

**NOTICE OF A SPECIAL MEETING
OF THE CLARKDALE TOWN COUNCIL
FOR THE TOWN COUNCIL'S ANNUAL
STRATEGIC PLANNING WORKSESSION**

**Wednesday, March 5, 2014 from 8:30 AM to approximately 5:30 PM
Clark Memorial Clubhouse, Men's Lounge**

In accordance with Resolution No. 215 of the Town of Clarkdale, and Section 38-431-02, Arizona Revised Statutes,

PURSUANT TO A.R.S. §38-431.02, NOTICE IS HEREBY GIVEN to the members of the Common Council of the Town of Clarkdale and to the general public that the Town of Clarkdale Common Council will hold a Special meeting that is open to the public on **Wednesday, March 5, 2014 from 8:30 AM to approximately 5:30 PM in the Clark Memorial Clubhouse, Men's Lounge, 19 N. Ninth Street, Clarkdale, Arizona.** *Members of the Clarkdale Common Council will attend either in person or by telephone, video or internet conferencing.* Pursuant to A.R.S. §38-431.03, the Council may vote to recess the meeting and move into Executive Session on any item, which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda.

The undersigned hereby certifies that a copy of this notice was duly posted on the Community Development Building bulletin board, located at 890 Main Street, Clarkdale, Arizona on February 28, 2014 at 10:00 a.m.

Supporting documentation and staff reports furnished to the Council with this agenda are available for review on the Town website at www.clarkdale.az.gov and the Town Clerk's Office.

Dated this 27th day of February, 2014

By

Kathy Bainbridge

Kathy Bainbridge

Town Clerk/Finance Director

<p><i>As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption to this meeting.</i></p>

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

1. **CALL TO ORDER**
2. **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.

NEW BUSINESS

3. 2014 STRATEGIC PLANNING SESSION – The Town Council, Town Manager and Department Heads will engage in their annual Strategic Planning Session.

4. ADJOURNMENT

Persons with a disability may request reasonable accommodations by contacting the Town Hall at 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.

Wednesday, March 5, 2014 –8:30 a.m.

8:30 a.m. Call to Order & Introductory Remarks – Mayor Von Gausig

8:40 a.m. Review of Clarkdale Strategic Planning Goals – Gayle Mabery

Attract and Retain Qualified & Competent Workforce
Maintain Value of Capital & Factor True Costs into Asset Management
Define Economic Development for Clarkdale
Establish & Maintain Unreserved Fund Balance in General Fund
Maximize Productivity of Current Assets (VR@C; Clark Memorial; Historic Dist)
Ensure That New Development Does Not Create Financial Burden on Citizens
Protect the Natural, Cultural and Historic Environment of Clarkdale

8:50 a.m. -
12:00 p.m. Department Presentations (Significant Accomplishments, Current Projects, Department Priorities & Challenges)

Community Services	8:50-9:10 a.m.
Human Resources	9:10-9:25 a.m.
Utilities	9:25 - 9:45 a.m.
Public Works	9:45 – 10:00 a.m.
Magistrate	10:00-10:20 a.m.
BREAK	10:20 – 10:50 a.m.
Police	10:50 – 11:10 a.m.
Finance	11:10-11:30 a.m.
Town Clerk	11:30-11:50 a.m.
Community Development	11:50 a.m. – 12:10 p.m.

12:15 p.m. Working Lunch

12:45 p.m. Economic Development Review and Discussion
2013 Clarkdale Sustainable Community & Economic Development Plan

2:30 p.m. Verde River @ Clarkdale (Significant Accomplishments, Current Projects, Project Priorities & Challenges)

3:30 BREAK

3:45 p.m. Priorities for 2014

5:00 p.m. Wrap Up

5:30 p.m. Adjournment

Town of Clarkdale



2014 Council Strategic Planning

**Human Resources/Community Services Department
Outline of 2013 Significant Highlights**

Team members: HR/Community Services Director (full time)
Community Services Supervisor (full time)
Administrative Assistant II (full time)
Library Assistant (part time)
Volunteers

Human Resources

- 9 recruitment processes resulting in 6 full-time hires, 1 interim Court Supervisor, 2 temporary Water Meter Technicians, plus 1 Associate Magistrate appointment
- 5 resignations/retirements
- Contracted with Justifacts, Inc. and implemented formal pre-screening processes for all new hires
- Created/implemented a new Town employment application adding an on-line, fillable option
- Job description updates/reclassifications are partially complete and is ongoing

