

**Minutes of a Special Session of the Common Council of the Town of Clarkdale
Held on Thursday, January 31, 2013**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Thursday, January 31, 2013, at 5:00 p.m. in the Roundabout Bar and Grill, Highway 89A, Clarkdale, Arizona.

CALL TO ORDER – Meeting was called to order at 5:00 P.M. by Mayor Von Gausig.

Town Council:

Mayor Doug Von Gausig
Vice Mayor Richard Dehnert

Councilmember Reynold Radoccia
Councilmember Curtiss Bohall
Councilmember Bill Regner

Town Staff:

Town Manager Gayle Mabery
Town Clerk Kathy Bainbridge
Community Services/Human Resources Director Janet Perry
Utilities/Public Works Director Wayne Debrosky
Police Chief Randy Taylor
Community Economic & Development Director

PUBLIC COMMENT – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

There was no public comment.

STRATEGIC PLANNING

Each of the Department Heads gave an overview of their current projects, department priorities and challenges. In order to save time at the meeting, the department accomplishments were handed out prior to the meeting for Council review. The project and priority classifications were also categorized as operational necessities, operational improvements, contractual obligations, or mandated.

Kathy Bainbridge, Clerk-Finance Director presented the following:

FINANCE CURRENT PROJECTS

- Daily account receivable , account payable, payroll and project accounting management
 - Work with Departments to ensure correct coding for invoices and receipts
 - Works with Departments to ensure timesheets are correct
 - Works with Departments when there are INCODE issues
- Monthly bank reconciliations

- 2012-2013 budget management
 - Monthly reports to Departments
 - Monthly updates to projected year end totals
 - Tax collection reports to Departments
 - Monthly reconciliation of project accounting reports
- 2013-2014 budget preparation

FINANCE PRIORITIES

- 2013-2014 Budget preparation/management
 - Budget calendar
 - TPT Reform
 - 40 hour work week/reclassifications/compensation
 - Budget that manages possible legislative actions
 - \$300,000 Community Facilities Fund from Highlands
 - \$34,000 Impact Fee funds
 - Monitor utility loan agreements for debt service ratio and debt service requirements vs. rates
- Transparency Website by April 1, 2013
 - 2010 legislation requires searchable online database of revenues and expenditures over \$5,000 updated at least 4 times per year or when new data becomes available to be retained and accessible on the website for at least 3 fiscal years – Really means all transactions monthly
 - Requires Department of Administration to establish an Internet Web portal that provides a list of all local governments with information pertaining to local government taxes and fees
 - League and DOA partnered to take advantage of system developed for AZOpenBooks.com
 - Confidential and sensitive information concerns
 - Software companies developed interface.....
 - Expecting a logistics nightmare!
- Financial Operation Guide Updates
 - Many updates necessary now that we have processes that work
 - Need to draft policies regarding confidentiality, fraud, investments
- Asset Management
 - Establishment of a system for assessing assets and appropriately plan and budget for capital maintenance and replacement needs
 - Requires a complete inventory and assessment of the physical conditions of all existing capital assets
 - Explore engineering firms that complete capital projects inventory/plans/study with funding from existing fund balance
 - Fixed Asset INCODE Module for GASB reporting requirements

CLERK CURRENT PROJECTS

- Management of agenda, packet, document follow up
 - Scheduling agenda items
 - Obtaining/revising Staff Reports and supporting documents
 - Drafting ordinances & resolutions
 - Monitoring required adoption timelines
 - Annual IGA and Contract/Agreement updates
 - Production/distribution of agenda packet
 - Following publishing and posting requirements
 - Completion of Minutes
 - Update of Town Code/Zoning Code
 - Update of Fee Resolution for rate increases
 - Website postings
- Records Management
 - State transition from maximum retention dates to minimum retention dates
 - New Records Retention Manuals made and distributed to departments
 - Sorting through and organizing mixed record boxes by record series and adding to Records Log
 - Electronic records being sorted and categorized
 - Public Safety Personnel Retirement System (PSPRS) Board By-laws being drafted

CLERK PRIORITIES

- Consolidated Elections move the March/May 2014 elections to November 2014
 - Legislation for length of terms & expiration of Home Rule
 - Change in primary election date
 - Change in method of determining winner of mayoral and council primary elections
 - Election chapter of Town Code will need to be updated
 - Preclearance approval from the Department of Justice
- Essential Records Listing
 - 2013 enforcement of ARS 41-151.14 requiring a list of all essential public records
 - Establish criteria for designation of essential records containing information necessary to the operations of the government in an emergency and for records containing information necessary to protect the rights and interest of person or to re-establish and affirm the powers and duties of governments in the resumption of operations after a disaster.
 - Identify and analyze Town's business functions
 - Determine the essential business functions
 - Determine where the essential records are located
 - Determine how they can be protected so that in an emergency our office can recover quickly and return to service the residents and staff
- Records Management
 - Need to establish if we want to keep certain records longer than minimum dates

