark Dr
20200016	1/14/2020	Manufactured Home	ROSENDO HERRERA RODRIGUEZ	RES - MFH SET	55000	LYON & SON MOBILE HOME SERVIC	551.05	3355 N PROSPECTORS LN
20200003	1/6/2020	Manufactured Home	LEO GRANILLO	MH INSTALL - 30'x60'	90000	GRANILLO'S MOBILE HOME SVC IN	551.05	2062 N VIA LINDA
20200035	1/30/2020	Planning and Zoning	ERIC & CODIE MOORE	RES - WOOD PANEL FENCE	3000	0	77.25	2961 S WALNUT DR
20200028	1/24/2020	Planning and Zoning	John Bradshaw	Alcantara Vineyards & Thousand Trails	0	0	0	0
20200026	1/23/2020	Planning and Zoning	BERNARD CUNNINGHAM	ABANDON EASEMENT	0	0	1854	3465 S CHINO DRIVE
20200024	1/22/2020	Planning and Zoning	LAINIEY MAHAFFEY	LOT LINE ADJUSTMENT	0	0	206	1605 W HORSESHOE BEND
20200004	1/6/2020	Plumbing	FRANK CONTRERAS	RES-OTC PLUMBING	0	NORTH HORIZON PLUMBING	82.4	63 RED ANGUS DR
20200020	1/21/2020	SIGNS	D SIGNS OF THE TIMES INC	COM - POLE SIGN REFACE ONLY	4000	D SIGNS OF THE TIMES INC	103	1650 W STATE ROUTE 260
20200019	1/21/2020	SIGNS	JOHN BASSOUS	COM - MONUMENT SIGN	2500	TIERRA VERDE INVESTMENTS	223.25	299 W HOLLAMON ST
20200025	1/22/2020	SOLAR	TRAVIS PURINTON	RES-RM SOLAR 12.4 kw	41361	PUR SOLAR INC	1043.49	2075 S GLENROSE DR

20200015	1/14/2020	SOLAR	ERICA FORD	RES - RM SOLAR 11.52 kw	0	TITAN SOLAR POWER	206	1177 N BUCKSKIN LN
20200009	1/9/2020	SOLAR	ARIZONA PERMIT PUSHERS LLC	RES - RM SOLAR 5.0 kw	9000	Solar One Energy Group	206	692 S HITCHING POST DRIVE
20200008	1/9/2020	SOLAR	ARIZONA PERMIT PUSHERS, LLC	RES - RM SOLAR 5.0 kw	9000	Solar One Energy Group	206	706 S HITCHING POST DRIVE
20200002	1/6/2020	SOLAR	ERICA FORD	RES - RM SOLAR 7.04 kw	0	TITAN SOLAR POWER	211.15	670 DAKOTA DR
20200012	1/13/2020	Zoning Clearance	BARRY CHURCH	RES - STORAGE SHED	4000	0	87.55	1904 N RUSTLER TRL

**TOTAL APPLICATIONS RECEIVED: 37**

**TOTAL FEES APPLIED: \$27,306.15**



## *Risk Management Memorandum*

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

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

- None

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

- Department head (2)
- Safety officer (4)
- EOC w/Marshal and Emergency Operations mtg.
- Safety Survey at the Library
- Council Special Session
- Monthly Meeting w/Town Mgr.

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

- Work-related injury (2)

### **Risk Management Highlights:**

- **Legal:** coding of attorney invoice; reviewed Agreements: 'temp' employment agency and WWTP Solids Handling Improvements 2019
- **Certificates of Insurance:** 11
- **Worked on:** 14 Mandatory 2019 Survey of Occupational Injuries and Illnesses Notices (6 written and 8 electronic), records disposition, policy renewal, departmental essential functions, stop the bleed training, emergency go kit, CVMO Tow Rotation List, reviewed: Information Technology Standard Operating Procedure (SOP)
- **Supported front desk:** 1 half day
- **EOC:** Agenda, MyTep Course and Community Organization Active in Disaster (COAD)
- **Risk Assessment/actions taken:** Faulkner Wash, cost assessment of prior legal project, at HRs request to assess higher level work assigned/being performed than current job description.

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