



**NOTICE OF A REGULAR MEETING OF THE COMMON COUNCIL
OF THE TOWN OF CLARKDALE**

**Tuesday, January 13, 2015 at 6:00 P.M.
Clark Memorial Clubhouse, Men's Lounge**

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 Regular Meeting open to the public on **Tuesday, January 13, 2015, at 6:00 p.m.** 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.

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.

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 January 8, 2015 at 1:00 p.m.

Kathy Bainbridge
KATHY BAINBRIDGE
CLERK/FINANCE DIRECTOR

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.

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.

3. REPORTS

Current Events – A brief summary of current events. The Council will not propose, discuss, deliberate or take legal action on any matter in the summary.

Mayor's Report
Vice-Mayor's Report
Councilmembers' Report
Town Manager's Report

Organizational Reports – Reports regarding regional organizations.

CAT/ VVTPO – Cottonwood Area Transit and the Verde Valley Transportation Planning Organization & other transportation affiliations.

NACOG - Northern Arizona Council of Governments.

NAMWUA - Northern Arizona Municipal Water Users Association.

VRBP – Verde River Basin Partnership.

VVLP – Verde Valley Land Preservation.

YC Advisory Board – A report from the Yavapai College Advisory Board representative.

4. **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. **Approval of Minutes of the Common Council** - Approval of the minutes of the Regular Meeting held December 9, 2014 and Special Meetings held December 9th and 16th 2014.
 - B. **Claims** - List of specific expenditures made by the Town during the previous month. December, 2014 check log and PPE dated December 13, 2014 and December 27, 2014.
 - C. **Board and Commission Minutes** – Acknowledgement of receipt of minutes and draft minutes of the previous month’s Board and Commission Meetings.
Board of Adjustments Notice of Cancellation of meeting December 24, 2014
Design Review Board Notice of Cancellation of meeting December 3, 2014
Planning Commission minutes of the meeting held December 16, 2014
Parks and Recreation Committee minutes of the meeting held jointly with Council on December 16, 2014 (see Consent Agenda item A)
 - D. **Resolution adopting a change to the Salary Range Placement Table** – approval of Resolution # 1489, adopting the Salary Range Placement Table.
 - E. **Resolution making appointments to various regional organizations** – Approval Resolution # 1490, A Resolution of the Mayor and Common Council of the Town of Clarkdale, Arizona, amending Resolution #1398 making appointments to various regional organizations.
 - F. **Personnel Policy and Procedural Manual amendments** – Approval of amendments to the Town’s Personnel Policy and Procedural Manual.
 - G. **Local Food Days Proclamation** – Approval of a Local Food Days Proclamation in support of improving the growth, processing, distribution, consumption and waste management of healthy, local grown foods.
 - H. **“Start by Believing” Proclamation** - Approval of “Start by Believing” Proclamation to elevate public awareness of the trauma of sexual assault victims, in order to improve the responses of friends, family members, and community professionals.

NEW BUSINESS

5. **COMMERCIAL RIVER RUNNER CAPACITIES FOR THE VERDE RIVER @ CLARKDALE** – Consideration and possible action relating to the establishment of Commercial River Runner Capacities on the Verde River @ Clarkdale.
6. **WORKSESSION ON COMMERCIAL OUTFITTER REGULATIONS** – Discussion of a proposed ordinance that establishes the Town’s policies for regulating outfitters that offer commercial outdoor recreation services in the Town of Clarkdale and on lands operated by the Town of Clarkdale.
7. **FUTURE AGENDA ITEMS** - Listing of items to be placed on a future council agenda
8. **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.

**Minutes of a Regular Session of the Common Council of the Town of Clarkdale
Held on Tuesday, December 9, 2014**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, December 9, 2014, at 6:00 P.M. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

CALL TO ORDER – Meeting was called to order at 6:00 P.M. by Mayor Von Gausig.

Town Council:

Mayor Doug Von Gausig
Vice Mayor Richard Dehnert
Councilmember Scott Buckley

Councilmember Bill Regner
Councilmember Curtiss Bohall

Town Staff:

Town Manager Gayle Mabery
Town Clerk/Finance Director Kathy Bainbridge
Community Development/Economic Director Jodie Filardo
Senior Planner Beth Escobar
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. 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.

Meg Williams Jamison, Northern Arizona Director of Local First Arizona, invited everyone to Local First Arizona's Food and Farm Finance Forum (statewide conference) at the Clarkdale Clubhouse on January 15-16, 2015.

REPORTS

Current Events – A brief summary of current events. The Council will not propose, discuss, deliberate or take legal action on any matter in the summary.

Mayor Von Gausig's Report –

- 11/20/2014 – Attended intergovernmental meeting in Camp Verde
- 11/24/2014 – Met with Charlie German at USGS meeting
 - Attended USGS Monitoring meeting
- 12/01/2014 – Met photo team for bank robbery re-enactment

- 12/03/2014 – Wrote letter of interest to Mike Lacey, Director of Department of Water Resources, asking for more monitoring in Verde Valley
 - Participated in Clarkdale Christmas photo shoot
 - Participated in Bank Robbery re-enactment rehearsal
- 12/04/2014 – Met with Alma Dimitru, attorney and Clarkdale resident, to discuss opportunities she might have in helping Clarkdale on Clarkdale Boards and Commissions/Council
- 12/05/2014 – Met with Darcy Renfro, Megan Fisk, Clarkdale Town Manager Mabery and Councilmember Regner regarding “The Arizona We Want” implementation strategies
- Participated in Cottonwood Christmas Parade
 - Judged chocolate at Chocolate Walk in Cottonwood

Vice-Mayor Dehnert’s Report –

- 11/19/2014 – Attended County Community Health Improvement Plan meeting
 - Participated in bank robbery re-enactment rehearsal
- 12/02/2014 – Attended monthly meeting of Yavapai County Board of Health
- 12/03/2014 – Attended Verde Valley Homeless Coalition
 - Participated in Clarkdale Christmas photo shoot
 - Participated in bank robbery re-enactment rehearsal
- 12/06/2014 – Participated in Christmas Parade
 - Judged chocolate at Chocolate Walk in Cottonwood

Councilmember Bohall’s Report –

- 12/03/2014 – Participated in Clarkdale Christmas card photo shoot

Councilmember Regner’s Report –

- 11/19/2014 – Attended Yavapai College Advisory Committee meeting
 - Participated in bank robbery re-enactment
- 11/26/2014 – Participated in bank robbery re-enactment rehearsal
- 12/03/2014 – Attended Verde Valley Yavapai College Advisory Committee meeting
 - Clarkdale Christmas photo shoot
 - Participated in bank robbery re-enactment rehearsal
- 12/05/2014 – Met with Darcy Renfro, Megan Fisk, Mayor Von Gausig and Town Manager Mabery
 - Attended Opening Night of Made in Clarkdale
- 12/06/2014 – Participated in Cottonwood Christmas Parade

Councilmember Buckley’s Report –

- 12/03/2014 - Participated in Clarkdale Christmas photo shoot
- 12/06/2014 - Participated in Cottonwood Christmas Parade

Town Manager Mabery's Report –**Updates and Reminders:**

- Significant changes in regards to space for the Made in Clarkdale and Library Book Sale events. Staff opened retail space in library to house book sale; Made in Clarkdale took over Ladies' Lounge as well as auditorium for their exhibition.
- Three Bank robbery re-enactments December 13th
- Clarkdale Historic Society Home Tour on Saturday, December 13th
- Friday, December 19th Annual Caroling in the Park at 6 p.m. in front of gazebo
- Town offices closed December 25th and 26th and January 1st

Organizational Reports – Reports regarding regional organizations.

CAT/ VVTPO – Cottonwood Area Transit and the Verde Valley Transportation Planning Organization & other transportation affiliations. Councilmember Bohall:

- CAT – No report
- VVTPO – Cottonwood 12th Street repairs (south half) are complete; north half of 12th Street repairs are going up for bid in December 12th and construction to begin in January; Mingus Avenue from 10th St. to Willard will be reconstructed in 2015-2016; Yavapai Nation bus service has received funding for another year and have no plans for expansion at this time

NACOG - Northern Arizona Council of Governments. Vice Mayor Dehnert:

- No report

NAMWUA - Northern Arizona Municipal Water Users Association. Mayor Von Gausig:

- No report

VRBP – Verde River Basin Partnership. Mayor Von Gausig:

- No report

VVLP – Verde Valley Land Preservation. Mayor Von Gausig:

- No report

WAC/MVWAC - Yavapai County Water Advisory Committee/Middle Verde Water Advisory Committee. Mayor Von Gausig:

- Participants interested in continuing to pay for Verde Valley cost share of groundwater monitoring

VVREO – Verde Valley Regional Economic Organization. Councilmember Regner:

- No report

YCL – A report from the Yavapai College Liaison. Councilmember Regner:

Verde Valley Advisory Board has held two meetings and are still in organizational stages. On November 19th Dean James Perey presented information regarding the status of the Verde Valley campuses. At the first January meeting discussion will include upcoming assessment of employer needs. At the next meeting Verde Valley High School superintendents will be invited to discuss their views on their students transition to Yavapai College education.

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. **Approval of Minutes of the Common Council** - Approval of the minutes of the Regular Meeting held November 18, 2014.
- B. **Claims** - List of specific expenditures made by the Town during the previous month. November, 2014 check log and PPE dated November 1 and 15, 2014.
- C. **Reports** - Approval of written Reports from Town Departments and Other Agencies
 - Building Permit Report – November, 2014
 - Capital Improvements Report – November, 2014
 - Magistrate Court Report – November, 2014
 - Water and Wastewater Report – November, 2014
 - Police Department Report – November, 2014
- D. **Board and Commission Minutes** – Acknowledgement of receipt of minutes and draft minutes of the previous month’s Board and Commission Meetings.
 - Board of Adjustments Notice of Cancellation of meeting November 26, 2014
 - Design Review Board minutes of the meeting held November 5, 2014
 - Planning Commission minutes of the meeting held November 10, 2014
 - Library Advisory Board Notice of Cancellation of meeting November 13, 2014
 - Parks and Recreation Committee Notice of Cancellation of meeting November 12, 2014

Councilmember Regner moved to accept Consent Agenda items A – D as presented. Councilmember Bohall seconded the motion. The motion carried unanimously.

NEW BUSINESS

TRANSFER OF WATER TENDERS FROM THE CLARKDALE FIRE DISTRICT TO THE TOWN OF CLARKDALE – discussion and consideration regarding transfer of water tenders from the Clarkdale Fire district.

The formation of the Clarkdale Fire District was approved by the Yavapai County Board of Supervisors on October 31, 2006. Previous to the formation of the Clarkdale Fire District the Clarkdale Fire Department existed as a municipal department under the Town of Clarkdale.

At a regular Town Council Meeting on June 12, 2007 The Town of Clarkdale Town Council approved the following Intergovernmental Agreements (IGA) and leases between The Town of Clarkdale and the Clarkdale Fire District:

- Fire District IGA Transfer of Assets, for the fire protection & emergency medical equipment to the Clarkdale Fire District.
- Fire District IGA for Fire Code Enforcement, allowing the Clarkdale Fire District to perform fire inspections in the Town of Clarkdale.
- Fire District IGA for Funding, allows for the funding of fire protection and emergency services within the Town of Clarkdale by the Clarkdale Fire District.
- Fire District Lease of Station #21, located at 895 1st South Street in the Town of Clarkdale.

The IGA for the transfer of fire protection equipment from the Town of Clarkdale to the Clarkdale Fire District became effective on July 1, 2007. The conveyance of this equipment was transferred "as is", without warranty, and the District accepted the equipment and assets under this condition. The District paid the sum of ten dollars (\$10.00) to the Town for the equipment and assets listed in the IGA. Included in the list of equipment and assets listed in this IGA were two (2) 1987 Ford Water Tenders.

The two (2) Water Tenders transferred to the Clarkdale Fire District by the Town of Clarkdale on July 1, 2007 are the same two (2) Water Tenders listed in the Contract under consideration by the Town Council. The terms of the contract call for a total consideration of two dollars (\$2.00), one dollar (\$1.00) for each Water Tender, to be paid by the Town to the Clarkdale Fire District for the two (2) Water Tenders. The conveyance of this property is "as is", without warranty, express or implied.

The Town of Clarkdale has, and continues to enjoy an excellent relationship with the Clarkdale Fire Department with each entity actively working together for the benefit of both organization and the citizens of Clarkdale. This relationship has developed and been nurtured under the leadership of Chief Joe Moore and the Town Manager Gayle Mabery.

Utilities/Public Works Director Debrosky presented information on this agenda item.

Councilmember Regner asked if the additional costs incurred for insurance and maintenance on the water tenders would have any effect on the delivery costs to the customer and Debrosky noted that any additional costs would be minimal but had not yet been determined.

Mayor Von Gausig asked if there would be any special sanitation consideration with regard to delivery of potable water and Debrosky stated that one of the tenders had only been used for potable water and the other truck could be used for dust control and has a sprayer.

Town Manager Mabery referred to Section 1 in the report "shall not be used for fire suppression, no...be conveyed to another party for the purpose of fire suppression" and noted procedures were in place to make sure this portion of the agreement would be upheld.

Mabery also thanked Chief Moore for ongoing cooperation and support. Mayor Von Gausig also thanked the Chief and his Board.

Councilmember Bohall moved for the approval of the Contract for the Transfer of Water Tenders from the Clarkdale Fire District to the Town of Clarkdale. Councilmember Regner seconded the motion. The motion was approved unanimously.

EXTENSION OF THE FINANCIAL ASSURANCE TIME PERIOD FOR WILDHORSE ACRES ESTATES, A MINOR SUBDIVISION – Discussion and consideration regarding an extension of the Financial Assurance Time Period for Wildhorse Acres.

Wildhorse Acres Estates is a four (4) lot minor subdivision located off of Wildhorse Lane and State Route 89A. Subsequent to Town Council approval, the minor subdivision was recorded on April 16, 2009. As platted, the subdivision will have an on-site community well to serve the four parcels. Each lot will have a septic system. The lots range from 43,367 to 43,567 in square footage and will be accessed by a cul-de-sac connecting to Wildhorse Lane. This cul-de-sac will be improved by the developer and dedicated to the Town upon acceptance.

The original recorded \$75,000 Irrevocable Line of Credit expired on December 16, 2010. In 2011, 2012 and 2013, Snowbird Red Rock Management, the owner of the minor subdivision, provided a renewed letter of credit. Council has granted an extension of the financial assurances through December 2014. The property owner is requesting an additional extension through to December 2015.

Section 12-4-5.D.10 of the Subdivision Regulations states:

'The duration of financial assurances shall be for thirteen (13) months, from the date of recording. Extension of time in one (1) year increments may be granted by the Council upon good cause. The assurance shall remain in force and effect until it is released by the Council or has been authorized for partial release as provided herein.'

The Council has the option to not approve the extension of credit and direct staff to initiate the revocation process per Section 12-1-10.A of the Subdivision Regulations:

'If no lots in a subdivision, for which a final map has been approved and recorded, have been sold within thirteen (13) months from the date of recordation and if all of the improvements have not been made within thirteen (13) months of recordation, the Council may, on its own motion, hold a public hearing after notice, to determine whether the approval and recording of such final map should be revoked. Such revocation shall be in accordance with the Arizona Revised Statutes.'

If the subdivision approval for Wild Horse Acres was revoked, the property would revert to one parcel and all subdivision entitlements for this property would be vacated.

Senior Planner Beth Escobar presented information on this agenda item. Staff is recommending the letter of credit period be extended. Staff relationship with the principals is very good and they are responsive to staff requests for information.

Councilmember Regner moved to approve the extension of the financial assurance time period for the Wildhorse Acres, a minor subdivision. Vice Mayor Dehnert seconded the motion. The motion was approved unanimously.

VERDE RIVER @ CLARKDALE CONCEPTUAL MASTER PLANS FOR TAPCO AND TUZIGOOT RIVER ACCESS POINTS – Discussion and consideration regarding the conceptual plans for both TAPCO and Tuzigoot River Access Points.

As a project under the Sustainable Clarkdale Initiative funded in part through a grant received from the Walton Family Foundation, a Request for Proposal (RFP) for the first stage of the Verde River @ Clarkdale Master Plan was published October 30, 2013. In January 2014, Council awarded the contract to Gunn Communications of Phoenix and their partner Peak Engineering of Flagstaff to develop conceptual plans for each of the two river access points: TAPCO River Access Point and Tuzigoot River Access Point (TuziRAP).

As part of their contract, Gunn Communications coordinated the Stakeholder’s Meeting held on May 9th. Approximately 80 participants including river enthusiasts, members of the general public, agency representatives, and staff took part in a day-long facilitated meeting which included tours of the two river access points and creating initial concepts for each of the sites. Following the Stakeholders’ Meeting, the general public was invited to attend an Open House held on June 12 and provide additional feedback on the concepts developed at the Stakeholder’s Meeting. Input from both meetings was accumulated by Gunn Communications and Peak Engineering and used in the development of concepts for each of the RAPs.

The two conceptual master plans were presented to the Parks & Recreation Commission at their August 20th meeting. At the Council meeting on August 26, 2014, the Council reviewed the amenities plan as proposed with comments from the Parks & Recreation Commission with the expectation the plans would come back for a final presentation following the receipt of the engineering estimates and archaeological surveys of both sites.

Since this most recent Council meeting, engineering estimates totaling \$1,693,885.17 were received from Peak Engineering; the summary of those estimates are broken down by river access point as follows:

TAPCO River Access Point:

DESCRIPTION	COSTS
Boating Facilities Including launch area, drive lanes, vehicular parking, trailer parking, parking curb, ADA parking stalls, ADA concrete pathway, composting restroom with solar, fee station and kiosk	\$351,509.17
Remediation/Protection Including erosion control mats, hydro-seeding, river bank protection, and stormwater pollution prevention	\$70,523.00
Community Amenities Including vehicular parking, parking curb, ADA parking stalls, ADA concrete pathway, overflow parking, foot trails, composting restroom with solar, 24’ x 24’ ramada, 8’ x 16’ ramada, picnic tables, viewing platform on piers, interpretive signing, and dumpster pad	\$458,533.33
TOTAL	\$880,585.50

Tuzigoot River Access Point

DESCRIPTION	COSTS
Boating Facilities Including launch area, drive lanes, vehicular parking, trailer parking, parking curb, ADA parking stalls, ADA concrete pathway, composting restroom with solar, fee station and kiosk	\$313,917.50
Remediation/Protection Including erosion control mats, hydro-seeding, river bank protection, and stormwater pollution prevention	\$57,685.50
Community Amenities Including vehicular parking, parking curb, ADA parking stalls, ADA concrete pathway, overflow parking, foot trails, composting restroom with solar, 24' x 24' ramada, 8' x 16' ramada, picnic tables, viewing platform on piers, interpretive signing, and dumpster pad	\$441,696.67
TOTAL	\$813,299.67

Further, the Town contracted with Cornerstone Environmental to perform the archaeological surveys of each of the RAPs specific to the potential location of amenities desired at each site. Following the field work performed and the initial analysis received from the experts, Cornerstone Environmental is making recommendations for three specific locations at TAPCO RAP and three locations at TuziRAP (including a large site previously recorded with the Arizona State Museum though not thoroughly mapped) as eligible for consideration of protection. Of the sites at TAPCO RAP, all three are being recommended as eligible; at TuziRAP, only one of the three is being recommended as eligible.

These recommendations will be encapsulated into a report and delivered in early 2015 to the Arizona State Parks Archaeologist, Paula Pflepsen, who has the final authority to determine eligibility. As there is no federal project undertaking at either RAP at this time, tribal consultation on these possibly-eligible sites is not required although Ms. Pflepsen may choose to consult with applicable tribal entities. Once in receipt of the report, Ms. Pflepsen shall issue a determination of eligibility within 30 days. Any tribal consideration will be included during this period. If Ms. Pflepsen so desires, she may also refer these sites to the Arizona State Historic Preservation Office (SHPO) for consideration. If the sites are referred to SHPO, this agency's review period extends for an additional 30 days.

Based on information regarding sensitive sites, the conceptual master plans for each location before you tonight were adjusted to avoid the sensitive areas coupled with an additional fifty-foot buffer as recommended by Cornerstone Environmental, and should be considered 80% complete pending any adjustments which may be necessary following agency reviews.

Staff will work with all concerned parties relative to these discoveries under the guidance of Cornerstone Environmental. Once all comments are received, staff will be taking additional steps to address each of these comments as required. This work is required by the State of Arizona on TuziRAP, the land we co-manage. Rules are different for TAPCO RAP as it is privately-held land and staff will navigate the requirements for site protection with help from Cornerstone Environmental. Given the timeframes for agency review, any additional ground disturbance should take place at either of these sites after the agency reviews and site evaluations are complete – estimated to be in late spring 2015.

Community Development/Economic Director Jodie Filardo presented a conceptual project overview.

Council discussion followed regarding ADA access, parking amenities, cost breakdown and other aspects of the project.

Vice Mayor Dehnert asked about fishing activities and ADA/public access to these fishing areas. Addressing that Town Manager Mabery noted that there are some natural areas that could be designated for fishing spots. Because it is subject to flooding, there would be difficulty in adding infrastructure for fishing however, the Tuzigoot site will have more capacity for fishing infrastructure.

Councilmember Regner asked about BBQ amenities and Filardo noted that although that type of amenity would be further along in the design, there is a lot of support for that activity.

Mayor Von Gausig discussed future river flow and possible contouring treatments to accommodate these changes. He also noted that in order to obtain grant funding, the report is required to be detailed and include the large budget numbers. Mabery added that the project would be multi-year and include varied funding sources.

Filardo stated the State Archaeologist report will include a lot of history that will be available information for any signage we institute.

Councilmember Regner moved to approve the conceptual plans for both TAPCO and Tuzigoot River Access Points, authorizing staff to make small adjustments to accommodate reviewing agency requirements as needed. Vice Mayor Dehnert seconded the motion. The motion was approved unanimously.

SPEED LIMIT REDUCTION ON BROADWAY – Discussion and consideration of a reduced speed limit on Broadway.

The Town of Clarkdale was contacted by personnel from the City of Cottonwood wishing to reduce the speed limit at their City limits on Broadway. Their desire is to reduce the speed to 35 mph prior to their recently developed subdivisions. Law requires a set distance of signage and speed reduction signs prior to a lowering of speed limits. Upon researching the impact a speed change would have on our community, Public Works conducted a traffic survey on the entire stretch of road, appendix A. We also researched the number of accidents on Broadway over the last 6 years, appendix B.

- Appendix A is an 85% statistic of the speed recorded on Broadway, at different locations, during an entire week. Even though the speed limit is 50 mph in most areas, the average speed was 48.5 mph.
- Appendix B is a list of all accidents from January 2009 until November 25, 2014. There have been 31 total accidents, 9 injury with some resulting in very serious injuries, and one fatal accident.
- Appendix C is a layout of the location for signage changes. Additionally, any signs that currently indicate 50 mph along Broadway would be replaced with 45 mph signs.

Police Chief Randy Taylor presented information on this agenda item.

Town Manager Mabery noted speed limit change is brought before council due to request by Cottonwood City Council.

Councilmember Regner stated that the 50 mph speed limit didn't seem excessive or dangerous and doesn't see a need for the change.

Vice Mayor Dehnert moved to approve the lowering of the speed limit to 45 mph from our South boundary on Broadway to where it is currently 35 mph on North Broadway as recommended by Chief Taylor. Councilmember Buckley seconded the motion. The motion passed with Councilmember Regner opposing.

Mayor Von Gausig called for a five minute break without objection. Council resumed.

WORKSESSION FOR COUNCIL ORIENTATION – A worksession for the orientation of the Council.

In June, 2004, the Council established a practice of holding an “orientation” as soon after the completion of a normal election cycle and seating of a new Council. The orientation is meant to provide information and discussion regarding issues from Council meeting procedures, roles of the Mayor, Council, appointed officials and Town staff, relationships among those groups, appointment and interactions with Board and Commission members, Council representation on regional Boards and Commissions, etc.

Many of the topics discussed at tonight's worksession are outlined in other documents, such as State Law, the Clarkdale Town Code, and Clarkdale's Public Service Handbook. Some of those documents, or portions thereof, are attached as part of your Council packet tonight.

The specific topics listed for discussion tonight include:

- a) Mayor and Council Member Roles
- b) Meeting and Worksession Procedures
- c) Arizona Open Meeting Law, Executive Session Requirements, Conflict of Interest Laws, and Public Records Laws
- d) Council/Manager/Attorney/Staff Relationships
- e) Board and Commission Appointment Process
- f) Communication/Interaction with Boards and Commissions
- g) Communication/Interaction with the Public, the Media and with Outside Entities
- h) Town Manager's Employment Contract
- j) Regional Organizations

Item A: Mayor and Council Member Roles - This item will give the Council Members the opportunity to review the duties prescribed in the Town Code for the Mayor, Vice Mayor and Council Members and to discuss how those procedures and other practices are implemented in the day-to-day role for persons in those positions. - Town Code Chapter 2

Item B: Meeting and Worksession Procedures – This item will give the Council Members the opportunity to review the requirements for meeting procedures that are outlined in the Town Code, and to discuss how those procedures and other practices are implemented at our Regular and Special Council Meetings and during Council worksessions. - Town Code Chapter 2

Item C: Review of information included in the Public Service Handbook regarding the Arizona Open Meeting Law, Executive Session Requirements, Conflict of Interest Laws, and Public Records Laws.

