



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

**Tuesday, January 27, 2015 at 3:00 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 Special Meeting open to the public on **Tuesday, January 27, 2015, at 3:00 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 22, 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. CONSENT AGENDA - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

A. Reports - Approval of written Reports from Town Departments and Other Agencies
Building Permit Report – December, 2014
Capital Improvements Report – December, 2014

Magistrate Court Report – December, 2014
Water and Wastewater Report – December, 2014
Clarkdale Fire District Report and Mutual Aid Responses Report – December, 2014
NAIPTA Transit Report – December, 2014

NEW BUSINESS

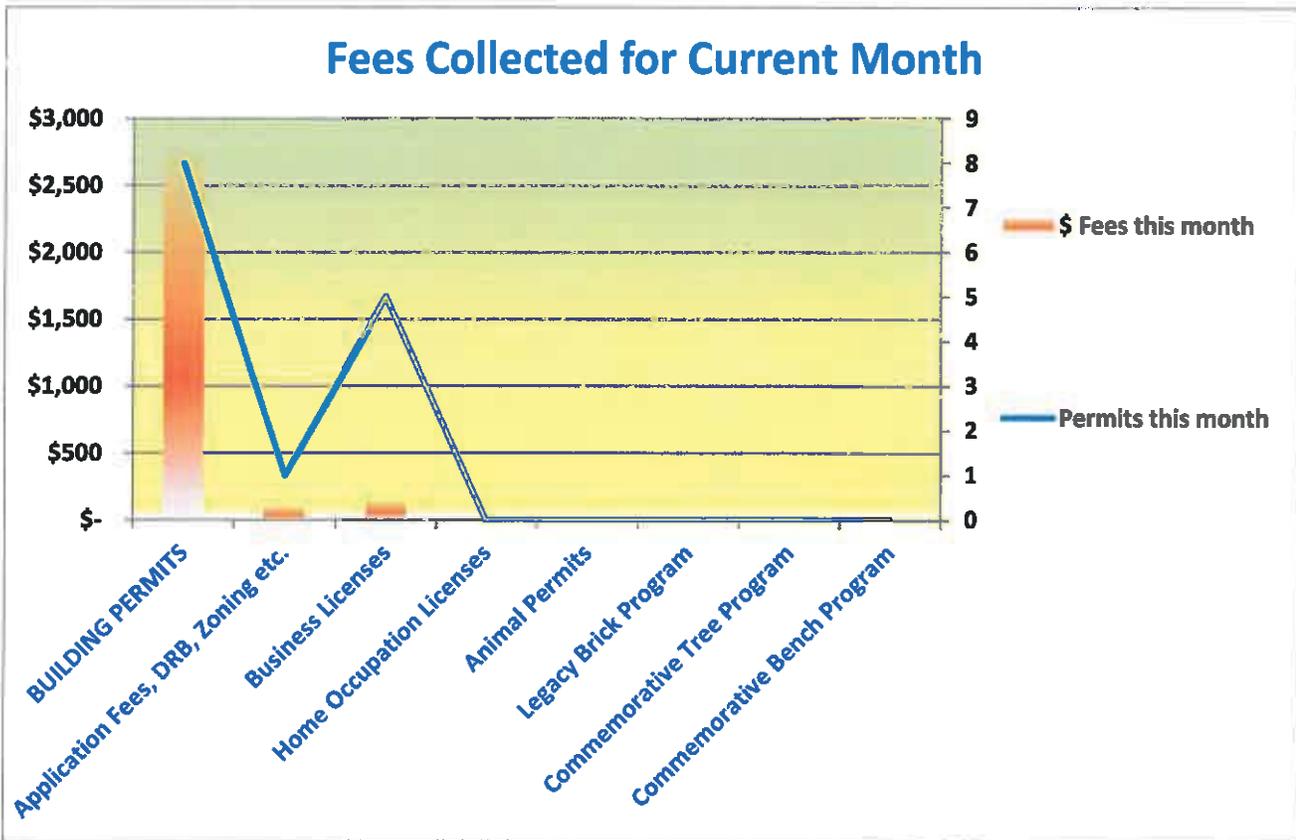
4. **WORKSESSION REGARDING AMENDMENT TO CHAPTER 13 OF THE TOWN ZONING CODE, SECTION 13-2(C): PROCEDURES FOR AMENDMENTS AND SECTION 13-2(F) PROCEDURE FOR AMENDMENTS** – Discussion regarding a requirement for a specific development plan to accompany all zone change applications and adding guidelines for the Planning Commission to use in evaluation of a zone change request.
5. **WORKSESSION REGARDING WAY-FINDING SIGNAGE** - Discussion regarding Way-finding signage at key locations throughout Clarkdale.
6. **FISCAL YEAR 2014-2015 BUDGET UPDATE** – A worksession to discuss the second quarter of the 2014-2015 FY budget.
7. **A RESOLUTION OF THE MAYOR AND THE TOWN COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED: “COMMERCIAL OUTFITTERS CODE”** – Discussion and consideration of Resolution #1491 declaring the Commercial Outfitters Code as a public record.
8. **AN ORDINANCE OF THE TOWN OF CLARKDALE, ARIZONA, MAKING CHANGES TO THE TOWN CODE BY ADOPTING BY REFERENCE THAT CERTAIN DOCUMENT ENTITLED THE “COMMERCIAL OUTFITTERS CODE” REPEALING CONFLICTING ORDINANCES; PROVIDING FOR PENALTIES; PROVIDING FOR SEVERABILITY AND DECLARING AN EMERGENCY** – Discussion and consideration of Ordinance #365, an ordinance adopting by reference Article 8-7-1 through 8-7-10 titled “Commercial Outfitters Code” by emergency clause to become immediately operative and in force.
9. **FUTURE AGENDA ITEMS** - Listing of items to be placed on a future council agenda
10. **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.

TOWN OF CLARKDALE
Community Development Monthly Report
CDD - December 2014.xlsx
FEES COLLECTED

As of 1/5/2015

| Type | Current Month Number | \$ Collected | | |
|------------------------------------|----------------------|--------------------|---------------------|---------------------|
| | | Current Month | FY 2014-2015 | FY 2013-2014 |
| BUILDING PERMITS | 8 | \$ 2,821.00 | \$ 30,716.40 | \$ 31,000.25 |
| Application Fees, DRB, Zoning etc. | 1 | \$ 90.00 | \$ 380.00 | \$ 4,380.00 |
| Business Licenses | 5 | \$ 135.00 | \$ 5,355.00 | \$ 7,580.00 |
| Home Occupation Licenses | 0 | \$ - | \$ - | \$ - |
| Animal Permits | 0 | \$ - | \$ 20.00 | \$ 480.00 |
| Legacy Brick Program | 0 | \$ - | \$ - | \$ - |
| Commemorative Tree Program | 0 | \$ - | | \$ - |
| Commemorative Bench Program | 0 | \$ - | \$ - | \$ - |
| TOTAL | 14 | \$ 3,046.00 | \$ 36,471.40 | \$ 43,440.25 |

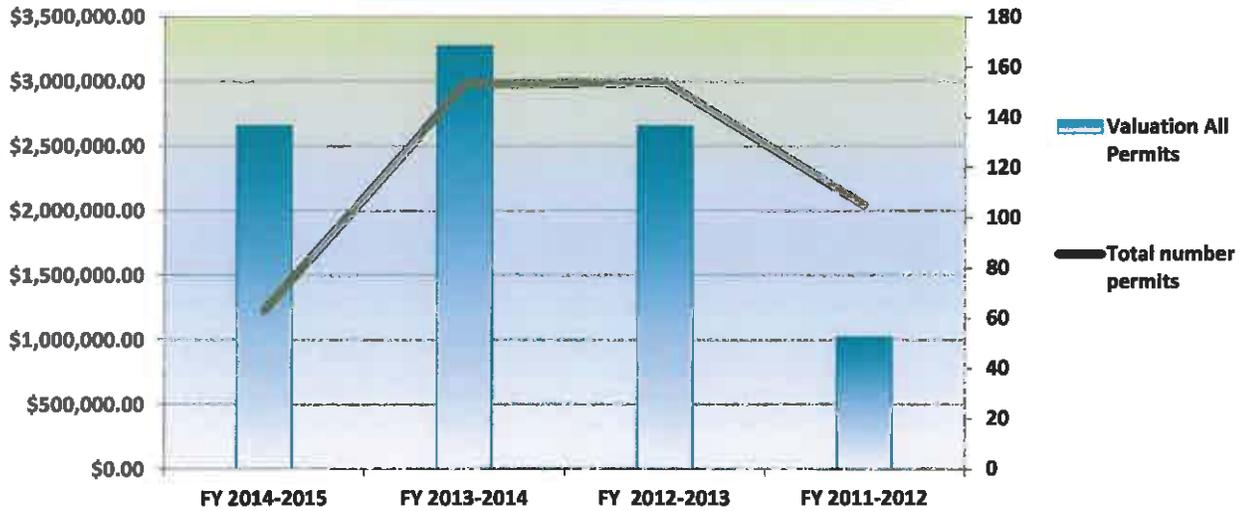


TOWN OF CLARKDALE
 Community Development Monthly Report
 CDD - December 2014.xlsx
 Valuations

As of 1/5/2015

| Year | Valuation All Permits | Total Number Permits |
|--------------|--------------------------|-------------------------|
| FY 2014-2015 | \$2,652,797.00 | 63 |
| FY 2013-2014 | \$3,271,773.67 | 153 |
| FY 2012-2013 | \$2,650,844.70 | 154 |
| FY 2011-2012 | \$1,013,578.00 | 105 |

Permit Valuations by Fiscal Year

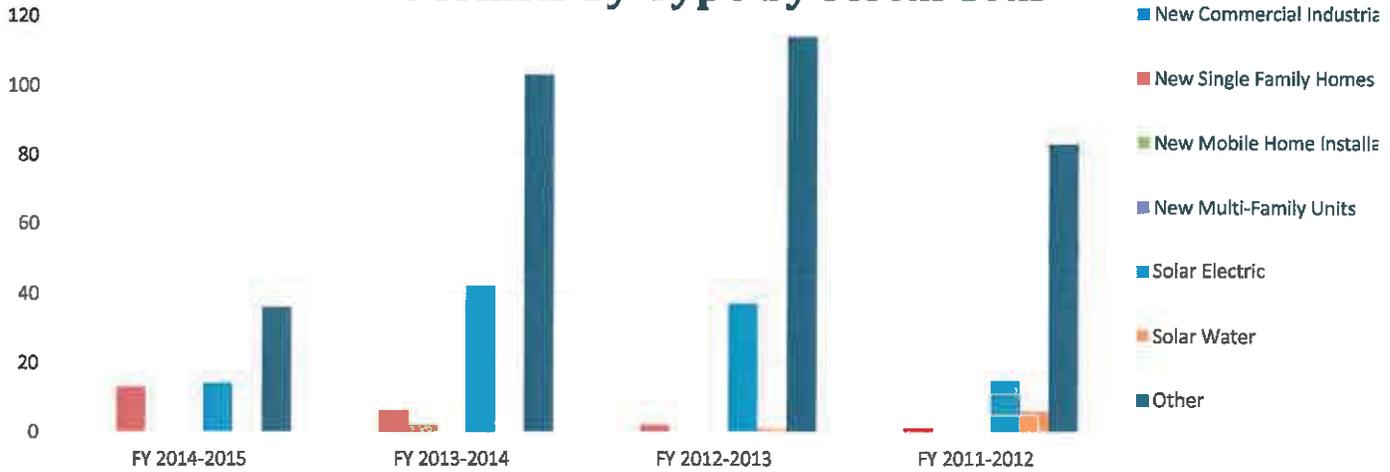


TOWN OF CLARKDALE
 Community Development Monthly Report
 CDD - December 2014.xlsx
Building Permits

As of 1/5/2015

| Year | New Commercial Industrial | New Single Family Homes | New Mobile Home Installations | New Multi-Family Units | Solar Electric | Solar Water | Other |
|---------------------|---------------------------|-------------------------|-------------------------------|------------------------|----------------|-------------|-----------|
| FY 2014-2015 | 0 | 13 | 0 | 0 | 14 | 0 | 36 |
| FY 2013-2014 | 0 | 6 | 2 | 0 | 42 | 0 | 103 |
| FY 2012-2013 | 0 | 2 | 0 | 0 | 37 | 1 | 114 |
| FY 2011-2012 | 0 | 1 | 0 | 0 | 15 | 6 | 83 |

Permits by Type by Fiscal Year



NOTE: "Other" category includes remodels, gas water line, walls, fences, accessory structures, roofing, electrical, plumbing, etc.

