



**NOTICE OF A REGULAR MEETING OF THE COMMON COUNCIL  
OF THE TOWN OF CLARKDALE  
Tuesday, July 12, 2016 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, July 12, 2016, 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](http://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 July 7, 2016 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 June 14, 2016 and Special Meeting June 28, 2016.
  - B. **Claims** - List of specific expenditures made by the Town during the previous month. June, 2016 check log and PPE dated May 28, June 2, June 11, and June 25, 2016.
  - 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 June 22, 2016  
Community Services Commission minutes of meetings held May 11, 2016 and June 8, 2016  
Design Review Board minutes of the meeting held June 1, 2016  
Planning Commission minutes of the meeting held June 21, 2016
  - D. **Proclamation Proclaiming the Month of August 2016 as Drowning Impact Awareness Month** – Approval of a Proclamation declaring the month of August, 2016 as Drowning Impact Awareness Month.

**NEW BUSINESS**

5. **MOBILE FOOD VENDORS/FOOD TRUCKS WORKSESSION** - Discussion/ regarding draft changes to Chapter 8 of the Town Code adding Section 8-7 adopting regulations for Mobile Food Vendors/Food Trucks.
6. **AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF CLARKDALE, YAVAPAI COUNTY, ARIZONA, REPEALING CHAPTER 13, FLOOD DAMAGE PREVENTION, OF THE CLARKDALE TOWN CODE IN ITS ENTIRETY, AND RECREATING CHAPTER 13, FLOOD DAMAGE PREVENTION, SECTION 13-1-1, ESTABLISHMENT OF SPECIAL FLOOD HAZARD AREAS, OF THE CLARKDALE TOWN CODE; ADOPTING BY REFERENCE REVISED FLOOD INSURANCE STUDY AND FLOOD INSURANCE RATE MAPS, AND FLOODPLAIN MANAGEMENT REGULATIONS FOR YAVAPAI COUNTY, ARIZONA; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PENALTIES** – Discussion and possible action regarding Ordinance # 373

regarding Chapter 13, Flood Damage Prevention of the Town Code.

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, June 14, 2016**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, June 14, 2016, 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 Vice Mayor Dehnert.**

Town Council:

Mayor Doug Von Gausig (absent)	Councilmember Bill Regner
Vice Mayor Richard Dehnert (acting Mayor)	Councilmember Curtiss Bohall
Councilmember Scott Buckley	

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. 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.**

**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 –

- No report.

Vice-Mayor Dehnert's Report –

- 5/26/16 – Attended the Intergovernmental Meeting in Cottonwood
- 5/27/16 – Attended Made In Clarkdale's Block Party

Councilmember Bohall's Report –

- 5/14/16 - Attended Verde Valley Train Day
- 5/15/16 - Attended Meet and Greet for Randy Garrison
- 5/20/16 – Attended ADOT Open House
- 5/25/16 – Attended VVTPO meeting and PSPRS Board Meeting
- 5/27/16 – Attended Made In Clarkdale Block Party
- 6/04/16 – Attended Concert in the Park

Councilmember Regner's Report –

- 5/11/16 – Attended VVBAC meeting
- 5/18/16 – Met with Clarkdale Historical Society board regarding Bank Robbery re-enactment sound system
- 5/26/16 – Attended Intergovernmental Meeting
- 5/31/16 – Attended Local First Arizona/Made in Clarkdale meeting with Kimber Lanning
- 6/08/16 – Attended Work Force Development Round Table
- 6/10/16 – Attended opening celebration of Northern Arizona Health Care Camp Verde Campus

Councilmember Buckley's Report –

- 5/27/16 – Attended Made in Clarkdale Block Party

Town Manager Mabery's Report –

## Upcoming events and reminders:

- 6/18/16 – Concerts in the Park Trotters Wake 7 – 9 p.m.
- 6/24/16 - Downtown Business Alliance Block Party
- 7/04/16 - Fourth of July events – Flag Raising and Pancake Breakfast
- Extends a thank you to the Flag Corps in honor of National Flag Day. It is a volunteer organization and they need new volunteers/members.
- Outfitter activity on the river: 4 permitted outfitters this year. There has been increasing activity since March. Pleased to report the quiet zone and permitting process have been working well and there have been no complaints from citizens.
- Implementing fire restrictions with rest of Yavapai County starting June 15.

**Organizational Reports – Reports regarding regional organizations.**CAT/ VVTPO – Cottonwood Area Transit and the Verde Valley Transportation Planning Organization & other transportation affiliations. Councilmember Bohall –

- VVTPO – Presentation by ADOT representative who stated that September 16, 2016 will be the start of the Broadway/Main Street interchange; Yavapai County representative stated that they

would start paving Sycamore Canyon Road this summer.

- CAT – no report

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

- No report

NAMWUA - Northern Arizona Municipal Water Users Association. Councilmember Buckley –

- No report

VRBP – Verde River Basin Partnership. Mayor Von Gausig –

- No report

VVLP – Verde Valley Land Preservation. Councilmember Regner –

- Unable to attend however agenda included a discussion on Sedona Dells Land Use Plan, the 89 and Vine Development, updates on One for the Verde and Coalition for Protection of Public Lands

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

- Committee collected 66 responses to District Governing Board's survey questionnaire and will be reviewed at July meeting; June 15 meeting agenda will be devoted to a presentation by Executive Dean James Perey on the progress of their strategic planning process.

**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 Strategic Planning meeting held on April 29, 2016, Regular Meeting held May 10, 2016 and Special Meeting May 24, 2016.
- B. Claims** - List of specific expenditures made by the Town during the previous month. May, 2016 check log and PPE dated May 30, 2016, May 14, 2016 and May 24, 2016.
- 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 May 25, 2016  
Design Review Board minutes of the meeting held May 4, 2016  
Planning Commission minutes of the meeting held May 17, 2016

- D. Special Event Liquor License** - Approval of a recommendation to the State Department of Liquor License and Control to approve a Special Event Liquor License for the Made in Clarkdale's event to be held on Friday, June 24, 2016 and Friday, July 29, 2016 from 6:00 p.m. – 9:00 p.m. at 1000-900 Main Street, Clarkdale, AZ.
- E. Resolution Making Appointments to the Municipal Property Corporation** – Approval of Resolution # 1518, amending Resolution # 1498, making appointments to the Municipal Property Corporation.

**Councilmember Regner moved to accept Consent Agenda items A – E as presented. Councilmember Buckley seconded the motion and the motion passed unanimously.**

### **NEW BUSINESS**

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF CLARKDALE AND THE VERDE VALLEY FIRE DISTRICT FOR FIRE CODE ENFORCEMENT** – Discussion and possible action regarding the execution of an Intergovernmental Agreement (IGA) with the Verde Valley Fire District for Fire Code Enforcement.

Upon formation of the Clarkdale Fire District in 2007, the Town of Clarkdale executed an Intergovernmental Agreement with the District to provide Fire Code Enforcement, including reviewing and approving all building plans concerning fire protection requirements, and compliance with the 2012 International Fire Code and any amendments or appendices thereto, within the geographic boundaries of the Town's incorporated limits.

With the impending July 1, 2016 consolidation of the Clarkdale Fire District with the Verde Valley Fire District, it is necessary to execute a new Fire Code Enforcement agreement with the Verde Valley Fire District.

The terms and conditions of our original agreement with the Clarkdale Fire District remain the same, with the exception of updated language in Section 2. Term and Termination, which now allows for annual automatic extension of the agreement, and reads as follows:

#### *Section 2. Term and Termination*

*This Agreement's initial term shall begin on July 1, 2016 and terminate on June 30, 2017. In the event written notice is not given by either party to this agreement to the other at least sixty (60) days prior to the termination date as hereinabove provided, this agreement shall automatically be extended on the same terms and conditions herein provided, all for an additional period of one year. Said agreement shall continue thereafter for additional one-year periods unless either party hereto gives at least sixty (60) days written notice in advance of the then applicable expiration date, to the other party that the party does not wish to extend this agreement for an additional one-year term.*

*Either party hereto may terminate this Agreement pursuant to the provisions of A.R.S. §38-511, in the event of a conflict of interest as described therein.*

*Either party may terminate this IGA at any time upon sixty (60) days written notice to the other party.*

Town Manager Mabery presented information on this agenda item.