Item D: Council/Manager/Attorney/Staff Relationships – Discussion under this item will focus on the importance of the relationships between the Council, the Town Manager, the Town Attorney and other members of the Town Staff, the references to these relationships in the Town Code, and how these relationships have been handled in the day-to-day functions of the Town. – Clarkdale Public Service Handbook

Item E: Board and Commission Appointment Process - Board and Commission appointments have been approached in a variety of ways in the past. Some Councils were comfortable simply making individual phone calls or appointments with applicants and not using a formal process. Currently, we have a Board and Commission Interview Committee where two Council members join with the staff liaisons to interview the applicants and make recommendations to the Council. This item will allow the Council to discuss this procedure and select the process that they are most comfortable with. The Town Code does not outline a specific process, and, as such, it is strictly the Council's prerogative on what process, if any, they want to use of appointments. – Clarkdale Public Service Handbook

Item F: Communication/Interaction with Boards and Commissions – This item will give the Council the opportunity to discuss issues relating to communication and interaction with Board and Commission Members. – Clarkdale Public Service Handbook

Item G: Communication/Interaction with the Public, the Media and with Outside Entities – Although none of our official guidelines have adopted regulations with regard to communications and interaction with the public, media and outside entity, this agenda item will give Council members the opportunity to discuss best practices in these situations, and the practical aspects of the importance of these communications.

Item H: Town Manager's Employment Contract – This item will give the Council Members the opportunity to review the duties prescribed in the Town Code for the Town Manager and to review the Town Manager's Employment Contract.

Item I: Appointment of Council Representatives to Regional Organizations – The Town of Clarkdale is represented on numerous regional organizations by our elected officials. Staff has included a list of these organizations including information on when and how often the organizations typically meet. Once the Council has discussed these roles and identified which Council Members will serve as our representatives and alternates, the Staff will draft a resolution that can be adopted in a subsequent meeting that will identify all the appointments.

Regional Organizations

CAT/ VVTPO – Cottonwood Area Transit/Verde Valley Transportation Planning Organization – One representative and one alternate needed. CAT meets every other month to give input and suggestions about the local transit system and to receive updates as to the operation of the system. VVTPO meets every other month to discuss and prioritize regional transportation planning issues and needs, and advise NACOG regarding regional roads priorities. The VVTPO also gives input to Yavapai County on the

Verde Valley's use of the sales tax money in Yavapai County. *Currently: Curt Bohall*

NACOG – Northern Arizona Council of Governments – NACOG meets five times a year in Flagstaff. The representative is mailed a packet of information and agendas. This committee approves the programs and operations of NACOG. A COG, or Council of Governments, serves local governments and the citizens of a region by dealing with issues and needs that cross city, county and even state boundaries. Mechanisms used to address these issues may include communications, planning, policy making, coordination, advocacy and technical assistance. An additional councilmember also serves as a representative on the Transportation Sub-Committee (TPAC – *Currently Curt Bohall*) of NACOG. *Currently: Richard Dehnert and Bill Regner (Alternate)*

NAMWUA – Northern Arizona Municipal Water Users Association – One Council Member and two designated alternates needed. The NAMWUA Executive Board meets 4 times per year. All meetings are held at the Flagstaff City Hall. After experiencing difficulty having a quorum, the NAMWUA Board has asked that each member entity appoint one representative and two alternates. *Currently: Doug Von Gausig and Bill Regner (Alternate)*

VRBP - Verde River Basin Partnership – The Verde River Basin Partnership was formed to address the requirements of Title II of the federal legislation that approved the Yavapai Ranch Land Exchange. The group meets the third Wednesday of each month from 9 – 10:30 a.m. alternately between Cottonwood and Prescott. *Currently: Doug Von Gausig (Alternate)*

VVLP – Verde Valley Land Preservation – One Council representative requested. Verde Valley Land Preservation Institute is an Arizona nonprofit corporation operating within the Verde Valley of Arizona for the purpose of acquiring, managing and enhancing the natural open space in the Verde Valley region. Their mission is to develop and implement immediate and long-range strategies to preserve and enhance the natural open space of the Verde Valley. A membership organization, the VVLPI requests that each community have an elected official participate in their meetings. *Currently: Bill Regner (Alternate)*

WAC/MVWAC – Yavapai County Water Advisory Committee/Verde Valley Natural Resources Coordinator's Advisory Committee – Currently on hiatus. *Currently: Doug Von Gausig and Bill Regner (Alternate)*

VVREO – Verde Valley Regional Economic Organization – One Council representative and one alternate needed. Verde Valley Regional Economic Organization is a regional collaborative organization building sustainable economic prosperity and providing comprehensive economic development expertise, tools, marketing and outreach by Individuals who represent different aspects of our communities—small and large businesses, government entities, and education. *Currently: Bill Regner*

Greater Arizona Mayor's Association - *Currently: Doug Von Gausig and Vice Mayor Dehnert*

Yavapai College Advisory Board – Yavapai College District Governing Board created the Board in recognition of the desire for the Verde Valley citizens to have a forum to express their educational needs. The committee's vision is to be recognized as the Verde Valley's voice for constructive and collaborative dialog between residents and the Yavapai College District Governing Board to promote

improved access to quality higher education. This is an appointed position by the Yavapai College District Governing Board. *Currently: Bill Regner*

Discussion followed about reports, council interactions with Town attorney, staff, media and public/outside entities.

Councilmember Buckley noted that he has heard a couple of members of the public state that they don't want to come to meetings on report nights. Regner stated he has heard the same comment. Mayor prefers they be at the beginning of the meeting so that public can hear what the Council is doing. He noted that his initial reason for doing a detailed report was an agreement with the Council. Councilmembers Bohall, Buckley, Dehnert and Regner expressed interest and find the reports to be informative. It was agreed that the report section of the meetings should be as efficient as possible and would continue at the beginning of the meetings.

Edification for new councilmember of various relationships within the Town structure and conflict of interest issues. Interaction with media and public/outside entities discussed. Town Manager Mabery noted that one issue that comes up frequently are complaints about the town and reminded Council that there is an entire staff to help deal with issues that come up. Vice Mayor Dehnert stated that the Town Manager is our public relations and communications chief and he often refers media to her. Mabery stated email is a frequent form of communication with citizens and reminded Council that many people may receive an email but one answer should be given. The "reply all" option violates open meeting laws.

Appointments to the various regional organizations were discussed:

- CAT/VVTPO/TPAC – *Curt Bohall*
- NACOG – *Richard Dehnert; Alternate – Bill Regner*
- NAMWUA – *Scott Buckley; Alternate – Bill Regner*
- VRBP – *Doug Von Gausig; Alternate – Bill Regner*
- VVLP – *Bill Regner; Alternate – Scott Buckley*
- WAC/MVWAC – as this Board is currently on hiatus, updates will be provided via the Mayor's report only
- VVREO – It was determined that Community Development/Economic Director Jodie Filardo would give updates to Town Manager Mabery that are pertinent
- GAMA – *Doug Von Gausig; Alternate – Richard Dehnert*
- Yavapai College Advisory Board – *Bill Regner*

This is scheduled as a worksession only. No Council action is required.

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

ADJOURNMENT – Without objection, Mayor Von Gausig adjourned the meeting at 8:45 P.M.

APPROVED:

ATTESTED/SUBMITTED:

Doug Von Gausig, Mayor

Kathy Bainbridge, 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 9th day of December, 2014. I further certify that meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2014.

SEAL

Kathy Bainbridge, Town Clerk

**Minutes of a Special Session of the Common Council of the Town of Clarkdale
Held on Tuesday, December 9, 2014**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, December 9, 2014, at 5:00 PM. in the Clark Memorial Clubhouse, Reading Room, 19 N Ninth Street, 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 Scott Buckley

Councilmember Bill Regner
Councilmember Curtiss Bohall

Town Staff:

Town Manager Gayle Mabery
Town Clerk/Finance Director Kathy Bainbridge

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.

EXECUTIVE SESSION - The Council may vote to discuss the following matters in executive session pursuant to A.R.S. § 38-431.03:

A.R.S. § 38-431.03(A) (1) - Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting; and

The Executive Session 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.

TOWN MANAGER EVALUATION – Discussion regarding the evaluation of the Town Manager.

Without opposition, the Council moved into the Executive Session at 5:00 P.M.
Without opposition, the Council adjourned the Executive Session at 5:35 P.M.
Without opposition, the Council adjourned at 5:35 P.M.

ADJOURNMENT

APPROVED:

ATTESTED/SUBMITTED:

Doug Von Gausig, Mayor

Kathy Bainbridge, Town Clerk

**Minutes of a Special Session of the Common Council of the Town of Clarkdale
Held on Tuesday, December 16, 2014**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, December 16, 2014, at 6:00 p.m. in the Clarkdale Men's Lounge, 19 N. Ninth Street, Clarkdale, Arizona.

Town Council:

Mayor Doug Von Gausig (recused)
Vice Mayor Richard Dehnert
Councilmember Scott Buckley

Councilmember Bill Regner (recused)
Councilmember Curtiss Bohall

Parks and Recreation Commissioners:

Shannon Westcott, Chairperson
Peter Curé (absent)
Lynda Zanolli
Trish Gomez
Barbara Van Wye

Town Staff:

Town Manager Gayle Mabery
Town Clerk/Finance Director Kathy Bainbridge
Community Services Supervisor Dawn Norman
Deputy Clerk Mary Ellen Dunn

CALL TO ORDER AT 6:01 P.M. BY THE CLARKDALE TOWN COUNCIL

CALL TO ORDER AT 6:01 P.M. BY THE CLARKDALE PARKS AND RECREATION COMMISSION

DESIGNATION OF CHAIRMAN FOR THIS JOINT MEETING – Consideration of designating Vice Mayor Richard Dehnert as the Chairman for the Joint meeting between the Clarkdale Town Council and the Clarkdale Parks and Recreation Commission.

As referenced in the Clarkdale Public Service Handbook the Chairman of our public meetings has the important responsibility of ensuring that the meeting operates efficiently and that decorum is maintained. During Joint Meetings of the Town Council with appointed Boards and Commissions, the Mayor acts as the chair of the Joint Meeting.

Mayor Von Gausig has declared a Conflict of Interest on the subject of tonight's meeting, and will not be participating in the meeting. As such, pursuant to Section 2-2-2 of the Clarkdale Town Code, the Vice Mayor shall perform the duties of the Mayor during the Mayor's absence.

To make the record clear, a motion, second and vote on this topic is appropriate during the meeting. The votes of all members of the Town Council and the Parks and Recreation Commission will be recorded in the minutes for this Joint Meeting.

Councilmember Regner also recused himself, declaring a conflict of interest.

Councilmember Bohall moved to approve the designation of Vice Mayor Dehnert as the Chairman for the December 16, 2014 Joint Meeting. Councilmember Buckley seconded the motion. The motion was approved unanimously.

Parks and Recreation Chairperson Westcott polled the commissioners and Vice Mayor Dehnert was approved as Chairman unanimously.

INTRODUCTION OF COUNCIL MEMBERS AND PARKS AND RECREATION COMMISSION MEMBERS

PUBLIC COMMENT – The Town Council and the Parks and Recreation Commission invite the public to provide comments at this time. Members of the Council and Commission 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.

Vice Mayor Dehnert presented opening comments.

NEW BUSINESS

JOINT WORKSESSION ON RECOMMENDATIONS FOR COMMERCIAL RIVER RUNNER CAPACITIES FOR THE VERDE RIVER @ CLARKDALE – Discussion of the information and recommendations submitted by Town Staff relating to Commercial River Runner Capacities on the Verde River @ Clarkdale.

After launching the Verde River @ Clarkdale project in 2011, the Town of Clarkdale opened the 110-acre Lower TAPCO River Access Point on June 18, 2014, providing the public with access to diverse year-round recreational activities on the river. As expected, the site quickly became popular as a kayak launch point for boaters who wanted to float the 3-mile stretch of river between the boat launch areas of Lower TAPCO River Access Point and the downstream Tuzigoot River Access Point. In addition, the Town of Clarkdale and Arizona State Parks issued the first special use permits to allow commercial outfitters to operate at the Lower TAPCO RAP and the Tuzigoot RAP in 2014, resulting in approximately 6,800 commercial customers either kayaking or tubing this stretch from April – December, 2014. During peak boating season (from June 1 – September 30) in 2014, we experienced an average of 250 commercial customers per week launching from the Lower TAPCO RAP.

With requests for issuance of additional commercial permits increasing, the Town of Clarkdale has determined the need to establish commercial river runner capacities for the Verde River @ Clarkdale between the Lower TAPCO River Access Point and the Tuzigoot River Access Point.

Staff at the Town of Clarkdale have developed a report (which is attached as part of your meeting packet) that outlines the information they considered in recommending commercial outfitter capacities for the Verde River @ Clarkdale.

The following commercial river outfitter capacities are recommended as part of the report:

- Maximum guided trip size of sixteen (16) people, including trip guides.
- Maximum of eight (8) guided kayak/canoe/stand-up paddle board trips per day, with at least two (2) of those trips being reserved specifically for tours that operate under a separate permitting structure and receive pre-approval as official interpretive trips by the Town of Clarkdale.
- Maximum of one (1) guided trip launching per hour, between the hours of 8:00 a.m. and 4:00 p.m. (which may be extended to include a 5:00 p.m. launch during certain seasons).
- Maximum of up to thirty (36) unguided customers (in a vessel that meets the Arizona definition of a watercraft) per day.
- Maximum of six (6) unguided customers launching per hour, between the hours of 9a.m. – 3:00 p.m.

Based on the comments and input received during the December 16th Joint Worksession, Staff will make revisions to the Capacity Recommendations, and present those for formal consideration by the Town Council at their January 13, 2015 Regular Council meeting. If the Parks and Recreation Commission would like to make a formal recommendation to the Town Council on this subject, a special meeting will be scheduled prior to January 13th in order for them to do so.

After the Council takes final action on establishing the commercial capacities on the Verde River @ Clarkdale, staff will begin the process for soliciting bids for the outfitter permits that will be available in 2015. Staff hopes to begin advertising in January and award the first sets of outfitter permits in February. Given that there are several different categories of permits that will be available, we anticipate that we'll be letting bids for different types of permits as we get them developed over a period of a couple of months.

The 2015 Outfitter Permit has not yet been drafted, as staff's focus has been on developing the capacity recommendations for the Council and Parks and Recreation Commission's consideration. Establishing capacities on the river is a necessary first step in the process.

Staff has invited representative from Arizona State Parks and the U.S. Forest Service to attend the meeting. Both of these agencies have reviewed and provided input on the report that has been developed by the Town Staff. If desired, these public land managers will be prepared to offer comments and/or address questions from the Council and Commission.

Staff also anticipates that members of the public may have comments to share on this topic. While this Joint Worksession is an opportunity for discussion between the Council and Parks and Recreation Commission, it is appropriate to open the agenda item for Public Comment at some point in the meeting.

Town Manager Mabery gave a PowerPoint presentation: "Commercial River Runner Capacities on the Verde River @ Clarkdale" which provided collected data regarding boating activities, history of river outfitters on the Middle Verde River, comparisons between guided and unguided commercial activity, interpretive and recreational guided tours, and recommendations and examples with regard to capacity.

Arizona State Parks Representative, Keith Ayot, presented Parks's views and cited three directives:

- 1) Protect our resources;
- 2) provide access to those resources;
- and 3) be an economic driver for local communities.

Clarkdale Town Council and Parks and Recreation Commission shared questions and comments.

Councilmember Bohall thanked the staff for their efforts and time. Stated he does not kayak but believes the river is an asset for the Town of Clarkdale to cherish.

Discussion followed regarding topics including the Ambassador program, water quality testing, and Brewer's Tunnel Diversion Dam challenges.

Vice Mayor Dehnert opened the discussion to public comment. The following persons addressed the Council:

Tom Martin, not a Clarkdale resident – requested reconsideration of the “do-it-yourself” boating capacity; supports river access

Jett Tenant, Clarkdale resident – expressed concerns about the initial capacity numbers; supports public access to river

Ann Miranda, Clarkdale resident – stated concerns about the noise along the river and disturbed quality of life of property owners along the river; supports public access to river

Paul Matthew, Clarkdale resident – had public safety concerns

Rick Littell, Clarkdale resident – noted concerns about noise/quality of life for property owners along the river and changes in wildlife presence; supports public access

Lisa Petty, Clarkdale resident – concerned about initial numbers with regard to maximum capacity; supports public access to river

Liz Gail, Clarkdale resident – appreciates the Ambassador program; concerned about enforcement of quiet zones

Harry Sweet, not a Clarkdale resident – concerned about impact on wildlife and peacefulness of river for private boaters

Carrie Anderson, former Clarkdale resident – supports river access; concerned about initial maximum capacity figures and environmental impact as well as property owners' quality of life

Jane Moore, Jerome resident – has concerns about impacts on the river; would like to see greater numbers of interpretive tours as opposed to increased recreational capacities

Richard Lynch, outfitter – believes the maximum capacity figures may be too high and stated he wants a cooperative effort in dealing with the issues and concerns

Elizabeth Gerstner, Clarkdale resident – stated concerns with the noise levels, impacts on wildlife and parking on her street to access river

Wendy Kaye, Clarkdale resident – concerned about neighbors along the river and their quality of life; questioned Town's financial gain

Nicki Check, Jerome resident – participated in interpretive tour and felt strong connection to the river and noted the low impact of the trip; appreciated the Town's evaluations and endeavors

Dylan Anderson, outfitter – would like to see more education; believes the initial maximum capacity numbers are too high

Vice Mayor/Chairman Dehnert stated that the Town of Clarkdale did not get into the project for financial gain but for the river's protection and thanked everyone for attending and bringing out issues for consideration. Dehnert then turned the discussion back to the Council and Commission for comments.

Chairman Dehnert: noted a “measured reaction” to the maximum capacity numbers and would like to take another look at refining those numbers more conservatively, keeping the public comments in mind.

Commissioner Westcott: stated she always looked for places to get into the river and appreciates the new access points and has some of the same thoughts and concerns as those stated earlier in the public comments. She assured the audience that their concerns do not go unnoticed or unheard. She further stated that the panel represents the community and that’s the reason they volunteer for the positions they hold.

Councilmember Buckley: stated he would like to see more “science” and data regarding impacts on the river.

Commissioner Zanolli: clarified that the Town was no longer recommending rented inner tubes and supports that recommendation.

This Joint Worksession was agendized for discussion only, and no formal action was taken.

ADJOURNMENT – Commissioner Westcott moved to adjourn the meeting and Councilmember Bohall seconded. Without objection, Chairperson Dehnert adjourned the meeting at 7:53 P.M.

APPROVED:

ATTESTED/SUBMITTED:

Vice Mayor Richard Dehnert, Chair

Kathy Bainbridge, 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 16th day of December, 2014.

I further certify that meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2014.

SEAL

Kathy Bainbridge, Town Clerk

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	C-CHECK		VOID CHECK					
	C-CHECK	V	12/03/2014			071465		
	C-CHECK	V	12/02/2014			071482		
	C-CHECK	V	12/02/2014			071483		
	C-CHECK	V	12/02/2014			071486		
0696	NEKTCARE ARIZONA LLC							
	C-CHECK	VOIDED	NEKTCARE ARIZONA LLC			071509		294.00CR
	C-CHECK	V	12/09/2014			071533		
	C-CHECK	V	12/17/2014			071570		
	C-CHECK	V	12/16/2014			071571		
	C-CHECK	V	12/16/2014			071572		
	C-CHECK	V	12/16/2014			071593		
	C-CHECK	V	12/23/2014			071608		
	C-CHECK	V	12/31/2014					

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00

VOID CHECKS:	11	VOID DEBITS	0.00		
		VOID CREDITS	294.00CR	294.00CR	0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			11	294.00CR	0.00	0.00
BANK: *		TOTALS:	11	294.00CR	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0001	ARIZONA STATE RETIREMENT SYSTE							
	I-LTDPPE 11292014 STATE RETIREMENT	D	12/03/2014	122.86		000000		
	I-SR PPE 11292014 STATE RETIREMENT	D	12/03/2014	11,750.36		000000		
	I-SRBPPE 11292014 STATE RETIREMENT BUY BACK	D	12/03/2014	349.89		000000		12,223.11
0001	ARIZONA STATE RETIREMENT SYSTE							
	I-LTDPPE 12132014 STATE RETIREMENT	D	12/17/2014	122.98		000000		
	I-SR PPE 12132014 STATE RETIREMENT	D	12/17/2014	11,765.36		000000		
	I-SRBPPE 12132014 STATE RETIREMENT BUY BACK	D	12/17/2014	349.89		000000		12,238.23
0001	ARIZONA STATE RETIREMENT SYSTE							
	I-LTDPPE 12272014 STATE RETIREMENT	D	12/31/2014	121.64		000000		
	I-SR PPE 12272014 STATE RETIREMENT	D	12/31/2014	11,634.84		000000		
	I-SRBPPE 12272014 STATE RETIREMENT BUY BACK	D	12/31/2014	349.09		000000		12,105.37
0069	CITY OF COTTONWOOD							
	I-328 CITY OF COTTONWOOD	D	12/30/2014	40,281.88		000000		40,281.88
0074	INTERNAL REVENUE SERVICE							
	I-T1 PPE 11292014 FEDERAL TAXES	D	12/03/2014	5,212.08		000000		
	I-T3 PPE 11292014 FICA WITHHOLDING	D	12/03/2014	8,291.80		000000		
	I-T4 PPE 11292014 MEDICARE WITHHOLDING	D	12/03/2014	1,939.22		000000		15,143.10
0074	INTERNAL REVENUE SERVICE							
	I-T1 PPE 12132014 FEDERAL TAXES	D	12/17/2014	5,362.91		000000		
	I-T3 PPE 12132014 FICA WITHHOLDING	D	12/17/2014	6,600.66		000000		
	I-T4 PPE 12132014 MEDICARE WITHHOLDING	D	12/17/2014	2,011.46		000000		15,975.03
0074	INTERNAL REVENUE SERVICE							
	I-T1 PPE 12272014 FEDERAL TAXES	D	12/31/2014	5,067.07		000000		
	I-T3 PPE 12272014 FICA WITHHOLDING	D	12/31/2014	8,132.00		000000		
	I-T4 PPE 12272014 MEDICARE WITHHOLDING	D	12/31/2014	1,901.80		000000		15,100.87
0006	AMERICAN FAMILY LIFE ASSURANCE							
	I-APRPPE 11292014 AFLAC	R	12/03/2014	104.86		071457		
	I-APSPPE 11292014 AFLAC POST TAX	R	12/03/2014	36.37		071457		141.23
0075	ARIZONA DEPARTMENT OF REVENUE-13-052014X							
	I-T2 PPE 11292014	R	12/03/2014	1,790.47		071458		1,790.47
0072	ARIZONA PUBLIC EMPLOYERS HEALT HEALTH INSURANCE							
	I-2HSPPE 11292014	R	12/03/2014	634.92		071459		634.92

VENDOR SET: 01 Town of Clarkdale
 BANK: POOL POOLED CASH
 DATE RANGE: 12/01/2014 THRU 12/31/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0072	ARIZONA PUBLIC EMPLOYERS HEALTH							
I-HSAPPE 11292014	HEALTH SAVINGS ACCOUNT	R	12/03/2014	2,203.30		071460		2,203.30
0009	ARIZONA PUBLIC SAFETY RETIREME							
I-PACPPE 11292014	SYSTEM 105	R	12/03/2014	448.59		071461		
I-PSRPPE 11292014	SYSTEM 105	R	12/03/2014	4,301.99		071461		4,750.58
0017	ICMA RETIREMENT TRUST 457							
I-ICMPPE 11292014	301912	R	12/03/2014	1,199.30		071462		1,199.30
0655	TIAA CREF FINANCIAL SERVICES							
I-TIAPPE 11292014	PLAN # 403695	R	12/03/2014	375.00		071463		375.00
0072	ARIZONA PUBLIC EMPLOYERS HEALTH							
I-ZECPPE 11292014	HEALTH INSURANCE	R	12/03/2014	705.24		071464		
I-2EFPPE 11292014	HEALTH INSURANCE	R	12/03/2014	537.24		071464		
I-2ESPPE 11292014	HEALTH INSURANCE	R	12/03/2014	124.16		071464		
I-CECPPE 11292014	HEALTH INSURANCE	R	12/03/2014	1,033.84		071464		
I-CEFPPE 11292014	HEALTH INSURANCE	R	12/03/2014	1,572.92		071464		
I-CEOPPE 11292014	HEALTH INSURANCE	R	12/03/2014	1,880.28		071464		
I-CESPPE 11292014	HEALTH INSURANCE	R	12/03/2014	1,245.22		071464		
I-HECPPE 11292014	HEALTH INSURANCE	R	12/03/2014	388.16		071464		
I-HEFPPE 11292014	HEALTH INSURANCE	R	12/03/2014	3,544.62		071464		
I-HEOPPE 11292014	HEALTH INSURANCE	R	12/03/2014	1,650.95		071464		
I-HESPPE 11292014	HEALTH INSURANCE	R	12/03/2014	2,805.24		071464		
I-VECPPE 11292014	VISION INSURANCE	R	12/03/2014	7.54		071464		
I-VEFPPE 11292014	VISION INSURANCE	R	12/03/2014	72.30		071464		
I-VEOPPE 11292014	VISION INSURANCE	R	12/03/2014	37.36		071464		
I-VESPPE 11292014	VISION INSURANCE	R	12/03/2014	63.36		071464		
I-VLCPPE 11292014	LIFE INSURANCE	R	12/03/2014	0.32		071464		
I-VLEPPE 11292014	LIFE INSURANCE	R	12/03/2014	39.23		071464		
I-VLSPPE 11292014	LIFE INSURANCE	R	12/03/2014	7.55		071464		16,015.53
0010	ARIZONA PUBLIC SERVICE							
I-112114	ARIZONA PUBLIC SERVICE	R	12/02/2014	52.65		071466		52.65
0010	ARIZONA PUBLIC SERVICE							
I-112114-5284	ARIZONA PUBLIC SERVICE	R	12/02/2014	310.87		071467		310.87
0010	ARIZONA PUBLIC SERVICE							
I-112114-7282	ARIZONA PUBLIC SERVICE	R	12/02/2014	5,103.22		071468		5,103.22
0010	ARIZONA PUBLIC SERVICE							
I-112414-6287	ARIZONA PUBLIC SERVICE	R	12/02/2014	433.58		071469		433.58

