

**Minutes of a Special Session of the Common Council of the Town of Clarkdale
Held on Tuesday, January 28, 2014**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, January 28, 2014, at 3:00 p.m. in the Clark Memorial Clubhouse, Men's Lounge, 19 N. Ninth Street, Clarkdale, Arizona.

CALL TO ORDER – Meeting was called to order at 3:03 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 Development/Economic Director Jodie Filardo

Community Services/Human Resources Director Janet Perry

Utilities/Public Works Director Wayne Debrosky

Police Chief Randy Taylor

Deputy Clerk Mary Ellen Dunn

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.

CONSENT AGENDA - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

- A. Reports** - Approval of written Reports from Town Departments and Other Agencies
- Building Permit Report – November and December, 2013
 - Capital Improvements Report – November and December, 2013
 - Magistrate Court Report – November and December, 2013
 - Water and Wastewater Report – November and December, 2013
 - Residential Garbage & Recycling Statistics – October, 2012 thru October, 2013; September and October, 2013 monthly
 - Clarkdale Fire District Report and Mutual Aid Responses Report – October, November and December, 2013
 - Police Department Report – November, 2013
 - NAIPTA Transit Report – October, November and December, 2013

- B. A Resolution of the Mayor and Common Council of the Town of Clarkdale, Arizona, amending Resolution #1431, adopting a range placement table for employee salary ranges, and setting effective dates - Approval of Resolution # 1454, adopting a change to the Salary Range Placement Table.**

Vice Mayor Dehnert moved to accept Consent Agenda items A – B as presented. Councilmember Regner seconded the motion. The motion was approved unanimously.

NEW BUSINESS

FISCAL YEAR 2013-2014 BUDGET UPDATE – A Worksession to discuss the second quarter of the 2013-2014 FY budget.

This budget update is designed to provide the Town Council with an overview of the current budget position, discuss current budget and revenue projections, and talk about key areas in the Town's short term economic outlook.

Finance Director Bainbridge presented information on this agenda item.

<u>Account</u>	<u>YTD Actual</u>	<u>% of Budget</u>
Streets – Revenue (w DF)	\$ 188,123.70	28.05%
Streets – Revenue (w/o DF)	\$ 188,123.70	49.41%
Streets – Expenses (w DF)	\$ 155,709.61	23.21%
Streets – Expenses (w/o DF)	\$ 155,631.28	40.88%
Wastewater – Revenue	\$ 235,052.68	46.46%
Wastewater – Expenses	\$ 295,013.80	44.78%
Sanitation – Revenue	\$ 147,562.42	50.62%
Sanitation – Expenses	\$ 135,259.81	46.40%
Water – Revenue	\$ 657,339.88	52.83%
Water – Expenses	\$ 509,348.29	40.93%
Cemetery – Revenue	\$ 9,524.90	20.98%
Cemetery – Expenses	\$ 16,949.48	37.34%
General Fund – Revenue (w DF)	\$1,329,369.78	37.80%
General Fund – Revenue (w/o DF)	\$1,302,247.77	46.01%
General Fund – Expenses (w DF)	\$1,439,321.63	40.93%
General Fund – Expenses (w/o DF)	\$1,412,199.62	49.89%

This item is scheduled as a worksession only, and no official action is necessary from the council.

GUNN COMMUNICATIONS INC. CONTRACT FOR A PUBLIC OUTREACH PROCESS AND DEVELOPMENT OF A SCOPE OF WORK FOR THE VERDE RIVER @ CLARKDALE MASTER PLAN - Discussion/possible action regarding Gunn Communications Inc. contract for a public outreach process and development of a scope of work for the Verde River @ Clarkdale Master Plan.

A Request for Proposals (RFP) for the first stage of the Verde River @ Clarkdale Master Plan was published October 30, 2013. The RFP is for the first phase in developing the Master Plan which includes a public outreach process with representation from public agencies, non-profit organizations and recreational users, educators and the general public. Input from this public outreach will be collected and analyzed to produce a scope of work document identifying facilities and amenities for the TAPCO and Tuzi River Access Points.

The second phase, not part of this RFP, will encompass drafting of the actual Master Plan. This component will be assigned separately after the first phase has been completed and Council has endorsed the prepared scope of work.

An amendment to the RFP was published on December 8, 2013. This amendment deleted the requirement that fees be included in all submittal proposals. Per Arizona Revised Statutes, RFP's for professional services may not require fee information. This negotiation must occur subsequent to selection of a candidate.

Budget:

Per the RFP, the budget for this project ranges from \$10,000 - \$15,000. The contractor will be paid from the designated Walton Family Foundation grant funds assigned to the Verde River @ Clarkdale project.