- Update/Recodification of Code Book & Zoning Code

EMERGENCY MANAGEMENT CURRENT PROJECTS

- Update of Disaster Response Plan
- Emergency Operations Center
- AZWARN
 - AZWARN is a statewide mutual assistance program between water and wastewater utilities. This volunteer based network allows utilities to help one another in times of emergency when the resources of a utility are overwhelmed. The foundation of the network is a signed mutual aid agreement between all participating utilities.

EMERGENCY MANAGEMENT PRIORITIES

- Complete Disaster Response Plan
- Supplies for EOC and “EOC To Go”
- Training exercise between Council and EOC
- Training exercise between EOC and Operations Command Center (Fisher House)

CURRENT PROJECT & PRIORITY CLASSIFICATIONS

Operational Necessity	Operational Improvements	Contractual Obligations	Mandated
Account Management	Update Codes	Monitor WIFA Loans	Transparency Website
Bank Reconciliation	Asset Management		FOF Policies
Budget Management	AZWARN		Asset Management
FOG	EOC		Budget
Agenda Management	EOC Training		Records Management
	Records Management		Essential Records
			Consolidated Elections
			Disaster Response Plan
			PSPRS Board
			Agenda Management

The challenge is time management/priorities with a three person department.

Randy Taylor, Police Chief presented the following:

The Department will be working on updating practices in order to keep pace with the environment.

Currently:

- Officers use their personal cell phones for business
- Officers leave the streets for report writing
- Paper tickets
- Antiquated car video’s

1. On-body cameras will reduce officer liability while increasing efficiency and effectiveness. The cameras will be used for search warrants, interviews, traffic stops, and other high liability incidents.
2. Smart phones will be used for multiple field applications, (GPS, Flashlight, Spillman, etc.) in addition to their use as data transmissions and storage and phone usage.

3. The licenses for Spillman mobile software are expensive. They are a one-time cost to enable mobile usage. Mobile applications allow officers to conduct the majority of their work in the field and monitor activities of other agencies.

Improve visibility through:

- Community Interaction
- Social Media - Social media includes an interactive website that provides one-stop shopping for important law related links, signup for emergency notifications, crime reporting, or to provide a survey. Social media also includes Twitter and Facebook.
- Community Events - Excellent community response to block parties, National Night Out, Fourth of July, Halloween
- 24 Hour Coverage
- Interagency Cooperation
 - GIITEM - already paying dividends.
 - SRO partnership with Clarkdale Jerome School - We are discussing the possibility of returning a School Resource Officer to the school. Current negotiations are at a 25 - 75 split, 25% would be our part.
 - IGA with Jerome for additional coverage - We have discussed partnering with Jerome to add coverage through the night on several days a week.
 - Implementation of camera system - Mounted camera system and a mobile camera system is being researched as a viable option to cover crime areas when an officer is not on or is not in the area.

Police Department Priorities:

- Placement of an SRO at the Clarkdale Jerome School - With the current recommended IGA the costs would be approximately \$17,500 annually
- Complete revision of the Standard Operating Procedures & Police Department Policies – standards and guidelines have been constantly changed by legislative actions each year
- Spillman on-site training
- Server security upgrades
- Explore Cottonwood dispatch options
- Physical fitness bi-annual testing

Janet Perry, Community Services/Human Resources Director presented the following:

Parks and Recreation – plays a key role in presenting a visual definition of the community to visitors and residents. The major challenge is staffing resources. The previous pool budget will be used for development of additional programming.

PARKS AND RECREATION

2012 Stats	
Concerts in the Park	
# of concerts	8
# of volunteers	17
# of volunteer hours worked	40
Concert Donations & 50/50 Raffle proceeds	\$4,160
4th of July	
# of volunteers	69
# of volunteer hours worked	256.25 (Does not include hours of prep, only event hours)
Halloween	
# of volunteers	36
# of volunteer hours worked	74.75
Halloween Donations	\$2,275.23
Christmas	
Santa Comes to Clarkdale # of volunteers	12
# of volunteer hours worked	43.5
Caroling in the Park	
# of volunteers	4
# of volunteer hours worked	8

The following chart shows statistics activity and circulation. Libraries are more of a community center than in the past. There are a lot of technology uses. Library Board and Parks and Recreation Board may be combined to a Community Services Board. There is a lot of volunteer time used in order to keep the Library running and open which provides many challenges.