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0010	ARIZONA PUBLIC SERVICE							
I-112514-5283	ARIZONA PUBLIC SERVICE	R	12/02/2014	6,100.24		071470		6,100.24
0020	BEYOND EXPRESS II							
I-112814	BEYOND EXPRESS II	R	12/02/2014	222.60		071471		222.60
0102	GALE							
I-53666076	GALE	R	12/02/2014	118.90		071472		118.90
0221	HEWLETT-PACKARD COMPANY							
I-55115037	HEWLETT-PACKARD COMPANY	R	12/02/2014	20.78		071473		20.78
0093	HILL BROTHERS CHEMICAL CO.							
I-4399882	HILL BROTHERS CHEMICAL CO.	R	12/02/2014	875.06		071474		875.06
0070	HILLYARD							
I-601393397	HILLYARD	R	12/02/2014	224.54		071475		224.54
0108	KONICA MINOLTA, INC.							
I-231551062	KONICA MINOLTA, INC.	R	12/02/2014	43.52		071476		
I-231577094	KONICA MINOLTA, INC.	R	12/02/2014	327.60		071476		371.12
0646	PRAXAIR DISTRIBUTION INC							
I-51067096	PRAXAIR DISTRIBUTION INC	R	12/02/2014	737.63		071477		737.63
0334	STAPLES ADVANTAGE, INC							
I-3248646881	STAPLES ADVANTAGE, INC	R	12/02/2014	61.99		071478		
I-3248646882	STAPLES ADVANTAGE, INC	R	12/02/2014	76.14		071478		138.13
0042	US POSTMASTER							
I-11202014	US POSTMASTER	R	12/02/2014	220.00		071479		220.00
0030	USA BLUEBOOK							
I-499728	USA BLUEBOOK	R	12/02/2014	164.03		071480		164.03
0002	VERDE VALLEY HARDWARE							
I-263544	VERDE VALLEY HARDWARE	R	12/02/2014	19.67		071481		
I-263565	VERDE VALLEY HARDWARE	R	12/02/2014	15.29		071481		
I-263585	VERDE VALLEY HARDWARE	R	12/02/2014	109.58		071481		
I-263824	VERDE VALLEY HARDWARE	R	12/02/2014	32.73		071481		
I-263865	VERDE VALLEY HARDWARE	R	12/02/2014	46.98		071481		
I-263987	VERDE VALLEY HARDWARE	R	12/02/2014	93.13		071481		
I-264008	VERDE VALLEY HARDWARE	R	12/02/2014	10.91		071481		
I-264023	VERDE VALLEY HARDWARE	R	12/02/2014	37.28		071481		
I-264067	VERDE VALLEY HARDWARE	R	12/02/2014	15.30		071481		
I-264083	VERDE VALLEY HARDWARE	R	12/02/2014	29.39		071481		
I-264100	VERDE VALLEY HARDWARE	R	12/02/2014	9.27		071481		
I-264272	VERDE VALLEY HARDWARE	R	12/02/2014	159.40		071481		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-264275	VERDE VALLEY HARDWARE	R	12/02/2014	5.45		071481		
I-264501	VERDE VALLEY HARDWARE	R	12/02/2014	28.41		071481		
I-264502	VERDE VALLEY HARDWARE	R	12/02/2014	14.74		071481		
I-264517	VERDE VALLEY HARDWARE	R	12/02/2014	46.97		071481		
I-264575	VERDE VALLEY HARDWARE	R	12/02/2014	17.24		071481		
I-264616	VERDE VALLEY HARDWARE	R	12/02/2014	41.41		071481		733.15
0157	WALMART							
I-005323	WALMART	R	12/02/2014	91.63		071484		
I-012370	WALMART	R	12/02/2014	31.98		071484		
I-012480	WALMART	R	12/02/2014	97.10		071434		
I-015585	WALMART	R	12/02/2014	53.45		071484		
I-025155	WALMART	R	12/02/2014	50.17		071484		
I-030665	WALMART	R	12/02/2014	30.53		071484		357.86
0192	COTTONWOOD AUTO PARTS, INC.							
C-014281	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	291.94CR		071485		
C-017466	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	21.14CR		071485		
I-013265	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	43.72		071485		
I-013302	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	17.61		071485		
I-015303	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	12.74		071485		
I-013756	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	9.01		071485		
I-014337	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	22.83		071485		
I-014392	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	24.14		071485		
I-016041	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	13.11		071485		
I-016042	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	14.20		071485		
I-016606	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	12.30		071485		
I-017188	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	35.92		071485		
I-017510	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	34.57		071485		
I-018527	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	58.26		071485		
I-018540	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	15.96		071485		
I-018639	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	5.78		071485		
I-019290	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	43.29		071485		
I-019364	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	53.80		071485		
I-020011	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	23.47		071485		
I-020013	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	98.94		071485		
I-020061	COTTONWOOD AUTO PARTS, INC.	R	12/02/2014	32.32		071485		258.79
0325	A BETTER CONNECTION							
I-510013120222014	A BETTER CONNECTION	R	12/09/2014	152.00		071487		152.00
0032	ADOPT FOR LIFE CENTER FOR ANIM							
I-01-14/15.24	ADOPT FOR LIFE CENTER FOR ANIM	R	12/09/2014	668.75		071488		668.75

VENDOR SET: 01 Town of Clarkdale
 BANK: FOOL POOLED CASH
 DATE RANGE: 12/01/2014 THRU 12/31/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0496 I-300000805	ARIZONA ASSOCIATION FOR ECONOM ARIZONA ASSOCIATION FOR ECONOM	R	12/09/2014	273.00		071489		273.00
0698 I-GAO2013004-15	ARIZONA DEPARTMENT OF ADMINIST ARIZONA DEPARTMENT OF ADMINIST	R	12/09/2014	1,000.00		071490		1,000.00
0010 I-120314-0286	ARIZONA PUBLIC SERVICE ARIZONA PUBLIC SERVICE	R	12/09/2014	2,461.86		071491		2,461.86
0019 I-NOV 2014-COURT	ARIZONA STATE TREASURER ARIZONA STATE TREASURER	R	12/09/2014	2,246.20		071492		2,246.20
0565 I-033978A	ARIZONA WATER WORKS SUPPLY ARIZONA WATER WORKS SUPPLY	R	12/09/2014	1,492.23		071493		1,492.23
0018 I-NOV 2014 TPT	ARIZONA DEPARTMENT OF REVENUE ARIZONA DEPARTMENT OF REVENUE	R	12/09/2014	8,813.85		071494		8,813.85
0020 I-120514	BEYOND EXPRESS II BEYOND EXPRESS II	R	12/09/2014	289.38		071495		289.38
0058 I-112514-249M	CENTURY LINK CENTURY LINK	R	12/09/2014	1,188.16		071496		1,188.16
0045 I-NOV 2014-COURT	CLARKDALE MAGISTRATE COURT CLARKDALE MAGISTRATE COURT	R	12/09/2014	18.12		071497		18.12
0651 I-99911149	CRAFCO INC CRAFCO INC	R	12/09/2014	4,464.60		071498		4,464.60
0181 I- 458	FOUR-D, LLC. FOUR-D, LLC.	R	12/09/2014	3,017.50		071499		3,017.50
0743 I-12012014-FEG	FRED E GOLDMAN FRED E GOLDMAN	R	12/09/2014	3,700.00		071500		3,700.00
0052 I-30258228	HANSON AGGREGATES INC. HANSON AGGREGATES INC.	R	12/09/2014	523.14		071501		523.14
0433 I-1517584	JOHN DEERE CREDIT JOHN DEERE CREDIT	R	12/09/2014	1,385.30		071502		1,385.30
0712 I-222664	JUSTIFACTS CREDENTIAL VERIFICA JUSTIFACTS CREDENTIAL VERIFICA	R	12/09/2014	431.20		071503		431.20

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0718	KENZ & LESLIE OF ARIZONA INC							
I-2203608	KENZ & LESLIE OF ARIZONA INC	R	12/09/2014	40.66		071504		
I-2203609	KENZ & LESLIE OF ARIZONA INC	R	12/09/2014	24.40		071504		65.06
0108	KONICA MINOLTA, INC.							
I-231727885	KONICA MINOLTA, INC.	R	12/09/2014	29.87		071505		
I-231728045	KONICA MINOLTA, INC.	R	12/09/2014	130.47		071505		
I-231809885	KONICA MINOLTA, INC.	R	12/09/2014	232.06		071505		
I-231810226	KONICA MINOLTA, INC.	R	12/09/2014	232.08		071505		624.50
0700	LACHER HYDROLOGICAL CONSULTING							
I-538	LACHER HYDROLOGICAL CONSULTING	R	12/09/2014	1,337.02		071506		1,337.02
0025	LEGEND TECHNICAL SVC OF AZ, IN							
I-1417445	LEGEND TECHNICAL SVC OF AZ, IN	R	12/09/2014	64.00		071507		64.00
0812	MARGARET G FEGA							
I-201409-24	MARGARET G FEGA	R	12/09/2014	285.00		071508		285.00
0696	NEXTCARE ARIZONA LLC							
I-11212014	NEXTCARE ARIZONA LLC	V	12/09/2014	294.00		071509		294.00
0696	NEXTCARE ARIZONA LLC							
M-CHECK	NEXTCARE ARIZONA LLC	VOIDED	V	12/09/2014		071509		294.00CR
0296	RON EKHOLM							
I-2781-320061-141126	RON EKHOLM	R	12/09/2014	13.77		071510		13.77
0079	SAFEGUARD							
I-030292337	SAFEGUARD	R	12/09/2014	127.34		071511		127.34
0251	SECRETARY OF STATE							
I-PUB BODY LOBBYIST	SECRETARY OF STATE	R	12/09/2014	25.00		071512		25.00
0061	SEDONA RECYCLES, INC.							
I-1214	SEDONA RECYCLES, INC.	R	12/09/2014	250.00		071513		250.00
0417	SHELTER CITY IRON WORKS, LTD							
I-75546	SHELTER CITY IRON WORKS, LTD	R	12/09/2014	478.30		071514		478.30
0334	STAPLES ADVANTAGE, INC							
I-3249272579	STAPLES ADVANTAGE, INC	R	12/09/2014	66.46		071515		
I-3249272581	STAPLES ADVANTAGE, INC	R	12/09/2014	1.40		071515		
I-3249272582	STAPLES ADVANTAGE, INC	R	12/09/2014	61.29		071515		
I-3249272583	STAPLES ADVANTAGE, INC	R	12/09/2014	34.04		071515		163.19

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0175 I-113598	STEVE COURY FORD LINCOLN MERCU STEVE COURY FORD LINCOLN MERCU	R	12/09/2014	90.95		071516		90.95
0401 I-NGV 2014-COURT	TOWN OF JEROME TOWN OF JEROME	R	12/09/2014	12.00		071517		12.00
0031 I-674662	THE VERDE INDEPENDENT THE VERDE INDEPENDENT	R	12/09/2014	23.46		071518		23.46
0727 I-REIMBURSE	VERDE VALLEY SENIOR CENTER VERDE VALLEY SENIOR CENTER	R	12/09/2014	9,409.80		071519		9,409.80
0033 I-9736014993	VERIZON WIRELESS VERIZON WIRELESS	R	12/09/2014	470.65		071520		470.65
0246 I-12032014	WELLS FARGO CORPORATE TRUST SE WELLS FARGO CORPORATE TRUCT SE	R	12/09/2014	4,112.04		071521		4,112.04
0158 I-NOV 2014-COURT	YAVAPAI COUNTY FINANCE DEPARTM YAVAPAI COUNTY FINANCE DEPARTM	R	12/09/2014	17.03		071522		17.03
0408 I-120314	YAVAPAI COUNTY RECORDER YAVAPAI COUNTY RECORDER	R	12/09/2014	8.00		071523		8.00
0304 I-2249	YAVAPAI COURIER SERVICE YAVAPAI COURIER SERVICE	R	12/09/2014	96.00		071524		96.00
0006 I-APRPPE 12132014 I-APSPPE 12132014	AMERICAN FAMILY LIFE ASSURANCE AFLAC AFLAC POST TAX	R R	12/16/2014 12/16/2014	104.86 36.37		071525 071525		141.23
0075 I-T2 PPE 12132014	ARIZONA DEPARTMENT OF REVENUE- 13-052014X	R	12/16/2014	1,355.37		071526		1,355.37
0072 I-2HSPPE 12132014	ARIZONA PUBLIC EMPLOYERS HEALT HEALTH INSURANCE	R	12/16/2014	634.92		071527		634.92
0072 I-HSAPPE 12132014	ARIZONA PUBLIC EMPLOYERS HEALT HEALTH SAVINGS ACCOUNT	R	12/16/2014	2,203.30		071528		2,203.30
0009 I-PACPPE 12132014 I-PSRPPE 12132014	ARIZONA PUBLIC SAFETY RETIREME SYSTEM 105 SYSTEM 105	R R	12/16/2014 12/16/2014	385.14 4,722.94		071529 071529		5,108.08

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0017	ICMA RETIREMENT TRUST 457							
I-ICMPPE 12132014	301912	R	12/16/2014	1,199.38		071530		1,199.38
0655	TIAA CREF FINANCIAL SERVICES							
I-TIAPPE 12132014	PLAN # 403695	R	12/16/2014	375.00		071531		375.00
0072	ARIZONA PUBLIC EMPLOYERS HEALT							
I-2ECPPE 12132014	HEALTH INSURANCE	R	12/17/2014	705.24		071532		
I-2EFPPE 12132014	HEALTH INSURANCE	R	12/17/2014	537.24		071532		
I-2ESPPE 12132014	HEALTH INSURANCE	R	12/17/2014	424.16		071532		
I-CECPPE 12132014	HEALTH INSURANCE	R	12/17/2014	1,033.64		071532		
I-CEFPPE 12132014	HEALTH INSURANCE	R	12/17/2014	1,572.92		071532		
I-CEOPPE 12132014	HEALTH INSURANCE	R	12/17/2014	1,880.28		071532		
I-CESPPE 12132014	HEALTH INSURANCE	R	12/17/2014	1,245.22		071532		
I-HECPPE 12132014	HEALTH INSURANCE	R	12/17/2014	368.16		071532		
I-HEFPPE 12132014	HEALTH INSURANCE	R	12/17/2014	3,544.62		071532		
I-HEOPPE 12132014	HEALTH INSURANCE	R	12/17/2014	1,650.95		071532		
I-HESPPE 12132014	HEALTH INSURANCE	R	12/17/2014	2,805.24		071532		
I-VECPPE 12132014	VISION INSURANCE	R	12/17/2014	7.54		071532		
I-VEFPPE 12132014	VISION INSURANCE	R	12/17/2014	72.30		071532		
I-VEOPPE 12132014	VISION INSURANCE	R	12/17/2014	37.36		071532		
I-VESPPE 12132014	VISION INSURANCE	R	12/17/2014	63.36		071532		
I-VLCPPE 12132014	LIFE INSURANCE	R	12/17/2014	0.32		071532		
I-VLEPPE 12132014	LIFE INSURANCE	R	12/17/2014	39.23		071532		
I-VLSPPE 12132014	LIFE INSURANCE	R	12/17/2014	7.55		071532		16,015.53
0054	#1 FOOD STORE							
I-NOV GAS	#1 FOOD STORE	R	12/16/2014	2,970.24		071534		2,970.24
0343	A & B MOTORS							
I-20284	A & B MOTORS	R	12/16/2014	26.00		071535		26.00
0071	ALLEGRA PRINT & IMAGING OF COT							
I-15037	ALLEGRA PRINT & IMAGING OF COT	R	12/16/2014	92.95		071536		92.95
0020	BEYOND EXPRESS II							
I-121214	BEYOND EXPRESS II	R	12/16/2014	248.04		071537		248.04
0015	BOYLE, PECHARICH, CLINE, WHITT							
I-32023	BOYLE, PECHARICH, CLINE, WHITT	R	12/16/2014	2,806.27		071538		
I-32271	BOYLE, PECHARICH, CLINE, WHITT	R	12/16/2014	287.50		071538		
I-32272	BOYLE, PECHARICH, CLINE, WHITT	R	12/16/2014	781.25		071538		
I-32273	BOYLE, PECHARICH, CLINE, WHITT	R	12/16/2014	331.25		071538		4,206.27

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0523	CABLE ONE							
I-120814	CABLE ONE	R	12/16/2014	40.00		071539		
I-121514	CABLE ONE	R	12/16/2014	55.95		071539		95.95
0601	CAMP VERDE WATER SYSTEM							
I-2014-032	CAMP VERDE WATER SYSTEM	R	12/16/2014	444.00		071540		444.00
0059	CENTURY LINK							
I-1322963639	CENTURY LINK	R	12/16/2014	66.63		071541		66.63
0045	CLARKDALE MAGISTRATE COURT							
I-112814	CLARKDALE MAGISTRATE COURT	R	12/16/2014	76.68		071542		76.68
0821	DASH MEDICAL GLOVES INC							
I-INV0898463	DASH MEDICAL GLOVES INC	R	12/16/2014	30.36		071543		30.36
0102	GALE							
I-53791277	GALE	R	12/16/2014	71.47		071544		71.47
0221	HEWLETT-PACKARD COMPANY							
I-55147080	HEWLETT-PACKARD COMPANY	R	12/16/2014	629.31		071545		629.31
0093	HILL BROTHERS CHEMICAL CO.							
I-4400420	HILL BROTHERS CHEMICAL CO.	R	12/16/2014	765.68		071546		
I-4400606	HILL BROTHERS CHEMICAL CO.	R	12/16/2014	382.84		071546		1,143.52
0153	JPS PAINT CENTER							
I-00179031	JPS PAINT CENTER	R	12/16/2014	67.65		071547		67.65
0108	KONICA MINOLTA, INC.							
I-231772479	KONICA MINOLTA, INC.	R	12/16/2014	129.93		071548		
I-231772720	KONICA MINOLTA, INC.	R	12/16/2014	130.88		071548		260.81
0025	LEGEND TECHNICAL SVC OF AZ, IN							
I-1417618	LEGEND TECHNICAL SVC OF AZ, IN	R	12/16/2014	149.00		071549		
I-1417934	LEGEND TECHNICAL SVC OF AZ, IN	R	12/16/2014	360.00		071549		509.00
0263	MISSION COMMUNICATIONS, LLC							
I-40027883	MISSION COMMUNICATIONS, LLC	R	12/16/2014	1,042.20		071550		1,042.20
0053	NACKARD PEPSI COLA							
I-302094	NACKARD PEPSI COLA	R	12/16/2014	38.50		071551		38.50

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0602	NORTHLAND INVESTIGATIONS LLC							
I-141209	NORTHLAND INVESTIGATIONS LLC	R	12/16/2014	175.00		071552		175.00
0741	NRCD ED CENTER							
I-111214	NRCD ED CENTER	R	12/16/2014	1,488.88		071553		1,488.88
0823	OCCUPATIONAL HEALTH CENTERS OF							
I-158051120	OCCUPATIONAL HEALTH CENTERS OF	R	12/16/2014	133.50		071554		138.50
0590	OCEAN BLUE CAR WASH							
I-120114	OCEAN BLUE CAR WASH	R	12/16/2014	134.00		071555		134.00
0161	PATRIOT DISPOSAL, INC.							
I-NOV 2014	PATRIOT DISPOSAL, INC.	R	12/16/2014	17,286.23		071556		17,286.23
0320	REESE & SONS TIRE							
I-1-GS208252	REESE & SONS TIRE	R	12/16/2014	263.75		071557		263.75
0623	SC FUELS							
I-0501280	SC FUELS	R	12/16/2014	578.97		071558		578.97
0417	SMELTER CITY IRON WORKS, LTD							
I-75555	SMELTER CITY IRON WORKS, LTD	R	12/16/2014	10.94		071559		10.94
0824	STALKER RADAR							
I-262062	STALKER RADAR	R	12/16/2014	5,302.40		071560		5,302.40
0758	STATE OF ARIZONA: ADEQ							
I-0164259	STATE OF ARIZONA: ADEQ	R	12/16/2014	2,500.00		071561		2,500.00
0650	THE PRINTING PLACE							
I-14-0201	THE PRINTING PLACE	R	12/16/2014	584.93		071562		584.93
0067	UNISOURCE ENERGY SERVICES							
I-121214-7 LOCATIONS	UNISOURCE ENERGY SERVICES	R	12/16/2014	838.38		071563		838.38
0042	US POSTMASTER							
I-POSTAGE	US POSTMASTER	R	12/16/2014	700.00		071564		700.00
0033	VERIZON WIRELESS							
I-9736559758	VERIZON WIRELESS	R	12/16/2014	594.15		071565		594.15
0554	VERVE EVENTS AND TENTS							
I-34074	VERVE EVENTS AND TENTS	R	12/16/2014	100.38		071566		100.38

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0043	WASTE MANAGEMENT							
I-0012268-1556-9	WASTE MANAGEMENT	R	12/16/2014	134.42		071567		184.42
0243	WELLS FARGO BANK							
I-1141277	WELLS FARGO BANK	R	12/16/2014	1,100.00		071568		1,100.00
0068	CHASE CREDIT CARD SERVICES							
C-11172014	CHASE: AMAZON PRIME	R	12/16/2014	103.26CR		071569		
I-00016G	CHASE: MAIN STREET CAFE	R	12/16/2014	69.02		071569		
I-000677G	CHASE: SAFEWAY	R	12/16/2014	47.34		071569		
I-0031574	CHASE: HOME DEPOT	R	12/16/2014	27.82		071569		
I-02033G	CHASE: OFFICE MAX	R	12/16/2014	80.90		071569		
I-03021G	CHASE: FOOD CITY	R	12/16/2014	26.18		071569		
I-03773G	CHASE: HOMEDEPOT	R	12/16/2014	569.90		071569		
I-04371G	CHASE: OFFICE MAX	R	12/16/2014	14.77		071569		
I-04389G	CHASE: JACK IN THE BOX	R	12/16/2014	10.02		071569		
I-05316G	CHASE: YAVAPAI COLLEGE	R	12/16/2014	210.00		071569		
I-06378G3173	CHASE: MICROSOFT	R	12/16/2014	1,923.02		071569		
I-111814	CHASE: APACHE POWER INDUSTRIA	R	12/16/2014	97.99		071569		
I-11181415396	CHASE: SNAP ON TOOLS	R	12/16/2014	100.00		071569		
I-11252014	CHASE: TIERRANET	R	12/16/2014	47.96		071569		
I-12082014	CHASE: YAVAPAI FENCE	R	12/16/2014	1,290.86		071569		
I-156	CHASE: TROPHIES UNLIMITED	R	12/16/2014	78.59		071569		
I-2015SUMMIT	CHASE: AZ RURAL TRANSP SUMMIT	R	12/16/2014	45.00		071569		
I-23574062	CHASE: SURVEYMONKEY	R	12/16/2014	26.00		071569		
I-30178320	CHASE: STARTMEETING	R	12/16/2014	32.01		071569		
I-72401941	CHASE: BANNERSONTHECHEAP	R	12/16/2014	64.38		071569		
I-88365	CHASE: UPS STORE	R	12/16/2014	17.53		071569		
I-EDC973499454	CHASE: JERONA JAVA CAFE	R	12/16/2014	17.46		071569		
I-RTSUMMIT-ART	CHASE: RURAL TRANSP SUMMIT	R	12/16/2014	225.00		071569		
I-RTSUMMIT-WAYNE	CHASE: RURAL TRANSP SUMMIT	R	12/16/2014	225.00		071569		
I-W319565589	CHASE: HOME DEPOT	R	12/16/2014	64.04		071569		5,202.53
0825	AACOP							
I-MEMBER DUES	AACOP	R	12/23/2014	175.00		071573		175.00
0010	ARIZONA PUBLIC SERVICE							
I-121714-0285	ARIZONA PUBLIC SERVICE	R	12/23/2014	1,491.86		071574		1,491.86
0020	BEYOND EXPRESS II							
I-121914	BEYOND EXPRESS II	R	12/23/2014	322.24		071575		322.24
0056	BUG-ME-NOT PEST CONTROL							
I-121714A	BUG-ME-NOT PEST CONTROL	R	12/23/2014	46.00		071576		
I-121714B	BUG-ME-NOT PEST CONTROL	R	12/23/2014	84.00		071576		130.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0253	TYLER TECHNOLOGIES							
I-025-112600	TYLER TECHNOLOGIES	R	12/23/2014	260.00		071591		260.00
0157	WALMART							
C-MX757081	WALMART	R	12/23/2014	86.94CR		071592		
I-002175	WALMART	R	12/23/2014	65.48		071592		
I-002280	WALMART	R	12/23/2014	13.61		071592		
I-002348	WALMART	R	12/23/2014	5.39		071592		
I-009200	WALMART	R	12/23/2014	81.84		071592		
I-011544	WALMART	R	12/23/2014	54.54		071592		
I-018499	WALMART	R	12/23/2014	73.10		071592		
I-018908	WALMART	R	12/23/2014	271.61		071592		
I-025108	WALMART	R	12/23/2014	53.20		071592		
I-025170	WALMART	R	12/23/2014	9.71		071592		
I-025675	WALMART	R	12/23/2014	38.19		071592		
I-917687	WALMART	R	12/23/2014	359.85		071592		939.61
1	BLEICHER, CHRISTINE							
I-000201412241891	US REFUND	R	12/30/2014	15.98		071594		15.98
1	COOK, MARTIN							
I-000201412241889	US REFUND	R	12/30/2014	52.40		071595		52.40
1	POULIN, NICOLE							
I-000201412241890	US REFUND	R	12/30/2014	61.78		071596		61.78
1	SEDA, KIMBERLY							
I-000201412241892	US REFUND	R	12/30/2014	38.91		071597		38.91
1	RAWLINSON, AMANDA							
I-000201412241894	US REFUND	R	12/30/2014	35.79		071598		35.79
1	TRINIDAD, MARTHA							
I-000201412241893	US REFUND	R	12/30/2014	28.77		071599		28.77
0006	AMERICAN FAMILY LIFE ASSURANCE							
I-APRPPE 12272014	AFLAC	R	12/31/2014	101.86		071600		
I-APSPPE 12272014	AFLAC POST TAX	R	12/31/2014	36.37		071600		141.23
0075	ARIZONA DEPARTMENT OF REVENUE-							
I-T2 PPE 12272014	13-052014X	R	12/31/2014	1,771.54		071601		1,771.54
0072	ARIZONA PUBLIC EMPLOYERS HEALT							
I-2HSPPE 12272014	HEALTH INSURANCE	R	12/31/2014	634.92		071602		634.92