**Councilmember Regner moved to approve the Intergovernmental Agreement between the Town of Clarkdale and the Verde Valley Fire District for Fire Code Enforcement, with a July 1, 2016 effective date. Councilmember Bohall seconded the motion and the motion carried unanimously.**

**LEASE AGREEMENT FOR CLARKDALE FIRE STATION** – Discussion and possible action regarding the execution of a Lease Agreement between Town of Clarkdale and the Verde Valley Fire District for the Clarkdale Fire Station located at 895 1<sup>st</sup> South Street in Clarkdale, AZ.

Upon formation of the Clarkdale Fire District in 2007, the Town of Clarkdale executed a Lease Agreement with the District to allow the District to Lease the Clarkdale Fire Station, located at 895 1<sup>st</sup> South Street, from the Town of Clarkdale for continued use as a Fire Station.

With the impending July 1, 2016 consolidation of the Clarkdale Fire District with the Verde Valley Fire District, it is necessary to execute a new Lease Agreement with the Verde Valley Fire District.

The terms and conditions of our original Lease Agreement with the Clarkdale Fire District remain the same, with the exception of some updated language, including in Section 2 a new 5-year lease term that begins July 1, 2016. Additionally, Section 4 now incorporates the original lease by reference to its recorded book and page, as the original lease satisfied the legal requirements relating to rent of the facility.

The Verde Valley Fire District Board has communicated their support for the construction of a new Fire Station in Clarkdale, but with a yet to be determined completion date for that project. Once a new Fire Station is constructed, the Town anticipates that the District will no longer require use of the Clarkdale Fire Station, and the building's availability will revert back to the Town.

Town Manager Mabery presented information on this agenda item. Pointed out that the original agreement was for a 10-year term that would have expired in 2017 and included five year increments. Lease Agreement was re-negotiated with a new effective date. The initial 5-year term will likely not be extended as a proposed Clarkdale Fire Station project may be moving forward. Vice Mayor Dehnert asked what would happen if they complete their new building and are ready to move before termination of lease agreement and Mabery noted that there are provisions for that and the Fire Department would be able to terminate sooner if needed.

**Councilmember Regner moved to approve the Lease Agreement for the Clarkdale Fire Station between the Town of Clarkdale and the Verde Valley Fire District, with a July 1, 2016 effective date. Councilmember Buckley seconded the motion and the motion passed unanimously.**

**CLARKDALE HISTORICAL SOCIETY AND MUSEUM MASTER LOAN AGREEMENT WORKSESSION** – A worksession with the Clarkdale Historical Society and Museum to discuss their Master Loan Agreement with the Town.

In coordination with the dissolution of the Clarkdale Heritage Conservancy Board, in 2011, the Town first executed the following agreements with the (then) recently formed Clarkdale Historical Society and Museum (CHSM):

1. Lease Agreement – allowing the Town-owned facility at 900 First North Street to be used by CHSM as a museum. The Town has since provided the building at no charge (basing 2011 rent values at \$13,188 - \$52,752 per year) to the CHSM in consideration for the following:
  - The CHSM will occupy the premises as a primary advocate and representative for Clarkdale’s history and heritage, and in doing so shall:
    - Conduct regular events centered on the history and heritage of Clarkdale;
    - Have open to the public a museum depicting the history and heritage of Clarkdale;
    - Adhere to the terms of any Lease and/or Loan Agreements with Clarkdale; and
    - Adhere to other responsibilities as agreed upon by both parties;
2. Facility Use Agreement – providing reduced fees for rental use by the CHSM of Town facilities;
3. Master Loan Agreement – to allow amenable keeping of certain Town antiques, historic photographs, documents and artifacts to the CHSM’s supervision, ongoing storage, preservation and promotion.

Regarding #3 above, both parties have performed their responsibilities set forth in the original contract. At this time, the CHSM is expressing concerns with the ongoing feasibility of the Master Loan Agreement and is seeking a renewed conversation with Council regarding historic Town personal property in their keeping.

Community Services/Human Resources Director Janet Perry introduced this agenda item and Cindy Emmett and Linda Smith from the Museum Board who gave a presentation explaining the museum’s functions and plans.

Town Manager Mabery asked if the museum were to dissolve or for some other reason not function any more, would there be a way to write in a reversionary clause to secure the Town in getting the property back. Museum representatives noted that there would be that type of clause in the agreement. Town Clerk Bainbridge pointed out that the records the museum originally got from the Town were pre-incorporation (1953). Subsequent to that time, records management statutes require the Town keep possession of most documents. A new form of agreement would be needed to replace the Master Loan Agreement.

**This is a worksession only and no action is required by Council.**

**SR 89A FOCUS AREA MASTER PLAN** - Discussion/possible action regarding the SR 89A Focus Area Master Plan.

In 2013 the Town Council adopted the Sustainable Community and Economic Development Plan. One of the goals identified in the plan is business retention, expansion and attraction. The first short-term strategy for this goal is to create area-specific plans and infrastructure development plans for the following areas:

- SR 89A Corridor
- Broadway Corridor
- Bitter Creek Industrial Area
- Arts & Entertainment District

Each of these areas is identified as having the potential to contribute to the economic prosperity of the town. In addition, each of these areas has adjacent residential property that could benefit from and would be impacted by increased commercial development.

The Planning Commission began working on this project in August 2014 and decided to begin with the SR 89A Corridor Focus Area. Zoning in this area is commercial with existing industrial zoning for the Mold in Graphics property.

The first SR 89A Focus Area property owner/stakeholder's meeting was held on November 6, 2014. These meetings continued through April, 2015 during which information was obtained regarding challenges to development and the types of businesses the property owners and stakeholders would like to see in this area.

Following is a summary of the points raised during these meetings:

- Development of property in this area will be challenging due to minimal depth of some properties and limited access off the state highway.
- Area could support the development of smaller commercial ventures, such as professional and medical offices and boutique shops. Apartment complexes would also be appropriate for some of the locations.
- Construction of the new firehouse will provide an anchor for the area.
- Cement Plant Road needs to be widened and improved to accommodate multiple types of traffic including heavy trucks, bicycles and pedestrians.
- Accommodation of truck traffic from the cement plant needs to be addressed in planning for development.
- Development of park and ride locations and extensive pedestrian connections are important.
- Deception Wash, which transects a large portion of this area from east to west, presents challenges for construction and an opportunity for preservation of open space and possible pedestrian connections.
- The possibility exists to create a public/private partnership to design and build commercial grade arterials from Broadway through Luke Lane and then along Cement Plant Road to the SR 89A Roundabout.

### **Public Outreach**

Information garnered during the property owner/stakeholder meetings was presented to the community in formal meetings on September 1 and November 16, 2015 and then in a series of meet and greet meetings at local businesses in March, 2016.

Two informational articles were published in the Small Talk newsletter.

A presentation about the draft plan was made to the Verde Valley Realtor Association. Chair de Blanc and Senior Planner Escobar appeared on Yavapai Broadcasting's CountyWide show.

All comments, input and feedback received during these meeting has been compiled into the draft plan for the SR 89A Focus Area.

**The Plan**

The plan provides a foundational description of the SR 89A corridor as it exists today and a vision for future development. Adoption of this plan does not impact existing zoning or property rights.

The draft plan is in a PowerPoint presentation format. This format will facilitate emailing and electronic posting of the plan. There are no plans to widely distribute printed copies of the document.

**Plan Elements:**

The plan is divided into three sections:

1. Introduction and Background including:
  - a. A map of the corridor
  - b. A description of the corridor
  - c. General Plan designation
  - d. A description of the plan development process
  
2. The Plan including:
  - a. An outline of challenges and opportunities
  - b. A list of desired businesses as expressed by the stakeholders and community
  - c. A detail of the Clarkdale Parkway Roundabout with major recommended plan components
  - d. Design standards
  
3. Implementation Objectives including:
  - a. Timeline for objectives and department responsible for leading the implementation
  - b. A Clarkdale promotional slide with economic statistics

The Planning Commission will be working with staff on the outreach development and crafting of a weed control solution for the weeds located between private property boundaries and SR 89A.

Staff is looking for direction from Council on the implementation strategies impacting other departments.