LIBRARY

June 30 – July 1 Fiscal Year Stats			
	2011 – 2012	2010 - 2011	
# of registered users	1105	1014	
# of library volunteers	18	24*	*Higher due to extra help during renovation
# of volunteer hours worked	1093	557	
# of print materials (inventory)	8232	8281	
# of audio materials (inventory)	145	169	
# of video materials (inventory)	797	671	
# of print subscriptions	36	32	
Public service hours (hrs. of op)	2012	1603	
Total attendance	9516		Recordkeeping for this stat began 2011-2012
# physical transactions	12893	6632	Circulation desk activity
# electronic transactions	56084		Recordkeeping for this stat began 2011-2012
Total circulation	68977		
Total circulation of children's materials – all formats	3011	1029	

# of public computer users	3496		Recordkeeping for this stat began 2011-2012
# of children's programs	1	1	
# attendance children's program	117	26	
# young adult programs	1	0	
# adult programs	4	0	
Total program attendance	246*	0	Does not include Art in Public Places

- Website needs to be updated – Operational necessity
- Small Talk – monthly newsletter
- Manage the Volunteer Corps. Challenge is that it takes training time

IT for the Town of Clarkdale encompasses four areas.

- 1) Server infrastructure
- 2) Telephone System
- 3) User Computers; e.g. Desktops and Laptops
- 4) Network infrastructure; the network ties all three areas above together

Highlights and Accomplishments

Last fiscal year, 2011-2012:

Server Infrastructure: We purchased a single new server to replace two old, out of warranty servers. Because we consolidated two servers into one, there should be a savings in energy costs related to the server itself, plus environmental cooling (Air Conditioning). This server purchase should fulfill the foreseeable needs of the Town until 2016.

Telephone System: The voicemail module of our Cisco phone system went “out of support”, which means Cisco would no longer provide an overnight replacement if the module were to fail. We replaced the module with a more current model, ensuring continued supportability and overnight failure replacement.

User computers: No new computers were purchased, but memory and hard drive upgrades were purchased and installed. All computers were upgraded to modern SSD hard drive devices which significantly improve system performance, allowing us to extend the usable life of our existing computer systems for an additional year or two.

We also added second monitors for key personnel whose job responsibilities require utilizing the computer as their primary office tool. It should be noted that most of the user computer systems are more than three years old and are no longer under manufacturer’s warranty for hardware replacement.

Network Infrastructure: We added capacity to the network infrastructure. However, the capacity we added was fully utilized by the current needs of the Town. That is to say we now have “sufficient” network capacity to meet our current needs. We do not have “excess” capacity to handle any additional

networking load. This should not be an issue unless the town plans to expand staffing levels significantly within the next two to three years.

This fiscal year so far, 2012 -2013:

Server Infrastructure: Microsoft has released Windows Server 2012. The prior version was Windows Server 2008. Under our Microsoft Enterprise Agreement, we are entitled to upgrade our systems to the new version for no additional licensing costs. These upgrades will provide enhanced functionality and reliability. We have begun upgrading our server operating systems to this new version. These upgrades are non-critical and will be slowly phased in throughout the year. Users will not be affected by the upgrade. We have upgraded approximately 10% of our server infrastructure so far.

Network Infrastructure: The excavation and grading work for the new Waste Water Treatment Plant (WWTP) cleared out the mesquite that was obstructing a line of site (LOS) view from the WWTP to the main Town campus. With a good LOS, we were able to implement a wireless network bridge from Town Hall to the WWTP. This, in turn, allowed us to extend the Town network services; i.e. computer network and phone; to the WWTP. We also took this opportunity to wirelessly extend the Town network to the Town Yard building. With reliable, high-speed network connections to The Fisher House, Town Yard, and WWTP, we can now eliminate the CenturyLink/Qwest hard phone and network lines to those areas and eliminate the associated ongoing monthly costs for those hard lines.

Campus wide WiFi has been set up with a password protected, secure staff accessible networks and an open, guest accessible network.

Recommendations and Concerns

Server Infrastructure: Due to increased backup requirements, we should upgrade our backup capacity. We have several used server hard drives that were removed from our old servers that can be reused to add backup capacity, but we need to purchase a rack mount storage enclosure to house the drives. Cost is approximately \$500.