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0072	ARIZONA PUBLIC EMPLOYERS HEALTH							
I-HSAPPE 12272014	HEALTH SAVINGS ACCOUNT	R	12/31/2014	2,203.30		071603		2,203.30
0009	ARIZONA PUBLIC SAFETY RETIREME							
I-PACPPE 12272014	SYSTEM 105	R	12/31/2014	436.62		071604		
I-PSRPPE 12272014	SYSTEM 105	R	12/31/2014	4,253.36		071604		4,689.98
0017	ICMA RETIREMENT TRUST 457							
I-ICMPPE 12272014	301912	R	12/31/2014	1,199.33		071605		1,199.38
0655	TIAA CREF FINANCIAL SERVICES							
I-TIAPPE 12272014	PLAN # 403695	R	12/31/2014	375.00		071606		375.00
0072	ARIZONA PUBLIC EMPLOYERS HEALTH							
I-CECPPE 12272014	HEALTH INSURANCE	R	12/31/2014	705.24		071607		
I-2EFPPE 12272014	HEALTH INSURANCE	R	12/31/2014	537.24		071607		
I-2ESPPE 12272014	HEALTH INSURANCE	R	12/31/2014	424.16		071607		
I-CECPPE 12272014	HEALTH INSURANCE	R	12/31/2014	1,033.84		071607		
I-CEFPPE 12272014	HEALTH INSURANCE	R	12/31/2014	1,572.92		071607		
I-CEOPPE 12272014	HEALTH INSURANCE	R	12/31/2014	1,860.28		071607		
I-CESPPE 12272014	HEALTH INSURANCE	R	12/31/2014	1,245.22		071607		
I-HECPPE 12272014	HEALTH INSURANCE	R	12/31/2014	368.16		071607		
I-HEFPPE 12272014	HEALTH INSURANCE	R	12/31/2014	3,544.62		071607		
I-HEOPPE 12272014	HEALTH INSURANCE	R	12/31/2014	1,650.95		071607		
I-HESPPE 12272014	HEALTH INSURANCE	R	12/31/2014	2,805.24		071607		
I-VECPPE 12272014	VISION INSURANCE	R	12/31/2014	7.54		071607		
I-VEFPPE 12272014	VISION INSURANCE	R	12/31/2014	72.30		071607		
I-VEOPPE 12272014	VISION INSURANCE	R	12/31/2014	37.36		071607		
I-VESPPE 12272014	VISION INSURANCE	R	12/31/2014	63.36		071607		
I-VLCPPE 12272014	LIFE INSURANCE	R	12/31/2014	0.32		071607		
I-VLEPPE 12272014	LIFE INSURANCE	R	12/31/2014	39.23		071607		
I-VLSPPE 12272014	LIFE INSURANCE	R	12/31/2014	7.55		071607		16,015.53
0827	ALLYN NICOLE BACKUS							
I-12182014	ALLYN NICOLE BACKUS	R	12/31/2014	350.00		071609		350.00
0163	AMERICAN PLANNING ASSOCIATION							
I-156734-141207	AMERICAN PLANNING ASSOCIATION	R	12/31/2014	31.25		071610		31.25
0677	BACKUS BUILDING COMPANIES INC							
I-526	BACKUS BUILDING COMPANIES INC	R	12/31/2014	2,935.00		071611		2,935.00
0020	BEYOND EXPRESS II							
I-122614	BEYOND EXPRESS II	R	12/31/2014	222.60		071612		222.60

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0056	CENTURY LINK							
I-121314-815B	CENTURY LINK	R	12/31/2014	225.95		071613		225.95
0039	CLARKDALE MUNICIPAL WATER UTIL							
I-12242014	CLARKDALE MUNICIPAL WATER UTIL	R	12/31/2014	1,092.41		071614		1,092.41
0093	HILL BROTHERS CHEMICAL CO.							
I-4400846	HILL BROTHERS CHEMICAL CO.	R	12/31/2014	1,498.87		071615		
I-4400847	HILL BROTHERS CHEMICAL CO.	R	12/31/2014	1,093.83		071615		2,592.70
0439	JANET PERRY							
I-122314 REIMBURSE	JANET PERRY	R	12/31/2014	62.85		071616		62.85
0025	LEGEND TECHNICAL SVC OF AZ, IN							
I-1413440	LEGEND TECHNICAL SVC OF AZ, IN	R	12/31/2014	122.00		071617		
I-1418446	LEGEND TECHNICAL SVC OF AZ, IN	R	12/31/2014	174.00		071617		
I-1416504	LEGEND TECHNICAL SVC OF AZ, IN	R	12/31/2014	64.00		071617		360.00
0049	NICE JONS, INC							
I-11750	NICE JONS, INC	R	12/31/2014	71.08		071618		71.08
1	OAK CREEK RANCH SCHOOL							
I-OC RANCH FAC REIM	FAC D	R	12/31/2014	300.00		071619		300.00
1	PAULINA JIMENEZ							
I-122914	FAC DEP REF	R	12/31/2014	800.00		071620		800.00
0096	PITNEY BOWES, INC.							
I-978352	PITNEY BOWES, INC.	R	12/31/2014	137.44		071621		137.44
0574	SHAW LAW FIRM PLLC							
I-121514	SHAW LAW FIRM PLLC	R	12/31/2014	180.00		071622		180.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	155	216,130.29	0.00	215,836.29
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	7	123,368.59	0.00	123,368.59
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	1	VOID DEBITS	0.00	
		VOID CREDITS	294.00CR	
			294.00CR	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 Town of Clarkdale
BANK: POOL POOLED CASH
DATE RANGE:12/01/2014 THRU 12/31/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
				NO				
VENDOR SET: 01	BANK: POOL	TOTALS:		163	INVOICE AMOUNT		DISCOUNTS	CHECK AMOUNT
				163	339,204.88		0.00	339,204.88
BANK: POOL	TOTALS:			163	339,204.88		0.00	339,204.88
REPORT TOTALS:				174	333,910.88		0.00	339,204.88

12/01/2014 2:19 PM
 DEPT: ALL
 PAYROLL NO#: 01
 PAY PERIOD BEGINNING: 11/16/2014
 PAY PERIOD ENDING: 11/29/2014

PAYROLL CALCULATION

PAGE: 27

PRELIMINARY

CALC. CT.: 2

*** GRAND TOTALS ***

EARNINGS			BENF/REIMB		DEDUCTIONS				TAXES			
DESC	HRS	AMOUNT	DESC	AMOUNT	CD	ABBV	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOYER
SAL	517.50	18,198.33			2EC	2EC	12.32	692.92	FED W/H	57,877.02	5,212.08	
HOURL	1,951.75	34,492.29			2EF	2EF	15.58	521.66	ST WH AZ	57,877.02	1,790.47	
OT	39.25	1,101.92			2ES	2ES	9.00	415.16	FICA	66,869.26	4,145.90	4145.90
OC	709.00	709.00			2HS	2HS	238.00	396.92	MEDI	66,869.26	969.61	969.61
HOL	96.50	2,513.16			APR	APR	104.86					
VEE	351.00	6,823.78			APS	APS	36.37					
VDH	92.00	3,235.22			CEC	CEC	142.48	891.36				
VFSLA	30.50	689.55			CEF	CEF	331.16	1241.76				
SICK	70.25	1,252.60			CEO	CEO		1880.28				
CT	10.00	245.00			CES	CES	216.46	1028.76				
					HEC	HEC	20.01	368.15				
					HEF	HEF	284.52	3260.10				
					HEO	HEO		1650.95				
					HES	HES	184.14	2621.10				
					HSA	HSA	652.50	1550.80				
					ICM	ICMA	1041.69	157.69				
					LTD	STLTD	61.43	61.43				
					PAC	PSACR		448.59				
					PSR	PSR	1350.48	2951.51				
					SR	STRET	5875.18	5875.18				
					SRB	STRBB	349.89					
					TIA	TIAA	375.00					
					VEC	VEC	7.54					
					VEF	VEF	72.30					
					VEO	VEO	37.36					
					VES	VES	63.36					
					VLC	VLC	0.32					
					VLE	VLE	39.23					
					VLS	VLS	7.55					
TOTALS:	3,867.75	69,260.85		0.00			11528.73	26014.32			12,118.06	5115.51

DEPARTMENT RECAP

DEPT NO#	GROSS	REGULAR	OVERTIME	LEAVE	OTHER	BENEFITS	DEDUCTIONS	TAXES	NET
	69,260.85	52,690.62	3,615.08	12,246.15	709.00	0.00	11,528.73	12,118.06	45,614.06
TOTALS	69,260.85	52,690.62	3,615.08	12,246.15	709.00	0.00	11,528.73	12,118.06	45,614.06

REGULAR INPUT: 50 MANUAL INPUT: 0 CHECK STUB COUNT: 0 DIRECT DEPOSIT STUB COUNT: 50

12/15/2014 2:07 PM
 DEPT: ALL
 PAYROLL NO#: 01
 PAY PERIOD BEGINNING: 11/30/2014
 PAY PERIOD ENDING: 12/13/2014

PAYROLL CALCULATION

PAGE: 27

PRELIMINARY

CALC. CT.: 1

*** GRAND TOTALS ***

EARNINGS			BENF/REIMB		DEDUCTIONS				TAXES			
DESC	HRS	AMOUNT	DESC	AMOUNT	CD	ABBV	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOYER
SAL	593.00	21,768.23			2EC	2EC	12.32	692.92	FED W/H	60,228.49	5,362.91	
HOURLY	2,373.00	42,134.82			2EF	2EF	15.58	521.66	ST WH AZ	60,228.49	1,855.37	
OT	83.00	2,559.17			2ES	2ES	9.00	415.16	FICA	69,360.38	4,300.33	4300.33
OC	723.00	723.00			2HS	2HS	238.00	396.92	MEDI	69,360.38	1,005.73	1005.73
VEE	125.50	2,802.95			APR	APR	104.86					
VDH	16.00	529.16			APS	APS	36.37					
SICK	42.50	1,214.64			CEC	CEC	142.48	891.36				
CE	3.00	0.00			CEF	CEF	331.16	1241.76				
CT	1.00	20.00			CEO	CEO		1880.28				
					CES	CBS	216.46	1028.76				
					HEC	HEC	20.01	368.15				
					HEF	HEF	284.52	3260.10				
					HEO	HEO		1650.95				
					HES	HES	184.14	2621.10				
					HSA	HSA	652.50	1550.80				
					ICM	ICMA	1041.69	157.69				
					LTD	STLTD	61.49	61.49				
					PAC	PSACK		385.14				
					PSR	PSR	1482.63	3240.31				
					SR	STRET	5882.68	5882.68				
					SRB	STRBB	349.89					
					TIA	TIAA	375.00					
					VEC	VEC	7.54					
					VEF	VEF	72.30					
					VEO	VEO	37.36					
					VES	VES	63.36					
					VLC	VLC	0.32					
					VLE	VLE	39.23					
					VLS	VLS	7.55					
TOTALS:	3,960.00	71,751.97		0.00			11668.44	26247.23			12,524.34	5306.06

DEPARTMENT RECAP

DEPT NO#	GROSS	REGULAR	OVERTIME	LEAVE	OTHER	BENEFITS	DEDUCTIONS	TAXES	NET
	71,751.97	63,903.05	2,559.17	4,566.75	723.00	0.00	11,668.44	12,524.34	47,559.19
TOTALS	71,751.97	63,903.05	2,559.17	4,566.75	723.00	0.00	11,668.44	12,524.34	47,559.19

REGULAR INPUT: 53 MANUAL INPUT: 0 CHECK STUB COUNT: 0 DIRECT DEPOSIT STUB COUNT: 53

12/29/2014 2:31 PM
 DEPT: ALL
 PAYROLL NO#: 01
 PAY PERIOD BEGINNING: 12/14/2014
 PAY PERIOD ENDING: 12/27/2014

PAYROLL CALCULATION

PAGE: 26

PRELIMINARY

CALC. CT.: 2

*** GRAND TOTALS ***

EARNINGS			BENF/REIMB		DEDUCTIONS				TAXES			
DESC	HRS	AMOUNT	DESC	AMOUNT	CD	ABBV	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOYER
SAL	362.00	12,638.32			2EC	2EC	12.32	692.92	FED W/H	56,661.41	5,067.07	
HOURL	1,994.45	36,024.04			2EF	2EF	15.58	521.66	ST WH AZ	56,661.41	1,771.54	
OT	31.50	900.18			2ES	2ES	9.00	415.16	FICA	65,580.63	4,066.00	4066.00
OC	634.00	634.00			2HS	2HS	238.00	396.92	MEDI	65,580.63	950.90	950.90
HOL	37.00	918.36			APR	APR	104.86					
VEE	364.25	6,584.13			APS	APS	36.37					
VDE	158.50	5,772.60			CEC	CEC	142.48	891.36				
VFSLA	59.00	1,348.63			CEF	CEF	331.16	1241.76				
SICK	106.00	3,151.96			CEO	CEO		1880.28				
					CES	CES	216.46	1028.76				
					HEC	HEC	20.01	368.15				
					HEF	HEF	284.52	3260.10				
					HEO	HEO		1650.95				
					HES	HES	184.14	2621.10				
					HSA	HSA	652.50	1550.80				
					ICM	ICMA	1041.69	157.69				
					LTD	STLTD	60.82	60.82				
					PAC	PSACR		436.62				
					PSR	PSR	1335.22	2918.14				
					SR	STRET	5817.42	5817.42				
					SRB	STRBB	349.89					
					TIA	TIAA	375.00					
					VEC	VEC	7.54					
					VEF	VEF	72.30					
					VEO	VEO	37.36					
					VES	VES	63.36					
					VLC	VLC	0.32					
					VLE	VLE	39.23					
					VLS	VLS	7.55					
TOTALS:	3,746.70	67,972.22		0.00			11455.10	25910.61			11,855.51	5016.90

DEPARTMENT RECAP

DEPT NO#	GROSS	REGULAR	OVERTIME	LEAVE	OTHER	BENEFITS	DEDUCTIONS	TAXES	NET
	67,972.22	48,662.36	1,818.54	16,857.32	634.00	0.00	11,455.10	11,855.51	44,661.61
TOTALS	67,972.22	48,662.36	1,818.54	16,857.32	634.00	0.00	11,455.10	11,855.51	44,661.61

REGULAR INPUT: 48 MANUAL INPUT: 0 CHECK STUB COUNT: 0 DIRECT DEPOSIT STUB COUNT: 48

===== FUND TOTALS =====		
01	GENERAL FUND	316,255.59
03	HURF (STREETS)	30,027.06
11	SEWER FUND	38,814.05
12	TRASH FUND	23,287.77
13	WATER FUND	112,010.58
16	GRANTS FUND	1,929.18
19	CEMETERY	4,820.32
24	CAPITAL IMPROVEMENT	5,212.04
29	POLICE GRANTS	9,914.66
34	SCHOOL OFFICERS FUND	5,274.79
80	DONATION FUND	643.88
GRAND TOTAL:		548,189.92

BOARD OF ADJUSTMENT
DECEMBER 24, 2014

NOTICE OF A REGULAR MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE Pursuant to Resolution No. 215 of the Town of Clarkdale, and Section 38-431.02, Arizona Revised Statutes, NOTICE IS HEREBY GIVEN that the Board of Adjustment of the Town of Clarkdale meeting scheduled for Wednesday, DECEMBER 24, 2014, at 6:00 p.m. in The Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ, is CANCELLED DUE TO LACK OF AN AGENDA ITEM.

The undersigned hereby certifies that a copy of this notice was duly posted on the Town Hall bulletin board, located at 890 Main Street, Clarkdale, Arizona on the 15th day of December, 2014 at 8:00 a.m.

Dated this 15th day of DECEMBER, 2014

TOWN OF CLARKDALE

By:

Vicki McReynolds

Vicki McReynolds
Administrative Assistant II

**DESIGN REVIEW BOARD
DECEMBER 3, 2014**

NOTICE OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE Pursuant to Resolution No. 215 of the Town of Clarkdale, and Section 38-431.02, Arizona Revised Statutes, NOTICE IS HEREBY GIVEN that the Design Review Board of the Town of Clarkdale meeting scheduled for Wednesday, DECEMBER 3, 2014 at 6:30 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ, is CANCELLED DUE TO LACK OF AN AGENDA ITEM.

The undersigned hereby certifies that a copy of this notice was duly posted on the Town Hall bulletin board, located at 890 Main Street, Clarkdale, Arizona on the 24th day of November, 2014 at 8:00 a.m.

Dated this 24th day of NOVEMBER, 2014

TOWN OF CLARKDALE

By:

Vicki McReynolds

**Vicki McReynolds
Administrative Assistant II**

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, DECEMBER 16, 2014, IN THE MEN’S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.

A Regular Meeting of the Planning Commission of the Town of Clarkdale was held on Tuesday December 16, 2014, at 4:00 p.m., in the Men’s Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

Chairperson	Jack Van Wye	Present
Vice Chairperson	Ida-Meri deBlanc	Present
Commissioners	Jorge Olguin	Present
	John Erickson	Excused
	Craig Backus	Present

Staff:

Community Development Director	Jodie Filardo
Senior Planner	Beth Escobar

Others in Attendance: None.

- 1. AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 4:02 p.m.
- 2. AGENDA ITEM: ROLL CALL:** Director Filardo called the roll.
- 3. AGENDA ITEM: PUBLIC COMMENT:** The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit his or her comments to FIVE MINUTES.

There was no public comment.

- 4. AGENDA ITEM: MINUTES:** Consideration of the **Special Meeting Minutes of November 10, 2014.** Director Filardo explained extensive edits were done to the draft minutes included in the Commissioner’s packets to better reflect the discussion during the November 10, 2014 Special Meeting. Commissioner Olguin stated he had some minor corrections to the revised draft minutes. Commissioner Backus motioned to approve the Special Meeting Minutes of November 10, 2014 with corrections. Commissioner Olguin seconded the motion. The motion passed unanimously.

5. AGENDA ITEM: REPORTS:

- a. **Chairperson & Members Report:** Commissioner de Blanc shared with the Commission she listened to the audio recording of the November 18, 2014 Town Council meeting regarding the Rongo rezoning request and feels very positive about the process. She shared with the Commission the supportive comments made by members of Town Council regarding the hard work of the Planning Commission.

Chair Van Wye stated he recently viewed an Arizona Highways show highlighting the Wilcox Vineyards. The show focused on two interns from France working at the vineyard in Wilcox. He found the international connection interesting.

- b. **Director's Report:** Director Filardo provided the following updates in the Planning Commission packet:

1. **Dollar General Store.** At their November 5th meeting the Design Review Board approved the site plan and design for the proposed Dollar General Store at the Lisa/Lincoln roundabout adjacent to Olsen's Grain. Entrance to the building will be from Lisa Street and the project will include a driveway connection from Lisa Street to the back of Olsen's Grain. At the meeting, Steve Sischka and Mike Olsen spoke to the importance of this connection stating it provides a secondary exit for employees in the event of an emergency event, and will also be more convenient for customers. Several residents of the Foothill Terrace neighborhood expressed concern about the potential traffic impact of the project. Based on information from the applicant's traffic study, data from recent traffic counts in the area conducted by the Town and initial review comments from the Town engineer, the proposed entrance to the project from Lisa Street will not present a traffic safety issue. The applicant will now begin finalizing construction plans and preparing the required Phase II drainage plan and plans to submit a building permit by the end of this year.
2. **Verde Valley-wide marketing project.** Meeting with Solimar and Sedona Chamber. In support of the valley-wide strategic marketing plan underway with support from the Walton Family Foundation, I met with representatives from Solimar and with Jennifer Wesselhoff to review the approaches and target areas for consideration in Clarkdale. The plan is to use the Sedona Verde Valley Tourism Council (of which we are members) as the executive leadership on this project and to build a team of about 100 stakeholders to bring expertise to the table representing key constituencies throughout the valley. I'm really excited for this project to begin as I think this will advance the tourism offerings in Clarkdale even further. The next meeting of the stakeholders is planned for February 2015.
3. **Local First Arizona.** The Town is hosting and sponsoring the Local First Arizona's Second Annual Food & Farm Finance Forum here in the auditorium on January 15 and 16, 2015.
4. **Sustainable Clarkdale.** At the quarterly meeting regarding the Verde River @ Clarkdale, staff and the Mayor reviewed the displays created for each river access point highlighting the amenities planned by site and drawn to scale. The next step in the process is to ascertain whether or not any of the planned amenities are targeting sensitive



areas to be identified through the archaeological survey process currently underway through Cornerstone Environmental. The estimated costs for the amenities (boating facilities, remediation/protection, and community amenities) as calculated by Peak Engineering are as follows: Lower TAPCO RAP = \$880,585.50 and TuziRAP = \$813,299.67. Relative to the Water Resources Management Program, staff met with Dr. Laurel Lacher to review possible next steps in this project given the recommendations report for consideration at the upcoming Council meeting. The overall plan will be based on feedback from the Council work session coupled with an analysis of ways in which each item may be addressed given staffing constraints and funding.

Director Filardo informed the Commission the Town Council approved both of the conceptual plans at the December 4 meeting.

5. **Advertising in AZ Business** for their November/December issue. We've taken out an ad for the next issue of AZ Business highlighting the 40 most admired companies in Arizona and an article on the Crescordia Award winners of 2014 – including Clarkdale!



6. **Wine writers familiarization trip.** At the request of the folks from Four Eight Wineworks, staff and Drake Meinke gave a presentation at Four Eight Wineworks on Sunday about the stories of Clarkdale to a group of about ten international wine editors and writers who were touring this area as guests of Maynard Keenan. Not only did they seem enthusiastic about the wine, but also they enjoyed the stories and several agreed to mention the upcoming re-enactment of the bank robbery and the historic home tour.
7. **Legacy Bricks in Centennial Plaza.** For someone with everything, don't forget the possibility of memorializing them in our Centennial Plaza in front of the Clark Memorial Clubhouse. See the updated form to submit your order. One brick is \$100 for 14 spaces formatted in 3 lines. Please see Community Development if you have questions.

**CENTENNIAL PLAZA
LEGACY BRICKS PROGRAM**

**TOWN OF
CLARKDALE
ARIZONA**

Instructions:
For a 4" x 8" paver, all the lettering including spaces and punctuation must fit in the following boxes. 14 spaces are the maximum in three lines. The following symbols may be used: - / &. The following symbols are not available for use: @ # \$ % * () @ ©. USE CAPITAL LETTERS ONLY.