Response to RFP:

A total of six responses to the request were submitted by the December 16, 2013 deadline. All of the applications were determined to be in conformance with the requirements of the RFP. Staff reviewed all applications and identified three firms to be interviewed based on their level of experience with and the range of projects completed with large public processes. Two of the three firms selected for an interview had submitted details for a public engagement plan for the project. Two also had extensive experience with park master plans including a water component. The three firms selected for an interview were:

Environmental Planning Group, Phoenix
Planet Communities, in partnership with Kimley-Horn Engineering, Phoenix
Gunn Communications, Inc. (Phoenix) in partnership with Peak Engineering, Inc. (Flagstaff)

All three interviews were conducted on Thursday, January 9, 2014 with help from Arizona State Parks Regional Manager Kelly Moffitt and Park Manager George Christianson.

The following criterion was used when evaluating the applications:

- a) Overall conformance to the RFP, including proposal format and required responses;
- b) Services proposed;
- c) Experience of the firm; and
- d) Experience of the key personnel.

Each of the applicants was asked the same interview questions:

1. Describe the largest public design process you have ever facilitated and the results gained. What lessons did you learn along the way?
2. What is your typical process and how do you manage disruptions?
3. Describe your most successful project and what results you achieved.
4. What challenges do you see with this project and how would you address them?
5. Describe the project team you anticipate staffing this project.
6. Why did your firm bid on this project?

The interview team consisted of three individuals: Senior Planner Escobar, a representative from Arizona State Parks, and me; Kelly Moffitt attended the interview with Planet Communities and George Christianson attended the interviews for Gunn Communications and EPG.

All three candidates were well prepared for their interviews and each firm had a specific area where they demonstrated strength.

After discussion, the interview panel unanimously selected Gunn Communications, Inc. as the candidate to be brought forward for Council consideration. Gunn Communications is a full service community engagement firm established in 1997. Theresa Gunn is a certified member of the International Association for Public Participation and has experience with facilitating the public engagement process of large scope projects, including the Flagstaff Regional Plan and the decommissioning of the Childs/Irving Power Plant.

Gunn Communications is proposing to partner with Julie Leid, founding partner of Peak Engineering in Flagstaff. Ms. Leid is a Verde Valley native and a LEED Accredited Professional. She has recently completed projects for the City of Sedona and Northern Arizona University.

The strong professional expertise in public engagement and demonstrated experience in leading diverse groups to the consensus that will be needed before moving on to development of the Verde River @ Clarkdale Master Plan was what set this applicant apart from the other qualified candidates.

Next steps:

Upon approval of a contract, staff will meet with the selected candidate to develop a public engagement program. We hope to have this in place and underway by early spring.

Community Development/Economic Director Filardo presented information on this agenda item. She stated that a scope of work involving facilities and amenities will evolve into a master plan eventually.

Mayor Von Gausig requested an addition to the agreement language with regard to stakeholder group representatives to insert the phrase "including but not limited to..." language. Filardo stated that this had been asserted verbally but would be included in writing as well so that other groups could be considered for inclusion in the process.

Councilmember Radoccia had previously declared a Conflict of Interest with regard to this agenda item. That declaration is on file with the Town Clerk. After discussion with Mayor Von Gausig he rescinded this conflict stating he did not have any financial interest in the outcome of this vote. Town

Manager Mabery recommended reliance on the opinion and advice of the Town Attorney on this issue.

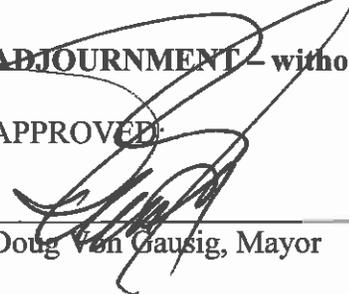
Councilmember Radoccia agreed to recuse himself from the meeting and vote as he had submitted a proposal for this project and his company was not chosen. It was agreed that this would be the best procedure at this time and Councilmember Radoccia recused himself and left the meeting.

Councilmember Regner moved to approve the Gunn Communications Inc. contract for a public outreach process and development of a scope of work for the Verde River @ Clarkdale Master Plan in the amount of \$15,000. Vice Mayor Dehnert seconded the motion. The motion was approved unanimously.

FUTURE AGENDA ITEMS - Listing of items to be placed on a future council agenda.

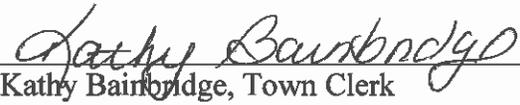
ADJOURNMENT - without objection, Mayor Von Gausig adjourned the meeting at 3:57 P.M.

APPROVED:



Doug Von Gausig, Mayor

ATTESTED/SUBMITTED:



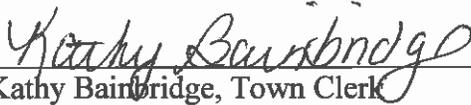
Kathy Bairbridge, Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 28th day of January, 2014. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 19 day of March, 2014.

SEAL



Kathy Bairbridge, Town Clerk