Community Services

Parks & Recreation:

- Parks & Recreation Commission liaison
- Hosted 13 traditional Town events
 - Total # Parks & Recreation volunteers: 136
 - Total number Parks & Recreation volunteer hours: 464.25
- Breakdown of 2013 stats:

Concerts in the Park	
# of concerts	9 (increase of 1 over past years)
# of volunteers	20
# of volunteer hours worked	53
Concert Donations & 50/50 Raffle proceeds	\$3,840
4 th of July	
# of volunteers	70
# of volunteer hours worked	295.75 (does not include prep time)
Halloween	
# of volunteers	31
# of volunteer hours worked	65
Halloween Donations	\$2,929
Christmas	
Santa Comes to Clarkdale # of volunteers	12
# of volunteer hours worked	43.5
Caroling in the Park # of volunteers	3
# of volunteer hours worked	7

Facility Rentals:

Town meetings/events	40
Boards & Commissions	83
Public rentals	<u>50</u>
Total	173

Library:

- Library Advisory Board liaison
- Library Advisory Board raised a total of \$2,324.47 from 2 annual fundraising events
- Applied for and received an eReader Grant by which we've introduced new and multiple technologies available now for patron use in the Library
- Introduced the AZ Braille & Talking Library (1st in our area)
- Adopted and transitioned the Library inventory to RFID (Radio Frequency Identification system), a multi-day project requiring handling and processing of each item
- Hosted 2 public art receptions
- 2013 Library operation stats:

# registered users	534	
# library volunteers	20	
# volunteer hours worked	1,605	
# print materials (books)	7,465	
# audio materials	194	
# video materials (DVDs/Blu-Rays)	1,123	
# print subscriptions (magazines)	50	
Public service hours (hours open to public)	1,995	
Total attendance	9,000	
# electronic transactions	2,079	This is the first year our Library stats have been separated from District gross number
Total item circulation	13,814	
Total circulation of children's materials – all formats	2,120	
# public computer users	3,559	
# children's programs	3	
# attendance children's program	377	
# young adult programs	1	
# adult programs	2	

Volunteers:

CSD provides oversight and supervision of the Town Volunteer Program, and coordinates the Town's annual Volunteer Appreciation event. It is notable that, considering the above Parks & Rec and Library stats, and including totals for the Flag Corps (although not including # of volunteers or hours spent working on our Boards and Commissions) we received the service and commendable benefits provided by:

- Total of 177 volunteers (Flag Corps = 21 of the total)
- Total of 2,149.25 volunteer hours. (Flag Corps = 80 of the total)

Website:

CSD provides webmaster oversight and maintenance of the Town website which requires at least weekly updates.

Small Talk:

CSD provides oversight, coordination and distribution of the Town's monthly newsflyer.

Spirit of Clarkdale:

CSD coordinates the annual Spirit of Clarkdale awards program.

Magistrate Court:

Highlights

- Conversion of drawer-filing system to an end-tab shelf system
- Arrangement of courtroom forms into "packets" in folders on the computer which include all forms necessary for a particular type of outcome in the courtroom such as an Initial Appearance/Arraignment, Guilty Plea, Deferral, etc.
- Implementation of new procedures to ensure compliance with Minimum Accounting Standards
- Significant file review for enforcement of delinquent payments and possible purging using the new Court Financial Policy

Current Projects

- Reviewing all active files for compliance with post-adjudication orders and following up when applicable with issuance of warrants and assignment to FARE (collections)
- Purging old case files
- Standardizing forms
- Revising bond cards and envelopes
- Developing new procedure which will allow the Court to stay current with purging of old cases
- Review of other limited jurisdiction court enforcement strategies to ensure compliance with terms of a sentence or payments
- Revision of Court policy manual
- Revision of the Court web page format and content
- Adoption of 2014 rule change concerning use of portable electronic devices in the courtroom and courthouse area

Department Priorities

- Increasing revenue
- Completing current projects
- Streamlining Court processes
- Reducing compliance times and monitoring of defendants doing community service, making fine/restitution payments, and completion of court-ordered counseling

Challenges

- Staying on top of current Court activity while working current projects to completion
- Budget constraints
- Staffing of Court when supervisor is on vacation, attending mandated training or becomes ill
- Prepare for electronic citations