**The Process**

Having completed one focus area, staff and the Planning Commission now have a process to follow for the three remaining areas:

1. The Planning Commission will explore existing conditions, land use parameters, topography and potential transportation connections and discuss best land uses and possible desired businesses for the area.
2. Next, they will meet with property owners/stakeholders to identify development opportunities and challenges.
3. Staff will draft a plan based on input from this meeting.
4. The draft plan will be presented to the community through a variety of outlets.
5. Adjustments based on public input will be made to the draft plan. This will be presented to the Commission for further review and discussion.
6. The final draft will be presented to Town Council for adoption.

Senior Planner Beth Escobar presented information on this agenda item to council.

Council agreed that the document was impressive and thanked the staff and Planning Commission for their hard work. Beth clarified that this plan is a framework and they use it as a tool for guiding development along this corridor. She stated that developers always ask for Town direction and this document provides that direction that has been endorsed with input from the Town residents. Dehnert asked how Escobar would characterize the level of engagement of the 22 property owners that live along this corridor. Escobar stated that the participation is about 10%.

Councilmember Buckley asked if there was a way to tie all the focus areas together and Escobar stated that now the process is in place the process should go more quickly and all the focus areas should be incorporated for residents. Dehnert recommended that, if approved, this plan be sent to property owners that were not engaged in the process.

**Councilmember Regner moved for the approval of the SR 89A Focus Area Master Plan as recommended by the Planning Commission. Councilmember Bohall seconded the motion. The motion passed unanimously.**

**REVISED INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF CLARKDALE AND THE STATE OF ARIZONA** – Discussion and possible action regarding the Revised Intergovernmental Agreement (IGA) – Safe Routes to Schools (SRTS) between the Town of Clarkdale and the State of Arizona.

The Safe Routes to Schools Program (SRTS) was established in August 2005 as part of the SAFETEA-LU, Section 1404 of this legislation provides funding for State Departments of Transportation to create and administer SRTS programs. The State and the Town have identified programs within the Town as eligible for this funding. The purpose of this agreement between the State and the Town is to allow the State to acquire Federal funds for the implementation of various educational safety programs. The original IGA dated April 11, 2011 was setup to spend up to \$336,000.00 total for eligible project costs. The original cost breakdown was; \$50,000 for Scoping and Design, \$286,000 for construction.

This revised 2016 IGA is setup to cover actual eligible project cost and design over runs costs that total \$506,000.00. The breakdown is \$20,000 for ADOT Project Management and Design Review (PMDR) cost (payable by the Town – Local Match); \$128,000 for Scoping and Design (Federally Funded) and \$358,000 for Construction (Federally Funded).

No local match was programed under the original IGA, but the \$20,000 PMDR proposed in the revised 2016 IGA represents a local match. However, due to Scoping and Design delays this project was extended from the original project completion in the summer of 2013 to the summer of 2018. This extension caused Scoping and Design cost over runs as well as the addition of the ADOT PMDR fees.

Utilities/Public Works Director Wayne Debrosky presented information on this agenda item. Town Manager Mabery clarified that the \$20,000 wasn't originally anticipated. We did have \$45,000 match set aside for Safe Routes to School Grant on Clarkdale Parkway that was shelved. That money was

folded into the reserve funds for street programs. The \$20,000 from the \$45,000 that was designated for the other project and apply it to this project.

**Councilmember Buckley moved to approve the Revised 2016 Intergovernmental Agreement for the Safe Routes to Schools Project between the Town of Clarkdale and State of Arizona. Councilmember Regner seconded the motion. The motion carried unanimously.**

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

**ADJOURNMENT** – Without objection, Vice Mayor Dehnert adjourned the meeting at 7:24 P.M.

APPROVED:

ATTESTED/SUBMITTED:

\_\_\_\_\_  
Richard Dehnert, Vice 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 14<sup>th</sup> day of June, 2016. I further certify that meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

SEAL

\_\_\_\_\_  
Kathy Bainbridge, Town Clerk

**Minutes of a Special Session of the Common Council of the Town of Clarkdale  
Held on Tuesday, June 28, 2016**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, April 26, 2016 at 3:00 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 3:00 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 - Absent

Town Clerk/Finance Director Kathy Bainbridge

Community Services/Human Resources Director Janet Perry

Community Development/Economic Director Jodie Filardo

Public Works Superintendent Art Durazo

Deputy Clerk Mary Ellen Dunn

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

**There was no public comment.**

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

- A. **Reports** - Approval of written Reports from Town Departments and Other Agencies
  - Building Permit Report – May, 2016
  - Water and Wastewater Report – May, 2016
  - Clarkdale Fire District Report and Mutual Aid Responses Report – May, 2016
  - Police Department Report – May, 2016
  - NAIPTA Transit Report – May, 2016
  
- B. **Nomination to the Verde Valley Fire District's Advisory Committee** – Approval of nomination of a Clarkdale Town Council Member to serve on the Verde Valley Fire District's Clarkdale Transition Advisory Committee.

- C. **Intergovernmental Agreement Between the Town of Clarkdale and the Verde Valley Fire District for Fire Code Enforcement** – Approval of the updated Intergovernmental Agreement (IGA) with the Verde Valley Fire District for Fire Code Enforcement.
- D. **Lease Agreement for Clarkdale Fire Station** – Approval of the updated Lease Agreement between Town of Clarkdale and the Verde Valley Fire District for the Clarkdale Fire Station located at 895 1<sup>st</sup> South Street in Clarkdale, AZ.

**Councilmember Buckley moved to accept Consent Agenda items A & B as presented. Councilmember Regner seconded the motion and the motion passed unanimously.**

### **NEW BUSINESS**

**TAXPAYER EDUCATION PROPERTY TAX ASSISTANCE PROGRAMS PRESENTATION** – A presentation by Yavapai County Assessor Pearsall regarding assistance programs.

The Yavapai County Assessor, Pamela Pearsall, is striving to educate qualified tax payers about the Property Tax Assistance Programs in Arizona offered through the Assessor's Office. Currently in Arizona there are two (2) programs designed to assist qualified Property Taxpayers; the Senior Valuation Freeze, and Exemptions for: disabilities and widow/widowers.

Assessor Pearsall will speak to the Council to spread the word about these programs; in hopes that this public outreach will assist in informing qualified taxpayers about these Property Tax Assistance programs.

**This is a presentation only, no council action needed.**

Mayor Von Gausig returned to the additional Consent Agenda items for approval of Council.

**Vice Mayor Dehnert moved to approve Consent Agenda items C & D per addendum. Councilmember Bohall seconded the motion and the motion passed unanimously.**

**RESOLUTION CONFIRMING THE TOWN OF CLARKDALE'S COMMITMENT TO THE INITIATION OF THE BROADWAY OVERLAY PROJECT** – Discussion and consideration of Resolution #1519 confirming commitment to the Broadway Overlay Project.

The Broadway Overlay Project consists of grinding (milling) the top two to three inches of the roadway surface and then re-applying new asphalt layer approximately three inches thick and new lane striping that will start at Hollow Reed Lane and extend to Tuzigoot Road. This project would also allow widening Broadway, within the project boundaries, to allow for a new bike path.

The Town of Clarkdale will commit matching funds required in the amount of no less than \$8,931 for the design phase in FY18 and \$35,723 for the construction phase in FY21 through this Surface Transportation Program project.

Pursuant to NACOG's Regional Transportation Policy & Procedure Manual the Town of Clarkdale must act by June 30, 2016 to retain funding for this project. Policy 3 in Section 3.4.3 (pg. 23) states:

“Project Sponsors are required to confirm commitment one year in advance of scheduled project initiation. Commitment will be demonstrated by submitting fiscal data (local budget, capital improvement program) and governing board resolution or current meeting minutes endorsing project commitment. If the event the Project Sponsors do not demonstrate commitment, federal funds will revert back to the region for reprogramming in the TIP.”

Public Works Superintendent Art Durazo presented information on this agenda item.

**Councilmember Regner moved to approve Resolution No. 1519, a Resolution confirming the Town of Clarkdale’s commitment to the initiation of the Broadway Overlay Project that will start at Hollow Reed Lane and extend to Tuzigoot Road. Councilmember Buckley seconded the motion and the motion carried unanimously.**

**FISCAL YEAR 2015-2016 BUDGET TRANSFERS** – Discussion and consideration regarding authorization for fund transfers within the Fiscal Year 2015-2016 budget.