Telephone System: Most of our telephones are going “out of support” on July 31, 2013, which means Cisco would no longer provide an overnight replacement if the phone were to fail. This is not a major concern as we have a few spare phones on hand and we can replace these old phones with new supportable models as needed. More importantly, the phone system’s main hardware controller or “phone router” will go “out of support” on October 31, 2016. We need to plan and budget for upgrading or replacing these components or replacing the entire phone system prior to October 2016.

User computers: Most of our user computer systems are three generations out of date. We also have no ‘spare’ systems available. If a user’s PC should fail, it may take several days or longer to repair or replace the system, with corresponding loss of that person’s productivity during the repair period. Additionally, the parts and labor repair costs, coupled with the loss of staff productivity can easily exceed the cost to replace these old computers with new, faster, fully warrantied computers. We strongly recommend budgeting to replace 1/3 of the user computer systems on a yearly basis, or to replace all user computer systems every four years. If no budget is available for replacement systems, at a minimum we recommend having three spare computer systems available to swap out with any failing system so as to minimize staff productivity impacts.

Network Infrastructure: Our network switches will be going “out of support” on January 31, 2018. This is not a major concern as we have five years to plan and budget replacement of the network switches.

Additional Item to Note: Microsoft has released Windows 8 and Microsoft Office 2013. These two major business products represent a fairly radical departure from the traditional computing environment most people are used to. Transitioning to these new versions may require significant user retraining with an associated temporary loss in productivity. Under Clarkdale’s Microsoft Enterprise Agreement, upgrading to these new versions is free from additional licensing costs. Our recommendation is for the Town to analyze the anticipated productivity impacts during retraining and balance those impacts against any potential need or desire to upgrade to these new versions. An example of a need to upgrade would be to maintain file compatibility with other organizations who have already upgraded.

Human Resources –

Spent a lot of time on a defense of discrimination charges last year and we were notified of a full dismissal a few months ago. We now have our first disciplinary appeal.

Full time-part time staff has been reduced about 30% along with Department Heads taking on more than one department. There has been some lost connectivity that the organization had previously due to less time – more work and a lot of staff fatigue. It is imperative to return to 40 hours and/or build back the workforce.

Succession Planning needs to be brought back into the conversation.

All of the new projects being brought forward take additional time.

There will be some options regarding staffing/hours presented to the Council during the budget.

Wayne Debrosky, Utilities/Public Works Director presented the following:

OI = Operational Improvement, M = Mandated, O = Operational

Water:

1. Upgrade all existing water meters to radio read meters OI
2. Twin 5’s – post construction opportunities for service extensions OI
3. Water main extension from new Clarkdale Metals water main to Bent River Machine and retire old main(s) to tank and feeding Luke Lane OI
4. Contract to produce a water distribution system model O
5. Mescal Well – put the well on-line and connect it to the distribution system OI

Sewer:

1. Cross training personnel to operate new WWTP O
2. Purchase sewer jet for system maintenance (\$10,000 to \$50,000) M
3. Sewer collection System
 - a. Foothills and Black Hills: Main & service extensions OI

- b. Review & update sewer system connection requirements and mandatory hook-ups. **O**
- c. Discuss A+ effluent options (short-term and long-range) **OI**
 - Sell effluent to CMC
 - Make effluent available to public via purple pipe or filling station for bulk purchases
 - Recharge
 - Use groundwater flow modeling to site a recharge well
 - Extend effluent line to Selna Park

Roads/Streets

1. Implement new street rotation and schedule projects for 2013/2014 **OI**
 - a. Road repairs and upgrades
 - b. Crack sealing
 - c. Chip seal & fog coat
2. SRTS **OI**
3. Clarkdale Parkway **OI**
4. Broadway & Main Street intersection **OI**

Buildings:

1. Continue energy upgrades to complex buildings – windows, door insulation **OI**
2. Extend fire sprinkler system from Auditorium Stage to front of building and install a fire connection. **OI**
3. Building envelopes – exterior paint, roofs, windows & doors, & misc. repairs **OI**
4. Crack seal and fog coat Town Hall Complex parking lot. **OI**

Grounds:

1. Finish Town Hall Complex landscaping projects **OI**
2. Develop schedule & line items for sidewalk replacement in complex. **OI**

Parks:

1. Main Park: **OI**
 - a. Trim trees
 - b. Turf maintenance
 - c. Remove and expand concrete area by Gazebo
 - d. Install solar lights
2. Centerville – Maintenance and upgrades **OI**
3. Selna Ball Field & Mongini Park – restore area and upgrade facilities **OI**
4. Cross Roads at Mingus Park(s) maintenance requirements & funding options **OI**
5. TuziRAP & TAPCO sites **O**