- Prepare for upcoming changes in statewide policies on retention of paper/electronic records
- Reviewing admissibility of social media posts in Court proceedings
- Future use of scanning Court records
- Implementation of 2014 legislative changes on protective orders, weapons, juvenile victim rights, and driving on suspended licenses
- Re-visiting online credit card payments with new Yavapai County eGov contract

IT:

Generalized highlights

- Server infrastructure upgrades to:
 1. the Police Department's storage capacity
 2. the Microsoft Exchange Server
 3. operating systems (upgraded to Windows Server 2012 R2)
- Out of date PCs and Monitors were updated resulting in all staff now having computers with current i7 based systems with Microsoft Office 2013
- A number of network infrastructure upgrades were implemented – each resulting in lower cost and/or increased efficiencies/speed

A full summary report of FY 2013-2014 IT accomplishments and recommendations provided by 4-D LLC:

Clarkdale's IT Systems

IT for the Town of Clarkdale encompasses five areas:

- 1) Server infrastructure
- 2) Telephone System
- 3) User Computers; e.g. Desktops and Laptops
- 4) Network infrastructure; network wiring, switches, internet, WiFi, etc.
- 5) Software Licensing

FY 13/14 Highlights and Accomplishments:

Server Infrastructure:

- 1) Six Terabytes of storage capacity were added to the hot-spare backup server located in the Police Department.
- 2) The Microsoft Exchange email server was upgraded from Exchange 2010 to 2013.
- 3) Microsoft has released an update to their server Operating System (OS), Windows Server 2012 R2. Clarkdale's three physical servers and nine virtual servers have all been upgraded to this latest OS. Two more virtual servers will be upgraded soon. The remaining four virtual servers will not be upgraded because they are running applications that are not supported on Windows Server 2012R2; Finance Incode server, Utilities Water Meter server, the Employee Web Portal server, and the Clarkdale Sustainability Park web server.

Telephone System: Nothing to report

User computers:

- 1) At the end of last physical year we purchased sufficient new PCs and Monitors so that all Clarkdale Staff that uses a computer now has a current i7 based system. These new systems were deployed in July and August 2013. There are still a few PCs in common areas that are the older Core2 based systems, but these are only used infrequently.
- 2) All Town computers have been upgraded Microsoft Office 2013.

Network Infrastructure:

- 1) Our existing Cisco ASA5520 Firewall was replaced with a SonicWall 250m. The SonicWall is a newer device that provides more capability at a lower yearly cost. This brought a savings of about \$1250/year. The ASA5520 was traded to the Cottonwood Police Department which had an ASA5510. Our old unit had more capacity and now remote access to the Spillman Law Enforcement application is much more reliable.
- 2) We switched one of our internet connections from a CenturyLink 1.54 Mbps T1 line to a 40 Mbps DSL line. This change will save about \$2,000/year for a connection that is 26-1/2 times faster.
- 3) One of our server Uninterruptable Power Systems (UPS or Battery Backup), which was purchased in 2007 failed and was replaced with a new system (February 2014). There are currently two more of these older systems still in use.
- 4) Postini, our email filtering service was purchased by Google and was slated for a price increase from \$3/user/year to \$15/user/year. In anticipation of this increase we switched to Postlayer for that email filtering for \$3/user/year.
- 5) The Town web site was moved from being hosted on our own servers to being hosted by BlueHost.com. BlueHost has a much larger/faster connection to the internet and website users now have a much faster and more satisfying experience when using or visiting the site.

Software Licensing:

We renewed our Microsoft Enterprise Agreement (EA) for an additional three years. Having an EA in place allows us to upgrade to newer versions of all our Microsoft software as it gets released which helps keep all our software up to date.

Recommendations and Concerns

Server Infrastructure: Nothing to report.

Telephone System: Most of our telephones are going "out of support" on July 31, 2013, which means Cisco will no longer provide an overnight replacement if a 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 however, 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: All staff now has a new or newer computer system. The eight computers in the Police Department are the oldest ones still in use and will be going off warranty later this year. We should plan on replacing these systems early next fiscal year.

Network Infrastructure:

- 1) Our network switches will be going “out of support” on January 31, 2018. This is not a major concern as we have four years to plan and budget replacement of the switches.
- 2) Our two remaining server UPSs may fail at any time and they are no longer under warranty. Replacement systems are about \$4,000 each. Additionally, we have four network UPSs to power the network equipment in the Clark Memorial Clubhouse, Community Development, Town Hall, and the Fisher House. Replacement of the network UPSs will be about \$1,000 each. We should have a contingency budget of \$12,000 to replace these UPS systems if/when they fail.