TOWN OF CLARKDALE
 Community Development Monthly Report
 CDD - December 2014.xlsx
 Code Enforcement

As of 1/5/2015

| Month | Weeds | Vehicles | Trash & Rubbish | Political Signs | Other | TOTAL |
|--------|-------|----------|-----------------|-----------------|-------|-------|
| Jul-14 | 2 | 0 | 0 | 0 | 0 | 2 |
| Aug-14 | 2 | | 1 | | | 3 |
| Sep-14 | 2 | 0 | 0 | 0 | 0 | 2 |
| Oct-14 | 1 | 0 | 2 | 0 | 0 | 3 |
| Nov-14 | 0 | 0 | 2 | | | 2 |
| Dec-14 | 0 | 0 | 1 | 0 | 0 | 1 |
| Jan-15 | | | | | | |
| Feb-15 | | | | | | |
| Mar-15 | | | | | | - |
| Apr-15 | | | | | | - |
| May-15 | | | | | | |
| 13-Jun | | | | | | - |

TOWN OF CLARKDALE
 Community Development Monthly Report
 CDD - December 2014.xlsx
 FY Building Permit Data Entry

As of 1/5/2015

| Building Permits by Month | New Commercial Industrial | New Single Family Homes | New Mobile Home Installations | New Multi-Family Units | Solar Electric | Solar Water | Other | Total |
|----------------------------|---------------------------|-------------------------|-------------------------------|------------------------|----------------|-------------|-----------|-----------|
| JUL | 0 | 0 | 0 | 0 | 2 | 0 | 4 | 6 |
| AUG | 0 | 0 | 0 | 0 | 4 | 0 | 10 | 14 |
| SEP | 0 | 12 | 0 | 0 | 4 | 0 | 9 | 25 |
| OCT | 0 | 0 | 0 | 0 | 2 | 0 | 5 | 7 |
| NOV | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 3 |
| DEC | 0 | 1 | 0 | 0 | 1 | 0 | 6 | 8 |
| JAN | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FEB | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MAR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| APR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MAY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| JUN | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 0 | 13 | 0 | 0 | 14 | 0 | 36 | 63 |
| Permit Valuations by Month | \$ Valuation | | | | | | | |
| JUL | \$ 39,964 | | | | | | | |
| AUG | \$ 102,957 | | | | | | | |
| SEP | \$ 2,244,582 | | | | | | | |
| OCT | \$ 47,939 | | | | | | | |
| NOV | \$ 19,150 | | | | | | | |
| DEC | \$ 198,205 | | | | | | | |
| JAN | | | | | | | | |
| FEB | | | | | | | | |
| MAR | | | | | | | | |
| APR | | | | | | | | |
| MAY | | | | | | | | |
| JUN | | | | | | | | |
| TOTALS | \$ 2,652,797 | | | | | | | |

Utilities Department Capital Improvements Projects – Update: **JAN 1, 2015**

| Priority | Issue | Action Steps | Due Date | Assigned To | Comments |
|----------|----------------------------|-----------------------------------|----------|-------------|----------|
| 1 | Wastewater Treatment Plant | New Wastewater Treatment Facility | | Utilities | |

2-01-14 – The north effluent holding pond was put on-line in January 2014. We have received the as-built plans and are working with WIFA to close out this project. On February 6, 2014 I have scheduled an energy audit of the new WWTP with APS to determine options to lower the energy costs for operating the new system.

3-01-14 – On February 6, 2014 APS did an energy audit of the new WWTP to determine options to lower the energy costs for operating the new system. APS recommended that we install a variable frequency drive (VFD) on each blower to reduce energy costs. We received a quote from Grand Canyon Pump & Supply for two new VFDs for the system blowers at a cost of \$18,000 for the two VFDs. The DanFloss VFDs are the same type of VFD that was installed on the Mountain Gate well. It is intended that we installed the VFDs in-house.

4-01-14 –We have received a quote from Grand Canyon Pump & Supply for two new VFDs for the wastewater treatment plant system blowers at a cost of \$18,000 for the two VFDs. This quote is for the purchase of the VFDs only and we intend to install the VFDs in-house with assistance from Grand Canyon Pump & Supply. Total cost including installation should be less than \$25,000 and will be funded from the WIFA loan

5-01-14 –Grand Canyon Pump & Supply is researching options to reduce electrical costs at the WWTP. They quoted two new VFDs for the wastewater treatment plant system blowers at a cost of \$18,000. This quote is for the purchase of the VFDs only and we intend to install the VFDs in-house with assistance from Grand Canyon Pump & Supply. Total cost including installation should be less than \$25,000 and will be funded from the WIFA loan. We are waiting for the blower manufacturer to confirm the amount of electrical savings that can be realized from installing VFDs on the blowers. Once we have confirmed the savings we will moved forward with the upgrades.

6-01-14 –Staff has made changes to the blower intake and discharge to reduce electrical usage by the blowers. We are waiting for a final proposal and confirmation from Grand Canyon Pump that switching to VFDs on the WWTP blowers will result in anticipated electrical savings.

7-01-14 –On July 1, 2014 WIFA opened the application process for Technical Assistance Grants. Utilities staff intends to submit an application for an engineering study to identify recharge possibilities for our reclaimed water (A+ effluent). The Technical Assistance Grants are available up to \$35,000 and normally have a 50% match. Our application will stress the sustainability component of recharging our reclaimed water and we may qualify for a grant with zero matching funds.

9-01-14 –On August 26, 2014 Utilities staff submitted the WIFA application for a Technical Assistance Grant. The application is to fund an engineering study to identify disposal options and recharge possibilities for our reclaimed water (A+ effluent). The Technical

Assistance Grants are available for amounts up to \$35,000 and normally have a 50% applicant match. Our application stressed the sustainability component of recharging our reclaimed water and we feel we qualify for a “green grant” with zero matching funds.

At the WWTP Utilities staff is evaluating the intake air flow reduction made to the WWTP blowers and any possible electrical savings based on seasonal changes to the treatment process. More information is needed before making a final decision to installed VFDs on the two blowers.

10-01-14 – The Town’s WIFA application for a Technical Assistance Grant will be evaluated and voted on by the WIFA Board during their meeting in the middle of October. The application is to fund an engineering study to identify disposal options and recharge possibilities for our reclaimed water (A+ effluent).

Utilities staff had adjusted and reduced the intake air flow for the WWTP blowers in May 2014 and there has been an average electrical savings of 23.4% from May 2014 to September 2014. This represents an average savings of \$1800.00 per month or \$21,600.00 per year. We are holding off on the decision to installed VFDs on the two blowers in order to evaluate seasonal changes to the energy demand for this process. Actual comparative electrical usage data was only available from May to September 2013 and 2014.

11-01-14 – The Town’s WIFA application for a Technical Assistance Grant was not selected by the WIFA Board for grant funding during their quarterly meeting in the middle of October. The application was to fund an engineering study to identify disposal options and recharge possibilities for our reclaimed water (A+ effluent).

Based on Utilities staff adjustments to the intake air flow for the WWTP blowers there has been an average electrical savings of 23.4% from May 2014 to September 2014. This represents an average savings of \$1800.00 per month or \$21,600.00 per year. We have decided to close out the WIFA loan funding for the WWTP Project and hold off on installing VFDs on the two blowers. If the two VFDs are deemed necessary at a future date they will be purchased and installed out of the Utilities Sewer Equipment Budget.

12-01-14 – We submitted the necessary paperwork to close out the WIFA loan funding for the WWTP Project. The final amount borrowed was \$5,154,461.71, leaving \$345,348.21 of the original loan amount of \$5,500,000.00 unused. The loan can now be finalized and a new amortization schedule with recalculated payments

1-01-14 – The final costs for the WWTP Project came in at \$5,154,461.71.

| Priority | Issue | Action Steps | Due Date | Assigned To | Comments |
|----------|-----------------|------------------------------------|----------|-------------|----------|
| 1 | Reclaimed Water | Create Reclaimed Water Master Plan | | Utilities | |

2014 – As of 7/1/14 no further progress on the reclaimed water master plan.

| Priority | Issue | Action Steps | Due Date | Assigned To | Comments |
|----------|-------|--------------|----------|-------------|----------|
|----------|-------|--------------|----------|-------------|----------|

| | Water System Improvements | Arsenic Removal System Lower Clarkdale Water Line Replacement Project Mescal Well | | Utilities | |
|---|---------------------------|---|--|-----------|--|
| 1 | | | | | |

2-01-14 The Twin 5s are completed and are in-service. We have received the engineer's certification of completion and as-built plans and we have closed out this project with WIFA. The replacement water main along Benatz Trail (looping the water system from Broadway to Zuni) is progressing slowly. This work is being done in-house and we will schedule finishing installation of this water line with consideration of staff's current workloads.

3-01-14 The Twin 5s Water Main Replacement Project has been closed out with WIFA. Work continues replacing the old water main along Benatz Trail (looping the water system from Broadway to Zuni) and is progressing slowly. This work is being done in-house and we will schedule finishing installation of this water line with consideration of staff's current workloads.

4-01-14 Work continues replacing the old water main along Benatz Trail (looping the water system from Broadway to Zuni) with the Benatz Trail section completed, tested, and in-service. In April staff will start the installation of the loop from the Benatz Trail to Zuni to complete the project and loop the distribution system. This work is being done in-house and we will schedule finishing installation of this water line with consideration of staff's current workloads.

5-01-14 Work continues replacing the old water main along Benatz Trail (looping the water system from Broadway to Zuni) with the Benatz Trail section completed, tested, and in-service. In April staff will start the installation of the loop from the Benatz Trail to Zuni to complete the project and loop the distribution system. This work is being done in-house and we will schedule finishing installation of this water line with consideration of staff's current workloads. We are within forty (40') feet of making the final connection on Zuni and testing this section of water main.