Each year the Council adopts a balanced budget based on projections of local revenue as well as projections from the State of Arizona revenue (State Shared Revenues and State Sales Tax). Staff uses these projections to budget for expenses expected to be incurred in the following year. During the year, Council may make changes to a budget based on economic factors by authorizing additional transfers when needs are identified.

Exact amounts available for the requested budget balancing transfers will not be available until well after June 30<sup>th</sup>, when final sales tax collections are distributed by the State of Arizona and yearly closing entries have been completed. The following transfer totals are based on current projections of year end funds available. For audit purposes, these adjustments need to take place before the June 30<sup>th</sup> end of the Fiscal Year. Actual transfer amounts may differ due to changes in actual revenue received for the remainder of the year and amounts required to balance the General Fund, HURF Fund, Capital Projects Fund, Water Fund, Wastewater Fund, Sanitation Fund, and Cemetery Fund.

Proposed transfers are as follows and are based on total dollars available:

<u>Transfers out of:</u>	<u>Transfers into:</u>	<u>Amount:</u>	<u>Current Budget</u>
<u>Construction Tax Transfer to Capital Projects Fund and General Fund offset amount</u>			
General Fund – Construction Tax	Capital Projects Fund	\$ 44,000.00	\$51,500.00
<u>General Fund Transfer to HURF Fund</u>			
General Fund – Street Funding	Street (HURF) Fund	\$91,220.50	\$91,220.50
<u>Administration Fee Fund transfers to General Fund</u>			
Streets Fund	General Fund	\$36,802.18	\$36,802.18
Wastewater Fund	General Fund	\$36,111.81	\$36,111.81
Water Fund	General Fund	\$56,111.34	\$56,111.34
Sanitation Fund	General Fund	\$26,084.01	\$26,084.01
Grants Fund	General Fund	\$ 5,000.00	\$ 7,377.24

Cemetery Fund	General Fund	\$ 3,879.55	\$ 3,879.55
<b><u>Transfers out of:</u></b>	<b><u>Transfers into:</u></b>	<b><u>Amount:</u></b>	<b><u>Current Budget</u></b>
Sanitation Fund	General Fund for Streets	\$ 40,000.00	\$ 40,000.00
Perpetual Care Fund	Cemetery Fund	\$ 4,000.00	\$ 15,000.00
WW O&M	WW P&E Improve	\$213,250.00	\$203,080.12
Water O&M	Water Capital Improve	\$ 51,925.00	\$ 51,925.00

Finance Director Kathy Bainbridge presented information on this agenda item to council.

**Vice Mayor Dehnert moved to authorize the staff to make the necessary budget balancing fund transfers within the Fiscal Year 2015-2016 budget. Councilmember Bohall seconded the motion which passed unanimously.**

**FISCAL YEAR 2016-2017 PRELIMINARY BUDGET** – Discussion and consideration of adoption of a Preliminary Budget for Fiscal Year 2016-2017.

At the March 22<sup>nd</sup>, April 26<sup>th</sup> and May 24<sup>th</sup> 2016 Council Meetings, presentations of the 2016-2017 Fiscal Year Preliminary Budget were reviewed for the Major Operational Funds of the General Fund, HURF (Streets) Fund, Wastewater Fund, Sanitation Fund, Water Fund, Cemetery Fund, and Capital Improvement Fund. There were also budget presentations for the additional Non-Operational Funds of the Wastewater Plant & Equipment Improvements, Water Capital Improvements, Development Reimbursement Fund, Impact Fees, Wastewater Development Projects, Grant Fund and Donation Fund.

The preliminary budget must be fully itemized in conformance with forms supplied by the Arizona Auditor General's Office and entered as a public record in the council meeting minutes when it is adopted.

As part of the required State budget adoption process, the Town will publish the preliminary budget in the local newspaper and have the budget available for public viewing before the final budget hearing and approval on July 26<sup>th</sup>. After the preliminary budget is approved, adjustments may still be made prior to when the Final Budget is adopted, but only if those adjustments reduce revenues and/or expenditures. In light of that, the adoption of the Preliminary Budget sets the expenditure limitation for the Town of Clarkdale for FY 2016-17. The Preliminary Budget on the State Auditor General forms will be provided at the Council meeting.

<u>DEPARTMENT</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>%</u>
General Fund (Department Budgets & Donations)	\$ 4,155,629	\$4,244,661	+ 2.15%
Special Revenue Funds (Streets, Grants, Impact, Develop)	\$ 6,248,376	\$5,001,885	- 19.95%
Capital Projects	\$ 748,797	\$ 691,317	- 7.68%

Permanent Funds (Cemetery Perpetual Care Funds)	\$ 30,119	\$ 29,119	- 3.32%
Enterprise Funds (Water, Sewer, Sanitation, Cemetery)	\$ 5,537,539	\$7,465,868	+34.83%
TOTAL ALL FUNDS	\$16,720,460	\$17,432,850	+ 4.26%

Finance Director Bainbridge presented this agenda topic to council.

**Councilmember Regner moved to adopt the Preliminary Budget for Fiscal Year 2016-2017 as presented, totaling \$17,432, 850. Vice Mayor Dehnert seconded the motion. Motion carried unanimously.**

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

- Presentation on new cooperative agreement between Spectrum Health Care and our Police Department.

**ADJOURNMENT** – Without objection Mayor Von Gausig adjourned the meeting at 3:27 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 28<sup>th</sup> day of June, 2016. I further certify that meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

SEAL

\_\_\_\_\_  
Kathy Bainbridge, Town Clerk

VENDOR SET: 01 Town of Clarkdale  
 BANK: \* ALL BANKS  
 DATE RANGE: 6/01/2016 THRU 6/30/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	C-CHECK VOID CHECK	V	6/02/2016			074311		
	KGM	VOIDED						
	C-CHECK KGM	V	6/02/2016			074326		15,150.00CR
	C-CHECK VOID CHECK	V	6/02/2016			074345		
	C-CHECK VOID CHECK	V	6/02/2016			074346		
	C-CHECK VOID CHECK	V	6/02/2016			074347		
	C-CHECK VOID CHECK	V	6/15/2016			074371		
	C-CHECK VOID CHECK	V	6/15/2016			074372		
	C-CHECK VOID CHECK	V	6/15/2016			074373		
	C-CHECK VOID CHECK	V	6/30/2016			074471		

\* \* T O T A L S \* \*

NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0.00	0.00	0.00
HAND CHECKS:	0.00	0.00	0.00
DRAFTS:	0.00	0.00	0.00
EFT:	0.00	0.00	0.00
NON CHECKS:	0.00	0.00	0.00
VOID CHECKS:	9 VOID DEBITS 0.00		
	VOID CREDITS 15,150.00CR		
	15,150.00CR	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			9	15,150.00CR	0.00	0.00
BANK: *		TOTALS:	9	15,150.00CR	0.00	0.00