Additional Item to Note: Microsoft has released Windows 8.1 which is shipping as standard on all new PCs. At this time, the Town’s Incode financial software is not running properly on Windows 8.1, so we are staying with Windows 7 until this can be resolved. Fortunately, our Microsoft EA allows us to downgrade any Microsoft software to earlier versions, so there are no licensing issues with staying with Windows 7.

Public Works & Utilities 2013 Accomplishments

Utilities (Water, Wastewater, & Sanitation Services):

Sanitation

- Entered into a new contract with Patriot Disposal for residential trash services in Clarkdale. Other companies responding to the request for proposals was Waste Management and Taylor Waste.

Water

- Completed water meter change-out program replacing aged water meters with new Badger radio read water meters.
- As per an ADEQ water system inspection we were required to install a security fence around the Haskell Springs production well. The cost for the new fence was \$2880.00 and Yavapai Fence installed the new fence.
- Twin 5s Water Main Replacement Project – Arizona Northern Equipment (ANE) installed new 12” and 8” C-900 water mains along Old Jerome Highway, Minerich Road, and Coyote Hill Road. New service line and fire hydrants were installed as part of this project.
- Work was started and continues on the replacement water line running along the Benatz Trail. Once we loop the water mains on Main Street with the new water main on Park & adjust the pressure regulating valves so that the majority of water flow to Lower Town will be off the new mains along Broadway and up Centerville Road. This will prevent low pressure & volume issues in Upper Town during high water use events in Lower Town such as a fire or the flushing fire hydrants. We are adding two new fire hydrants along the trail.
- Installed a new well pump at Haskell Springs replacing a lightning damage pump.
- ME Simpson was on-site several times in 2013 to perform leak detection.
- In 2013 the Town of Clarkdale formed the Water Resource Management Group to look at water issues and resources.
- Updates to billing program and procedures.

Wastewater

- WWTP – The new WWTP was started in January 2013 and construction was completed in September 2013. On October 29, 2013 at 10:00am we held the dedication ceremony for the new wastewater treatment facility. This project was financed through WIFA and the final cost is approximately \$5.2 million dollars. Final costs will be available upon the Town closing out the project with WIFA.
- Valley View Sewer Project – This project extended municipal sewer services up Valley View and across Old Jerome Highway. Sewer infrastructure was also installed along Linger Lane. The new sewer mains were connected to the gravity sewer main installed along Hummingbird Lane several years ago. Town staff met with residents on Valley View,

Linger, & Hummingbird to discuss the sewer extension project and answer questions about the project.

- The Town purchased a new sewer jet to clean sewers and maintain the sewer collection system.

Public Works

Flood

- Flood Control - Drainage work along Broadway was completed by Fann Environmental under a JOC, and the funding came from Yavapai County flood control funds.
- Staff worked on drainage structures for the cemetery. The two areas were along the cemetery entrance and in the Lamplighter complex. The funding for these projects came from Yavapai County flood control funds

Roads

- Road striping in Clarkdale was done 6/17/13.
- Three new diamond reflectors were installed at the south end of Centerville Road.
- Paving on Sixth & Seventh Streets in Lower Town between Third & Second North. This work was done by Jess Mulcaire. Jesse Mulcaire also paved the bus drop-off area at the Clarkdale/Jerome School.
- PW coordinated with BC Landgroup and Jesse Mulcaire to make the paved connection from Centerville Road to Calle Figueroa.
- Crew installed two new Stop Sign islands by the School. These two new stop sign islands replaced the portable signs that had been used in the past.
- Art Durazo has updated our street rotation.
- PW staff repaired or replaced various sections of sidewalk throughout the Town and Town Hall Complex.
- Replaced all missing street signs in Centerville.

Buildings

- Smoke tested the sewer lines in the Town Hall building. We detected smoke in the area of the Library bathroom. We opened up some walls & ceilings in the Library and repeated the smoke test for the Library bathroom. Based on smoke tests and visual inspections staff found two defective pipe joints on a drain line enclosed in the wall of the Library. These joints were repaired and staff continues to monitor the situation.
- PW staff have painted the light poles, railings, and deck for the patio/deck area behind the Men's Lounge/Clubhouse and painted the front decks, railings, and steps to the Men's Lounge and Ladies Lounge.
- Shop Roof –Behmer Roofing removed the old roof and installed a new roof on the shop

- Replaced three air conditioners for the Town Hall Building, Community Development, and the Police Department.
- Minor roof repairs to the Town Hall and Police Department buildings. Damaged was caused by severe storm & winds in July 2013.
- Updated the ADA ramp to the Ladies Lounge.
- Generated and submitted a list of building improvements to the Men's Lounge Clubhouse Complex to be considered for the 2014 CDBG funding cycle.