\$100 / Brick payable in advance
Checks payable to:
Town of Clarkdale, PO Box 308, Clarkdale, AZ 86324

Name: _____
Address: _____
E-Mail: _____
Phone #: _____

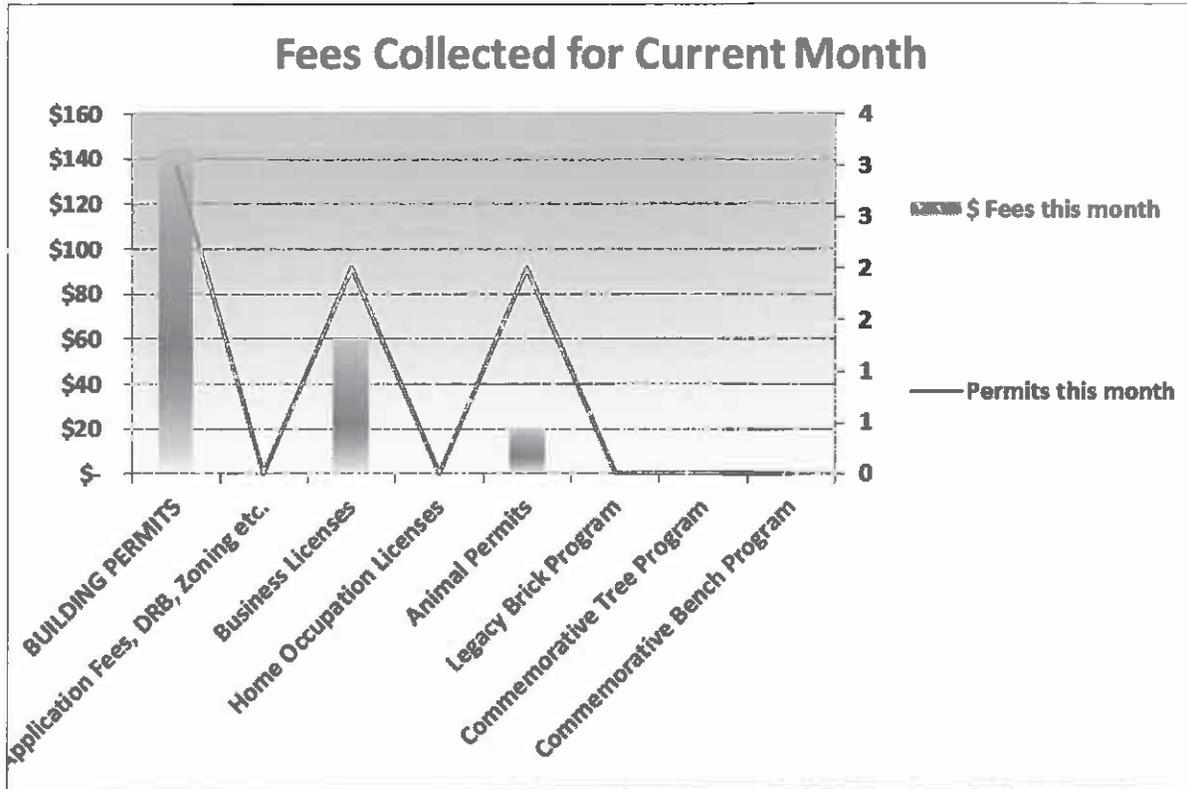
Questions call: Community Development at (928) 639-2500

8. **Staff met with the business manager for Glenarm Land Company.** They are proposing exterior renovations to the apartment building on Eleventh Street, including new exterior colors. They have decided on a deep red for the exterior color and will choose a trim color after the building is repainted. They hope to begin this project within the next few weeks.



9. **Planning Commission Focus Area Meeting.** An email invitation was sent out to eight property owners/stakeholders requesting their attendance at the January 20th Planning Commission meeting for the first Focus Area Conceptual Plan meeting. This first meeting will study the section of SR 89A between Clarkdale Parkway and Centerville Road.

10. November 2014 Statistics.



6. AGENDA ITEM: NEW BUSINESS

- a. **PUBLIC HEARING:** Regarding an ordinance of the Mayor and Town Council of the Town of Clarkdale adding language to Chapter 13, Section 13.2.C expanding the requirements for a zone change amendment application and Section 13.2.F adopting criteria for the Planning Commission to base their recommendation on for a zone change application.

Senior Planner Escobar presented the following information:

The Planning Commission has conducted two worksessions regarding proposed changes to Chapter 13 of the Zoning Code. The amendments being proposed adopt a requirement for a specific development plan to accompany all zone change applications. In addition, language is being added to provide guidelines for the Planning Commission to use in evaluation of a zone change request. Staff has made changes to the draft language per the direction from the Planning Commission.

The purpose of these suggested changes is to have a clear understanding of the proposed development related to a rezoning application and to have criteria available for the Planning Commission to use when considering a zone change request.

To facilitate measuring the impact any proposed change has to the surrounding neighborhood, a requirement is being added under Section 13.2.C requiring the applicant to conduct a neighborhood participation plan prior to the application moving forward to a public hearing. This provides the opportunity for the applicant to address issues raised by the neighbors at an early stage of the project.

The changes being proposed are in conformance with Arizona Revised Statutes, 9-462-01.12.E, which states the Town may ‘approve a change of zone conditioned upon a schedule for development of the specific uses or uses for which rezoning is requested.’”

Per the Town attorney, the Town may modify the existing zone amendment procedures without risking exposure under the Arizona Private Property Protection Act of 2006 (Prop. 207).

DRAFT ORDINANCE:

**ENFORCEMENT, AMENDMENTS & PENALTIES ZONING CODE CHAPTER THIRTEEN
CHAPTER 13 – SECTION 13-2 Procedures for Amendments**

C. Application –*add the following language:*

The following information shall be included with all applications for a zone change amendment:

1. A detailed description of the proposed development for which the zone change is being requested including a specific schedule for proposed improvements. (A.R.S. 9-462.01.12.E)
2. A draft site plan showing proposed building layout, parking and all proposed construction or modifications to an existing structure. Site plan shall include notation for any proposed dedication of public rights-of-way or drainage areas.
3. A narrative of how the requested zone change complies with the Clarkdale General Plan. (A.R.S. 9-462-01-12.F)
4. Completed application.

5. Legal description of the property.
6. Copy of property title or statement of letter of authorization from the property owner.
7. Proposed neighborhood participation plan to ensure the applicant pursues early and effective participation from the community regarding the proposed zoning amendment. This plan shall be implemented prior to the first public hearing. A summary of the neighborhood input shall be presented by the applicant to the Planning Commission.

F. Recommendation of the Commission –*add the following language:*

The Planning Commission may consider the following when reviewing a zone change amendment request:

1. The amendment conforms to the Clarkdale General Plan, specifically the Land Use Element.
2. The amendment conforms to a Focus Area plan, if applicable.
3. The proposed development provides buffering to adjacent land uses.
4. The proposed development mitigates traffic impact.
5. The proposed development mitigates noise impact to surrounding properties.
6. The proposed development will conform to all existing zoning regulations, including the Outdoor Lighting Code and Landscape Design Standards.
7. The proposal provides community benefits such as:
 - a. Pedestrian connections.
 - b. Vehicular connections.
 - c. Public right-of-way will be improved at the expense of the applicant/developer and dedicated to the Town.
 - d. Utility infrastructure will be installed at the expense of the applicant/developer and dedicated to the Town.
 - e. Public space will be improved at the expense of the applicant/developer and dedicated to the Town upon request by the Town.
 - f. Open spaces will be protected.

Staff Recommendation

Staff is requesting the Planning Commission recommend approval of the proposed changes and move this item forward to Town Council or provide specific changes for the draft ordinance.

Commission Discussion:

Chair Van Wye asked who conducts the neighborhood meeting. Senior Planner Escobar explained this would be the responsibility of the applicant. Staff would provide support such as recommending a venue and providing mailing labels.

Commissioner Olguin recommended the language regarding the applicant's obligation to fund all required improvements. After some discussion by the Commission it was agreed to create a new number 8 including the specific language.

Commissioner Backus suggested the term 'neighborhood meeting' might not apply in all instances depending on where the subject property was located. Commissioner de Blanc asked if renters had the right to participate in the process. Staff explained that the mailings are to property owners, since this information is obtained from the Yavapai County Assessor's Office database. However, the subject

property is always posted and a notice published in the local paper to inform people living near a subject property.

After discussion, the Commission agreed to change this language to ‘neighboring property owners.’

Open Public Hearing: Chair Van Wye opened the Public Hearing. There was no public present for this meeting.

Close Public Hearing: Chair Van Wye closed the Public Hearing.

- b. Consideration and possible action regarding proposed changes to Chapter 13 of the Town of Clarkdale Zoning Code expanding application requirements and adopting criteria for the approval of a zone change amendment.

COMMISSION ACTION: Commissioner Olguin moved to recommend approval of the proposed revisions to Chapter 13 of the Town of Clarkdale Zoning Code, with the changes discussed, to Town Council. Commissioner de Blanc seconded the motion. The motion passed unanimously.

7. OLD BUSINESS:

- a. **WORKSESSION:** Discussion/possible action regarding updates from staff on the progress of the Focus Areas project.

Senior Planner Escobar informed the Commission that six of the eight invitees have responded to the email invitation sent on December 4 and stated they will be able to attend the January 20th meeting. Commission Backus agreed to reach out to the two remaining invitees to personally encourage them to attend the meeting.

The Commission agreed to proceed with the scheduled January 20th meeting and informed staff the Focus Area Plan should be the only item on the agenda for this meeting. Commission Olguin suggested the agenda for this meeting should be very specific. Staff agreed to present an agenda with specific steps and include time estimates for each step. Chair Van Wye and Vice-Chair de Blanc agreed to review the adequacy of this specific list at their regular agenda review meeting in early January.

8. FUTURE AGENDA ITEMS:

- a. Senior Planner Escobar informed the Commission staff has begun working on revisions to all of the commercial zoning districts in the Zoning Code to increase consistency and improve comprehensiveness of the code. Chair Van Wye directed staff to place this as a future agenda item on the January agenda.

- 9. **ADJOURNMENT:** There being no further business for consideration, Commissioner de Blanc moved to adjourn the meeting. Commissioner Backus seconded. The meeting was adjourned at 4:47.

DRAFT

***PLANNING
COMMISSION
DECEMBER 16, 2014***

APPROVED BY:

SUBMITTED BY:

Jack Van Wye
Chairperson

Beth Escobar
Senior Planner



Staff Report

Agenda Item: Resolution adopting a change to the Salary Range Placement Table – approval of Resolution # 1489, adopting the Salary Range Placement Table.

Staff Contact: Janet Perry, HR/Community Services Director

Meeting Date: January 13, 2015

Background: Each year, on January 1, the Arizona minimum wage increases pursuant to a statutory cost of living formula that was built into the 2006 Arizona Minimum Wage Act. Effective January 1, 2015 the minimum wage in AZ increased by 15 cents; from \$7.90 per hour to \$8.05 per hour.

The required, legal posting of this state minimum wage information has been handled onsite, and the attached Salary Range Placement Table reflects this change in *bold/italicized* text and in detail it is described as:

1. The new Arizona State minimum pay rate is reflected in the Seasonal/Temporary Positions and Range 1;

Without having any current Town employees being paid at the minimum wage amount, implementing this increase generates no material impact to staff members or the organization. If approved, the proposed changes would replace Resolution #1454 as approved by Council on January 28, 2014.

Recommendation: To approve Resolution #1489, adopting a Salary Range Placement Table for Town employees.

RESOLUTION # 1489

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA, AMENDING RESOLUTION #1454, ADOPTING A RANGE PLACEMENT TABLE FOR EMPLOYEE SALARY RANGES, AND SETTING EFFECTIVE DATES.

BE IT RESOLVED by the Mayor and the Town Council of the Town of Clarkdale:
THAT the following Salary Range Placement Table is hereby adopted effective January 13, 2015.

Town of Clarkdale Salary Range Placement Table

* FLSA Exempt Positions
 + Department Head

Range Number	Current Title	Pay Period	Minimum	Control Point	Incentive Maximum
	Seasonal/Temporary Positions (Cashier, Recreation Aid, Lifeguard, Rec Assistant, Head Lifeguard)		\$8.05	10.47	12.88
1		Hourly	\$8.05	\$10.47	\$12.88
		Bi-Weekly	\$644.00	\$837.60	\$1,030.40
		Monthly	\$1,395.39	\$1,814.87	\$2,232.62
		Annually	\$16,744.00	\$21,777.60	\$26,790.40
2		Hourly	\$8.15	\$10.59	\$13.04
		Bi-Weekly	\$652.00	\$847.20	\$1,043.20
		Monthly	\$1,412.67	\$1,835.60	\$2,260.27
		Annually	\$16,952.00	\$22,027.20	\$27,123.20
3		Hourly	\$8.56	\$11.12	\$13.69
		Bi-Weekly	\$684.60	\$889.98	\$1,095.36
		Monthly	\$1,483.30	\$1,928.29	\$2,373.28
		Annually	\$17,799.60	\$23,139.48	\$28,479.36
4	Library Aide	Hourly	\$8.99	\$11.68	\$14.38
		Bi-Weekly	\$718.83	\$934.48	\$1,150.13
		Monthly	\$1,557.47	\$2,024.70	\$2,491.94
		Annually	\$18,689.58	\$24,296.45	\$29,903.33
5		Hourly	\$9.43	\$12.27	\$15.10
		Bi-Weekly	\$754.77	\$981.20	\$1,207.63
		Monthly	\$1,635.34	\$2,125.94	\$2,616.54
		Annually	\$19,624.06	\$25,511.28	\$31,398.49
6	Custodian	Hourly	\$9.91	\$12.88	\$15.85
		Bi-Weekly	\$792.51	\$1,030.26	\$1,268.02
		Monthly	\$1,717.11	\$2,232.24	\$2,747.37
		Annually	\$20,605.26	\$26,786.84	\$32,968.42
7	Library Assistant	Hourly	\$10.40	\$13.52	\$16.64
		Bi-Weekly	\$832.14	\$1,081.78	\$1,331.42
		Monthly	\$1,802.96	\$2,343.85	\$2,884.74
		Annually	\$21,635.53	\$28,126.18	\$34,616.84
8	Town Crew	Hourly	\$10.92	\$14.20	\$17.47
	Records Clerk	Bi-Weekly	\$873.74	\$1,135.87	\$1,397.99
	Utility Technician	Monthly	\$1,893.11	\$2,461.04	\$3,028.97
		Annually	\$22,717.30	\$29,532.49	\$36,347.68

Range Number	Current Title	Pay Period	Minimum	Control Point	Incentive Maximum
9		Hourly	\$11.47	\$14.91	\$18.35
		Bi-Weekly	\$917.43	\$1,192.66	\$1,467.89
		Monthly	\$1,987.76	\$2,584.09	\$3,180.42
		Annually	\$23,853.17	\$31,009.12	\$38,165.07
10		Hourly	\$12.04	\$15.65	\$19.27
		Bi-Weekly	\$963.30	\$1,252.29	\$1,541.28
		Monthly	\$2,087.15	\$2,713.30	\$3,339.44
		Annually	\$25,045.82	\$32,559.57	\$40,073.32
		Shift Rate	\$8.60	\$11.18	\$13.76
11	Administrative Assistant I	Hourly	\$12.64	\$16.44	\$20.23
	Parks and Recreation Coordinator	Bi-Weekly	\$1,011.47	\$1,314.91	\$1,618.35
	Medium Equipment Operator	Monthly	\$2,191.51	\$2,848.96	\$3,506.42
	Accounting Clerk I	Annually	\$26,298.12	\$34,187.55	\$42,076.99
	Utility Clerk I				
12	Animal Control Officer	Hourly	\$13.28	\$17.26	\$21.24
	Code Enforcement Officer	Bi-Weekly	\$1,062.04	\$1,380.65	\$1,699.26
	Court Clerk	Monthly	\$2,301.09	\$2,991.41	\$3,681.74
	Administrative Assistant II	Annually	\$27,613.02	\$35,896.93	\$44,180.83
	Library Manager	Shift Rate	\$9.48	\$12.32	\$15.17
	Pool Manager				
	Accounting Clerk II				
	Water Utility Operator				
13	Deputy Town Clerk	Hourly	\$13.94	\$18.12	\$22.30
	Water/WWTP Operator - Grade I & II	Bi-Weekly	\$1,115.14	\$1,449.68	\$1,784.23
	Accounting Supervisor	Monthly	\$2,416.14	\$3,140.98	\$3,865.82
	Parks & Recreation Supervisor	Annually	\$28,993.67	\$37,691.77	\$46,389.88
	Police Aide				
14	Mechanic	Hourly	\$14.64	\$19.03	\$23.42
	Town Crew Division Lead Worker	Bi-Weekly	\$1,170.90	\$1,522.17	\$1,873.44
		Monthly	\$2,536.95	\$3,298.03	\$4,059.11
		Annually	\$30,443.36	\$39,576.36	\$48,709.37
		Shift Rate	\$10.45	\$13.58	\$16.72
15	Grants Administrator	Hourly	\$15.37	\$19.98	\$24.59
	Planner I	Bi-Weekly	\$1,229.44	\$1,598.28	\$1,967.11
	Senior Mechanic	Monthly	\$2,663.79	\$3,462.93	\$4,262.07
	Court Supervisor	Annually	\$31,965.52	\$41,555.18	\$51,144.84
16	Patrol Officer	Hourly	\$16.14	\$20.98	\$25.82
	Building Inspector/Plan Checker	Bi-Weekly	\$1,290.92	\$1,678.19	\$2,065.46
	Community Services Supervisor	Monthly	\$2,796.98	\$3,636.08	\$4,475.17
		Annually	\$33,563.80	\$43,632.94	\$53,702.08

Range Number	Current Title	Pay Period	Control Minimum	Control Point	Incentive Maximum
17		Hourly	\$16.94	\$22.03	\$27.11
		Bi-Weekly	\$1,355.46	\$1,762.10	\$2,168.74
		Monthly	\$2,936.83	\$3,817.88	\$4,698.93
		Annually	\$35,241.99	\$45,814.59	\$56,387.18
18	Detective	Hourly	\$17.79	\$23.13	\$28.46
	Planner II	Bi-Weekly	\$1,423.23	\$1,850.20	\$2,277.17
	Assistant to the Manager	Monthly	\$3,083.67	\$4,008.78	\$4,933.88
	WWTP Operator - Grade III&IV	Annually	\$37,004.09	\$48,105.32	\$59,206.54
	Public Works/Utility Superintendent				
	GIS Technician				
	ICT Coordinator				
	Project Manager				
	Administrative Supervisor				
	Library Specialist				
19		Hourly	\$18.68	\$24.28	\$29.89
		Bi-Weekly	\$1,494.40	\$1,942.71	\$2,391.03
		Monthly	\$3,237.86	\$4,209.22	\$5,180.57
		Annually	\$38,854.29	\$50,510.58	\$62,166.87
		Shift Rate	\$13.31	\$17.30	\$21.29
20		Hourly	\$19.61	\$25.50	\$31.38
		Bi-Weekly	\$1,569.12	\$2,039.85	\$2,510.59
		Monthly	\$3,399.75	\$4,419.68	\$5,439.60
		Annually	\$40,797.01	\$53,036.11	\$65,275.21
		Shift Rate	\$14.00	\$18.21	\$22.41
21	Police Sergeant	Hourly	\$20.59	\$26.77	\$32.95
	Water Utility Manager	Bi-Weekly	\$1,647.57	\$2,141.84	\$2,636.11
	Building Official	Monthly	\$3,569.74	\$4,640.66	\$5,711.58
	*Senior Planner	Annually	\$42,836.86	\$55,687.92	\$68,538.98
22		Hourly	\$21.62	\$28.11	\$34.60
		Bi-Weekly	\$1,729.95	\$2,248.94	\$2,767.92
		Monthly	\$3,748.23	\$4,872.69	\$5,997.16
		Annually	\$44,978.70	\$58,472.31	\$71,965.92
23		Hourly	\$22.71	\$29.52	\$36.33
		Bi-Weekly	\$1,816.45	\$2,361.38	\$2,906.32
		Monthly	\$3,935.64	\$5,116.33	\$6,297.02
		Annually	\$47,227.64	\$61,395.93	\$75,564.22
24	*+Community/Economic Development Dir.	Hourly	\$23.84	\$30.99	\$38.15
	*+Police Chief	Bi-Weekly	\$1,907.27	\$2,479.45	\$3,051.63
	*+Public Works Director	Monthly	\$4,132.42	\$5,372.14	\$6,611.87
	*+Finance Director	Annually	\$49,589.02	\$64,465.73	\$79,342.43
	*+Magistrate				
	*+Town Clerk				
	*+Utility Director				
*+HR-Community Services Director					
*+CSP Project Manager					

Range Number	Current Title	Pay Period	Minimum	Control Point	Incentive Maximum
25		Hourly	\$25.03	\$32.54	\$40.05
		Bi-Weekly	\$2,002.63	\$2,603.42	\$3,204.21
		Monthly	\$4,339.04	\$5,640.75	\$6,942.46
		Annually	\$52,068.47	\$67,689.01	\$83,309.55
26		Hourly	\$26.28	\$34.17	\$42.06
		Bi-Weekly	\$2,102.77	\$2,733.59	\$3,364.42
		Monthly	\$4,555.99	\$5,922.79	\$7,289.59
		Annually	\$54,671.89	\$71,073.46	\$87,475.03
27	*Assistant Town Manager	Hourly	\$27.60	\$35.88	\$44.16
		Bi-Weekly	\$2,207.90	\$2,870.27	\$3,532.65
		Monthly	\$4,783.79	\$6,218.93	\$7,654.07
		Annually	\$57,405.49	\$74,627.14	\$91,848.78
28		Hourly	\$28.98	\$37.67	\$46.37
		Bi-Weekly	\$2,318.30	\$3,013.79	\$3,709.28
		Monthly	\$5,022.98	\$6,529.87	\$8,036.77
		Annually	\$60,275.76	\$78,358.49	\$96,441.22
29	*Town Manager	Hourly	\$30.43	\$39.56	\$48.68
		Bi-Weekly	\$2,434.21	\$3,164.48	\$3,894.74
		Monthly	\$5,274.13	\$6,856.37	\$8,438.61
		Annually	\$63,289.55	\$82,276.42	\$101,263.28
30		Hourly	\$31.95	\$41.53	\$51.12
		Bi-Weekly	\$2,555.92	\$3,322.70	\$4,089.48
		Monthly	\$5,537.84	\$7,199.19	\$8,860.54
		Annually	\$66,454.03	\$86,390.24	\$106,326.45
31		Hourly	\$33.55	\$43.61	\$53.67
		Bi-Weekly	\$2,683.72	\$3,488.84	\$4,293.95
		Monthly	\$5,814.73	\$7,559.15	\$9,303.56
		Annually	\$69,776.73	\$90,709.75	\$111,642.77

PASSED AND ADOPTED by the Mayor and Town Council of the Town of Clarkdale, Arizona on this 28th day of January, 2014.

APPROVED:

Doug Von Gausig, Mayor

ATTEST:

Kathy Bainbridge, Town Clerk



Staff Report

Agenda Item: Resolution making appointments to various regional organizations – Approval of Resolution # 1490, A Resolution of the Mayor and Common Council of the Town of Clarkdale, Arizona, amending Resolution #1398 making appointments to various regional organizations.

Prepared By: Kathy Bainbridge, Clerk/Finance Director

Meeting Date: January 13, 2015

Background: The Town of Clarkdale is represented on numerous regional organizations by our elected officials.

Regional Organizations

CAT/ VVTPO – Cottonwood Area Transit/Verde Valley Transportation Planning Organization – One representative and one alternate needed. CAT meets to give input and suggestions about the local transit system and to receive updates as to the operation of the system. VVTPO meets to discuss and prioritize regional transportation planning issues and needs, and advise NACOG regarding regional roads priorities. The VVTPO also gives input to Yavapai County on the Verde Valley’s use of the sales tax money in Yavapai County. *Currently: Curt Bohall*

NACOG – Northern Arizona Council of Governments – NACOG meets five times a year in Flagstaff. This committee approves the programs and operations of NACOG. A COG, or Council of Governments, serves local governments and the citizens of a region by dealing with issues and needs that cross city, county and even state boundaries. Mechanisms used to address these issues may include communications, planning, policy making, coordination, advocacy and technical assistance. An additional councilmember also serves as a representative on the Transportation Sub-Committee (TPAC – *Currently Curt Bohall*) of NACOG. *Currently: Richard Dehnert and Bill Regner (Alternate)*

NAMWUA – Northern Arizona Municipal Water Users Association – One Council Member and two designated alternates needed. The NAMWUA Executive Board meets 4 times per year. All meetings are held at the Flagstaff City Hall. After experiencing difficulty having a quorum, the NAMWUA Board has asked that each member entity appoint one representative and two alternates. *Currently: Doug Von Gausig and Bill Regner (Alternate)*

VRBP - Verde River Basin Partnership – The Verde River Basin Partnership was formed to address the requirements of Title II of the federal legislation that approved the Yavapai Ranch Land Exchange. *Currently: Doug Von Gausig (Alternate)*

VVLP – Verde Valley Land Preservation – One Council representative requested. Verde Valley Land Preservation Institute is an Arizona nonprofit corporation operating within the Verde Valley of Arizona for the purpose of acquiring, managing and enhancing the natural open space

in the Verde Valley region. Their mission is to develop and implement immediate and long-range strategies to preserve and enhance the natural open space of the Verde Valley. A membership organization, the VVLPI requests that each community have an elected official participate in their meetings. *Currently: Bill Regner (Alternate)*

WAC/MVWAC – Yavapai County Water Advisory Committee/Verde Valley Natural Resources Coordinator’s Advisory Committee – Currently on hiatus. *Currently: Doug Von Gausig and Bill Regner (Alternate)*

VVREO – Verde Valley Regional Economic Organization – One Council representative and one alternate needed. Verde Valley Regional Economic Organization is a regional collaborative organization building sustainable economic prosperity and providing comprehensive economic development expertise, tools, marketing and outreach by Individuals who represent different aspects of our communities—small and large businesses, government entities, and education. *Currently: Bill Regner*

Greater Arizona Mayor’s Association - *Currently: Doug Von Gausig and Vice Mayor Dehnert*

Yavapai College Advisory Board – Yavapai College District Governing Board created the Board in recognition of the desire for the Verde Valley citizens to have a forum to express their educational needs. The committee’s vision is to be recognized as the Verde Valley’s voice for constructive and collaborative dialog between residents and the Yavapai College District Governing Board to promote improved access to quality higher education. This is an appointed position by the Yavapai College District Governing Board. *Currently: Bill Regner*

New appointments to the various regional organizations were discussed at the December 9, 2014 Council Meeting:

- CAT/VVTPO/TPAC – *Curt Bohall*
- NACOG – *Richard Dehnert; Alternate – Bill Regner*
- NAMWUA – *Scott Buckley; Alternate – Bill Regner*
- VRBP – *Doug Von Gausig; Alternate – Bill Regner*
- VVLP – *Bill Regner; Alternate – Scott Buckley*
- WAC/MVWAC – as this Board is currently on hiatus, updates will be provided via the Mayor’s report only
- VVREO – It was determined that Community Development/Economic Director Jodie Filardo would give updates to Town Manager Mabery that are pertinent
- GAMA – *Doug Von Gausig; Alternate – Richard Dehnert*
- Yavapai College Advisory Board – *Bill Regner*

Staff Recommendation – Approval of Resolution # 1490, A Resolution making appointments to various regional organizations.