VENDOR SET: 01 Town of Clarkdale  
 BANK: POOL POOLED CASH  
 DATE RANGE: 6/01/2016 THRU 6/30/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0001	ARIZONA STATE RETIREMENT SYSTE							
I-ACRPPE 052816	ACR STATE RETIREMENT	D	6/01/2016	19.24		000000		
I-LTDPPE 052816	STATE RETIREMENT	D	6/01/2016	123.50		000000		
I-SR PPE 052816	STATE RETIREMENT	D	6/01/2016	11,678.28		000000		
I-SRBPPE 052816	STATE RETIREMENT BUY BACK	D	6/01/2016	349.89		000000		12,170.91
0001	ARIZONA STATE RETIREMENT SYSTE							
I-ACRPPE 06112016	ACR STATE RETIREMENT	D	6/15/2016	27.56		000000		
I-LTDPPE 06112016	STATE RETIREMENT	D	6/15/2016	120.12		000000		
I-SR PPE 06112016	STATE RETIREMENT	D	6/15/2016	11,358.84		000000		
I-SRBPPE 06112016	STATE RETIREMENT BUY BACK	D	6/15/2016	349.89		000000		11,856.41
0001	ARIZONA STATE RETIREMENT SYSTE							
I-ACRPPE 062516	ACR STATE RETIREMENT	D	6/29/2016	8.84		000000		
I-LTDPPE 062516	STATE RETIREMENT	D	6/29/2016	121.94		000000		
I-SR PPE 062516	STATE RETIREMENT	D	6/29/2016	11,531.14		000000		
I-SRBPPE 062516	STATE RETIREMENT BUY BACK	D	6/29/2016	349.89		000000		12,011.81
0074	INTERNAL REVENUE SERVICE							
I-T1 PPE 052816	FEDERAL TAXES	D	6/01/2016	5,218.80		000000		
I-T3 PPE 052816	FICA WITHHOLDING	D	6/01/2016	8,633.90		000000		
I-T4 PPE 052816	MEDICARE WITHHOLDING	D	6/01/2016	2,019.22		000000		15,871.92
0074	INTERNAL REVENUE SERVICE							
I-T1 REKH 060216	FEDERAL TAXES	D	6/03/2016	913.91		000000		
I-T3 REKH 060216	FICA WITHHOLDING	D	6/03/2016	630.62		000000		
I-T4 REKH 060216	MEDICARE WITHHOLDING	D	6/03/2016	147.48		000000		1,692.01
0074	INTERNAL REVENUE SERVICE							
I-T1 PPE 06112016	FEDERAL TAXES	D	6/15/2016	5,236.97		000000		
I-T3 PPE 06112016	FICA WITHHOLDING	D	6/15/2016	8,498.76		000000		
I-T4 PPE 06112016	MEDICARE WITHHOLDING	D	6/15/2016	1,987.64		000000		15,723.37
0074	INTERNAL REVENUE SERVICE							
I-T1 PPE 062516	FEDERAL TAXES	D	6/29/2016	5,103.67		000000		
I-T3 PPE 062516	FICA WITHHOLDING	D	6/29/2016	8,496.56		000000		
I-T4 PPE 062516	MEDICARE WITHHOLDING	D	6/29/2016	1,987.16		000000		15,587.39
0246	WELLS FARGO CORPORATE TRUST SE							
I-907133 FINAL	WELLS FARGO CORPORATE TRUST SE	D	6/17/2016	31,504.03		000000		31,504.03
1	ALEXANDER, MARILYN							
I-000201312111820	US REFUND	V	12/11/2013	91.30		069631		91.30

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	ALEXANDER, MARILYN	UNPOST						
M-CHECK	ALEXANDER, MARILYN	UNPOST	V 6/01/2016			069631		91.30CR
0006	AMERICAN FAMILY LIFE ASSURANCE							
I-APRPPE 052816	AFLAC	R	6/02/2016	101.07		074304		
I-APSPPE 052816	AFLAC POST TAX	R	6/02/2016	58.81		074304		159.88
0075	ARIZONA DEPARTMENT OF REVENUE-13-052014X	R	6/02/2016	1,886.43		074305		1,886.43
0072	ARIZONA PUBLIC EMPLOYERS HEALTH INSURANCE	R	6/02/2016	562.10		074306		
I-2HSPPE 052816	HEALTH SAVINGS ACCOUNT	R	6/02/2016	2,861.27		074306		3,423.37
0009	ARIZONA PUBLIC SAFETY RETIREMENT SYSTEM 105	R	6/02/2016	5,910.32		074307		5,910.32
0017	ICMA RETIREMENT TRUST 457 301912	R	6/02/2016	1,199.38		074308		1,199.38
0895	NATIONWIDE TRUST CO. FBO NRS ASRS SSDP 457 PLAN	R	6/02/2016	125.00		074309		125.00
0072	ARIZONA PUBLIC EMPLOYERS HEALTH INSURANCE	R	6/02/2016	749.52		074310		
I-2ECPPE 052816	HEALTH INSURANCE	R	6/02/2016	451.84		074310		
I-2ESPPE 052816	HEALTH INSURANCE	R	6/02/2016	1,675.38		074310		
I-CEFPPE 052816	HEALTH INSURANCE	R	6/02/2016	1,334.76		074310		
I-CEOPPE 052816	HEALTH INSURANCE	R	6/02/2016	1,989.69		074310		
I-CESPPE 052816	HEALTH INSURANCE	R	6/02/2016	1,650.44		074310		
I-HECPPE 052816	HEALTH INSURANCE	R	6/02/2016	3,771.66		074310		
I-HEFPPE 052816	HEALTH INSURANCE	R	6/02/2016	2,255.49		074310		
I-HEOPPE 052816	HEALTH INSURANCE	R	6/02/2016	2,982.42		074310		
I-HESPPE 052816	HEALTH INSURANCE	R	6/02/2016	333.69		074310		
I-OEOPPE 052816	VISION INSURANCE	R	6/02/2016	24.12		074310		
I-VECPPE 052816	VISION INSURANCE	R	6/02/2016	64.20		074310		
I-VEFPPE 052816	VISION INSURANCE	R	6/02/2016	49.70		074310		
I-VEOPPE 052816	VISION INSURANCE	R	6/02/2016	60.08		074310		
I-VESPPE 052816	LIFE INSURANCE	R	6/02/2016	0.32		074310		
I-VLCPPE 052816	LIFE INSURANCE	R	6/02/2016	54.20		074310		
I-VLEPPE 052816	LIFE INSURANCE	R	6/02/2016	4.60		074310		17,452.11
I-VLSPPE 052816								
0407	ARCHITECTURE WORKS GREEN, INC	R	6/02/2016	747.60		074312		747.60
I-53116-MAY 16	ARCHITECTURE WORKS GREEN, INC							

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0016	ARIZONA OFFICE TECHNOLOGIES							
I-IN197911	ARIZONA OFFICE TECHNOLOGIES	R	6/02/2016	8.39		074313		8.39
0010	ARIZONA PUBLIC SERVICE							
I-52316-4284	ARIZONA PUBLIC SERVICE	R	6/02/2016	43.21		074314		43.21
0010	ARIZONA PUBLIC SERVICE							
I-52316-5284	ARIZONA PUBLIC SERVICE	R	6/02/2016	282.52		074315		282.52
0010	ARIZONA PUBLIC SERVICE							
I-52316-7282	ARIZONA PUBLIC SERVICE	R	6/02/2016	6,108.47		074316		6,108.47
0010	ARIZONA PUBLIC SERVICE							
I-52416-6287	ARIZONA PUBLIC SERVICE	R	6/02/2016	389.08		074317		389.08
0010	ARIZONA PUBLIC SERVICE							
I-52516-5283	ARIZONA PUBLIC SERVICE	R	6/02/2016	9,153.59		074318		9,153.59
0018	ARIZONA DEPARTMENT OF REVENUE							
I-MAY 16 TPT	ARIZONA DEPARTMENT OF REVENUE	R	6/02/2016	8,790.55		074319		8,790.55
0020	BEYOND EXPRESS II							
I-052716	BEYOND EXPRESS II	R	6/02/2016	283.02		074320		283.02
0056	BUG-ME-NOT PEST CONTROL							
I-052516A	BUG-ME-NOT PEST CONTROL	R	6/02/2016	16.00		074321		
I-052516B	BUG-ME-NOT PEST CONTROL	R	6/02/2016	86.00		074321		102.00
0058	CENTURY LINK							
I-51316-815B	CENTURY LINK	R	6/02/2016	225.95		074322		225.95
0432	COTTONWOOD COMMUNITY BAND							
I-7416-CC BAND	COTTONWOOD COMMUNITY BAND	R	6/02/2016	50.00		074323		50.00
0070	HILLYARD							
I-602096384	HILLYARD	R	6/02/2016	221.06		074324		221.06
0718	KENZ & LESLIE OF ARIZONA INC							
I-2205809	KENZ & LESLIE OF ARIZONA INC	R	6/02/2016	56.29		074325		56.29
1	KGM							
I-KGM BOND RETURN	RETURN BOND DOLLAR GEN	V	6/02/2016	15,150.00		074326		15,150.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	M-CHECK	VOIDED						
	KGM	VOIDED	6/02/2016			074326		15,150.00CR
0534	LC DISTRIBUTION LLC							
	I-127589 LC DISTRIBUTION LLC	R	6/02/2016	24.17		074327		24.17
1	MARILYN ALEXANDER							
	I-69631 REPLACE CK UT DEP REF	R	6/02/2016	91.30		074328		91.30
0744	MARY ELLEN DUNN							
	I-2016 INSTITUTE MARY ELLEN DUNN	R	6/02/2016	223.21		074329		223.21
0053	NACKARD PEPSI COLA							
	I-391837 NACKARD PEPSI COLA	R	6/02/2016	93.00		074330		93.00
0049	NICE JONS, INC							
	I-15793 NICE JONS, INC	R	6/02/2016	308.00		074331		
	I-15810 NICE JONS, INC	R	6/02/2016	71.50		074331		
	I-15812 NICE JONS, INC	R	6/02/2016	82.50		074331		462.00
0029	PETTY CASH							
	I-7-4-16 BBQ PETTY CASH	R	6/02/2016	500.00		074332		500.00
0029	PETTY CASH							
	I-JULY 4 PETTY CASH PETTY CASH	R	6/02/2016	225.00		074333		225.00
0320	REESE & SONS TIRE							
	I-3086 REESE & SONS TIRE	R	6/02/2016	833.62		074334		833.62
0581	SOUTHWESTERN ENVIRONMENTAL CON							
	I-50116-WATER MAIN SOUTHWESTERN ENVIRONMENTAL CON	R	6/02/2016	3,508.00		074335		3,508.00
0334	STAPLES ADVANTAGE, INC							
	I-3303132639 STAPLES ADVANTAGE, INC	R	6/02/2016	102.74		074336		
	I-3303132640 STAPLES ADVANTAGE, INC	R	6/02/2016	11.96		074336		114.70
0298	STARLIGHT PUBLISHING							
	I-160309 STARLIGHT PUBLISHING	R	6/02/2016	783.49		074337		783.49
0154	THE UPS STORE							
	I-888330 THE UPS STORE	R	6/02/2016	10.47		074338		10.47
0213	TROPHIES UNLIMITED							
	I-1407 TROPHIES UNLIMITED	R	6/02/2016	5.03		074339		5.03