6-01-14 The new water main along Benatz Trail and the loop from the Benatz Trail to Zuni have been completed, tested, and are in-service. In June staff will adjust the pressure regulating valves on Broadway and Centerville Road and allow the Centerville Road mains to feed water to Lower Town and adjacent areas. The Broadway and Main Street PRVs will be adjusted so that they will feed water into Lower Town and the adjacent areas in periods of high water demand.

7-01-14 The new water main along Benatz Trail and the loop from the Benatz Trail to Zuni are in-service. In June staff adjusted the pressure regulating valves on Broadway and Centerville Road to allow the Centerville Road water mains to be the primary feed of water to Lower Town and adjacent areas. The Broadway and Main Street PRVs were adjusted so that they will only feed water into Lower Town and the adjacent areas in periods of high water demand. This work was completed in-house by Utilities staff.

In June we contracted with Fred Goldman P.E. to prepare a water model for the Town's distribution system. This water model will allow the Town to determine how water moves in our distribution system, how to connect the Mescal Well to our distribution system, and may help us determine where leaks or other water usage result in high unaccounted water demand.

9-01-14 Utilities staff has scheduled to flow or test fire hydrants in the Lower Town area early this fall to meet Fire Department requirements to flow tests the hydrants on a yearly basis, and to determine the effectiveness of looping that area of the distribution system and adjusting the PRVs.

August 28, 2014 I met with Fred Goldman P.E. to review the hydraulic model for the Town's water distribution system. We addressed over 36 questions about the current system components and pipe sizes in the water distribution system so that final adjustments could be made to the model. This water model will allow the Town to determine how water moves in our distribution system, how to connect the Mescal Well to our distribution system, and may help us determine where leaks or other water usage result in high unaccounted water demand. This model will be an effective tool in managing our potable water resources and can be easily updated to reflect future changes in our distribution system.

We also discussed the Bitter Creek effluent disposal option and the application and AZPDES (Arizona Pollutant Discharge Elimination System) permitting process. Based on the information provided by Fred Goldman I am moving ahead with the application and permitting process with AZDEQ to obtain the necessary AZPDES Permit to discharge into Bitter Creek.

10-01-14 Utilities staff have scheduled to flow or test fire hydrants in the Lower Town area the beginning of November 2014 to meet Fire Department requirements to flow tests the hydrants on a yearly basis, and to determine the effectiveness of the capital project to loop that area of the distribution system. During the flow testing Utilities staff will evaluate the operation of and adjust the PRVs controlling that pressure zone. By looping the area of the distribution system and adjusting the settings on the PRVs we feel those changes should address pressure issues we had experienced in Upper Town during high fire flows or usage in Lower Town.

We are continuing discussions with Fred Goldman on the the Bitter Creek effluent disposal options and the AZPDES (Arizona Pollutant Discharge Elimination System) permitting process. Based on current information and a possible land acquisition by the Town we have directed Fred Goldman hold off on the application and permitting process with AZDEQ necessary to obtain an AZPDES Permit to discharge into Bitter Creek.

11-01-14 Utilities staff and the Fire Department have scheduled to flow or test fire hydrants in the Lower Town area the beginning of November 2014. With the recent purchase by the Town of Clarkdale of the effluent disposal site and related properties we have put on-hold further consideration of the Bitter Creek effluent disposal options and moving forward with the AZPDES (Arizona Pollutant Discharge Elimination System) permitting process with Fred Goldman.

12-01-14 Utilities staff and the Fire Department flow tested fire hydrants in the Lower Town area during November 2014. The purchase, by the Town of Clarkdale, of the effluent disposal site and related properties is progressing with the survey completed 11/22/ & 11/23/14. There has been no further consideration of the Bitter Creek effluent disposal options and moving forward with the AZPDES (Arizona Pollutant Discharge Elimination System) permitting process with Fred Goldman.

1-01-15 Utilities staff and the Fire Department flow tested fire hydrants in the Lower Town and found that flow into the new (2007) 12" water main installed on Ninth Street and Main Street was limited and insufficient to maintain flow volumes during high usage events such as fires and hydrant flushing in Lower Town. Further investigation showed that the new 12" main had never been connected to the existing 6" main on Ninth Street. This meant that the 12" main was only being fed by an old 4" steel main and could never recover

during a high usage event. During high usage events, fires and flushing, businesses and the Town Hall Complex would lose water service. I have contracted with Felix Construction, under a job order contract (JOC), to do make the connection between the mains and replace sub-standard pipes and valves in that area. This work has been scheduled for January 19, 2015. We continue to fine tune the water distribution system hydraulic model with Fred Goldman.

**CLARKDALE MAGISTRATE COURT
MONTHLY STATISTICAL REPORT - FY 2014/2015**

| | Jul-14 | Aug-14 | Sep-14 | Oct-14 | Nov-14 | Dec-14 | FY -YTD |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| New Filings | | | | | | | |
| Criminal Traffic | 1 | 0 | 1 | 3 | 12 | 2 | 19 |
| Misdemeanors | 11 | 11 | 6 | 11 | 11 | 17 | 67 |
| DUI | 0 | 0 | 0 | 2 | 6 | 0 | 8 |
| Domestic Violence ¹ | 2 | 0 | 2 | 2 | 1 | 5 | 12 |
| Civil Traffic | 16 | 21 | 15 | 21 | 42 | 33 | 148 |
| Local Ordinances | 0 | 0 | 1 | 5 | 0 | 1 | 7 |
| OOP/Injunctions ² | 0 | 1 | 3 | 0 | 0 | 4 | 8 |
| Total Filings | 30 | 33 | 28 | 44 | 72 | 62 | 269 |
| Initials/Arraignments | 19 | 8 | 14 | 24 | 20 | 18 | 103 |
| Reviews/Order Show Cause | 5 | 0 | 3 | 3 | 1 | 3 | 15 |
| Civil Traffic Hearings | 0 | 1 | 2 | 1 | 1 | 0 | 5 |
| Pre-Trial Conferences | 13 | 10 | 8 | 9 | 13 | 10 | 63 |
| Deferral Pleas | 4 | 4 | 2 | 3 | 0 | 0 | 13 |
| Change of Plea | 0 | 2 | 0 | 2 | 4 | 3 | 11 |
| Juvenile Hearings ³ | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Warrants Issued ⁴ | 2 | 5 | 4 | 3 | 1 | 7 | 22 |
| Bench Trials Held | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Town General Fund | \$ 1,557.76 | \$ 2,206.22 | \$ 2,343.38 | \$ 2,668.17 | \$ 2,337.25 | \$ 3,075.32 | \$ 14,188.10 |
| Court Enhancement ⁵ | \$ 104.32 | \$ 91.80 | \$ 131.39 | \$ 183.20 | \$ 190.23 | \$ 267.61 | \$ 968.55 |
| Deferred Prosecution Fees ⁷ | \$ 125.00 | \$ 75.00 | \$ 230.00 | \$ 200.00 | \$ 450.00 | \$ 250.00 | \$ 1,330.00 |
| Court Appointed Attorney ⁸ | \$ 94.12 | \$ 100.00 | \$ 42.35 | \$ - | \$ - | \$ - | \$ 236.47 |
| JCEF to Town ⁶ | \$ 15.91 | \$ 21.00 | \$ 49.50 | \$ 42.00 | \$ 18.12 | \$ 29.53 | \$ 176.06 |
| State Treasurer | \$ 1,450.21 | \$ 2,569.42 | \$ 1,915.66 | \$ 2,908.29 | \$ 2,246.20 | \$ 1,842.39 | \$ 12,932.17 |
| Monies to FARE ⁹ | \$ 77.19 | \$ 578.36 | \$ 121.88 | \$ 310.11 | \$ 219.19 | \$ 151.66 | \$ 1,458.39 |
| County/Jail | \$ 6.28 | \$ 6.80 | \$ 8.42 | \$ 15.95 | \$ 17.03 | \$ 15.06 | \$ 69.54 |
| Citing Agency Revenue | \$ 25.09 | \$ 27.22 | \$ 33.64 | \$ 63.76 | \$ 68.16 | \$ 60.20 | \$ 278.07 |
| Monthly Totals | \$ 3,055.25 | \$ 4,830.66 | \$ 4,350.60 | \$ 5,698.17 | \$ 4,686.76 | \$ 5,022.50 | \$ 27,643.94 |
| | | | | | | | Grand Total |

⁽¹⁾ Those designated domestic violence (DV) per ARS 13-3601

² These include an Order of Protection (OOP) and Injunction Against Harassment (IAH).

³ Limited to traffic, liquor, graffiti, tobacco, curfew, truancy, or local ordinances (ARS 8-323.B)

⁴ Includes Failure to Appear (FTA) and Failure to Pay (FTP)

⁵ By Resolution #1419 (1/8/13) \$18.30 with surcharge 83% for court operational and technological upgrade

⁶ Primarily \$7 of the statutory \$20 time payment plan fee (ARS 12-116.B) to be used for court improvements

⁷ Administration costs (\$1 to \$500) determined by prosecutor and paid to the Town per Resolution #1419

⁸ \$25 minimum per Resolution #1419, and court can order more based on financial statement of defendant

⁹ Statewide collections enforced with license holds and tax intercepts – Imposes 19% surcharge on the amount