Parks & Grounds

- Maintained park equipment, replaced damaged swings, and added sand to playground areas in the Main Street, Centerville, & Caberllo Parks.
- Installed the Centennial Sign & time capsules in Centennial Park in front of the Men's Lounge.

Cemetery

- Chris Livas generated a new standard operating procedure (SOP) for digging graves that does not require someone to enter and manually clean out the bottom of a grave prior to a burial. This was one item identified in the OSHA audits of our facilities.
- A crew from the Vetraplex worked in the cemetery clearing weeds and cleaning up the grounds. They will then spray pre-emergent to prevent weed growth this spring.
-

River Access Points

- Vetraplex crew installed a new viewing platform, walkway, and handicapped parking pad at Tuzi-Rap. Vetraplex crews also worked on the new trail system between the Verde River and the WWTP site. PW & Utilities staff worked on both the Tuzi-Rap & TapCo-Rap sites clearing trails, chipping brush, and installing new gates. The Altria Group worked on both sites this summer with Town staff.
- PW staff prepared a new launch site & access road off Sycamore Canyon Road across from the WWTP site.
- A wood chipper was purchased by the Town for use at the RAP sites and new trail systems in Clarkdale.
- PW staff worked on access road to the TuziRap & TapCo sites.

OSHA & Safety

- OSHA was on-site 4/2 & 3/13 and did a safety audit at Town facilities (shop, WTP, WWTP, well sites, & Police Department). The Town Manager and PW/Utilities Director were debriefed of their findings. We should receive their official reports within 4-6 weeks, but we have a list of safety issues we can address while waiting for the official report from OSHA.

- Kevin Adams and Benson Yazzie have addressed the general and shop related issues identified in the recent OSHA audit. All the safety issues that were identified in the OSHA safety audit have been addressed.
- The carbon dioxide (CO₂) sensor at the 89A Reservoir site. The equipment was installed in-house by Terry Norman on 7/18/13.
- PW crew removed the “old” hoist and installed the new vehicle hoist at the Town’s shop.
- New fencing was installed at the 89A Reservoir site and Haskell Springs well site.
- All Town fire extinguishers have been inspected and tested by an outside vendor. The fire extinguishers have been remounted in the buildings and put in the vehicles. Kevin Adams performs a monthly test on all the fire extinguishers as per OSHA requirements.
- 4/8/13 Joint training session at the Fisher House with Utilities, Public Works, & Fire Departments. The topic was fire hydrant operation, maintenance, & safety. There were 22 attendees.
- Last fall the Town provided the updated Global Hazard Communication training to all Town staff.

Education & Water Conservation

- On October 24, 2013 Ellen Yates participated in the annual Verde Valley Water Festival at Dead Horse. She taught 4th graders about the water cycle taking them on the “Incredible Journey” a course component. This is the 6th year that the Festival has been held and the 1st year the Town of Clarkdale has participated.
- Ellen Yates observed two classes for “Clarkdale Kids Conserve”. 7th Grade, Jeff Scroggins class, worked on “Top Ten Wanted Dead & Alive Species”. After taking pictures of different plants at Tuzirap, the students were given a list of websites and had to research their species of plants. Ellen also participated in the Clarkdale Kids Conserve Program on 12/9/13 & 12/10/13. The students learned how to collect and analyze water samples. Staff worked with the school to provide a tour of the wastewater treatment facility on 12/10/13 for about 40 8th grade students. They collected/analyzed water samples from the Verde River and also the WWTP effluent from the land disposal site.
- Another topic for Mrs. Latham’s 6th grade class lesson was “Ground Water” Students work from a workbook and class visuals to learn about the importance of clean ground water and how it moves and travels. The class watched a video of Shay Springs and learned about springs. They will continue on learning about watersheds.

Misc.

- SOJ Church has been connected to the sewer collection system and the line has been flushed and is operational. The SOJ water service has been switched from the temporary service to the permanent 2” water service.
- PTM Crossroads at Mingus reworking of Development Agreement with Town Staff.
- Mountain Gate reworking of Development Agreement with Town Staff.
- The Safe Routes to School (SRTS), Clarkdale Parkway, Broadway & Main Street intersection projects are moving through the design & review process.
- We held two auctions in 2013 to dispose of surplus equipment & materials.