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0707	TROTTERS WAKE							
I-CIP 61816	TROTTERS WAKE	R	6/02/2016	400.00		074340		400.00
0707	TROTTERS WAKE							
I-CIP 61816-B	TROTTERS WAKE	R	6/02/2016	400.00		074341		400.00
0253	TYLER TECHNOLOGIES							
I-025-157197	TYLER TECHNOLOGIES	R	6/02/2016	284.31		074342		284.31
0245	US BANK NATIONAL ASSOCIATION 9							
I-GADA 6-2016	US BANK NATIONAL ASSOCIATION 9	R	6/02/2016	36,509.38		074343		36,509.38
0002	VERDE VALLEY HARDWARE							
C-287331	VERDE VALLEY HARDWARE	R	6/02/2016	10.01CR		074344		
C-287537	VERDE VALLEY HARDWARE	R	6/02/2016	67.79CR		074344		
I-286992	VERDE VALLEY HARDWARE	R	6/02/2016	22.92		074344		
I-287081	VERDE VALLEY HARDWARE	R	6/02/2016	260.44		074344		
I-287289	VERDE VALLEY HARDWARE	R	6/02/2016	78.71		074344		
I-287309	VERDE VALLEY HARDWARE	R	6/02/2016	39.34		074344		
I-287379	VERDE VALLEY HARDWARE	R	6/02/2016	13.65		074344		
I-287389	VERDE VALLEY HARDWARE	R	6/02/2016	45.88		074344		
I-287395	VERDE VALLEY HARDWARE	R	6/02/2016	26.22		074344		
I-287398	VERDE VALLEY HARDWARE	R	6/02/2016	4.29		074344		
I-287415	VERDE VALLEY HARDWARE	R	6/02/2016	42.62		074344		
I-287434	VERDE VALLEY HARDWARE	R	6/02/2016	10.92		074344		
I-287438	VERDE VALLEY HARDWARE	R	6/02/2016	48.07		074344		
I-287449	VERDE VALLEY HARDWARE	R	6/02/2016	48.09		074344		
I-287488	VERDE VALLEY HARDWARE	R	6/02/2016	39.14		074344		
I-287509	VERDE VALLEY HARDWARE	R	6/02/2016	15.60		074344		
I-287514	VERDE VALLEY HARDWARE	R	6/02/2016	72.14		074344		
I-287515	VERDE VALLEY HARDWARE	R	6/02/2016	14.20		074344		
I-287525	VERDE VALLEY HARDWARE	R	6/02/2016	13.10		074344		
I-287700	VERDE VALLEY HARDWARE	R	6/02/2016	14.20		074344		
I-287729	VERDE VALLEY HARDWARE	R	6/02/2016	66.68		074344		
I-287735	VERDE VALLEY HARDWARE	R	6/02/2016	26.54		074344		
I-287749	VERDE VALLEY HARDWARE	R	6/02/2016	15.93		074344		
I-287775	VERDE VALLEY HARDWARE	R	6/02/2016	13.11		074344		
I-288001	VERDE VALLEY HARDWARE	R	6/02/2016	93.29		074344		
I-288071	VERDE VALLEY HARDWARE	R	6/02/2016	10.92		074344		
I-288256	VERDE VALLEY HARDWARE	R	6/02/2016	13.10		074344		
I-288383	VERDE VALLEY HARDWARE	R	6/02/2016	41.53		074344		
I-288416	VERDE VALLEY HARDWARE	R	6/02/2016	16.39		074344		
I-288419	VERDE VALLEY HARDWARE	R	6/02/2016	5.45		074344		1,034.67

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0032	VERDE VALLEY HUMANE SOCIETY							
I-TC06/2016	VERDE VALLEY HUMANE SOCIETY	R	6/02/2016	668.75		074348		668.75
0033	VERIZON WIRELESS							
I-9765947225	VERIZON WIRELESS	R	6/02/2016	475.64		074349		475.64
0075	ARIZONA DEPARTMENT OF REVENUE-13-052014X							
I-T2 REKH 060216	ARIZONA DEPARTMENT OF REVENUE-13-052014X	R	6/02/2016	269.37		074351		269.37
0006	AMERICAN FAMILY LIFE ASSURANCE							
I-APRPPE 06112016	AFLAC	R	6/15/2016	101.07		074352		
I-APSPPE 06112016	AFLAC POST TAX	R	6/15/2016	58.81		074352		159.88
0075	ARIZONA DEPARTMENT OF REVENUE-13-052014X							
I-T2 PPE 06112016	ARIZONA DEPARTMENT OF REVENUE-13-052014X	R	6/15/2016	1,842.00		074353		1,842.00
0072	ARIZONA PUBLIC EMPLOYERS HEALTH							
I-2HSPPE 06112016	HEALTH INSURANCE	R	6/15/2016	406.40		074354		
I-HSAPPE 06112016	HEALTH SAVINGS ACCOUNT	R	6/15/2016	2,728.19		074354		3,134.59
0009	ARIZONA PUBLIC SAFETY RETIREME SYSTEM 105							
I-PSRPPE 06112016	ARIZONA PUBLIC SAFETY RETIREME SYSTEM 105	R	6/15/2016	6,213.56		074355		6,213.56
0017	ICMA RETIREMENT TRUST 457 301912							
I-ICMPPE 06112016	ICMA RETIREMENT TRUST 457 301912	R	6/15/2016	1,199.38		074356		1,199.38
0895	NATIONWIDE TRUST CO. FBO NRS ASRS SSDP 457 PLAN							
I-NRSPPE 06112016	NATIONWIDE TRUST CO. FBO NRS ASRS SSDP 457 PLAN	R	6/15/2016	125.00		074357		125.00
0072	ARIZONA PUBLIC EMPLOYERS HEALTH							
I-2ECPPE 06112016	HEALTH INSURANCE	R	6/15/2016	749.52		074358		
I-CEFPPE 06112016	HEALTH INSURANCE	R	6/15/2016	1,675.38		074358		
I-CEOPPE 06112016	HEALTH INSURANCE	R	6/15/2016	1,334.76		074358		
I-CESPPE 06112016	HEALTH INSURANCE	R	6/15/2016	1,989.69		074358		
I-HECPPE 06112016	HEALTH INSURANCE	R	6/15/2016	1,650.44		074358		
I-HEFPPE 06112016	HEALTH INSURANCE	R	6/15/2016	3,771.66		074358		
I-HEOPPE 06112016	HEALTH INSURANCE	R	6/15/2016	2,255.49		074358		
I-HESPPE 06112016	HEALTH INSURANCE	R	6/15/2016	2,982.42		074358		
I-OEOPPE 06112016	HEALTH INSURANCE	R	6/15/2016	333.69		074358		
I-VECPPE 06112016	VISION INSURANCE	R	6/15/2016	24.12		074358		
I-VEFPPE 06112016	VISION INSURANCE	R	6/15/2016	64.20		074358		
I-VEOPPE 06112016	VISION INSURANCE	R	6/15/2016	49.70		074358		
I-VESPPE 06112016	VISION INSURANCE	R	6/15/2016	52.57		074358		
I-VLCPPE 06112016	LIFE INSURANCE	R	6/15/2016	0.32		074358		
I-VLEPPE 06112016	LIFE INSURANCE	R	6/15/2016	54.20		074358		
I-VLSPPE 06112016	LIFE INSURANCE	R	6/15/2016	4.60		074358		16,992.76