These amounts included in Town General Fund Total

This amount included in State Treasurer Total

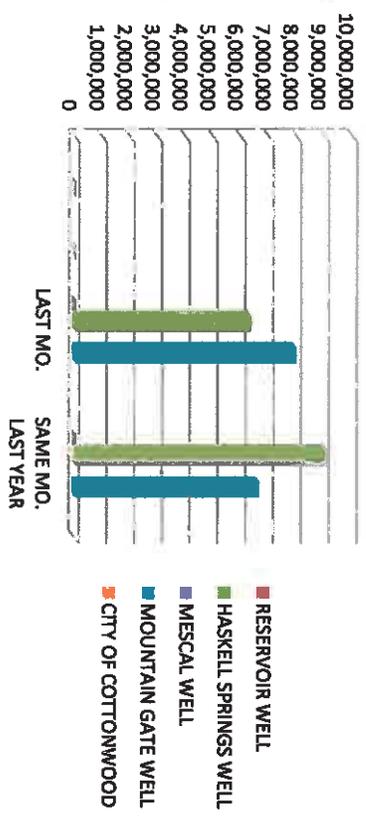
December, 2014

UTILITIES DEPARTMENT WATER/WASTEWATER MONTHLY REPORT

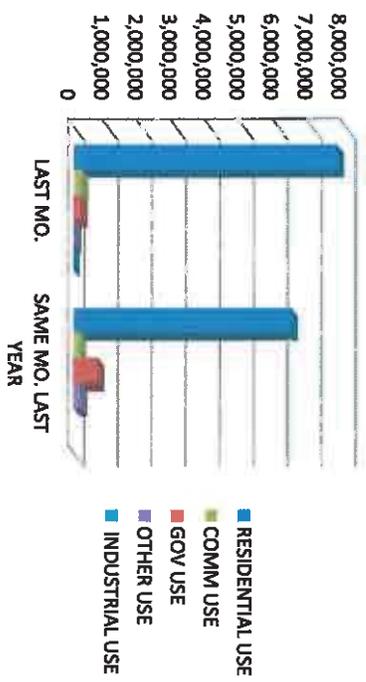
| DATE ENDING: 12/31/14 | ALL WATER USE IN GALLONS | YEARS BASED ON CALENDAR YEARS | DEPTH TO WATER LEVEL STATIC | DEPTH TO WATER LEVEL DYNAMIC | DEPTH TO WATER LEVEL SAME MO. LAST YEAR | TOTAL LAST YEAR WATER GPCD*** | % NON-REVENUE WATER |
|----------------------------|--|-------------------------------|--------------------------------|---------------------------------|--|----------------------------------|---------------------|
| Water System | | | | | | | |
| WATER WELLS | LAST MO. | SAME MO. LAST YEAR | YTD | DEPTH TO WATER LEVEL STATIC | DEPTH TO WATER LEVEL DYNAMIC | | |
| RESERVOIR WELL | N/A | 0 | 0 | 183.1 | 197.8 | | |
| HASKELL SPRINGS WELL | 6,298,000 | 9,069,000 | 104,747,000 | | | | |
| MESCAL WELL | | | 92,764,000 | | 190.2 | | |
| MOUNTAIN GATE WELL | 7,927,000 | 6,603,000 | | | | | |
| CITY OF COTTONWOOD | | | | | | | |
| TOTAL PRODUCTION | 14,225,000 | 15,672,000 | 197,511,000 | | | | |
| WATER USE | LAST MO. | SAME MO. LAST YEAR | YTD | LAST YEAR RESIDENTIAL GPCD* | YTD RESIDENTIAL GPCD** | TOTAL LAST YEAR WATER GPCD*** | % NON-REVENUE WATER |
| # RESIDENTIAL ACCTS | 1,735 | 1,709 | | 57 | 70 | 68 | 21% |
| # COMM ACCTS | 29 | 30 | | | | | |
| # GOV ACCTS | 25 | 18 | | | | | |
| # OTHER ACCTS | 8 | 16 | | | | | |
| # INDUSTRIAL | 4 | 5 | | | | | |
| TOTAL ACCTS | 1,801 | 1,778 | | | | | |
| RESIDENTIAL USE | 7,768,027 | 6,440,064 | 102,523,480 | | | | |
| COMM USE | 250,032 | 204,724 | 3,394,822 | | | | |
| GOV USE | 225,216 | 739,705 | 10,419,837 | | | | |
| OTHER USE | 44,446 | 224,585 | 1,001,762 | | | | |
| INDUSTRIAL USE | 46,434 | 34,655 | 740,746 | | | | |
| TOTAL CLARKDALE USE | 8,354,165 | 7,643,733 | 118,080,647 | | | | |
| Cottonwood Ranch | 1,407,000 | 1,925,000 | 25,361,000 | | | | |
| TOTAL OTHER USE | 9,761,155 | 9,568,733 | 143,441,647 | | | | |
| Non Revenue - Backwash | 189,300 | | 3,178,950 | | | | |
| Non Revenue - flushing | 9,950,455 | 9,568,733 | 146,670,597 | | | | |
| COMMENTS: DEC. | Water Call Outs | | | | | | |
| Water Main Repair: 1 | 1 | | | | | | |
| Water Service Repair: 1 | | | | | | | |
| Wastewater System | ALL WASTEWATER TREATED IN GALLONS (INFLUENT) | YTD | LAST YTD | | | | |
| # ACCTS | LAST MO. | SAME MO. LAST | YTD | LAST YTD | | | |
| WASTEWATER TREATED | 1,043 | 1,033 | 53,201,813 | 48,588,177 | | | |
| | 4,921,572 | 4,085,623 | | | | | |

| PRODUCTION | | WATER USE | |
|------------|--------------------|-----------|--------------------|
| LAST MO. | SAME MO. LAST YEAR | LAST MO. | SAME MO. LAST YEAR |
| | | | |

PRODUCTION



WATER USE



CLARKDALE FIRE DISTRICT

Monthly Call Report

December 2014

| Call Type | Call Volume By Month 2014 | | | | | | | | | | | | Total YTD |
|---------------------|---------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | |
| Brush Fire | 0 | 0 | 0 | 1 | 0 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 6 |
| Commercial Fire | 1 | 0 | 2 | 1 | 3 | 5 | 0 | 0 | 0 | 4 | 0 | 3 | 19 |
| Special Duty | 5 | 11 | 10 | 14 | 20 | 21 | 10 | 13 | 18 | 17 | 12 | 9 | 160 |
| EMS - ALS | 15 | 20 | 21 | 17 | 19 | 15 | 15 | 22 | 12 | 18 | 12 | 23 | 209 |
| EMS - BLS | 6 | 10 | 19 | 13 | 9 | 8 | 15 | 14 | 17 | 19 | 11 | 7 | 148 |
| Hazardous Materials | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rescue | 3 | 1 | 3 | 3 | 6 | 4 | 3 | 1 | 3 | 2 | 0 | 2 | 31 |
| Residential Fire | 2 | 2 | 1 | 0 | 2 | 1 | 0 | 2 | 1 | 0 | 4 | 2 | 17 |
| Still | 4 | 2 | 4 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 5 | 2 | 29 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Calls | 36 | 46 | 60 | 50 | 60 | 58 | 48 | 54 | 53 | 62 | 44 | 48 | 619 |

| Call Type | Call Volume By Month 2013 | | | | | | | | | | | | Total YTD |
|---------------------|---------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | |
| Brush Fire | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Commercial Fire | 1 | 1 | 2 | 2 | 1 | 2 | 2 | 0 | 1 | 0 | 3 | 1 | 16 |
| Special Duty | 18 | 10 | 11 | 21 | 15 | 12 | 13 | 15 | 15 | 17 | 10 | 29 | 186 |
| EMS - ALS | 20 | 12 | 19 | 16 | 13 | 10 | 16 | 6 | 13 | 18 | 15 | 12 | 170 |
| EMS - BLS | 12 | 4 | 9 | 21 | 12 | 9 | 16 | 17 | 14 | 13 | 10 | 12 | 149 |
| Hazardous Materials | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rescue | 0 | 0 | 0 | 2 | 0 | 4 | 5 | 5 | 3 | 3 | 3 | 2 | 27 |
| Residential Fire | 1 | 1 | 1 | 4 | 2 | 0 | 3 | 0 | 0 | 0 | 1 | 4 | 17 |
| Still | 3 | 0 | 1 | 3 | 3 | 1 | 3 | 1 | 2 | 1 | 0 | 1 | 19 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Calls | 55 | 28 | 43 | 69 | 46 | 40 | 58 | 44 | 48 | 52 | 42 | 61 | 586 |

Definitions:

- EMS - BLS Emergency medical services, basic life support
- EMS - ALS Emergency medical services, advanced life support
- Rescue Vehicle accidents, rope rescue, confined space, etc.
- Still Vehicle fires, trash bin fires, activated alarms, etc.
- Special Duty Snake/Bee removals, public assist, smoke detector issues

CLARKDALE FIRE DISTRICT
Automatic Mutual Aid Report
December 2014

| | Volume of Calls by Month, 2014 | | | | | | | | | | | | Total YTD |
|-------------------------------|--------------------------------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|--------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | |
| Automatic Aid Given | | | | | | | | | | | | | |
| Cottonwood FD | 3 | 2 | 4 | 0 | 6 | 6 | 0 | 4 | 1 | 3 | 1 | 0 | 30 |
| Jerome FD | 2 | 0 | 1 | 2 | 5 | 3 | 4 | 0 | 3 | 0 | 0 | 1 | 21 |
| Verde Valley FD | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 2 | 6 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Automatic Aid Received | | | | | | | | | | | | | |
| Cottonwood FD | 2 | 2 | 1 | 5 | 1 | 2 | 1 | 0 | 1 | 4 | 1 | 6 | 26 |
| Jerome FD | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Verde Valley FD | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 3 | 7 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Mutual Aid Given | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 5 |
| Mutual Aid Received | 2 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 6 |

| | Volume of Calls by Month, 2013 | | | | | | | | | | | | Total YTD |
|-------------------------------|--------------------------------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|--------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | |
| Automatic Aid Given | | | | | | | | | | | | | |
| Cottonwood FD | 3 | 1 | 4 | 4 | 4 | 3 | 7 | 2 | 1 | 1 | 6 | 5 | 41 |
| Jerome FD | 0 | 0 | 0 | 2 | 0 | 5 | 2 | 0 | 1 | 0 | 3 | 1 | 14 |
| Verde Valley FD | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 5 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Automatic Aid Received | | | | | | | | | | | | | |
| Cottonwood FD | 1 | 1 | 2 | 2 | 1 | 0 | 4 | 1 | 1 | 3 | 3 | 0 | 19 |
| Jerome FD | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Verde Valley FD | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| Other | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Mutual Aid Given | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Mutual Aid Received | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Automatic Aid is a formal agreement between area fire departments and occurs whenever certain predetermined conditions exist and are reported to the 911 dispatcher from the caller. Automatic Aid is a sharing of local resources.

Mutual Aid is reciprocal agreement between regional and state wide fire departments. Responses under a Mutual Aid agreement are usually provided only when an agency asks for assistance, such as when it's resources are depleted by an unusually large incident or a number of simultaneous small incidents. Specific resources may also be requested for certain situations, such as hazardous materials and rope rescue teams.

Clarkdale Fire District

Fire Hydrant Report

December 2014

Clarkdale Utilities Out-of-Service Hydrants

| Hydrant # | Locations | Remarks | Marked out of Service* | Priority |
|-----------|-----------------------|----------|------------------------|----------|
| 175 | 780 Mingus Shadows Dr | No water | Bag | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

* Hydrants marked "out-of-service" have been covered with a bag or out of service ring

Clarkdale Utilities Hydrant In-Service, Requiring Maintenance

| Hydrant # | Locations | Remarks | Priority |
|-----------|------------------|--------------------|----------|
| 432 | 1650 Edgewood Dr | Needs to be raised | |
| | | | |
| | | | |
| | | | |

Private/Other Out-of-Service Hydrants

| Hydrant # | Locations | Remarks | Owner |
|-----------|----------------------------|-----------------|------------------|
| 47 | Russell Street at East end | Broken Stem | Yavapai / Apache |
| | | | |
| 155 | 1623 Beecher St. | Crack in bonnet | Yavapai / Apache |
| | | | |
| | | | |
| | | | |

Comments: The Nation plans to remove the Russel St hydrant and replace it with a flush valve. They are waiting for funding and plan to replace the cracked Beecher St hydrant at the same time.