RESOLUTION # 1490

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA, AMENDING RESOLUTION #1398 MAKING APPOINTMENTS TO VARIOUS REGIONAL ORGANIZATIONS.

WHEREAS, there are regional organizations the Town of Clarkdale associate and serve on;

WHEREAS, the Town of Clarkdale Mayor and Common Council are requested to notify these organizations who is appointed as official Town of Clarkdale representative;

NOW, THEREFORE, BE IT RESOLVED THAT the Mayor and Common Council of the Town of Clarkdale authorize the following people as official Town of Clarkdale representatives to serve on these organizations from January 1, 2015 to November 15, 2016, unless otherwise officially notified:

- **Cottonwood Area Transit (CAT)**
Representative – Curt Bohall Alternate – Richard Dehnert
- **Verde Valley Transportation Planning Organization (VVTPO)** Representative -
Curt Bohall Alternate - Richard Dehnert
- **Northern Arizona Council of Government (NACOG)**
Representative - Richard Dehnert Alternate – Bill Regner
- **Northern Arizona Municipal Water Users Association (NAMWUA)**
Representative - Scott Buckley Alternate – Bill Regner
- **Verde River Basin Partnership (VRBP)**
Representative - Doug Von Gausig Alternate – Bill Regner
- **VVLP – Verde Valley Land Preservation (VVLP)**
Representative – Bill Regner Alternate – Scott Buckley
- **Greater Arizona Mayor's Association**
Representative – Doug Von Gausig Alternate – Richard Dehnert
- **Yavapai College Advisory Board**
Representative – Bill Regner

Passed and adopted by the Town of Clarkdale Council this 13th day of January, 2015.

ATTEST:

Doug Von Gausig, Mayor

Kathy Bainbridge, Town Clerk



Staff Report

Agenda Item: **Personnel Policy and Procedural Manual amendments** – Approval of amendments to the Town’s Personnel Policy and Procedural Manual.

Staff Contact: Janet Perry, HR/Community Services Director

Meeting Date: January 13, 2015

Background: A few minor edits to the Clarkdale’s current Personnel Policy and Procedure Manual are needed in order to provide clarification of organizational practices. None of the edits proposed here introduce new processes or procedures, but instead serve to clarify existing practices or improve flow of grammar.

The affected policy Sections 3, 4, 6, 7 and 10 are attached with proposed deletions showing as verbiage struck through, and proposed additions italicized and underlined.

Recommendation: To approve the recommended amendments providing clarification to Town’s Personnel Policy & Procedure Manual.

Section 3 - Paid Time Off (PTO)

3.0 Paid Time Off is accrued and granted in lieu of Vacation and Holidays. It will provide eligible employees with Paid Time Off for personal business, leisure time, family needs, etc. Paid Time Off is not available to temporary and seasonal employees.

3.1 Accrual

- A. Paid Time Off (PTO) is a benefit accrued each pay period according to the number of hours paid per pay period (up to a maximum of 80 hours and exclusive of on call hours), the job classification, and the number of years of service with the Town of Clarkdale. This accrued time may be used for any purpose including holidays, a death in the family, vacation, personal business, family needs, etc.
- B. ~~Accrual of Paid Time Off PTO will begin on the first day of employment and will continue through the final day of employment. in accordance with the appropriate schedule.~~
- C. When an employee at any time should become eligible for a change in their applicable PTO Accrual Schedule rate, that change shall take place at the beginning of the next full pay period following the date of eligibility change.
- D. Paid Time Off time and Illness Bank time may not be taken unless previously accrued. In the event your department is closed on certain days during the year, you must have sufficient unused Paid Time Off accrued to be paid for that day.
- E. Accrued hours of PTO used should equal the difference between actual hours worked and regularly scheduled weekly hours, and may not be used at any time to exceed an employee's regularly scheduled work week hours.

Example for an employee who is regularly scheduled to work 40 hours per week: One day (9 or 10 hours) of PTO is taken, but you actually work 35 hours that same week; your PTO should then be recalculated to 5 hours in order to equal a total of 40 hours for that work week.

Example for an employee who is regularly scheduled to work 25 hours per week: One day (9 or 10 hours) is taken, but you actually work 20 hours that week; your PTO should then be recalculated to 5 hours in order equal a total of 25 hours for that work week.

- F. The Finance Department will advise employees and their Department Head when an employee ~~has reached~~ *is close to reaching* a maximum ~~Paid Time Off~~ PTO accrual (296 hours). ~~so employees are able to request Paid Time Off.~~

3.2 Procedure

- A. Employees must request and receive advance approval from their Supervisor/Department Head to receive Paid Time Off. Employees must request PTO at least 3 working days in advance for PTO requests of two working days or less; and must request PTO as least 10 working days in advance for PTO requests of over three working days. Supervisor/Department Heads may deny requests for Paid Time Off if an employee fails to request the time off within the time frames specified above or when the staffing requirements of the department are such that the time off cannot be granted.
- B. PTO may be donated to another employee with approval of the Town Manager. Donated PTO can be authorized only by the Town Manager in cases when the recipient employee has an extended illness and has used up his or her PTO and IB.
- C. An employee who resigns or is terminated will be paid the balance of their accrued PTO hours. Terminations are effective the last day worked. Unused PTO time which is paid in the final check does not extend the date of termination of employment.
- D. The maximum *hours* ~~that would be~~ allowed to build up in the any PTO Bank ~~would be~~ is 296 hours. ~~After this time the employee would no longer earn hours (until time off is taken, lowering accumulation).~~ Upon reaching this amount, an employee will no longer earn PTO until additional time off charged to PTO is taken. Once a PTO bank total is again below the maximum, PTO will accrue at the previous rate.

3.3 Special Provisions

- A. Pay Advances are not granted for Paid Time Off. Paid Time Off pay is included in the regularly scheduled paychecks. The Town Manager may, at his/her sole discretion, approve an annual payment for a maximum of 40 hours of accumulated PTO for each employee. The paid PTO hours are deducted from that employee's accumulated total. This annual payment shall take place in November of each year. To qualify under this paragraph employees must have taken one week PTO (other than scheduled Town holidays) during the preceding year.
- B. Employees may take unpaid leave with approval from their supervisor and Town Manager.

Section 4 - Illness Bank (IB)

4.1 Accrual

- A. IB is a benefit accrued each pay period according to the number of hours paid per pay period (up to a maximum of 80 hours and exclusive of on call hours). This accrued time is to be used for personal illness, hospitalization, outpatient surgery, industrial injury/illness, or being sent home by a physician or supervisor due to exposure to a communicable disease or infection.
- B. The maximum number of IB hours that an employee may accumulate is 1040 hours, however a maximum of 560 may be cashed out upon an employee leaving if the employee voluntarily resigns and has worked for the Town for 5 years or more. Employees who have worked for the Town for five through ten years will be paid \$1.00 for each hour accrued in the Illness Bank upon termination. Employees who have worked for the Town for over ten years through fifteen years will be paid \$2.00 for each hour accrued upon termination. Employees who have worked for the Town for over fifteen years or more will be paid \$3.00 for each hour accrued upon termination.
- C. Seasonal and temporary employees are not eligible for IB. The maximum accumulation per pay period for any employee is 2.15 hours.
- D. An Employees' accumulated Illness Bank may be used to continue that employee's regular salary for absence due to personal illness starting with the first work day of illness, hospitalization, outpatient surgery, industrial injury/illness, or being sent home by a physician or supervisor due to exposure to a communicable disease or infection.
- E. Accrued hours of IB used should equal the difference between actual hours worked and regularly scheduled weekly hours, and may not be used at any time to exceed an employee's regularly scheduled work week hours.

Example for an employee who is regularly scheduled to work 40 hours per week: One day (9 or 10 hours) of IB is taken, but you actually work 35 hours that same week; your IB should then be recalculated to 5 hours in order to equal a total of 40 hours for that work week.

Example for an employee who is regularly scheduled to work 25 hours per week: One day (9 or 10 hours) is taken, but you actually work 20 hours that week; your IB should then be recalculated to 5 hours in order equal a total of 25 hours for that work week.

- F. Accrued time in the Illness Bank is retained but may not be used during the time an employee transfers to a "Temporary" or "On Call" status. The time accumulated in the IB will be retained but not usable until returning to a "Part-

Time” or “Full-Time” status.

4.2 Procedure

- A. When requested by the responsible Department Head, employees who have been absent for medical reasons without specific written direction from their physician, will be required to provide a physician’s statement that they have been medically unable to work, and that they are now able to return to work. Employees who have been absent for medical reasons, at the direction of their physician, will be required to provide the Town with a physician’s statement that they are medically able to return to work.

Department Heads will code time cards IB to designate approved time off with pay for “Illness”.

- B. All physicians’ releases to return to work will be presented to the Department Head by the employee before returning to work. The release then will be sent to Personnel to be placed in the employee’s medical file.

4.3 Special Provisions

- A. Employees will be allowed to use a maximum of forty (40) hours per calendar year from the Illness Bank for time off due to a death or illness of a family member. Employees taking IB for this purpose are to indicate this by marking “IBF” on their timecard.

4.4 Illness Bank Accrual Schedule:

Employees	IB Accrual per hour worked
Full-Time, Permanent	.027 hrs
Part-Time, Permanent	.027 hrs
Seasonal/Temporary	0
Fire Department Personnel on shift	.0194 hrs/shift hour
Maximum Accumulation per pay period for all employees	2.15 hrs

Section 6 - Overtime

6.0 Policy on Overtime

The policy of the Town of Clarkdale is to avoid the necessity of overtime whenever possible, however, when overtime is required, it shall be approved by the employee's Supervisor or Department Head. *In the event of hours worked beyond the normal work day, all efforts shall be made to allow the employee to take off an equivalent number of hours within the same, designated work week (flexing the schedule).*

6.1 Overtime Compensation

- A. A full-time classified employee, not exempted from the applicable provisions of the Fair Labor Standards Act, who performs authorized work in excess of his or her regular work week shall be compensated for such overtime at the rate of one-and-one-half (1-1/2) times his or her regular rate of pay. Overtime shall be calculated to the nearest one-half (½) hour of overtime worked.
- B. Non-exempt, (hourly) non-safety employees who work in excess of forty (40) hours in the seven (7) day work week have the option to be compensated in the form of "comp time" credited at time and a half up to a maximum accumulation of forty (40) hours.
- C. Non-exempt (hourly) safety employees who work in excess of the maximum authorized work period as defined by the Fair Labor Standards Act have the option to be compensated in the form of "comp time" credit at time and a half up to a maximum accumulation of 115 hours.
- D. Upon termination of service, employees will be paid for their accrued compensatory time (accrued compensatory time is recorded at 1 ½ hours per each hour worked).

7.4 SUPPLEMENTAL BENEFIT PLAN FOR PUBLIC SAFETY EMPLOYEES

A. Purpose

The purpose of this Supplemental Benefit Plan for Public Safety Employees is to meet the requirements of A.R.S. § 38-961, mandating the provision of additional economic benefits to sworn Police and Fire Officers who are injured in a duty status and eligible for a specific category of workers' compensation benefits. ~~The benefit is only related to eligible injuries that occur between August 2, 2012 and February 2, 2013, which is the effective period for this plan.~~

B. Eligibility

The Town of Clarkdale (hereinafter "Town ") has sole discretion to determine eligibility of an employee to participate or continue in this supplemental benefit plan for full-time public safety employees who are enrolled in the Arizona Public Safety Personnel Retirement System ("PSPRS").

To be eligible for supplemental benefits initially, and to continue in the plan as described in this policy, the employee must meet all of the following criteria:

1. Be a full-time public safety employee enrolled in PSPRS at the time of injury.
2. Be injured and eligible for workers' compensation benefits pursuant to A.R.S. §23-1021.
3. Be receiving workers' compensation lost-time wage replacement benefits pursuant to A.R.S. § 23-1021, § 38-961 and related statutes.
4. Make a written request for supplemental benefits, addressed to the Town Human Resources Department as described in this policy, within thirty (30) days of receiving first payment of workers' compensation lost-time wage replacement benefits pursuant to A.R.S. § 23-1021, § 38-961 and related statutes.
5. Follow all other procedures for requesting benefits as outlined in this policy.
6. Participate in all risk management activities related to his or her workers' compensation injury.
7. Be unable to return to work for the Town in any capacity Town, including light duty assignments as determined by the Town and as supported by the employee's physician or an independent medical exam (IME) ordered by the Town. The employee's inability to work in a capacity Town assigned by the Town, including

inability to work light duty assignments, must be supported by appropriate medical documentation in order for the employee to remain eligible under this supplemental benefits plan.

8. Remain a full time Town employee during the time period the employee is receiving the supplemental benefits.

An employee will be ineligible for benefits under this plan, regardless of any other determination under workers' compensation or any other benefit, if the employee's injury results from or is worsened in whole or part by:

- Horseplay
- Unapproved physical activities, as defined by department policy
- Intentional misuse of tools or equipment
- Any form of dishonesty surrounding the cause of injury
- Any form of gross negligence committed by the employee

C. Benefits

All benefits under this plan will be provided while the employee meets all eligibility criteria, for a period of six months, while the employee receives payments of workers' compensation lost-time wage replacement benefits pursuant to A.R.S. § 23-1021, § 38-961 and related statutes. Approval of an employee for this plan is at the sole discretion of the Town.

The supplemental benefit plan may be extended for an additional six month time period at the sole discretion of the Town. In no case will plan benefits be offered for more than a period of one year. Benefits under this plan include:

1. Payment by the Town of the difference in salary (or hourly rate, as applicable) between the employee's base salary pre-injury, less taxes, and the workers' compensation benefit paid to the employee.
2. Continued payment by the Town of the employer's portion of premium for health care benefits as is paid for other similarly enrolled employees. The employee remains responsible for paying the same portion of his/her health care benefits as was paid pre-injury and/or as is paid by similarly enrolled employees.
3. Payment of both the employer and employee contributions to the PSPRS based upon the employee's pre-injury salary.

4. Credit for service in the public safety retirement plan at the same accrual rate as pre-injury.
5. Maintenance of accrued leave balances at pre-injury level, including sick and vacation leave, and/or Paid Time Off (“PTO”).
6. No PTO will accrue while a qualified employee is participating in this Supplemental Benefit Plan.

To the extent the employee is otherwise eligible for and receives changes in salary or benefits while receiving the supplemental benefits under this plan, said supplemental benefits will be adjusted accordingly. For example, if all employees are provided automatic salary adjustments as part the annual budget process, the employee will receive benefits under this plan based on his/her new adjusted salary as he/she would if not injured. Such adjustments may result in a lesser benefit to the employee, e.g., if during the benefit period under this plan the Town changes employer health care benefits contributions from 80 percent to 70 percent, the employee may be required to pay additional premiums as would any other similarly situated employee.

Section 10 - Disciplinary Action

10.1 Disciplinary Action

The good standing of the employment of any employee in the Town service depends upon acceptable conduct and satisfactory performance. The following listed reasons, which are not considered all inclusive, may be sufficient grounds for disciplinary action:

- A. The employee is incompetent or inefficient in the performance of his/her duties.
- B. The employee has been abusive in his/her language, or has engaged in conduct resulting in physical harm or injury to fellow employees or to the public. Workplace violence is conduct declared unlawful under Federal, State or local law.
- ~~C. The employee has a permanent or chronic physical or mental ailment or defect which incapacitates the employee from the proper performance of his/her duties.~~
- D. The employee has violated any lawful or official regulation or order, any policy enacted by the Town of Clarkdale or failed to obey any lawful or reasonable direction given by the supervisor.
- E. The employee has been found under the influence of alcohol or illegal drugs or inappropriately using prescription drugs. Refer to the Substance Abuse Policy.
- F. The employee has been convicted of a felony or a criminal offense involving moral turpitude.
- G. The employee has falsified any document, report or statement.
- H. The employee, through negligence, gross negligence, or willful conduct, has caused damage to, misappropriated, or misused Town property, or wasted Town supplies or resources.
- I. The employee is unsafe to himself/herself or other employees in the performance of his/her duties and responsibilities.
- J. The employee has been guilty of intentional discrimination against, or harassment of, another employee because of race, color, religion, sex, national origin, sexual orientation or age.
- K. The employee has engaged in conduct either during or outside of regular duty hours which is of such nature that it causes discredit to the Town.
- L. Using authority or influence for the purpose of interfering with, or affecting the result of, an election or a nomination for office.

- M. Directly or indirectly coercing, attempting to coerce, commanding or advising a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes.
- N. Favoritism on the part of a supervisory employee.
- O. Visiting with non-employees about non-work related topics or permitting non-employees in the work area, other than for work related business, which is excessive in nature, causes a disruption in the workplace, and/or takes up an unreasonable amount of the employee's time.
- P. Violation of any policy or procedure pertaining to attendance and leaves.
- Q. Failure to follow the established chain of command contained in the grievance procedure in attempting to resolve problems.
- R. Using Town communication devices, including, but not limited to computers, e-mail, pagers, internet, cell phones, office phone systems and fax machines for personal business.
- S. The employee, having access to a Town vehicle, or who drives a Town vehicle as part of his or her job, did not notify his or her supervisor that his or her Driver's License was suspended.

10.2 Types.

Disciplinary actions may include, but are not necessarily limited to: written reprimands, loss or reduction of pay, return to probation, suspension, demotion, and termination.



Staff Report

Agenda Item: **Local Food Days Proclamation** – Approval of a Local Food Days Proclamation in support of improving the growth, processing, distribution, consumption and waste management of healthy, local grown foods.

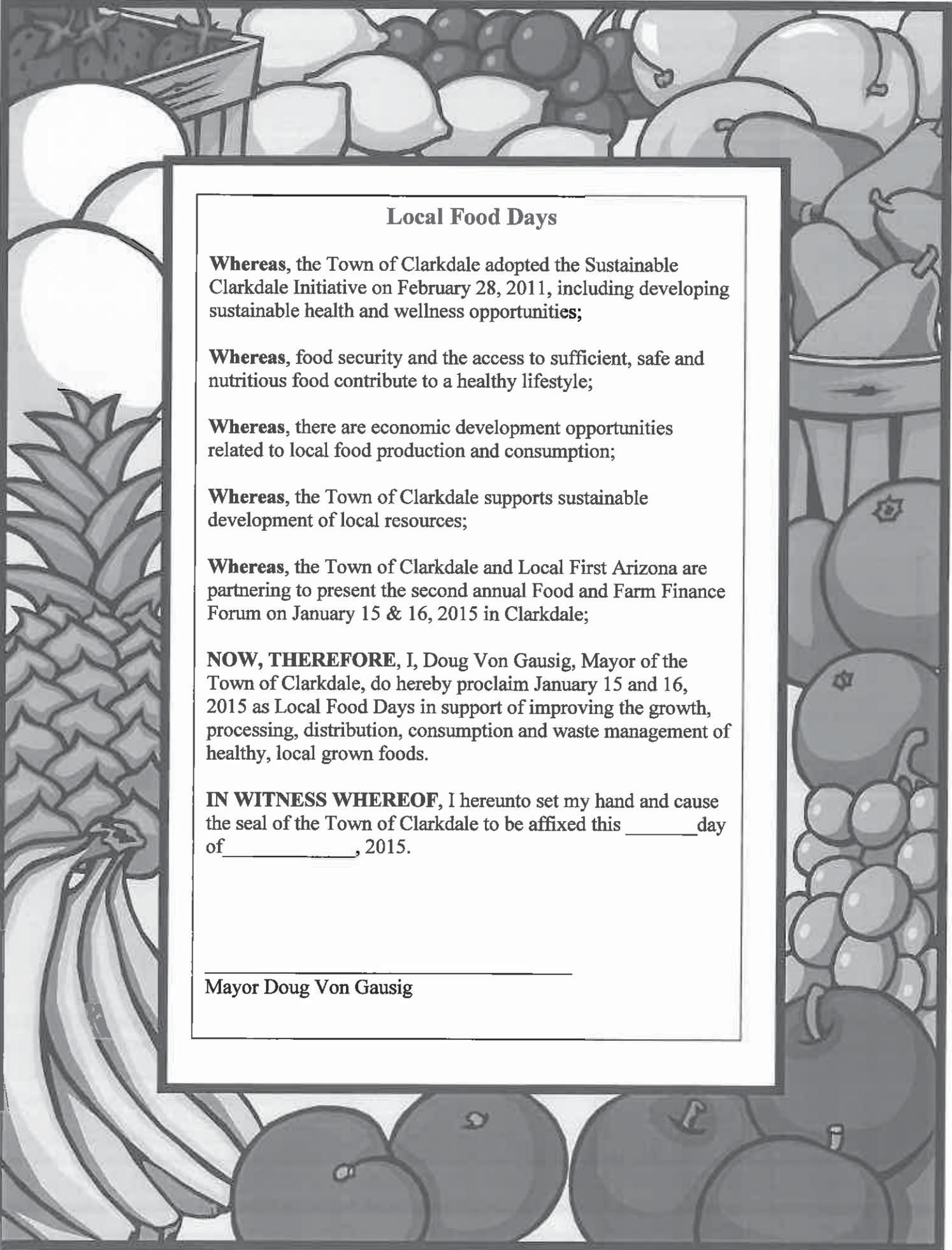
Staff Contact: Jodie Filardo, Community & Economic Development Director

Meeting Date: January 13, 2015

Background: The Town of Clarkdale adopted the Sustainable Clarkdale Initiative on February 28, 2011, including developing sustainable health and wellness opportunities. There are economic development opportunities related to local food production and consumption. The Town of Clarkdale supports sustainable development of local resources and the Town and Local First Arizona are partnering to present the second annual Food and Farm Finance Forum on January 15 & 16, 2015 in Clarkdale.

The Proclamation proclaims January 15 and 16, 2015 as Local Food Days in support of improving the growth, processing, distribution, consumption and waste management of healthy, local grown foods

Recommendation: Staff recommends Council adopt the Proclamation.



Local Food Days

Whereas, the Town of Clarkdale adopted the Sustainable Clarkdale Initiative on February 28, 2011, including developing sustainable health and wellness opportunities;

Whereas, food security and the access to sufficient, safe and nutritious food contribute to a healthy lifestyle;

Whereas, there are economic development opportunities related to local food production and consumption;

Whereas, the Town of Clarkdale supports sustainable development of local resources;

Whereas, the Town of Clarkdale and Local First Arizona are partnering to present the second annual Food and Farm Finance Forum on January 15 & 16, 2015 in Clarkdale;

NOW, THEREFORE, I, Doug Von Gausig, Mayor of the Town of Clarkdale, do hereby proclaim January 15 and 16, 2015 as Local Food Days in support of improving the growth, processing, distribution, consumption and waste management of healthy, local grown foods.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the Town of Clarkdale to be affixed this _____ day of _____, 2015.

Mayor Doug Von Gausig



Staff Report

Agenda Item: “Start by Believing” Proclamation - approval of “Start by Believing” Proclamation to elevate public awareness of the trauma of sexual assault victims, in order to improve the responses of friends, family members, and community professionals.

Staff Contact: Randy Taylor, Police Chief

Meeting Date: January 13, 2015

Background: There is a nation-wide effort to pass a proclamation in every government agency in Yavapai County to enhance the awareness of the public to the perils of sexual assault victims, thereby improving the responses of friends, family members, and community professionals, so they can help victims access supportive resources and engage the criminal justice system.

Recommendation: Staff recommends Council adopt the Proclamation.