CLARKDALE MAGISTRATE COURT Strategic Planning Session Outline

Significant Accomplishments

- Conversion of drawer-filing system to end-tab shelf system
- Arrangement of courtroom forms into “packets” in folders on the computer which include all forms necessary for a particular type of outcome in the courtroom such as an Initial Appearance/Arrestment, Guilty Plea, Deferral, etc.
- Implementation of new procedures to ensure compliance with Minimum Accounting Standards
- Significant file review for enforcement of delinquent payments and possible purging using the new Court Financial Policy (attached)

Current Projects

- Reviewing all active files for compliance with post-adjudication orders and following up when applicable with issuance of warrants and assignment to FARE (collections).
- Purging old case files
- Standardizing forms
- Revising bond cards and envelopes
- Developing new procedure which will allow Court to stay current with purging of old cases
- Review of other limited jurisdiction court enforcement strategies to ensure compliance with terms of a sentence or payments
- Revision of court policy manual
- Revision of website format and content for magistrate court
- Adoption of 2014 rule change concerning use of portable electronic devices in the courtroom and courthouse area

Department Priorities

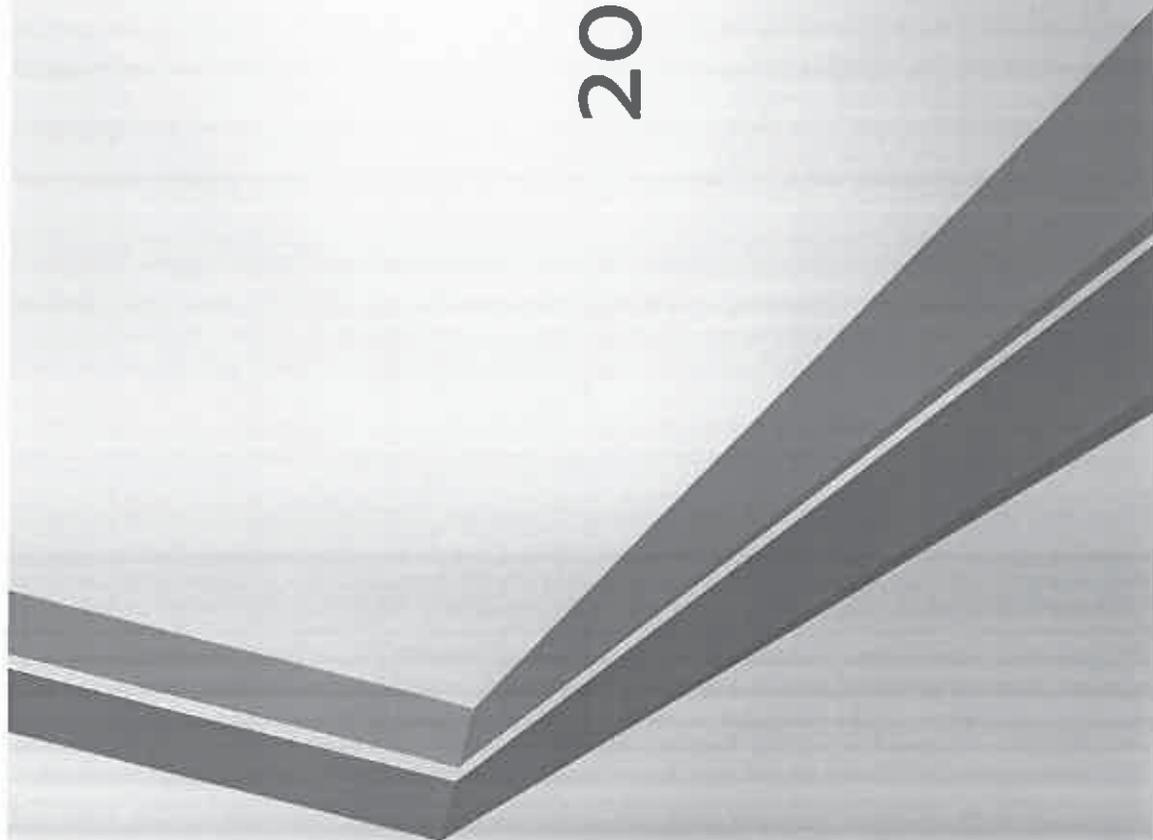
- Increasing revenue
- Completing current projects
- Streamlining Court processes
- Reduce compliance times and monitoring of defendants doing community service, making fine/restitution payments, and completion of court-ordered counseling