Verde Lynx

| | Jun-14 | Jul-14 | Aug-14 | Sep-14 | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Apr-15 | May-15 | Jun-15 |
|----------------------------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|
| Weekday - Commuter | | | | | | | | | | | | | |
| Passenger Totals - A Route | 2,902 | 3,274 | 3,175 | 3,707 | 3,704 | 2,899 | | | | | | | |
| Passenger Totals - B Route | 909 | 1,119 | 1,055 | 1,160 | 1,197 | 925 | | | | | | | |
| Avg Passengers per Day | 138 | 142 | 151 | 169 | 161 | 153 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Avg Passenger per Hour | 7.58 | 7.80 | 8.29 | 9.22 | 8.82 | 8.35 | #DIV/0! |
| Vehicle Revenue Hours | 383 | 420 | 383 | 402 | 420 | 347 | | | | | | | |
| Vehicle Revenue Miles | 11,067 | 12,121 | 11,179 | 11,736 | 12,231 | 10,145 | | | | | | | |
| Vehicle Service Hours | 425 | 465 | 425 | 446 | 465 | 385 | | | | | | | |
| Vehicle Service Miles | 11,628 | 12,329 | 11,448 | 12,033 | 12,319 | 10,274 | | | | | | | |
| Service Days (Weekdays) | 21 | 23 | 21 | 22 | 23 | 19 | 21 | 22 | 20 | 21 | 22 | 22 | 21 |

| | Jun-14 | Jul-14 | Aug-14 | Sep-14 | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Apr-15 | May-15 | Jun-15 |
|-------------------------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|
| Saturday/Holiday | | | | | | | | | | | | | |
| Passenger Totals | 521 | 691 | 699 | 599 | 572 | 645 | | | | | | | |
| Avg Passengers per Day | 130.25 | 172.75 | 139.8 | 149.75 | 143 | 129 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Avg Passenger per Hour | 10.85 | 14.40 | 11.65 | 12.48 | 11.92 | 10.75 | #DIV/0! |
| Vehicle Revenue Hours | 48 | 48 | 60 | 48 | 48 | 60 | | | | | | | |
| Vehicle Revenue Miles | 1,418 | 1,487 | 1,794 | 1,425 | 1,426 | 1,775 | | | | | | | |
| Vehicle Service Hours | 56 | 56 | 70 | 56 | 56 | 70 | | | | | | | |
| Vehicle Service Miles | 1,476 | 1,598 | 1,862 | 1,578 | 1,487 | 1,898 | | | | | | | |
| Service Days (Weekend) | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 |

| | Jun-14 | Jul-14 | Aug-14 | Sep-14 | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Apr-15 | May-15 | Jun-15 |
|------------------------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|
| Sunday | | | | | | | | | | | | | |
| Passenger Totals | 472 | 439 | 571 | 472 | 383 | 532 | | | | | | | |
| Avg Passengers per Day | 94.4 | 109.75 | 114.2 | 118 | 95.75 | 106.4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Avg Passenger per Hour | 10.49 | 12.19 | 12.69 | 13.11 | 10.64 | 11.82 | #DIV/0! |
| Vehicle Revenue Hours | 45 | 36 | 45 | 36 | 36 | 45 | | | | | | | |
| Vehicle Revenue Miles | 1334 | 1076 | 1352 | 1077 | 1079 | 1337 | | | | | | | |
| Vehicle Service Hours | 50 | 40 | 50 | 40 | 40 | 50 | | | | | | | |
| Vehicle Service Miles | 1265 | 1196 | 1409 | 1262 | 1125 | 1441 | | | | | | | |
| Service Days (Weekend) | 5 | 4 | 5 | 4 | 4 | 5 | 5 | 4 | 4 | 5 | 4 | 4 | 5 |

| | Jun-14 | Jul-14 | Aug-14 | Sep-14 | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Apr-15 | May-15 | Jun-15 |
|---------------------------------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|
| Weekday/Weekend Combined | | | | | | | | | | | | | |
| Total Riders | 4,804 | 5,523 | 5,500 | 5,938 | 5,856 | 5,001 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Avg Passengers per Day | 160 | 178 | 177 | 198 | 189 | 172 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Avg Passenger per Hour | 10.09 | 10.96 | 11.27 | 12.22 | 11.62 | 11.06 | #DIV/0! |
| Vehicle Revenue Hours | 476 | 504 | 488 | 486 | 504 | 452 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vehicle Revenue Miles | 13,819 | 14,694 | 14,325 | 14,238 | 14,736 | 13,257 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vehicle Service Hours | 531 | 561 | 545 | 542 | 561 | 505 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vehicle Service Miles | 14,369 | 15,123 | 14,719 | 14,873 | 14,931 | 13,613 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Deadhead Miles | 550 | 439 | 394 | 635 | 195 | 356 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Service Days (Total) | 30 | 31 | 31 | 30 | 31 | 29 | 30 | 30 | 28 | 31 | 30 | 31 | 30 |

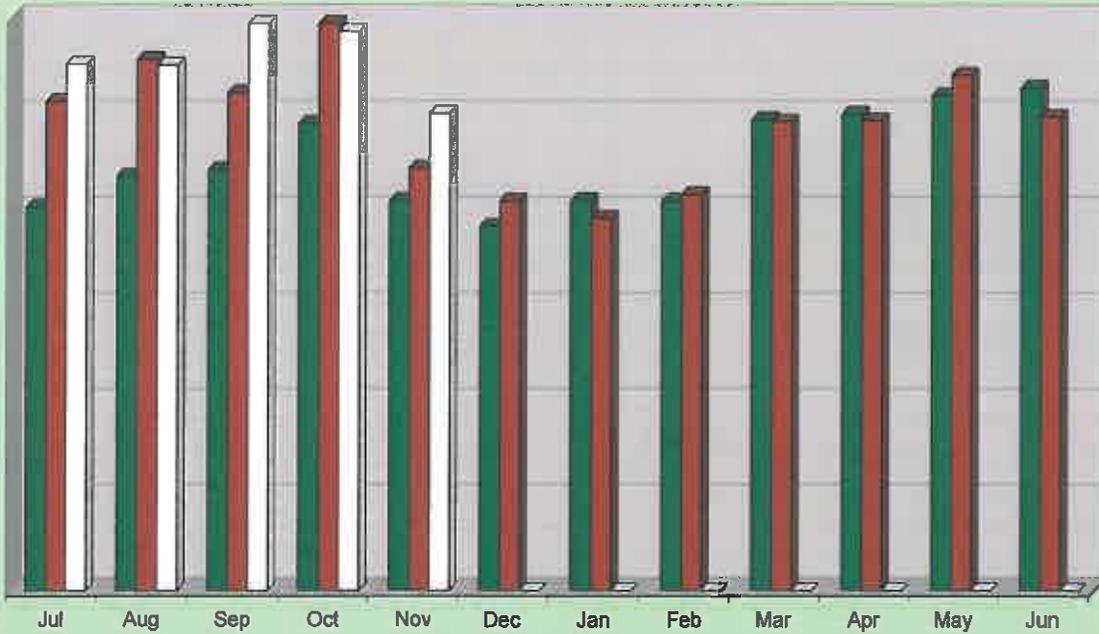
Monthly Passenger Totals - November



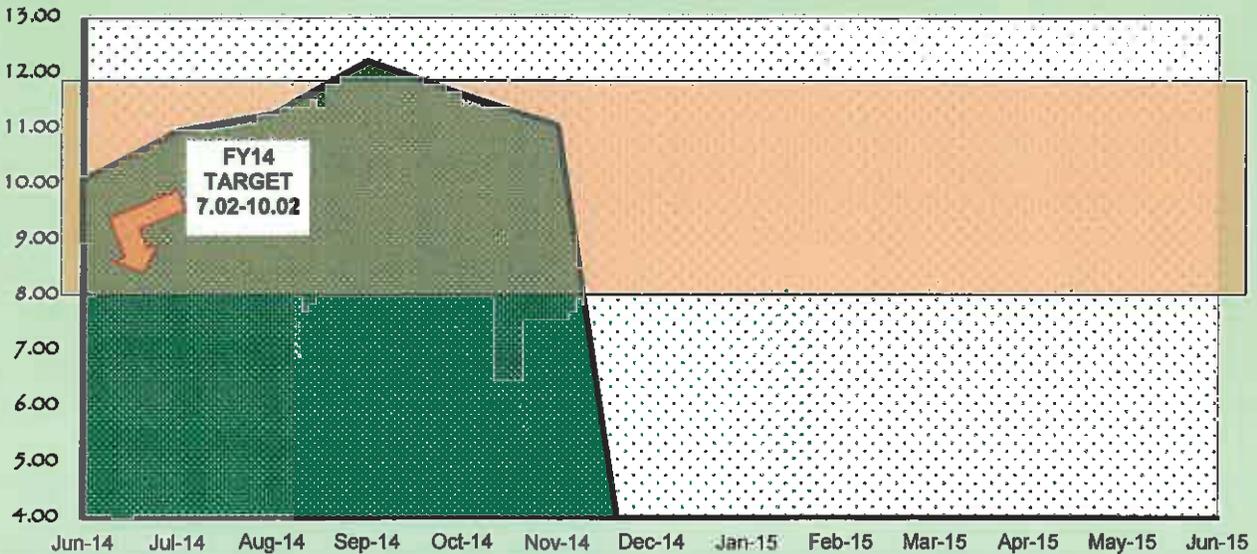
Ridership Comparison by Month
FY-12 to FY-14

| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| FY 13 | 4,027 | 4,350 | 4,414 | 4,900 | 4,090 | 3,826 | 4,092 | 4,088 | 4,934 | 4,994 | 5,186 | 5,266 |
| FY 14* | 5,125 | 5,562 | 5,215 | 5,939 | 4,429 | 4,087 | 3,906 | 4,154 | 4,913 | 4,926 | 5,398 | 4,963 |
| FY15 | 5,523 | 5,500 | 5,938 | 5,856 | 5,001 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