PROCLAMATION

Town of Clarkdale, Arizona

Supporting the Start by Believing Public Awareness Campaign

WHEREAS, the Town of Clarkdale shares a critical concern for victims of sexual violence and a desire to support their needs for justice and healing; and

WHEREAS, from 2012 to 2015 the Clarkdale Police Department received a total of 7 reports of rape, attempted rape, or sexual assault and the Yavapai Family Advocacy Center served the needs of town victims during 2 crisis interventions, 1 peer counseling session, and 2 forensic exams, law enforcement interviews, or other proceedings; and

WHEREAS, research estimates that as many as 1 in 6 women and 1 in 33 men will become the victims of rape or attempted rape, yet most will not report the crime to law enforcement, and rapists who are not detected by authorities will perpetrate an average of 6 crimes; and

WHEREAS, research documents that victims are far more likely to disclose their sexual assault to a friend or family member, and when these loved ones respond with doubt, shame, or blame, victims suffer additional negative effects on their physical and psychological well-being; and

WHEREAS, the Start by Believing public awareness campaign is designed to improve the responses of friends, family members, and community professionals, so they can help victims to access supportive resources and engage the criminal justice system;

NOW THEREFORE BE IT PROCLAIMED by all members of the Clarkdale Town Council on this 13th day of January, 2015 that they support the Start by Believing public awareness campaign launched in the county on February 1st, 2013 and do hereby declare this day to be "START BY BELIEVING DAY" throughout the Town of Clarkdale, Arizona.

ATTEST

Doug Von Gausig, Mayor

Kathy Bainbridge, Clerk



Staff Report

Agenda Item: **COMMERCIAL RIVER RUNNER CAPACITIES FOR THE VERDE RIVER @ CLARKDALE** – Consideration and possible action relating to the establishment of Commercial River Runner Capacities on the Verde River @ Clarkdale.

Staff Contact: Gayle Mabery, Town Manager

Meeting Date: January 13, 2015

Background: The Clarkdale Town Council and Parks and Recreation Commission held a Joint Worksession on Tuesday, December 16, 2014 to discuss recommendations that the Town Staff had developed relating to the establishment of Commercial River Runner Capacities on the Verde River @ Clarkdale. The purpose of the December 16th worksession was to receive comments and input from the Council, Parks and Recreation Commission and the general public so that the Town Staff could then revise the capacity recommendations and present the revised recommendations to the Town Council for possible approval at their January 13, 2015 Council meeting.

While the initial capacity recommendations that were the subject of the December 16th discussion were developed with a long-term capacity in mind, the Council and Commission expressed support for taking a more conservative approach to setting initial capacities on the river. With that in mind, the Town Staff is recommending that, instead of setting long-term capacities, that the Council consider setting a capacity limit to be applied only to the 2015 river season. Acknowledging that the Town of Clarkdale is on the leading edge of river recreation issues in the Verde Valley, it makes sense to move more slowly, and re-look at capacity issues on a year-by-year basis during the initial years of the Verde River @ Clarkdale project.

Clarkdale Town staff recommends that the following commercial river outfitter capacities be set for the Verde River @ Clarkdale for the 2015 calendar year:

- Maximum capacity of 9,200 commercial customers during the 2015 season, allocated as follows:
 - 7,820 commercial recreational (maximum)
 - 1,380 commercial interpretive/educational (minimum)
- Maximum guided trip size of sixteen (16) people per trip, including trip guides.
- Maximum of up to thirty-six (36) unguided commercial recreational customers (in a vessel that meets the Arizona definition of a watercraft) per day.
- Maximum of 20% of the total commercial recreational capacity may be allocated for unguided commercial recreational customers.

Taken at potential maximum levels, these recommended capacities are approximately 80% lower than the capacities that were discussed during the December 16, 2014 Joint Worksession. Under the recommendation, the commercial recreational capacities would increase from 6,367 in 2014 to 7,820 in 2015.

During the 180 days of the peak boating season (April 1 – Sept. 30...when 85% of the commercial activity took place in 2014), these capacities could result in an average of 8 more commercial recreational customers per day on the 3-mile stretch of the Verde River @ Clarkdale than we experienced in 2014 (we averaged 36 commercial recreational customers per day in the peak season in 2014 and could average 44 commercial recreational customers per day under the recommended capacity).



Staff Report

Our recommendations are designed to put a strong emphasis on creating capacity in our system for additional interpretive/educational tours. While only 2.11% of the commercial activity on the Verde River @ Clarkdale was the result of interpretive tours in 2014, an increase in that percentage would be in keeping with the principles of the Verde River @ Clarkdale project. A minimum of 15% of the commercial capacity in 2015 will be available for interpretive/educational tours, and if there is unused capacity for the commercial recreational tours, the capacity available for interpretive/educational tours will increase. We understand that some of the capacity designated for interpretive/educational tours may go unused during the year, but feel it is important to reserve this capacity early in our process and work with outfitters to grow the demand for these important types of tours each year.

The capacity recommendations for unguided operations are designed to balance the demand for these activities with the inherent differences between unguided and guided trips (which were articulated in the report) and require that unguided trips be taken in vessels that meet the Arizona definition for “watercraft”. This will eliminate the use of standard inner tubes and other “water toys” on a commercial basis on this stretch of river. During busy summer weekends, there were often more than 36 unguided customers on the river in 2014. The recommended capacities will add a new level of control to that use in 2015.

Unlike the recommendations presented in December which had strict regulations of launch times built into the capacity schedule, launch times for commercial trips will be regulated through the 2015 permit process. Every permittee is required to file an operational plan, and those plans will be required to address steps to be taken to ensure that appropriate time spacing occurs between launches (in order to ensure appropriate social encounter levels). With the 80% reduction in recommended capacity levels, this method of regulating launch times should be very effective for the 2015 season.

After the Council takes final action on establishing the 2015 commercial capacities on the Verde River @ Clarkdale, staff will begin the process for soliciting bids for the outfitter permits that will be available in 2015. Although the permits themselves will not require Council action, the Town Manager plans to appoint a committee to work with her during the 2015 permit process. In addition to representatives from other land management agencies in the Verde Valley, the Town Manager plans to include at least one Council Member, one Parks and Recreation Commission member and one member of the public on this manager-appointed committee.

Recommendation: Staff recommends that the Town Council establish the following 2015 Commercial River Runner Capacity:

- Maximum capacity of 9,200 commercial customers during the 2015 season, allocated as follows:
 - 7,820 commercial recreational (maximum)
 - 1,380 commercial interpretive/educational (minimum)
- Maximum guided trip size of sixteen (16) people per trip, including trip guides.
- Maximum of up to thirty-six (36) unguided commercial recreational customers (in a vessel that meets the Arizona definition of a watercraft) per day.
- Maximum of 20% of the total commercial recreational capacity may be allocated for unguided commercial recreational customers.

Commercial River Runner Capacity for the Verde River @ Clarkdale

Report Dated: January 7, 2015

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1 EXECUTIVE SUMMARY

The Town of Clarkdale opened the 110-acre Lower TAPCO River Access Point on June 18, 2014, providing the public with access to diverse year-round recreational activities on the river. As expected, the site quickly became popular as a kayak launch point for boaters who wanted to float the 3-mile stretch of river between the boat launch areas of Lower TAPCO River Access Point and the downstream Tuzigoot River Access Point. In addition, the Town of Clarkdale and Arizona State Parks issued the first special use permits to allow commercial outfitters to operate at the Lower TAPCO RAP and the Tuzigoot RAP, resulting in 6,548 commercial customers (6,367 commercial recreational, and 181 commercial interpretive/educational) either kayaking or tubing this stretch in 2014. During peak boating season (from June 1 – September 30) this first year, we experienced an average of 257 commercial customers per week launching from the Lower TAPCO RAP.

With demand for commercial permits increasing, the Town of Clarkdale has determined the need to establish commercial river runner capacities for the Verde River @ Clarkdale between the Lower TAPCO River Access Point and the Tuzigoot River Access Point. Commercial operations in 2014 included both guided and unguided operations, and, due to the distinct differences between these two types of operations and potential resulting impacts from each, staff feels it is prudent to establish capacities for both categories going forward.

Based on current data, private boater usage accounts for approximately 25% of the usage on the river. While Town staff is not recommending the implementation of total capacities (which would include both commercial and private boaters) at this time, we will continue to collect data as indicated in the “Key Management Actions to Monitor Indicators” section of this report and take steps to adjust river use capacities over time should it become necessary.

In evaluating appropriate capacities for the Verde River @ Clarkdale, Clarkdale Town Staff took the following into consideration:

- Consultation with outfitter permit managers on other public lands in the Verde Valley;
- Review of the management standards for recreational activity in the Comprehensive River Management Plan (CRMP) for the Verde Wild and Scenic River;
- Review of the U.S. Forest Service recreation and wilderness experience criteria that can be appropriately expected on the Verde River @ Clarkdale;
- Social encounter levels for paddlers as they float the 3 miles between the launch sites at the two river access points on the Verde River @ Clarkdale;
- The characteristics of this section of river, including the need for boaters to portage at the Brewer’s Tunnel Diversion Dam, and the safety practices used that require boaters to congregate in groups in the large pools that precede significant rapid sections (allowing boaters to proceed single-file and with appropriate spacing between boaters through more technical sections); and,
- Input from the Clarkdale Town Council, Clarkdale Parks and Recreation Commission and the public during a December 16, 2014 public meeting.

Clarkdale Town staff recommends that the following commercial river outfitter capacities be set for the Verde River @ Clarkdale for the 2015 calendar year:

- Maximum capacity of 9,200 commercial customers during the 2015 season, allocated as follows:
 - 7,820 commercial recreational customers (maximum)
 - 1,380 commercial interpretive/educational customers (minimum)
- Maximum guided trip size of sixteen (16) people per trip, including trip guides.
- Maximum of thirty-six (36) unguided commercial recreational customers (in a vessel that meets the Arizona definition of a watercraft) per day.
- Maximum of 20% of the total commercial recreational capacity may be allocated for unguided commercial recreational customers.

2 PROJECT HISTORY

The Verde River corridor is one of Arizona's most important resources, both in its richness and in its usefulness. It provides innumerable benefits to the state's economy, its residents' quality of life, and the natural, cultural, and scenic environment. The Verde is known for its beauty and diversity of landscape, its opportunities for recreation, the bounty of its water and riparian lands, for fish and wildlife populations as well as for human communities, and for the link it provides with the past and the path it opens to the future.

In 1991, a grassroots effort was initiated by community leaders and individuals who recognized a need for coordinated planning and management along the Verde River Corridor. Local residents and organizations, with assistance from the Arizona State Parks Board and the Arizona Department of Commerce, established the Verde River Corridor Project to take a closer look at the issues facing the Verde River, and to develop recommendations and a plan of action for dealing with them.

The Action Plan for the Verde River Corridor Project, compiled after extensive citizen-based participation in all phases of the plan's development, included a project Vision, Mission, Guiding Principles, Priority Actions, Subcommittee Recommendations, and Major Goals. The entire plan can be viewed at <http://verderiverinstitute.org/VRCP1.pdf>.

20 years later, in 2011, Clarkdale identified the 2.2 miles of the Verde River that flows through the Town as a key resource that was under-utilized, inaccessible, and as a result, economically, socially and culturally undervalued by the Town, its residents and the entire State.

With many of the issues identified in the 1991 Verde River Corridor Project still facing the Verde River, the overarching principle of the Verde River @ Clarkdale project is that public knowledge and understanding is vital to the protection and preservation of the Verde River. Simply stated; getting people onto the river to form personal connections is key to its future sustainability.

From its inception, Clarkdale's project dream was that it's possible to protect, preserve and restore the river and its habitat, while:

Honoring existing water rights;

Enhancing the public's experience; and,
Improving the economy of Clarkdale.

The first major milestone of the Verde River @ Clarkdale project was the approval of an Intergovernmental Agreement in July, 2012 between Arizona State Parks and the Town of Clarkdale wherein the two agencies agreed to cooperatively manage the 69 acre Tuzigoot River Access Point. The agreement was embraced as a benefit to both agencies, offering them to join together in the face of limited resources to manage the site.

In April, 2013, the Town of Clarkdale and the landowner Freeport McMoRan, Inc. entered into a Verde River Access License Agreement, designating a portion of private property on the river that was once restricted access as public park land under the management of the Town of Clarkdale. In February, 2014, that agreement was amended to move the site to a 110 acre piece of property located approximately 3 miles upstream from the Tuzigoot River Access Point.

The Town of Clarkdale opened the 110-acre Lower TAPCO River Access Point on June 18, 2014, providing the public with access to diverse year-round recreational activities on the river. As expected, the site quickly became popular as a kayak launch point for boaters who wanted to float the 3-mile stretch of river between the Lower TAPCO River Access Point and the downstream Tuzigoot River Access Point. Coinciding with the establishment of the Lower TAPCO River Access Point, the Town of Clarkdale and Arizona State Parks issued the first special use permits to allow commercial outfitters to operate at the Lower TAPCO RAP and the Tuzigoot RAP, resulting in 6,548 commercial customers either kayaking or tubing this stretch in 2014. During peak boating season (from June 1 – September 30) this first year, we experienced an average of 250 commercial customers per week launching from the Lower TAPCO RAP.

Only one commercial outfitter expressed initial interest in operating commercial recreational tours on the Verde River @ Clarkdale at the beginning of the project, and Arizona State Parks and the Town of Clarkdale worked together to draft a permit that provided for the approval of an Annual Operating Plan for the outfitter, compliance with State Natural Area Policies and Guidelines, River Guide Standards, Appropriate Insurance Coverage and Indemnification, and a Fee Schedule to Guarantee Appropriate Compensation for Commercial Use of Public Lands. That outfitter, Verde River Adventures, Inc., offered both guided kayak tours and unguided inner tube rentals from April – November, 2014.

The Verde River @ Clarkdale quickly became recognized as an ideal year-round boating opportunity due to its consistent river flows that are relatively free from the impacts of summer irrigation diversions. By the third quarter of 2014, numerous other commercial outfitters began expressing interest in operating commercially on the Verde River @ Clarkdale.

3 VERDE RIVER GREENWAY STATE NATURAL AREA

The Tuzigoot River Access Point (RAP), which serves as the downstream anchor for the Verde River @ Clarkdale project, is part of the Verde River Greenway State Natural Area. Recognizing the Verde River as a significant resource, and one of the Arizona's last free-flowing rivers, Arizona State Parks began purchasing land along this important riparian resource beginning in 1986. The Verde River Greenway State Natural Area now encompasses over 800 acres of land and includes properties in all three communities along the river – Clarkdale, Cottonwood and Camp Verde. The Verde River Greenway is now 35 river miles rather than the original 6 river miles that were planned in 1986. The Greenway sustains a large regional wildlife population and a lush riparian community.

The most significant natural resource in the Greenway, besides the year-round flowing river, is the dense forest of riparian trees and shrubs along its riverbank. This Fremont Cottonwood & Gooding Willow Riparian Gallery Forest is one of five remaining stands in Arizona and one of 20 such stands in the world.

According to the Arizona State Parks website, the 3,300 foot elevation means mild temperatures for hiking along the Verde River, kayaking, canoeing, picnicking, fishing, or just wading in the cool water. Life along the river changes with the season, giving visitors a glimpse of great blue heron, black hawks, coyotes, raccoons, mule deer, beavers, ducks, frogs, and toads.

The Verde River and surrounding riparian corridor support numerous threatened or endangered species including, but not limited to razorback sucker, Colorado pikeminnow, Southwestern willow flycatcher, yellow-billed cuckoo, Mexican gartersnake, and narrow-headed gartersnake. Other special status species include Arizona gray squirrel, Western red bat, southwestern bald eagles, black-hawks, peregrine falcons, lowland leopard frogs, Gila monsters, and roundtail chub.

The State Natural Area designation of the Greenway exists to keep the Verde River riparian corridor in its most natural state, and to protect the fragile ecosystem that exists therein. “Soft” recreation that has minimal impact on the environment is allowed, and a “pack it in, pack it out” philosophy is encouraged so that visitors pick up litter and leave nothing behind after visiting the area. Park rules include:

- Keep pets on a leash.
- Damaging or removing the natural rocks, vegetation or public property on the park is prohibited.
- Obey all hunting and fishing regulations.
- Prevent loud, nuisance noises.
- No overnight camping.
- No fires.
- Off road vehicles are prohibited.

Arizona State Parks points out that the Verde River is a fantastic place to canoe/kayak, and directs visitors to the Tuzigoot River Access Point as a place for put-in and take-out. In April, 2014, Arizona State Parks issued their first Special Use Permit for a commercial outfitter to

operate guided hikes, tours, river trips, canoeing, bicycling, and hiking on roadways and trails within the Tuzigoot River Access Point and other Arizona State Parks properties.

4 RIVER CLASSIFICATIONS UNDER THE NATIONAL WILD AND SCENIC RIVERS SYSTEM

The National Wild and Scenic Rivers System was created by Congress in 1968 (Public Law 90-542; 16 U.S.C. 1271 et seq.) to preserve certain rivers with outstanding natural, cultural, and recreational values in a free-flowing condition for the enjoyment of present and future generations. The Act is notable for safeguarding the special character of these rivers, while also recognizing the potential for their appropriate use and development. It encourages river management that crosses political boundaries and promotes public participation in developing goals for river protection.

Rivers may be designated by Congress or, if certain requirements are met, the Secretary of the Interior. Each river is administered by either a federal or state agency. Designated segments need not include the entire river and may include tributaries. For federally administered rivers, the designated boundaries generally average one-quarter mile on either bank in the lower 48 states and one-half mile on rivers outside national parks in Alaska in order to protect river-related values.

Rivers that are classified under The National Wild and Scenic Rivers System are designated as *wild, scenic, or recreational*.

Wild River Areas – Those rivers or sections of rivers that are free of impoundments and generally inaccessible except by trail, with watersheds or shorelines essentially primitive and waters unpolluted. These represent vestiges of primitive America.

Scenic River Areas – Those rivers or sections of rivers that are free of impoundments, with shorelines or watersheds still largely primitive and shorelines largely undeveloped, but accessible in places by roads.

Recreational River Areas – Those rivers or sections of rivers that are readily accessible by road or railroad, that may have some development along their shorelines, and that may have undergone some impoundment or diversion in the past.

A forty-one (41) mile segment of the Verde River has been federally designated as part of the National Wild and Scenic Rivers System. Due to low levels of development present along the Verde River at the time of its designation in 1984, the Arizona Wilderness Act divided the 41-mile stretch of river into a Wild segment and a Scenic Segment. The Scenic River area begins near Beasley Flat, and continues downstream about 18.8 miles to the boundary of the Mazatzal Wilderness. The Wild River area lies within the Mazatzal Wilderness, beginning at the wilderness boundary and continuing downstream about 22.2 miles to the confluence of Red Creek. There is no federally designated Recreational classification along the Verde River.

As required under the Arizona Wilderness Act, the Coconino, Prescott and Tonto National Forests completed a Comprehensive River Management Plan for the Verde Wild and Scenic River in June, 2004.

Among many other things, the CRMP includes management standards for commercial and private recreational activity in the Verde River's Wild and Scenic river segment, including a limit of up to 60 persons launching per day in the stretch designated as a "Wild River" and 250 persons launching per day in the stretch designated as a "Scenic River". In the "Wild River" section, the maximum trip size is 12 persons per trip. In the "Scenic River" section, the maximum trip size is 25 persons per trip.

5 RECREATIONAL OPPORTUNITY SPECTRUM (ROS)

The U.S. Forest Service has established a classification system for describing a variety of recreation experience opportunities. The Recreation Opportunity Spectrum categorizes these opportunities into six classes on a continuum from primitive to urban. Each class describes the type of recreation experience one is likely to have in these areas. This is measured based on the extent to which the natural environment has been modified, the type of facilities provided, the degree of outdoor skills needed to enjoy the area, and the relative density of recreation use. (FSM 2311.1 and USDA Forest Service, 1982, ROS User Guide) The six classes are:

Primitive - Area is characterized by an essentially unmodified natural environment of fairly large size. Interaction between users is very low, and evidence of other users is minimal. The area is managed to be essentially free from evidence of management restrictions and controls. Motorized use within the area is not permitted.

Semi-primitive Non-motorized - Area is characterized by a predominantly natural or natural-appearing environment of moderate to large size. Interaction between users is low, but there is often evidence of other users. The area is managed in such a way that minimum onsite controls and restrictions may be present, but subtle. Motorized recreation use is not permitted.

Semi-primitive Motorized - Area is characterized by a predominantly natural or natural-appearing environment of moderate to large size. Concentration of users is low, but there is often evidence of other users. The area is managed in such a way that minimum onsite controls and restrictions may be present, but subtle. Motorized recreation use of local primitive or collector roads with predominantly natural surfaces is permitted.

Roaded Natural - Area is characterized by predominantly natural-appearing environments with moderate evidence of the sights and sounds of humans. Such evidence usually harmonizes with the natural environment. Interaction between users may be moderate to high, and evidence of other users prevalent. Resource modification and utilization practices are evident but harmonize with the natural environment. Conventional motorized use is allowed and incorporated into construction standards and design of facilities.

Rural - Area is characterized by a natural environment that has been substantially modified by development of structures, vegetative manipulation, or pastoral agricultural development.

Resource modification and utilization practices may be used to enhance specific recreation activities and to maintain vegetative cover and soil. Sights and sounds of humans are readily evident, and the interaction between users is often moderate to high. Facilities for intensified motorized use and parking are available.

Urban – Area is characterized by a substantially urbanized environment, although the background may have natural-appearing elements. Renewable resource modification and utilization practices are often used to enhance specific recreation activities. Vegetative cover is often exotic and manicured. Sights and sounds of humans are predominant onsite and in nearby areas. Facilities for highly intensified motor use and parking are available with forms of mass transit often available to carry people throughout the site.

While ROS designations do not apply to the Verde River @ Clarkdale section of the river, they do provide a framework for comparison. During a Master Planning workshop hosted by the Town of Clarkdale in May, 2014, participants voiced preference for the river access points on the Verde River @ Clarkdale to remain predominantly in their natural state. On review of the USFS’s ROS categories, the Verde River @ Clarkdale project best fits the definition of a “Roaded Natural” area, and also includes some elements of what would be described as a “Rural” area under the ROS system.

6 KEY INDICATORS IN DETERMINING CHARACTER OF RECREATION OPPORTUNITIES

The Verde River and its lush riparian habitat provide a great diversity of outdoor recreation opportunities and connect residents and visitors with nature in a beautiful setting. From its inception, Clarkdale’s project dream was that it’s possible to protect, preserve and restore the river and its habitat, while honoring existing water rights; enhancing the public’s experience; and, improving the economy of Clarkdale.

In order to ensure that the character of recreational opportunities remains consistent with the commitments outlined in our original project dream, the following are key indicators that should be monitored over time:

Waste Removal and Vehicle Restrictions – The Town of Clarkdale should continue to monitor visitors’ adherence to regulations on waste removal and vehicle restrictions. Impacts (trash, compacted soils, and damaged vegetation) associated with higher use in the developed recreation areas should not expand to dispersed recreation areas.

Social Encounter Levels – Overall, social encounter levels should be monitored to ensure they continue to be consistent with the levels identified for Roaded Natural or Rural recreation area (i.e. interaction between users may be moderate to high in dispersed recreation areas; whereas, sights and sounds of humans are readily evident, and the interaction between users is often moderate to high in developed recreation areas).

Resource Condition – Landscape is natural appearing and built improvements in the developed recreation areas are limited in scope. Presence of human feces, trash and charcoal and/or fire pits are at levels consistent with a managed recreation site and violations of regulations are the exception, not the norm. High use areas and their adjacent environment are properly managed to protect natural and cultural resource values, while allowing for recreation use.

Key Management Actions Going Forward – Key actions need to be taken as the Town of Clarkdale continues to sustain the character of the recreation opportunities of the Verde River @ Clarkdale. Recommended actions to be phased in over the next 3 years include:

- Capacity studies including vehicle and visitor counts should be conducted at launch points, on the river and on roads.
- Use of a registration system for kayak/boat launches at all developed river access points on the Verde River @ Clarkdale should be implemented.
- Condition surveys should be conducted annually to sample dispersed recreation use areas.
- Visual observations and photo points should be established within and adjacent to high use areas for visual comparisons over time.
- An inventory of motor vehicle track locations should be developed and thereafter be monitored and updated at least annually.
- Inventory and map adjacent riparian zones and any commercial operations in those areas to determine distance to non-commercial segments of river for wildlife and non-commercial human recreation.
- Establish an active volunteer program.
- Apply management practices on the Verde River @ Clarkdale that align with and balance the goals of preservation, restoration, recreation, and economic development.
- Collaborate with other regional land management partners, citizens, organizations and other local governments to ensure stewardship for well-managed recreational and educational opportunities that sustainably connect people to nature along the Verde River and upland ecosystems.

Management Actions In the Future – The Town of Clarkdale should stay committed to an adaptive management approach to the Verde River @ Clarkdale project, which will allow it to simultaneously meet existing resource management objectives while accruing information and experience needed to improve future management. Some types of management actions that should be considered when addressing issues in the future include:

- Increase visitor information through multiple venues, both at developed and dispersed recreation sites;
- Sponsor interpretative and education programs at the project sites;
- Implement/expand river launch site check in/registration procedures;
- Increase patrols and enforcement at developed and dispersed river recreation areas;
- Adjust river use capacities; and,
- Further restrict vehicular access in sensitive areas.