Challenges

- Staying on top of current court activity while working current projects to completion
- Budget constraints
- Staffing of Court when supervisor is on vacation, attending mandated training or becomes ill
- Prepare for electronic citations
- Prepare for upcoming changes in statewide policies on retention of paper/electronic records
- Reviewing admissibility of social media posts in court proceedings
- Future use of scanning court records
- Implementation of 2014 legislative changes on protective orders, weapons, juvenile victim rights, and driving on suspended licenses
- Re-visiting online credit card payments with new Yavapai County eGov contract

2014 Clarkdale Police

Year in Review & a Look into the Future



Year in Review

- Issues discussed in 2013

- LIABILITY

- TECHNOLOGY

- VISIBILITY

Accomplishments - Liability :

- Accurate/transparent statistical reporting (Accomplished January 2014)
- Field training manual (Completely rewritten October 2013)
- Changed dispatch services (Per call charge changed July 2013)
- Wellness program (Initiated Spring 2013)

Technology:

- Purchased software for MDT's (January 2014)
- Identified hardware for MDT's (Set to be delivered March, 2014)
- Waiting for combined car and body cams (Several vendors working toward this)
- Server upgraded to handle increased data (December, 2013)
- Paperless tickets not cost effective (Yearly maintenance charge)

Visibility:

- Working toward new vehicle design (Summer 2014)
- GIITEM and SRO positions filled (Highlights provided)
- Community events continue to increase

Focus for 2014 - 2015

Community Service:

- Emphasis placed on proactive law enforcement
- Increase visible patrol
- Design, develop, and train personnel in Crime Scene Investigations
 - CSI used for large/complex crime scenes
 - Bridge the existing gap caused w/o detectives

Focus for 2014 – 2015 (cont.)

- Accountability
- Evaluation process
- Amended with attention given to organizational goals and objectives
- Productivity and professionalism closely monitored
- Report writing
- Citizen interactions
- Community Policing
- Application of training
- Follow up and successful investigations
- Proper recognition

Focus for 2014 – 2015 (cont.)

- Reestablish 2nd Sergeant Position
- Instruction
- Culture change
- Double coverage to improve customer service
- Provide added strength during high risk and high volume times
- Divide on-call responsibilities
- Lead crime scene investigator

Focus for 2014 – 2015 (cont.)

- Policy and Procedure
- FTO manual completed
- First two chapter drafts completed
- Current PP book is functional
- Learning process
 - Internal affairs regulated by Az. Statutes
 - Change from Best Practices of other States
- High priority for 2014 -2015

QUESTIONS/COMMENTS

FINANCE DEPARTMENT ACCOMPLISHMENTS – 2013/2014

- Adopted 13/14 Budget that:
 - Completed reinstatement of the 2009 furlough by returning to 40 hour workweeks for all employees
 - Returned staff to pre-furlough compensation plus 5%
 - Budgeted for a 10% transfer of local TPT for street projects
 - Budgeted for a 5% transfer of local TPT for public safety equipment and depreciation
 - Included a Funding Sources Worksheet to fund specific projects from fund balance and reallocate designated funds
- Audit report had no exceptions for the 3rd year in a row
- Completed a sewer rate increase – the 3rd of probable 5 for the wastewater treatment plant project
- Transparency Website by April 1, 2013
 - Clarkdale was the first City or Town to be actively posting monthly information on AZOpenBooks.com in response to the 2010 legislation requiring a searchable online database of revenues and expenditures through the Department of Administration established Internet Web portal that provides a list of all local governments.
- Completed in depth research in to Municipal Court financials, their bank account now balances and we continue to monitor bank statements monthly
- Completed a Vehicle Inventory List with complete VIN #s, license plate #s, TOC #, and who assigned to