* Second bus for M-F service started January 2014



Monthly Ridership Per Hour

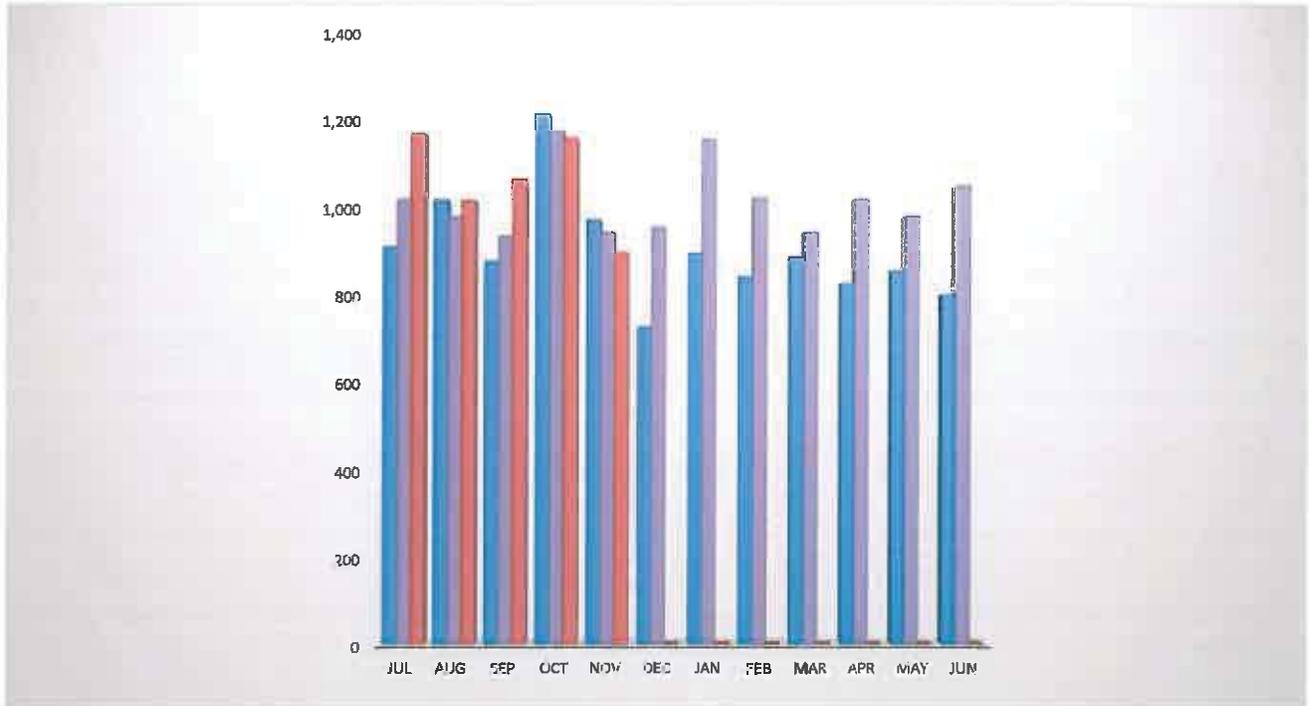


ADA Paratransit Ridership Trends - November

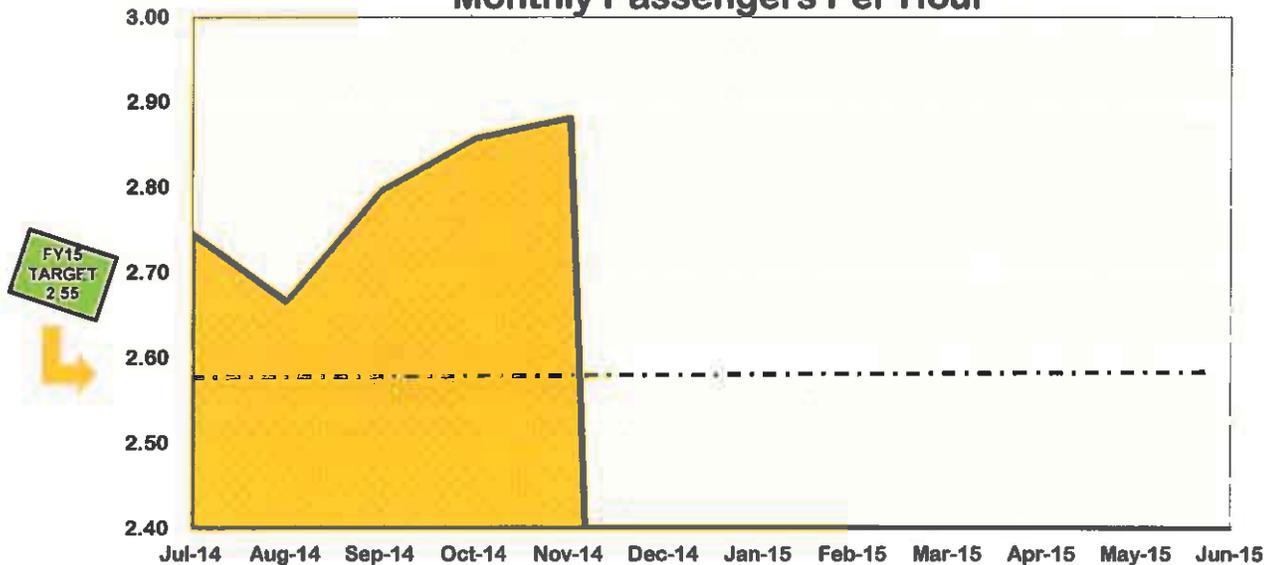


**Ridership Comparison by Month
FY13 to FY15**

| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|-------|-------|-------|-------|-------|-----|-----|-------|-------|-----|-------|-----|-------|
| FY 13 | 915 | 1,023 | 883 | 1,220 | 977 | 732 | 900 | 846 | 893 | 831 | 859 | 804 |
| FY 14 | 1,024 | 985 | 939 | 1,182 | 949 | 959 | 1,162 | 1,028 | 948 | 1,023 | 985 | 1,055 |
| FY 15 | 1,175 | 1,021 | 1,071 | 1,166 | 902 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |



Monthly Passengers Per Hour



CAT Fixed Route

| Weekday - Fixed Route | Jul-14 | Aug-14 | Sep-14 | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 | Apr-15 | May-15 | Jun-15 | YTD |
|-------------------------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|--------|
| Passenger Totals | 6,192 | 5,775 | 6,193 | 6,631 | 5,622 | - | - | - | - | - | - | - | 30,413 |
| Avg Passengers per Day | 269.22 | 275.00 | 281.50 | 288.30 | 295.89 | - | - | - | - | - | - | - | |
| Avg Passenger per Hour | 7.48 | 7.64 | 7.82 | 8.01 | 8.22 | #DIV/0! | |
| Vehicle Revenue Hours | 828 | 756 | 792 | 828 | 684 | - | - | - | - | - | - | - | 3,888 |
| Vehicle Revenue Miles | 12,787 | 11,642 | 12,618 | 12,836 | 10,544 | - | - | - | - | - | - | - | 60,427 |
| Vehicle Service Hours | 897 | 819 | 858 | 897 | 739 | - | - | - | - | - | - | - | 4,210 |
| Vehicle Service Miles | 13,136 | 12,331 | 14,616 | 13,595 | 10,884 | - | - | - | - | - | - | - | 64,562 |
| Deadhead Miles | 349 | 689 | 1,998 | 759 | 340 | - | - | - | - | - | - | - | 4,135 |
| Service Days (Weekdays) | 23 | 21 | 22 | 23 | 19 | 21 | 22 | 20 | 21 | 22 | 23 | 21 | 258 |

| September | |
|--------------|-------------------------|
| Route | Total Trips Daily Trips |
| Red Route | 1,421 |
| Blue Route | 284 |
| Green Route | 2,219 |
| Yellow Route | 1,698 |

3,622 Whovler/Match Base

| |
|--------|
| 25.28% |
| 5.05% |
| 39.47% |
| 30.20% |

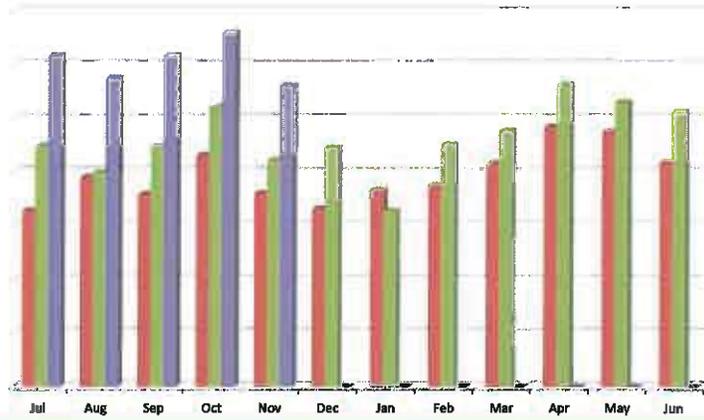
Fixed Route Monthly Passenger Totals - November



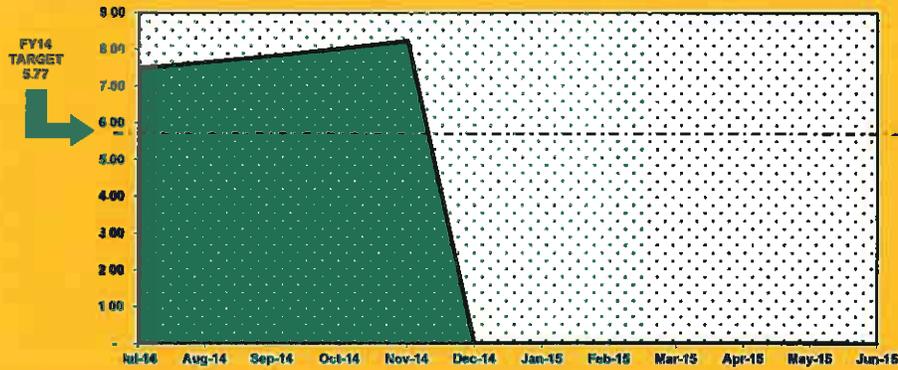
Ridership Comparison by Month
FY13 to FY15

| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| FY 13 | 3,302 | 3,624 | 3,603 | 4,335 | 3,624 | 3,338 | 3,699 | 3,787 | 4,179 | 4,861 | 4,772 | 4,204 |
| FY 14* | 4,503 | 4,016 | 4,510 | 5,225 | 4,233 | 4,487 | 3,294 | 4,537 | 4,793 | 5,646 | 5,313 | 5,147 |
| FY 15 | 6,192 | 5,775 | 6,193 | 6,631 | 5,622 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

* cut blue route service in January 2014 and now have Green and Yellow routes

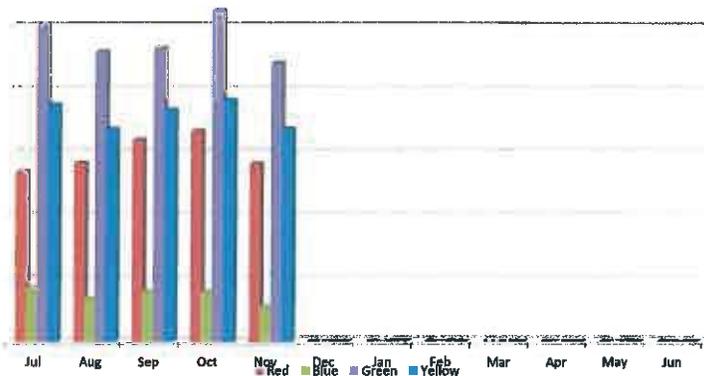


Monthly Passengers per Hour



Ridership Comparison by Route
FY 2014

| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Red | 3,302 | 3,624 | 3,603 | 4,335 | 3,624 | 3,338 | 3,699 | 3,787 | 4,179 | 4,861 | 4,772 | 4,204 |
| Blue | 438 | 350 | 406 | 404 | 284 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Green | 2,113 | 2,307 | 2,333 | 3,825 | 3,278 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Yellow | 1,885 | 1,692 | 1,845 | 1,924 | 1,808 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |





Staff Report

Agenda Item: **WORKSESSION REGARDING AMENDMENT TO CHAPTER 13 OF THE TOWN ZONING CODE, SECTION 13-2(C): PROCEDURES FOR AMENDMENTS AND SECTION 13-2(F) PROCEDURE FOR AMENDMENTS** – Discussion regarding a requirement for a specific development plan to accompany all zone change applications and adding guidelines for the Planning Commission to use in evaluation of a zone change request.

Staff Contact: Beth Escobar, Senior Planner

Meeting Date: January 27, 2015

Background:
Subsequent to the processing of a rezone application in 2014, staff and the Planning Commission reviewed Chapter 13 of the Zoning Code: Enforcement, Amendments & Penalties. During this review, possible improvements to the zone change application and review processes were identified. The Planning Commission conducted two worksessions regarding proposed changes to Chapter 13 of the Zoning Code and directed staff to draft changes to this section, including requiring a specific development plan to accompany all zone change applications and adding guidelines for the Planning Commission to use in evaluation of a zone change request.

Proposed Changes
Regarding the zone change application process, language is being added to Section 13.2.C listing new conditions for an application, including the requirement for a detailed description of a specific development proposal to accompany a zone change request. This has not been required in the past, so staff has not had the ability to refuse to accept applications for zone changes not based on a specified use or development.

In addition, to facilitate measuring the impact any proposed change has to the surrounding neighborhood, an obligation is being added under Section 13.2.C.7 requiring the applicant to complete 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 neighbors at an early stage of the project.