Cemetery: All OI

1. Construct new building
2. Upgrade Roads
3. Landscaping with crushed stone
4. Funding options & fee schedule review/update

Miscellaneous: All OI

1. Pool discussion
2. Bike & trail systems within Clarkdale
3. Sidewalk extensions throughout the Town
4. Cement Plant Road acceptance & maintenance costs

Challenges:

1. Funding
2. Manpower & staffing requirements
3. Staff fatigue

Jodie Filardo, Community Economic & Development Director presented the following:

Community Development – Ongoing Projects

1. Code changes – operational necessity
 1. Special Events Permit
 2. SR 89A Commercial District Overlay
 3. Entertainment District definition
 4. Site Plan Review criteria revision
 5. Zoning modifications enabling agricultural uses in residential areas
 6. 2012 Building Code assessment with Yavapai County and neighbors
2. Agreements – contractual obligations
 1. Consulting contracts
 2. TAPCO Lease Agreement
3. Projects
 1. Crossroads at Mingus Permitting – operational necessity
 2. Mountain Gate Permitting – operational necessity
 3. Walton Family Foundation Award - Sustainable Clarkdale – contractual
 1. Water Resource Management Program
 2. Verde River @ Clarkdale
 3. Collective Impact Work
 4. Heritage Fund Grant TuziRAP improvements – contractual
 5. Zone changes – operational necessity
 6. Staff cross training – operational necessity

Economic Development – Ongoing Projects

1. Projects underway
 1. Focused Future II Plan Completion – contractual
 2. Water Resource Management Program - contractual
 3. Mountain Gate Development Agreement – Second Amendment

4. Crossroads at Mingus – Gift deed and easement for lift station; park, revised Development Agreement
5. Cell tower application from AT&T consultant
6. Revolving loan fund exploration – operational improvement
7. Broadband for the Verde Valley
2. New businesses
 1. Maynard Keenan, local vintner – moving into Clarkdale Investments’ space
 2. Dollar General – Lisa Street and SR 89A
3. Economic Development representation
 1. Arizona Association for Economic Development Board
 2. NACOG Economic Development Committee Board
 3. Verde Valley Regional Economic Organization Board
 4. Governor’s Digital Arizona Council appointee
 5. Arizona Commerce Authority
 6. Yavapai College

Community Development Department - Priorities

1. Customer service in daily operations – operational necessity
 1. Permitting, inspections and code enforcement
 2. Development applications and plan reviews
 3. Easements, ownership, policy and past practice research
 4. Map/signage generation, addressing and GIS support
 5. Phone-in, walk-in questions answered
 6. Licensing
 7. Internal customer support
2. Major projects and reporting
 1. Sustainable Clarkdale
 1. Verde River @ Clarkdale
 2. Water Resource Management Program
 3. Heritage Fund at TuziRAP
 2. Crossroads at Mingus
 3. Mountain Gate
 4. Focused Future II Plan
 5. Other subdivisions and projects
3. Regional engagement
 1. ED - AAED, ACA, NACOG, VVREO, DAC
 2. Planning – APA, GIS, Dispatch, CFD, YC Flood
 3. AZBO – Arizona Building Officials

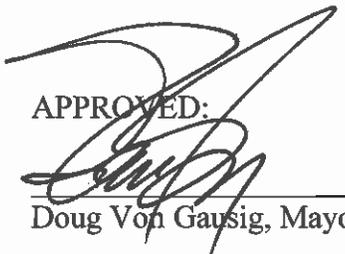
Community Development Department - Challenges

1. CDD Team
 1. Employee overload, organizational support and backup
 2. Work volume, present and upcoming
 3. Employee training for specific skills
 4. Legal support
2. Economic development support
 1. Historic and Recreational Tourism and Manufacturing support
 2. VR@C revenue generation model

3. Continued local business support
4. Clarkdale Business Council and/or new small business support
5. Commercial standards road development – Luke Lane
3. Public outreach
 1. Web site
 2. 2013 Sustainability in our Backyard
 3. Yavapai-Apache Nation
 4. Yavapai College
 5. Branding project and marketing collateral
 6. Health Fair
4. Equipment
 1. Plotter is on its last legs
 2. Projector

ADJOURNMENT – without objection, the Mayor adjourned the meeting at 9:05 P.M.

APPROVED:



Doug Von Gausig, Mayor

ATTESTED/SUBMITTED:



Kathy Bainbridge, Town Clerk