FINANCE DEPARTMENT CURRENT PROJECTS – 2013/2014

- Daily account receivable , account payable, payroll and project accounting management
 - Work with Departments to monitor expenses and ensure correct coding for invoices and receipts
 - Work with Departments to ensure timesheets are correct before Department Heads sign off
 - Work with Departments on INCODE system issues and implement software updates
- Monthly bank reconciliations
- Process and balance Transparency Website transactions
- 2013-2014 budget management
 - Monthly reports to Departments
 - Monthly updates to projected year end totals
 - Tax collection reports to Departments
 - Monthly reconciliation of project accounting reports
- 2014-2015 budget preparation
- Working with APEHP on Affordable Care Act requirements
- Processing Unclaimed Funds and clearing old items
- Implementing tracking for Mountain Gate and CR@M development agreement provisions
- Assist the Court with complying with daily Minimum Accounting Standards
- Implement procedure to the Finance is notified of all on the job injuries in a timely fashion so claims can be filed with Copper Point Mutual (Workers Comp)

FINANCE DEPARTMENT PRIORITIES & CHALLENGES – 2014/2015

- 2014-2015 Budget preparation/management
 - Budget calendar
 - Continuing 40 hour work week
 - Budget that manages possible legislative actions
 - Monitor utility loan agreements for debt service ratio and debt service requirements vs. rates
- Financial Operation Guide Updates
 - Many updates necessary now that we have processes that work
- Monitor PSPRS notifications which will ultimately effect the budget
- Move forward with implementing a secure encrypted e-mail system so that sensitive financial, personnel and HIPAA information is secure in e-mails
- Continue research of the TOP function with INCODE. This may save many department money in the long run and bring the Town another step closer in using current technology. TOP will enable us to email utility bills, business license renewals and direct deposit notifications just to name a few. The set up costs are approximately \$4,000 with an annual maintenance fee of about \$700.
- 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
- How are we going to move forward with the plan to retain an experienced and capable staff with the current economic conditions?

CLERK DEPARTMENT ACCOMPLISHMENTS – 2013/2014

- Numerous codes and regulations were adopted/amended during FY 14 with CDD, including:
 - Site Plan Review, Wireless Communication, Arts & Entertainment District, Civil Unions, Building Code
- Town-wide progress with records management retention and destruction. Many truckloads to Flagstaff for pulping. Electronic records retention being monitored and cataloged.
- The State Library, Archives and Public Records Retention Schedule was typed into an excel spreadsheet format so we could incorporate our current record location and destruction spreadsheet along with the new required essential records listing.

CLERK DEPARTMENT CURRENT PROJECTS – 2013/2014

- Management of agenda, packet, document follow up
 - Scheduling agenda items
 - Obtaining/revising Staff Reports and supporting documents
 - Production/distribution of agenda packet
 - Drafting ordinances & resolutions & monitoring required adoption timelines
 - Annual IGA and Contract/Agreement updates
 - Following publishing and posting (including website) requirements
 - Completion of Minutes
 - Update of Town Code/Zoning Code
 - Update of Fee Resolution for rate increases
- Records Management
 - Sorting through mixed record boxes and organizing by record series and adding to Records Log
 - Electronic records being sorted and categorized
 - Need to establish if we want to keep certain records longer than minimum dates
- PSPRS Board guidance & compliance

CLERK DEPARTMENT PRIORITIES -2014/ 2015

- Consolidated Elections move the March/May 2014 elections to November 2014
 - Public outreach regarding the Permanent Early Voter List in order to always get a ballot since there will no “all mail ballot” elections
 - Change in method of determining winner of mayoral and council primary elections
 - Home Rule election public outreach and publicity pamphlet information
- Essential Records Listing
 - 2013 enforcement of ARS 41-151.14 requiring a list of all essential public records
 - Continue establishing criteria for designation of essential records containing information necessary to the operations of the government in an emergency and containing information necessary to protect rights or to re-establish and affirm the powers and duties of governments in the resumption of operations after a disaster.
 - Identify and analyze the Town’s essential business functions
 - Determine where the essential records are located and protected so that in an emergency our office can recover quickly and return to service the residents and staff
- Council Chambers upgrades
- Update/Recodification of Code Book & Zoning Code - electronic version on website

EMERGENCY MANAGEMENT ACCOMPLISHMENTS - 2013/2014

- General update of Disaster Response Plan

EMERGENCY MANAGEMENT CURRENT PROJECTS - 2013/2014

- Continue general update of Disaster Response Plan with specific responses
- Emergency Operations Center Supplies and “EOC To Go”
- Emergency Management “Library” area
- Responder backpacks

EMERGENCY MANAGEMENT PRIORITIES – 214/2015

- Complete update of Disaster Response Plan with specific responses
- Training exercise between Council and EOC
- Training exercise between EOC and Operations Command Center (Fisher House)
- Training exercise between EOC and Train