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0054	#1 FOOD STORE							
I-MAY 2016 FUEL	#1 FOOD STORE	R	6/15/2016	2,544.45		074359		2,544.45
0034	1ST CLASS HOSTING LLC							
I-26848	1ST CLASS HOSTING LLC	R	6/15/2016	5.00		074360		5.00
0456	ANTHONY BALBINOT							
I-CIP - 72316	ANTHONY BALBINOT	R	6/15/2016	300.00		074361		300.00
0483	ARIZONA DEPARTMENT OF TRANSPOR							
I-LA2016000173	ARIZONA DEPARTMENT OF TRANSPOR	R	6/15/2016	20,000.00		074362		20,000.00
0010	ARIZONA PUBLIC SERVICE							
I-60116-0286	ARIZONA PUBLIC SERVICE	R	6/15/2016	2,929.46		074363		2,929.46
0020	BEYOND EXPRESS II							
I-060316	BEYOND EXPRESS II	R	6/15/2016	206.70		074364		
I-061016	BEYOND EXPRESS II	R	6/15/2016	330.72		074364		537.42
0081	BIG O TIRES							
I-68420	BIG O TIRES	R	6/15/2016	20.00		074365		20.00
0015	BOYLE, PECHARICH, CLINE, WHITT							
I-38920	BOYLE, PECHARICH, CLINE, WHITT	R	6/15/2016	6,642.39		074366		6,642.39
0523	CABLE ONE							
I-52316-LIBRARY	CABLE ONE	R	6/15/2016	40.00		074367		40.00
0058	CENTURY LINK							
I-052516-249M	CENTURY LINK	R	6/15/2016	1,170.85		074368		1,170.85
0058	CENTURY LINK							
I-1377540636	CENTURY LINK	R	6/15/2016	67.04		074369		67.04
0068	CHASE CREDIT CARD SERVICES							
C-LFNRPQ4S6H-2	CHASE: AZ LEAGUE	R	6/15/2016	25.00CR		074370		
I-02479G	CHASE: TRACTOR SUPPLY	R	6/15/2016	298.48		074370		
I-03558G	CHASE: DOLLAR GENERAL	R	6/15/2016	12.41		074370		
I-4530602	CHASE: AMAZON	R	6/15/2016	48.30		074370		
I-4530602-2	CHASE: AMAZON	R	6/15/2016	5.20		074370		
I-4788AIN3043	CHASE: TCC	R	6/15/2016	38.26		074370		
I-5166978	CHASE: INDEED	R	6/15/2016	12.97		074370		
I-5309051	CHASE: AMAZON	R	6/15/2016	59.05		074370		
I-7008545	CHASE: PROVANTAGE	R	6/15/2016	376.59		074370		
I-7014232	CHASE: PROVANTAGE	R	6/15/2016	979.20		074370		
I-72116-18	CHASE: TIERRANET	R	6/15/2016	59.96		074370		
I-8066661	CHASE: AMAZON	R	6/15/2016	25.99		074370		
I-8578	CHASE: HARDHITTER/GOOD EARTH	R	6/15/2016	106.22		074370		