Proposed language is being added to Section 13.2.F listing criteria for the Planning Commission to examine when considering a zone change application.

Included in Section 13.2.F.8 is language specifying the applicant shall fund and construct all improvements required as part of a recommendation of approval.



Staff Report

Legal Opinion

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).

The changes being proposed are in conformance with Arizona Revised Statutes, Section 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'.

Public Hearing

The Planning Commission held a Public Hearing on these proposed changes on December 16, 2014. Notice of this hearing was published in the Verde Independent.

No public comment was given at this meeting.

In the opinion of the Planning Commission and staff, these proposed code changes will result in a better zone change application process, including more neighborhood involvement early in the process to help shape the application to mitigate impact on surrounding properties.

Recommendation

This is a worksession only. Staff is asking Town Council to provide input on the proposed changes.

Attachments:

1. Revised Draft Code Changes to Chapter 13

ORDINANCE NO.

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF CLARKDALE, YAVAPAI COUNTY, ARIZONA, AMENDING CHAPTER 13 OF THE TOWN OF CLARKDALE ZONING CODE, SECTION 13-2 (C): PROCEDURES FOR AMENDMENTS - APPLICATION; ADDING LANGUAGE FOR ZONE CHANGE APPLICATION REQUIREMENTS AND SECTION 13-2 (F) PROCEDURE FOR AMENDMENTS - RECOMMENDATION OF THE COMMISSION; ADDING LANGUAGE FOR ADOPTING ZONE CHANGE APPLICATION RECOMMENDATION CRITERIA; REPEALING CONFLICTING ORDINANCES AND PROVIDING FOR SEVERABILITY.”

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA:

Section 1: Zoning Code Section 13 Enforcement, Amendments, and Penalties; Procedures for Amendments; Section 13-2 Procedure for Amendments; Section 13-2.C Application; add the following language:

Section 13-2 (C) Procedure for Amendments - Application:

Application for change of zone shall be made on a form provided by the Town of Clarkdale. Fees shall be paid for such application according to the adopted schedule for such requests. All applications will be available for public inspection upon submittal to the Community Development Department.

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; The most recent deed recorded showing ownership of the Property.
6. Copy of property title or statement of a letter of authorization from the pProperty owner; to proceed with the rezoning request.
- 6-7. The Yavapai County Assessor’s Tax ID number for the Property.
- 7-8. Proposed neighboring pProperty owners 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.
- 8-9. The application shall be accompanied by maps showing the subject pProperty as well as the surrounding area and a list of names and addresses of abutting pProperty owners.

Section 2: Zoning Code Section 13 Enforcement, Amendments, and Penalties; Procedures for Amendments; Section 13-2 (F) Procedure for Amendments - Recommendation of the Commission; add the following language:

Section 13-2 (F) Procedure for Amendments - Recommendation of the Commission:
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. Improvement to public right-of-way
 - d. Installation of utility infrastructure
 - e. Improvement of public space
 - f. Protection of open spaces
8. Funding and installation of all required improvements shall be the responsibility of the applicant.

Section 3: All Ordinances and part of Ordinances in conflict with the provisions of this Ordinance or any part of this document adopted herein by reference are hereby repealed.

Section 4: Any portion of the Town Code or Town Zoning Code repealed by this Ordinance does not affect rights and duties that matured or penalties that were incurred, and proceedings that were begun before the effective date of the repeal.

Section 5: If any section, subsection, sentence, clause, phrase or portion of this Ordinance or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Mayor and Council of the Town of Clarkdale, Arizona this _____ day of _____ 2015.

ATTEST:

Mayor Doug Von Gausig

Kathy Bainbridge, Town Clerk

APPROVED AS TO FORM:

Town Attorney

Vote:

Passed:

Published:

Effective:



Staff Report

Agenda Item: **WORKSESSION REGARDING WAY-FINDING SIGNAGE -**
Discussion regarding Way-finding signage at key locations throughout
Clarkdale.

Staff Contact: Jodie Filardo, Economic and Community Development Director

Meeting Date: January 27, 2015

Background: Since July 2014, the Community Development Department has been working on an array of concepts to enhance the introduction to and navigation around Clarkdale as one of the recommended strategies from the Sustainable Community & Economic Development Plan adopted by Town Council in June, 2013. Implementing way-finding signage in key locations within the Town is the discussion for this meeting.

On January 6, 2015, staff shared the most recent draft of way-finding concepts with the Downtown Clarkdale Business Alliance representatives, all of whom seemed delighted with the prospect and encouraged staff to move forward.

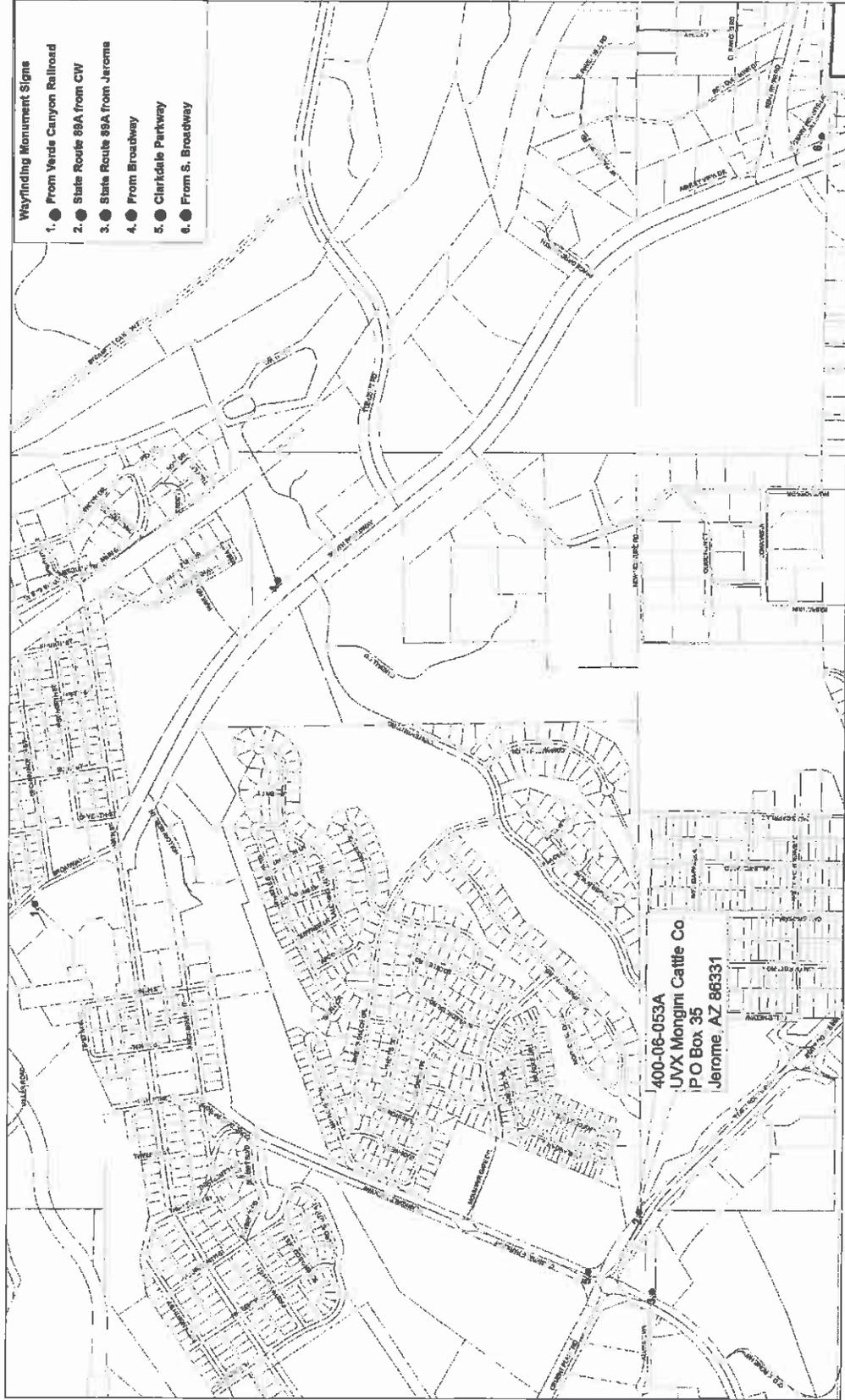
The intention of the project is to create a similar look and feel for the Town's signage and to use that concept at key locations as follows (and as noted on the following map):

1. On Broadway at Main Street facing traffic heading from the train depot;
2. On State Route 89A heading from Cottonwood just prior to the Clarkdale Parkway Roundabout;
3. On State Route 89A heading down the hill from Jerome just prior to the Clarkdale Parkway Roundabout;
4. On Broadway at the Wastewater Treatment Plant heading towards Main Street, Clarkdale;
5. On Clarkdale Parkway heading down from the roundabout at SR 89A before the Mountain Gate entrance; and
6. On Broadway heading toward Clarkdale just before the Moose Lodge.

All these signs are planned to be deployed in rights-of-way owned by the Town with the exception of sign 2 above which is located on land owned by the UVX Mongini Cattle Company. (Staff has not approached this property owner yet pending the outcome of the Council discussions in this work session.)



Staff Report





Staff Report



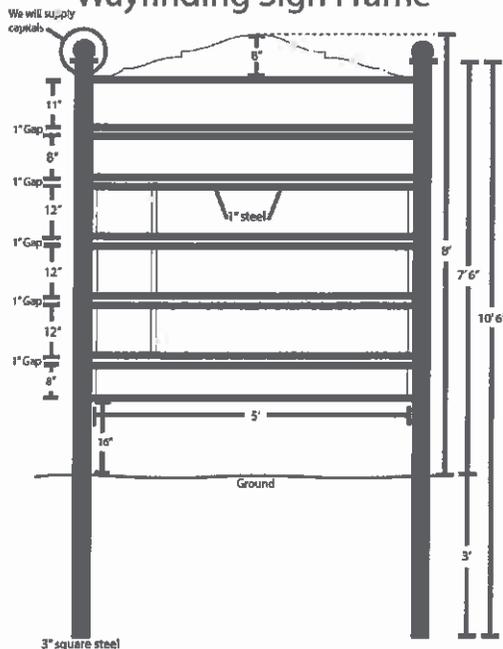
The format of the signs will be similar with the directional signs changing as needed. Here's a sample of the sign as a mock-up placed into its location at the corner of Broadway and Main heading from the train depot.

Each sign features the Clarkdale Topper (also used on all the Main Street banners) followed by the Welcome Sign, then the Shop & Dine Sign, the Town Park sign, the Town Hall Complex sign, and finally the directional arrow. The specifications of the signs are shown on the right. The signs will be mounted on bronze-colored metal frames with capitols as noted below similar to the sign.

Wayfinding Signs



Wayfinding Sign Frame



Following the implementation of Council direction from this work session, staff will obtain 3 quotes for the manufacture of the signs and the frames plus the installation of each sign at its designated location. Staff is hoping to complete the project prior to June 30, 2015.

Recommendation

This is a worksession only. Staff is asking Town Council to provide staff direction.