7 RECOMMENDATIONS FOR COMMERCIAL RIVER RUNNER FEE SCHEDULE

Three different types of fee schedules are being used by different land management agencies in the Verde Valley when issuing commercial permits for boating outfitters on the Verde River.

The U.S. Forest Service uses a percentage of gross revenue schedule and relies on accurate outfitter reporting to determine the payments under the fee schedule. Audit provisions are provided in the permits, but can be difficult to navigate.

Arizona State Parks established a flat annual permit fee of \$3,750, payable quarterly. With the flat annual fee, audits are unnecessary, as the payments do not depend on usage or gross revenues. However, this system does not recognize increasing impacts to river access points as the volume of commercial use increases.

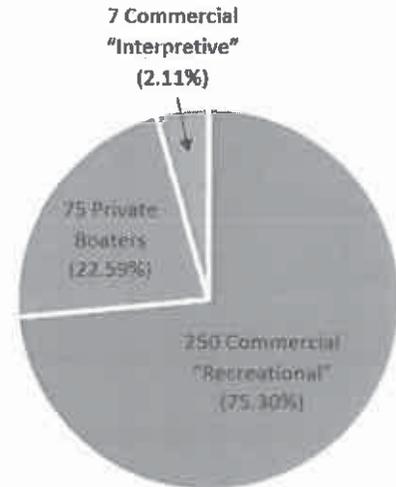
The Town of Clarkdale established a fixed rate of \$5 per commercial customer in our 2014 permits. Although the fixed rate per customer system still relies on accurate outfitter reporting, it is relatively easy for the Town to perform random audits through on-site observations and data collection by our Verde River Ambassadors. Additional on-site registration of launches and changes in the reporting system can be implemented in future years to aid in additional audit accuracy. The fixed rate per customer system provides revenue streams to match increased impacts on management of the river access points (i.e. commercial outfitter revenues increase to correspond with increased customer usage and increased resource demands at the project sites).

Clarkdale's 2014 permits required that the outfitters report and pay their fees on a quarterly basis, due immediately after the activity for the quarter was complete.

Clarkdale Town Staff supports the continued use of the \$5 per customer fixed rate fee for 2015. Changes to the payment schedule will be modified in the 2015 permits to require monthly usage reporting, and some sort of advance payment system as opposed to the delayed payment system that was used in 2014. This change to the payment schedule will reduce the risk of default payments for use of public lands by the commercial outfitters.

8 VERDE RIVER @ CLARKDALE 2014 USAGE DATA

Commercial and Private Boater Usage - Commercial outfitters were permitted to operate at the TAPCO RAP and the Tuzigoot RAP beginning in April, 2014, resulting in 6,367 commercial recreational customers and 181 commercial interpretive customers either kayaking or tubing this stretch from April-December, 2014. During peak boating season (from May 1 – September 30), we experienced an average of 250 commercial recreational customers and 7 commercial interpretive customers launching per week from the Lower TAPCO RAP.



2014 Peak Season
Average Weekly # of Boaters

Visitor data collected at the Lower TAPCO River Access Point's Self-Pay Station indicates peak season visitation from private users at approximately 600 individual visitors per month. The Town of Clarkdale did not start collecting data on the primary purpose for visitation until October, 2014. During that month, 48% of visitors listed kayaking/canoeing as their primary reason for visiting the park. Other responses included: photography (16%); picnicking (13%); fishing (10%); swimming/wading (6%); dog walking (3%); special event/education (3%).

Collection and analysis of the statistics of private boaters will continue as part of our future management action plan. Based on currently available information, we assume that 50% of the private individuals visiting the Lower TAPCO RAP are there to canoe/kayak, which adds approximately 75 boaters per week during peak season. The heaviest usage occurs on Friday, Saturdays, Sundays and major holidays, and we do not have current data on peak daily usage, although measurement tools to capture that data in the future will also be added.

Guided vs. Unguided Commercial Recreational Users - Commercial recreational users fell into two categories during 2014 operations. Guided commercial trips consisted of kayak tours for customers in either single or tandem kayaks, led by professional guides with no more than a 1 to 8 guide-to-client ratio. Guided trip customers met at an off-site location and were transported by shuttle both to and from the launch/landing sites. Unguided trips consisted of customers who rented a standard inner tube or "Tube Trackers" from the outfitter and were transported by shuttle both to and from the launch/landing sites, but no professional guides accompanied these customers.



April 19, 2014 –
June 30, 2014



July 1, 2014 –
September 30, 2014

It should be noted that Arizona law and Arizona Game and Fish Commission

rules classify “watercraft” as “any boat designed to be propelled by machinery, oars, paddles...”, and the laws state that everyone in/on a watercraft must have a properly-fitted and serviceable US Coast Guard-approved PFD (personal floatation device) available aboard the watercraft, and that those passengers 12 years of age or younger must wear their PFDs whenever the watercraft is underway. Because of the manufacturers design, the “Tube Trackers” that were used on the Verde River @ Clarkdale in the 2014 season are classified as “watercraft” in Arizona. However, standard inner tubes, which are not designed to be propelled by oars or paddles, are classified as “water toys” and are not subject to the state requirements for use of PFD’s.

During late spring and early summer, guided tours accounted for approximately 74% of the commercial customer base. As summer progressed, the number of unguided customers increased, resulting in approximately 60% of customers on guided tours and 40% unguided tubing customers.

Observations Relating to Unguided Commercial Trips - While the unguided tubing operations were a popular recreational activity for commercial customers, several observations were made during the 2014 season that weigh into the staff’s recommendations relating to unguided commercial operations in the future:

- The 3-mile length of the Verde River @ Clarkdale generally includes a series of long, still pools of water followed by a rapids chute. These long pools result in slow progress for anyone that is not using a watercraft equipped with a paddle or oar for propulsion. During windy days, forward progress can be challenging on some stretches of the river for watercraft equipped with paddles, and extremely difficult for people on water toys (i.e. inner tubes), which delays total trip time.
- Watercraft that are propelled with paddles/oars experience an average trip length of two-three hours, depending on the type of watercraft and the experience level of the boater. Trips taken strictly on water toys (like inner tubes) can take up to 4 hours.
- Many unguided boaters are unfamiliar with this section of river, and having no guide to rely on, can be more easily confused about their location on the river and the distance to the landing site at the Tuzigoot River Access Point. We had several reports of unguided commercial customers trespassing on private lands along the river as they tried to establish their location.
- The alcohol restrictions and lifejacket requirements that are required in the outfitter permit are more difficult for commercial outfitters to enforce with unguided customers (because of a lack of supervision along the route).
- Having large percentages of un-guided commercial customers can, and did, lead to higher social encounter levels for commercial and public boaters on the river due to the difference in speed of travel.
- Children in unguided groups can get more easily separated from supervising adults than they can on guided trips.

While the unguided trips experienced on the Verde River @ Clarkdale this year were all as a result of “Tube Tracker” and inner tube rental operations, other land management agencies along the Verde River report increasing demands for other forms of unguided commercial river trips.

Local citizens and visitors are increasingly expressing interest in unguided opportunities to rent kayaks and canoes from outfitters who provided shuttles to launch and landing sites. Similar to commercial tubing activities (and consistent with the National Forest Service’s definition), these types of operations would be classified as unguided commercial operations.

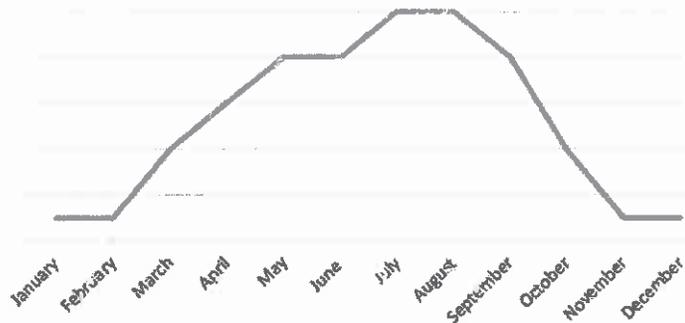
Taking all observations into consideration relating to unguided commercial trips, staff believes it is prudent to limit future unguided commercial trips to vessels that meet the definition of “watercraft” under Arizona law. In doing so, trip time for customers will be more reasonable, and requirements for use and availability of PFD’s will be clear.

In addition, staff believes that capacity limits should be implemented to control the total number of unguided customers as a percentage of guided customers, as well as establishment of a per day limit for unguided commercial customers.

Seasonal Demands for Commercial Operations - Some of the more technical rapid sections on the Verde River @ Clarkdale make boating during cold weather/cold water months less desirable. As a result, commercial and private boater use of the river, while permitted year-round, is expected to be very limited during the months of January, February, November and December.

May through September are generally categorized as “peak season” for on-river recreation, with July and August having the highest volumes of visitors.

The chart at right is a depiction of the annual trends for on-river recreation.



9 RECOMMENDATIONS FOR COMMERCIAL RIVER RUNNER CAPACITY

In evaluating appropriate capacities for the Verde River @ Clarkdale, Clarkdale Town Staff took the following into consideration:

- Consultation with outfitter permit managers on other public lands in the Verde Valley;
- Review of the management standards for recreational activity in the Comprehensive River Management Plan (CRMP) for the Verde Wild and Scenic River;
- Review of the U.S. Forest Service recreation and wilderness experience criteria that can be appropriately expected on the Verde River @ Clarkdale;
- Social encounter levels for paddlers as they float the 3.0 miles between the two river access points on the Verde River @ Clarkdale; and,
- The characteristics of this section of river, including the need for boaters to portage at the Brewer’s Tunnel Diversion Dam, and the safety practices used that require boaters to

congregate in groups in the large pools that precede significant rapid sections (allowing boaters to proceed single-file and with appropriate spacing between boaters through more technical sections).

- Input from the Clarkdale Town Council, Clarkdale Parks and Recreation Commission and the public during a December 16, 2014 public meeting.

Clarkdale Town staff recommends that the following commercial river outfitter capacities be set for the Verde River @ Clarkdale for the 2015 calendar year:

- Maximum capacity of 9,200 commercial customers during the 2015 season, allocated as follows:
 - 7,820 commercial recreational (maximum)
 - 1,380 commercial interpretive/educational (minimum)
- Maximum guided trip size of sixteen (16) people per trip, including trip guides.
- Maximum of up to thirty-six (36) unguided commercial recreational customers (in a vessel that meets the Arizona definition of a watercraft) per day.
- Maximum of 20% of the total commercial recreational capacity may be allocated for unguided commercial recreational customers.

Taken at potential maximum levels, the commercial recreational capacities would increase from 6,367 in 2014 to 7,820 in 2015.

During the 180 days of the peak boating season (April 1 – Sept. 30...when 85% of the commercial activity took place in 2014), these capacities would result in approximately 8 more commercial recreational customers per day on the river than we experienced in 2014 (we averaged 36 commercial recreational customers per day in the peak season in 2014 and would average 44 commercial recreational customers per day under the recommended capacity).

Our recommendations are designed to put a strong emphasis on creating capacity in our system for additional interpretive/educational tours. While only 2.11% of the commercial activity on the Verde River @ Clarkdale was the result of interpretive tours in 2014, an increase in that percentage would be in keeping with the principles of the Verde River @ Clarkdale project. A minimum of 15% of the commercial capacity in 2015 will be available for interpretive/educational tours, and if there is unused capacity for the commercial recreational tours, the capacity available for interpretive/educational tours will increase. We understand that some of the capacity designated for interpretive/educational tours may go unused during the year, but feel it is important to reserve this capacity early in our process and work with outfitters to grow the demand for these important types of tours each year.

The capacity recommendations for unguided operations are designed to balance the demand for these activities with the inherent differences between unguided and guided trips (which were articulated in the report) and require that unguided trips be taken in vessels that meet the Arizona definition for “watercraft”. This will eliminate the use of standard inner tubes and other “water toys” on a commercial basis on this stretch of river. During busy summer weekends, there were often more than 36 unguided customers on the river in 2014. The recommended capacities, and the establishment of a daily capacity, will add a new level of control to that use in 2015.



Staff Report

Agenda Item:

WORKSESSION ON COMMERCIAL OUTFITTER REGULATIONS –
Discussion of a proposed ordinance that establishes the Town's policies for regulating outfitters that offer commercial outdoor recreation services in the Town of Clarkdale and on lands operated by the Town of Clarkdale.

Staff Contact:

Gayle Mabery, Town Manager

Meeting Date:

January 13, 2015

Background:

With the establishment of the Verde River @ Clarkdale project in 2011, the Town of Clarkdale is receiving increasing levels of interest from commercial outfitters who are interested in operating outdoor recreation services on public lands in the Town of Clarkdale and on lands operated by the Town of Clarkdale. While regulation and permitting of outfitters is nothing new to land management agencies across the state and country, it is a new venture for the Town of Clarkdale.

While the Town Staff is well versed in the administration of various permit and license rulemaking and procedures, the Town of Clarkdale does not have an adopted policy to provide a framework for outfitter permitting at this time. To provide clear authority and guidance in the future, the staff has developed a draft ordinance for the Council's discussion tonight and, ultimately, for future adoption.

While most of the interest we are experiencing is focused on river outfitters at this time, the Town has also received inquiries about other types of outfitting services (for example: guided hikes, guided bird watching, and guided horseback tours). The ordinance has been drafted to apply to all types of outdoor recreation outfitting. Special details that are specific to a given type of outfitting activity would be included as part of the administrative rulemaking, and included in the Commercial Outfitter Permit for that particular activity.

For instance, Section 8-7-4 deals with Fees, Terms and Capacities. It acknowledges that the Council may set annual and/or seasonal capacity or volume limitations for certain activities. In cases where capacities are set, like the river capacities currently under discussion by the Council, the staff would reflect the adopted capacities in the permits that are issued. This is a good example of the Council setting the policy (i.e. adopting a capacity limit) and the Staff administering that policy through the administrative permit process.

The ordinance provisions are drafted to provide the level of guidance necessary to establish appropriate policy level decisions, and leave flexibility for appropriate administration of those policies by the staff. The inherent differences and need for specific types of regulation for each type of outfitting operation would be captured in the Commercial Outfitter Permits for that particular type of activity.



Staff Report

For instance, if we were issuing a Commercial Outfitter Permit for a guided hiking activity that crossed into an area with a special resource designation or specially protected area, the Permit criteria would include regulations to address those specifics. There is no need, nor is it practical to assume, that we could include every type of regulation needed in the body of the ordinance. The goal is to draft an ordinance that lays the solid policy foundation for adoption by the Council, and then have the staff perform the administrative rulemaking and implementation of the policies.

This item is scheduled for discussion only on tonight's agenda. The Clarkdale Parks and Recreation Commission will review the draft ordinance at their meeting on January 14, 2015, and make a recommendation to the Council relating to the ordinance. We expect to bring the ordinance before the Council for action at the January 27, 2015 Council meeting.

Recommendation: This item is for discussion and direction to staff. No formal action is required.

Article 8-7 Commercial Outfitters

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Section 8-7-1 Purpose and Intent

Section 8-7-2 Definitions

Section 8-7-3 Establishment of Rules; License and Permits Required

Section 8-7-4 Fees and Terms

Section 8-7-5 Exemptions

Section 8-7-6 Minimum Qualifications and Conditions for Issuance of a Commercial Outfitter Permits

Section 8-7-7 Skill Instructors, Guides, Trip Leaders, and Guide Instructors

Section 8-7-8 Prohibited Operations

Section 8-7-9 Enforcement

Section 8-7-10 Denial, Suspension or Revocation of Permit – Disciplinary Actions

Section 8-7-1 Purpose and Intent

The Town Council declares that it is the policy of the Town to promote and encourage residents and nonresidents alike to participate in outdoor recreation in this community. The purpose of these regulations is to provide specific prohibitions, requirements, provisions, limitations, restrictions and conditions for approval for commercial outfitters; to safeguard the health, safety, and welfare of participating residents and nonresidents; and, to ensure appropriate compensation for commercial use of our public lands. It is the Town's policy to license and regulate those persons who operate as Commercial Outfitters, providing commercial outdoor recreation services in the Town of Clarkdale and on lands operated by the Town of Clarkdale.

Section 8-7-2 Definitions

As used in this article, unless the context otherwise requires:

(1) "Advertise" or "advertisement" means any message in any printed materials or electronic media used in the marketing and messaging of outfitter operations.

(2) "Commercial Outfitter" or "Outfitter" means any person advertising to provide or providing outdoor recreation services in the nature of facilities, guide services, or transportation for the purpose of outdoor recreation; except that "commercial outfitter" or "outfitter" does not include any person whose only service is providing motor vehicles, vessels, and other equipment for rent, any person whose only service is providing instruction in outdoor recreation skills, or any person who is providing outdoor recreation services exclusively for family or friends.

(3) "Commercial Outfitter Permit" means a permit issued by the Town of Clarkdale to any person advertising to provide or providing outdoor recreation services in the nature of facilities, guide services, providing instruction in outdoor recreation skills, or providing transportation for the purpose of outdoor recreation on public lands owned or operated by the Town of Clarkdale.

(4) "Guide" means any individual, including but not limited to subcontractors, employed for compensation by any outfitter for the purpose of providing assistance on regulated trips.

(5) "Guide instructor" means any qualified guide whose job responsibilities include the training of guides.

(6) "Peace officer" means any town, city, county and state law enforcement officer certified by the Arizona Peace Officers Standards and Training Board.

(7) "Person" means any individual, sole proprietorship, partnership, corporation, nonprofit corporation or organization, limited liability company, firm, association, or other legal entity either located within or outside of this state.

(8) "Regulated trip" means any trip for which outdoor recreation services are provided which has been the subject of an advertisement or for which a fee has been charged regardless of whether such fee is:

- a. Charged exclusively for the trip or as part of a packaged trip, recreational excursion, or camp; or,
- b. Calculated to monetarily profit the outfitter or is calculated merely to offset some or all of the actual costs of the trip.

"Regulated trip" does not include a trip in which a person is providing outdoor recreation services exclusively for family or friends as part of a social gathering of such family or friends.

(9) "Trip leader" means any guide whose job responsibilities include being placed in charge of a Regulated Trip.

(10) "Skill Instructor" means any person who is providing instruction in outdoor recreation skills.

(11) "Vessel" means every description of watercraft used or capable of being used as a means of transportation of persons and property on the water, other than single-chambered air-inflated devices or seaplanes.

(12) "Watercraft" means any boat designed to be propelled by machinery, oars, paddles or wind action upon a sail for navigation on water, or as may be defined by rule of the Arizona Game and Fish Commission, in compliance with A.R.S. 5-301.21

Section 8-7-3 Establishment of Rules; Licenses and Permits Required

- A. The Town Manager, or designee, shall promulgate rules to govern the permitting of commercial outfitters, to regulate commercial outfitters, skill instructors, guides, trip leaders, and guide instructors, and to ensure the safety of associated outdoor recreation activities.
- B. The Town Manager may grant variances from adopted rules to any outfitter, on a case-by-case basis, if the Town Manager determines that the health, safety, and welfare of the general public will not be endangered by the issuance of such variance. Any such variance must be issued in writing, with reasons for said variance listed, and be signed and dated by the Town Manager.
- C. No person shall act in the capacity of a paid Commercial Outfitter or advertise or represent himself or herself as an outfitter in this Town without first obtaining a license as required in Section 8-3-1 of the Clarkdale Town Code and a valid Arizona Transaction Privilege Tax License.
- D. For purposes of appropriately filing Arizona Transaction Privilege Taxes, the outfitter shall ensure that Regulated Trips under any Commercial Outfitter Permit issued by the Town of Clarkdale either begin in the Town of Clarkdale or take place entirely in the Town of Clarkdale.
- E. Commercial outfitters desiring to operate on public lands owned or operated by the Town of Clarkdale must first obtain a Commercial Outfitter Permit in accordance with rules prescribed by the Town Manager, or designee.
- F. An applicant for a Commercial Outfitter Permit shall meet the minimum qualifications established by the Town of Clarkdale and shall apply on a form prescribed by the Town Manager, or designee.
- G. Every Commercial Outfitter Permit shall, at all times, be conspicuously displayed as set forth in the permit.
- H. A Commercial Outfitter found guilty of violating or failing to comply with the requirements of this section or any stipulations of the Commercial Outfitter Permit, shall be guilty of a Class 2 Misdemeanor offense, plus applicable surcharges. Said violation may result in revocation of the permit, as outlined in Section 8-7-10.

Section 8-7-4 Fees, Terms and Capacities

- A. All applicants for Commercial Outfitter Permits shall pay permit fees in an amount determined by resolution of the Clarkdale Town Council, and on the schedule as outlined in the Commercial Outfitter Permit.
- B. Permit terms shall not exceed five years. The Town Manager may offer licenses that differ in the length of their terms and may stagger the length of license terms.
- C. All Commercial Outfitter Permits are subject to annual and/or seasonal capacity or volume limitations which may be set from time to time by the Clarkdale Town Council. The Town Manager may approve Commercial Outfitter Permits and Special Event Permits that differ in capacity and volume, up to the amounts identified in any annual and/or seasonal capacity or volume limitations as set by the Clarkdale Town Council.

Section 8-7-5 Exemptions

Any person whose only service is providing motor vehicles, vessels, and other equipment for rent, any person whose only service is providing instruction in outdoor recreation skills on lands not owned or operated by the Town of Clarkdale, or any person who is providing outdoor recreation services exclusively for family or friends is exempt from the requirement to secure a Commercial Outfitter License from the Town of Clarkdale.

Section 8-7-6 Minimum Qualifications and Conditions for Issuance of a Commercial Outfitter Permit

- A. A Commercial Outfitter's Permit may be granted to any outfitter, either within or without this state, meeting the following minimum qualifications and conditions:
 - 1. The outfitter, if a corporation, shall be incorporated pursuant to the laws of this state, or is duly qualified to do business in this state, and must be properly licensed to do business in the Town of Clarkdale.
 - 2. The outfitter shall submit the required evidence of indemnification and insurance in the minimum amount prescribed in the Commercial Outfitter Permit.
 - 3. The outfitter shall meet the safety standards and other permit conditions as established by the Town.
 - 4. Outfitters operating on rivers must ensure that all vessels used for Regulated Trips meet the Arizona Game and Fish Department's definition of a watercraft.

Section 8-7-7 Skill Instructors, Guides, Trip Leaders, and Guide Instructors

- A. Individuals providing the services of skill instructors, guides, trip leaders, or guide instructors shall meet the minimum qualifications for such positions as outlined in the Commercial Outfitter Permit.
- B. All Commercial Outfitters who employ or contract with skill instructors, guides, trip leaders, or guide instructors shall employ or contract only with such individuals who meet the minimum qualifications as detailed in the Commercial Outfitter License.

Section 8-7-8 Prohibited Operations

- A. It is unlawful for any outfitter, skill instructor, guide, trip leader, or guide instructor to:
1. Violate the safety, safety equipment, and prohibited acts provisions outlined in the Commercial Outfitter Permit.
 2. Operate in a careless or imprudent manner without due regard for existing conditions or other attending circumstances, or in such a manner as to endanger any person, property, or wildlife.
 3. Operate with wanton or willful disregard for the safety of persons or property.
 4. Operate or maintain physical control of, or allow any other person to operate or maintain physical control of, a vessel on a regulated trip if such outfitter, guide, or person is under the influence of alcohol or any controlled substance or any combination thereof.
 5. Violate any provisions as outlined in the Commercial Outfitter Permit.

Section 8-7-9 Enforcement

- A. Any Peace Officer, Code Enforcement Officer or other duly authorized agent of the Town of Clarkdale who observes a violation of this article is empowered to enforce the provisions of this article and, in the exercise of such authority, is authorized to stop and board any vehicle or vessel.
- B. Prior to issuing a citation, the officer, official or agent may, in his discretion, issue a written notice of violation allowing the violator ten (10) days to remedy the violation. If the violation is not remedied in ten (10) days, a citation may be issued.
- C. Nothing in this Section shall require the issuance of a notice of violation prior to the commencement of civil or criminal violation proceedings.

Section 8-7-10 Denial, Suspension or Revocation of Permit – Disciplinary Actions

- A. The Town Manager may deny, suspend, or revoke an Outfitter Permit, place a permitted outfitter on probation, or issue a letter of admonition to a permitted outfitter if the applicant or holder:
1. Uses fraud, misrepresentation, or deceit in applying for or attempting to apply for licensure;
 2. Unlawfully acts as an outfitter if such violation results in a conviction;
 3. Violates any provision of law regulating the practice of outfitting in another jurisdiction if such violation resulted in disciplinary action against the

applicant or holder. Evidence of such disciplinary action shall be prima facie evidence for the possible denial of a permit or other disciplinary action if the violation resulting in the disciplinary action in such other jurisdiction would be grounds for disciplinary action in the Town of Clarkdale.

4. Violates any order of the Town of Clarkdale, any other provision of this article, or any rules promulgated under this article.

5. Does not meet the requirements specified in this Article or the rules promulgated to govern the permitting of commercial outfitters, regulate commercial outfitters, guides, trip leaders, and guide instructors, and to ensure the safety of associated outdoor recreation activities.

B. A Commercial Outfitter whose permit has been denied, suspended, or revoked, or who has been placed on probation or issued a letter of admonition by the Town Manager may appeal that decision to the Common Council of the Town of Clarkdale.