Attachments:

Mock-ups of way-finding signs 1-6

SPEED
LIMIT
45

CLARKDALE

Welcomes You

Shop & Dine

Town Park

Town Hall
Complex





Staff Report

Agenda Item: **FISCAL YEAR 2014-2015 BUDGET UPDATE** – A worksession to discuss the second quarter of the 2014-2015 FY budget.

Staff Contact: Kathy Bainbridge, Finance Director

Meeting Date: January 27, 2015

Background:

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

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



Staff Report

Agenda Item: A RESOLUTION OF THE MAYOR AND THE TOWN COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED: "COMMERCIAL OUTFITTERS CODE" – Discussion and consideration of Resolution #1491 declaring the Commercial Outfitters Code as a public record.

Staff Contact: Gayle Mabery, Town Manager

Meeting Date: January 27, 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 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). Regulation and permitting of outfitters is a common practice among land management agencies across the state and country, and much of the proposed ordinance is modeled after examples from different jurisdictions.

To provide clear authority and guidance in the future, the staff developed a draft ordinance for the Council's discussion at the January 13, 2015 Council Meeting.

The ordinance was 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 set by Council on January 13th, 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.

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.



Staff Report

The Clarkdale Parks and Recreation Commission reviewed the draft ordinance at their meeting on January 14, 2015 and unanimously recommended approval of the ordinance. The Town Attorney is currently reviewing the ordinance, and his review comments are expected after the packet for this meeting has been distributed. Staff will update the Council packets with any changes recommended by the Town Attorney prior to the Council meeting.

The Town Manager's Commercial Outfitter Advisory Committee has also reviewed the ordinance, and, as a result of comments from the committee, some clarifying changes were made to the draft ordinance, including:

- ✓ The definition for "Commercial Outfitter" was amended to make clear that, in addition to other categories previously identified, persons offering instruction in outdoor recreation skills are also regulated under this ordinance.
- ✓ The definition for "Commercial Outfitter Permit" was amended to make clear that, in addition to the other categories previously identified, persons offering instruction in outdoor recreation skills are required to have a permit under this ordinance.
- ✓ Section 8-7-3 F was added to specify that Commercial Outfitters who have been contracted by the Town of Clarkdale to provide a program, event or activity on behalf of the Town of Clarkdale may be exempt from the need to secure an Outfitter Permit if they are regulated under a separate contract with the Town of Clarkdale
- ✓ Section 8-7-3 B clarified that licenses may be reissued for additional terms based on successful performance under the permit.

Separately, the Town Attorney reviewed the ordinance, and recommended the following changes:

- ✓ To comply with Arizona Revised Statutes regulating cities and towns, Section 8-7-4 (B) was amended to provide that a permit may be issued for a one year term. Permits may still be reissued for subsequent one year terms if permit holder is in compliance with the permit conditions at the end of the term.
- ✓ In Section 8-7-6 A (1), a reference to Limited Liability Corporations was added.
- ✓ In Section 8-7-8 A (6), the requirement for an outfitter, skill instructor, guide, trip leader or guide instructor to be at least 18 years of age was added.

If adopted, the attached Resolution would make the "Commercial Outfitters Code" a public record, and would then require a separate action to also adopt the associated Ordinance.

Recommendation: Staff recommends that the Council adopt Resolution #1491, A Resolution Of The Mayor And The Town Council Of The Town Of Clarkdale, Arizona, Declaring As A Public Record That Certain Document Filed With The Town Clerk And Entitled: "Commercial Outfitters Code"

RESOLUTION # 1491

A RESOLUTION OF THE MAYOR AND THE TOWN COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED: "COMMERCIAL OUTFITTERS CODE".

BE IT RESOLVED by the Mayor and the Town Council of the Town of Clarkdale:

THAT the certain document entitled the "Commercial Outfitters Code", attached hereto as "Exhibit A", three copies of which are on file in the Office of the Town Clerk, is hereby declared to be a public record, and said copies are ordered to remain on file with the Town Clerk.

PASSED AND ADOPTED by the Mayor and the Town Council of the Town of Clarkdale, Arizona on this 27th day of January, 2015.

Richard Dehnert, Vice Mayor

ATTEST:

Kathy Bainbridge, Town Clerk

Exhibit A

Commercial Outfitters Code

Adopted: January 27, 2015
Effective Date: January 28, 2015

Town of Clarkdale, AZ
P.O. Box 308
Clarkdale, AZ 86324
(928)639-2400
www.clarkdale.az.gov

Article 8-7 Commercial Outfitters

Article 8-7 Commercial Outfitters

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, instruction in outdoor recreation skills, 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, or any person who is providing outdoor recreation services exclusively for family or friends outside of a regulated trip.

(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 Activity" means any activity 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 activity or as part of a packaged activity, 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 activity.

"Regulated Activity" 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 Activities 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. As approved by the Town Manager, Commercial Outfitters who have been contracted by the Town of Clarkdale to provide a program, event or activity on behalf of the Town of Clarkdale may be exempt from the need to secure an Outfitter Permit if they are regulated under a separate contract with the Town of Clarkdale.
- G. 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.
- H. Every Commercial Outfitter Permit shall, at all times, be conspicuously displayed as set forth in the permit.

- I. 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 one year. The Town Manager may offer licenses that differ in the length of their terms, may stagger the length of license terms, and may offer reissuance of licenses for additional terms based on successful performance under the permit.
- 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 or if a Limited Liability Corporation, shall be incorporated or organized 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 Activities 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 for regulated activities 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.
 - 6. Be under eighteen (18) years of age.

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.
-



Staff Report

Agenda Item:

AN ORDINANCE OF THE TOWN OF CLARKDALE, ARIZONA, MAKING CHANGES TO THE TOWN CODE BY ADOPTING BY REFERENCE THAT CERTAIN DOCUMENT ENTITLED THE “COMMERCIAL OUTFITTERS CODE” REPEALING CONFLICTING ORDINANCES; PROVIDING FOR PENALTIES; PROVIDING FOR SEVERABILITY AND DECLARING AN EMERGENCY – Discussion and consideration of Ordinance #365, an ordinance adopting by reference Article 8-7-1 through 8-7-10 titled “Commercial Outfitters Code” by emergency clause to become immediately operative and in force.

Staff Contact:

Gayle Mabery, Town Manager

Meeting Date:

January 27, 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 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). Regulation and permitting of outfitters is a common practice among land management agencies across the state and country, and much of the proposed ordinance is modeled after examples from different jurisdictions.

To provide clear authority and guidance in the future, the staff developed a draft ordinance for the Council’s discussion at the January 13, 2015 Council Meeting.

The ordinance was 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 set by Council on January 13th, 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.

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



Staff Report

solid policy foundation for adoption by the Council, and then have the staff perform the administrative rulemaking and implementation of the policies.

The Clarkdale Parks and Recreation Commission reviewed the draft ordinance at their meeting on January 14, 2015 and unanimously recommended approval of the ordinance.

The Town Manager's Commercial Outfitter Advisory Committee has also reviewed the ordinance, and, as a result of comments from the committee, some clarifying changes were made to the draft ordinance, including:

- ✓ The definition for "Commercial Outfitter" was amended to make clear that, in addition to other categories previously identified, persons offering instruction in outdoor recreation skills are also regulated under this ordinance.
- ✓ The definition for "Commercial Outfitter Permit" was amended to make clear that, in addition to the other categories previously identified, persons offering instruction in outdoor recreation skills are required to have a permit under this ordinance.
- ✓ Section 8-7-3 F was added to specify that Commercial Outfitters who have been contracted by the Town of Clarkdale to provide a program, event or activity on behalf of the Town of Clarkdale may be exempt from the need to secure an Outfitter Permit if they are regulated under a separate contract with the Town of Clarkdale
- ✓ Section 8-7-3 B clarified that licenses may be reissued for additional terms based on successful performance under the permit.

Separately, the Town Attorney reviewed the ordinance, and recommended the following changes:

- ✓ To comply with Arizona Revised Statutes regulating cities and towns, Section 8-7-4 (B) was amended to provide that a permit may be issued for a one year term. Permits may still be reissued for subsequent one year terms if permit holder is in compliance with the permit conditions at the end of the term.
- ✓ In Section 8-7-6 A (1), a reference to Limited Liability Corporations was added.
- ✓ In Section 8-7-8 A (6), the requirement for an outfitter, skill instructor, guide, trip leader or guide instructor to be at least 18 years of age was added.

With the advertisement for commercial river runner permits at hand by the end of January, staff is recommending that the Council adopt the Outfitter Ordinance with an emergency clause, so that it can become immediately effective and can therefore be more easily incorporated into the solicitation for applications for river runner permits.

Passage of an emergency ordinance requires an affirmative vote of three-fourths of all the members elected to the town council, taken by ayes and nays. Because Mayor Von Gausig has declared a conflict of interest and will not participate, it will take a unanimous vote by the remaining four Council Members to pass this ordinance with an emergency clause. As an alternative, it takes a simple majority of those present to pass the ordinance without the emergency clause.

During the January 27, 2015 Council meeting, the Council will first consider the adoption of Resolution #1491 that articulates the details of the Commercial Outfitters Code. If the Council supports the adoption of the



Staff Report

Commercial Outfitters Code, and has voted to make it a public record by adopting the previous Resolution, then the adoption of this proposed Ordinance would be the final step in the process to formally adopt the Commercial Outfitters Code.

Recommendation: Staff recommends that the Council adopt Ordinance #365, An Ordinance Of The Town Of Clarkdale, Arizona, Making Changes To The Town Code By Adopting By Reference That Certain Document Entitled The “Commercial Outfitters Code” Repealing Conflicting Ordinances; Providing For Penalties; Providing For Severability And Declaring An Emergency.

ORDINANCE # 365

AN ORDINANCE OF THE TOWN OF CLARKDALE, ARIZONA, MAKING CHANGES TO THE TOWN CODE BY ADOPTING BY REFERENCE THAT CERTAIN DOCUMENT ENTITLED THE “COMMERCIAL OUTFITTERS CODE” REPEALING CONFLICTING ORDINANCES; PROVIDING FOR PENALTIES; PROVIDING FOR SEVERABILITY AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA:

- Section 1: That the certain document known as the “Commercial Outfitters Code”, three (3) copies of which are on file in the Office of the Town Clerk of the Town of Clarkdale, Arizona, which document was made a public record by Resolution # 1491, is hereby referred to, and made a part hereof as if fully set forth in this Ordinance; and
- Section 2: Any 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; and
- Section 3: That the document described in Section 1 above is hereby adopted by reference as Articles 8-7-1 through 8-7-10 of the Town Code of the Town of Clarkdale; and
- Section 4: That all Ordinances and part of Ordinances in conflict with the provisions of this Ordinance or any part of this document adopted herein by reference are hereby repealed; and
- Section 5: Any portion of the Town Code repealed by this Ordinance does not affect rights and duties that matured or penalties that were incurred, and proceedings that were begun before the effective date of the repeal; and
- Section 6: If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of this document adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof; and
- Section 7: Whereas it is necessary for the preservation of the peace, health and safety of the Town of Clarkdale, Arizona, an emergency is declared to exist and this Ordinance shall become effective immediately, operative and in full force after the date of the posting hereof.

PASSED AND ADOPTED by the Mayor and Council of the Town of Clarkdale, Arizona, this 27th day of January, 2015.

Richard Dehnert, Vice Mayor Mayor