VENDOR SET: 01 Town of Clarkdale  
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-899166130179868806	CHASE: THE UPS STORE	R	6/15/2016	47.70		074370		
I-9445800	CHASE: AMAZON	R	6/15/2016	20.99		074370		
I-980982240	CHASE: SEARS	R	6/15/2016	81.00		074370		
I-AROAD5DA5B94	CHASE: ICMA	R	6/15/2016	655.00		074370		
I-G6NBWGCDDC6F	CHASE: AZ LEAGUE	R	6/15/2016	295.00		074370		
I-H0423-13366	CHASE: HOME DEPOT	R	6/15/2016	6,240.67		074370		
I-KYNSGVSQ92W	CHASE: AZ LEAGUE	R	6/15/2016	320.00		074370		
I-LFNRPV14S6H-3	CHASE: AZ LEAGUE	R	6/15/2016	135.00		074370		
I-LFNRPVQ4S6H	CHASE: AZ LEAGUE	R	6/15/2016	320.00		074370		
I-NVNSHNB79WC	CHASE: AMCA	R	6/15/2016	170.00		074370		
I-NW183052	CHASE: NEOBITS	R	6/15/2016	348.98		074370		
I-RURAL WATER	CHASE: RURAL WATER FORUM	R	6/15/2016	225.00		074370		
I-V5NWVW4SSQ	CHASE: AZ LEAGUE	R	6/15/2016	320.00		074370		
I-VVNL83XZLWR	CHASE: AZ LEAGUE	R	6/15/2016	295.00		074370		
I-XRNQ7R5K2LJ	CHASE: AZ CITY/COUNTY MGR	R	6/15/2016	360.00		074370		11,831.97
0069	CITY OF COTTONWOOD							
I-1192	CITY OF COTTONWOOD	R	6/15/2016	8,375.00		074374		8,375.00
0021	COTTONWOOD METAL PRODUCTS, INC							
I-3531	COTTONWOOD METAL PRODUCTS, INC	R	6/15/2016	416.40		074375		416.40
0736	CREATIVE COMMUNICATIONS SALES							
I-379526	CREATIVE COMMUNICATIONS SALES	R	6/15/2016	847.08		074376		847.08
0027	DAWN NORMAN							
I-60616-FORST SVC	DAWN NORMAN	R	6/15/2016	24.38		074377		24.38
0200	ELLEN YATES							
I-REFUND	ELLEN YATES	R	6/15/2016	27.94		074378		27.94
0922	ERIC SCHINK							
I-CIP - 9316	ERIC SCHINK	R	6/15/2016	800.00		074379		800.00
0615	FANN ENVIRONMENTAL LLC							
I-12119-18	FANN ENVIRONMENTAL LLC	R	6/15/2016	56,577.00		074380		56,577.00
0181	FOUR-D, LLC.							
I-569	FOUR-D, LLC.	R	6/15/2016	5,270.00		074381		5,270.00
0905	GLOCK PROFESSIONAL INC							
I-TRP100083060	GLOCK PROFESSIONAL INC	R	6/15/2016	250.00		074382		250.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0594 I-5312016	GREENBERG TRAUIG LLP GREENBERG TRAUIG LLP	R	6/15/2016	30,154.70		074383		30,154.70
0178 I-F526668	HD WATERWORKS, LTD. HD WATERWORKS, LTD.	R	6/15/2016	936.53		074384		936.53
0093 I-4420376	HILL BROTHERS CHEMICAL CO. HILL BROTHERS CHEMICAL CO.	R	6/15/2016	1,096.86		074385		1,096.86
0607 I-S147844863.001 I-S147848990.001 I-S147875478.001 I-S147899623.001	HUGHES SUPPLY HUGHES SUPPLY HUGHES SUPPLY HUGHES SUPPLY	R R R R	6/15/2016 6/15/2016 6/15/2016 6/15/2016	113.34 113.08 21.40 21.40		074386 074386 074386 074386		269.22
0879 I-100963	JONES FORD VERDE VALLEY JONES FORD VERDE VALLEY	R	6/15/2016	33.27		074387		33.27
0718 I-2205878	KENZ & LESLIE OF ARIZONA INC KENZ & LESLIE OF ARIZONA INC	R	6/15/2016	39.76		074388		39.76
0108 I-239944608 I-240000456 I-240010621 I-240021092	KONICA MINOLTA, INC. KONICA MINOLTA, INC. KONICA MINOLTA, INC. KONICA MINOLTA, INC.	R R R R	6/15/2016 6/15/2016 6/15/2016 6/15/2016	140.61 128.65 67.48 30.67		074389 074389 074389 074389		367.41
0025 I-1607766 I-1607893	LEGEND TECHNICAL SVC OF AZ, IN LEGEND TECHNICAL SVC OF AZ, IN LEGEND TECHNICAL SVC OF AZ, IN	R R	6/15/2016 6/15/2016	16.00 324.00		074390 074390		340.00
0919 I-CIP - 8616	MICHAEL L RANDALL MICHAEL L RANDALL	R	6/15/2016	300.00		074391		300.00
0226 I-40549	MICKELSON & RAY, INC. MICKELSON & RAY, INC.	R	6/15/2016	1,985.00		074392		1,985.00
0053 I-394319	NACKARD PEPSI COLA NACKARD PEPSI COLA	R	6/15/2016	75.00		074393		75.00
0049 I-15935	NICE JONS, INC NICE JONS, INC	R	6/15/2016	319.00		074394		319.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0161	PATRIOT DISPOSAL, INC.							
I-MAY 16	PATRIOT DISPOSAL, INC.	R	6/15/2016	17,347.57		074395		17,347.57
0646	PRAXAIR DISTRIBUTION INC							
I-55236257	PRAXAIR DISTRIBUTION INC	R	6/15/2016	770.20		074396		
I-55236309	PRAXAIR DISTRIBUTION INC	R	6/15/2016	117.02		074396		
I-55282565	PRAXAIR DISTRIBUTION INC	R	6/15/2016	2,212.46		074396		3,099.68
0237	QUILL CORPORATION							
I-6470246	QUILL CORPORATION	R	6/15/2016	129.45		074397		129.45
0095	RDO EQUIPMENT CO							
I-P65745	RDO EQUIPMENT CO	R	6/15/2016	450.88		074398		450.88
0923	ROMEN BUFFALO TUNES LLC							
I-CIP-82016	ROMEN BUFFALO TUNES LLC	R	6/15/2016	150.00		074399		150.00
1	RYAN BIGELOW							
I-60716	FD REF	R	6/15/2016	50.00		074400		50.00
0061	SEDONA RECYCLES, INC.							
I-616	SEDONA RECYCLES, INC.	R	6/15/2016	300.00		074401		300.00
0574	SHAW LAW FIRM PLLC							
I-MAY 2016	SHAW LAW FIRM PLLC	R	6/15/2016	750.00		074402		750.00
0334	STAPLES ADVANTAGE, INC							
I-3304032946	STAPLES ADVANTAGE, INC	R	6/15/2016	19.25		074403		19.25
0921	STIFEL NICOLAUS & COMPANY INC							
I-AZ1605011	STIFEL NICOLAUS & COMPANY INC	R	6/15/2016	45,000.00		074404		45,000.00
1	SW CLARKDALE DG LLC							
I-BOND RETURN SW CLD	BOND REF	R	6/15/2016	15,150.00		074405		15,150.00
1	TONI ROSS							
I-ROSS: 69-13-16 FDR	FD REFUND	R	6/15/2016	300.00		074406		300.00
0030	USA BLUEBOOK							
I-964221	USA BLUEBOOK	R	6/15/2016	511.57		074407		511.57
0164	VERDE VALLEY OCCUPATIONAL MEDI							
I-1342	VERDE VALLEY OCCUPATIONAL MEDI	R	6/15/2016	75.00		074408		75.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0033	VERIZON WIRELESS							
I-9766472557	VERIZON WIRELESS	R	6/15/2016	869.88		074409		869.88
0325	A BETTER CONNECTION							
I-0517, 0614	A BETTER CONNECTION	R	6/16/2016	319.00		074410		319.00
0574	SHAW LAW FIRM PLLC							
I-APR 2016 PD	SHAW LAW FIRM PLLC	R	6/16/2016	330.00		074411		330.00
0839	TOMMY SHORT							
I-562044	TOMMY SHORT	R	6/16/2016	60.00		074412		
I-562046	TOMMY SHORT	R	6/16/2016	60.00		074412		120.00
0067	UNISOURCE ENERGY SERVICES							
I-61416-6 LOC	UNISOURCE ENERGY SERVICES	R	6/16/2016	129.60		074413		129.60
0031	THE VERDE INDEPENDENT							
I-V64122881	THE VERDE INDEPENDENT	R	6/16/2016	377.19		074414		377.19
0523	CABLE ONE							
I-06162016	CABLE ONE	R	6/22/2016	50.00		074415		50.00
0102	GALE CENGAGE LEARNING							
I-58178443	GALE CENGAGE LEARNING	R	6/22/2016	100.06		074416		100.06
1	JAMES MAST							
I-000281	NAME TAG	R	6/22/2016	12.58		074417		12.58
0025	LEGEND TECHNICAL SVC OF AZ, IN							
I-1608506	LEGEND TECHNICAL SVC OF AZ, IN	R	6/22/2016	122.00		074418		122.00
0590	OCEAN BLUE CAR WASH							
I-MAY2016	OCEAN BLUE CAR WASH	R	6/22/2016	162.00		074419		162.00
0646	PRAXAIR DISTRIBUTION INC							
I-55318850	PRAXAIR DISTRIBUTION INC	R	6/22/2016	2,270.31		074420		2,270.31
0924	RICHARD O OLSON							
I-201606222002	RICHARD O OLSON	R	6/22/2016	500.00		074421		500.00
0839	TOMMY SHORT							
I-06202016	TOMMY SHORT	R	6/22/2016	180.00		074422		180.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	BURNETT, PAUL US REFUND	R	6/22/2016	59.98		074423		59.98
1	I-000201606222003							
1	COOLIDGE, CHRISTOPHE US REFUND	R	6/22/2016	17.03		074424		17.03
1	I-000201606222004							
1	NOVAK, TYLER US REFUND	R	6/22/2016	16.18		074425		16.18
1	I-000201606222005							
1	ALCOCER, FRANCISCO US REFUND	R	6/22/2016	39.38		074426		39.38
1	I-000201606222006							
1	REGNER, WILLIAM & JA US REFUND	R	6/22/2016	13.23		074427		13.23
1	I-000201606222007							
1	RODIO, MARK & JENNA US REFUND	R	6/22/2016	11.09		074428		11.09
1	I-000201606222008							
1	NIVEN, ROBERT US REFUND	R	6/22/2016	26.07		074429		26.07
1	I-000201606222009							
1	DEWITT, CHAD US REFUND	R	6/22/2016	31.51		074430		31.51
1	I-000201606222010							
1	NEWGATE HOMES LLC US REFUND	R	6/22/2016	61.79		074431		61.79
1	I-000201606222011							
0343	A & B MOTORS A & B MOTORS	R	6/29/2016	25.00		074432		25.00
0343	I-23599							
0010	ARIZONA PUBLIC SERVICE ARIZONA PUBLIC SERVICE	R	6/29/2016	1,521.86		074433		1,521.86
0010	I-61516-0285							
0010	ARIZONA PUBLIC SERVICE ARIZONA PUBLIC SERVICE	R	6/29/2016	40.45		074434		40.45
0010	I-62216-4284							
0010	ARIZONA PUBLIC SERVICE ARIZONA PUBLIC SERVICE	R	6/29/2016	297.45		074435		297.45
0010	I-62216-5284							
0010	ARIZONA PUBLIC SERVICE ARIZONA PUBLIC SERVICE	R	6/29/2016	5,875.52		074436		5,875.52
0010	I-62216-7282							
0020	BEYOND EXPRESS II BEYOND EXPRESS II	R	6/29/2016	206.70		074437		
0020	I-061716							
0020	BEYOND EXPRESS II BEYOND EXPRESS II	R	6/29/2016	248.04		074437		454.74
0020	I-062416							

VENDOR SET: 01 Town of Clarkdale  
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0015	BOYLE, PECHARICH, CLINE, WHITT							
I-38984	BOYLE, PECHARICH, CLINE, WHITT	R	6/29/2016	677.02		074438		
I-38985	BOYLE, PECHARICH, CLINE, WHITT	R	6/29/2016	931.00		074438		
I-38986	BOYLE, PECHARICH, CLINE, WHITT	R	6/29/2016	703.00		074438		2,311.02
0653	CENTER POINT LARGE PRINT							
I-1382520	CENTER POINT LARGE PRINT	R	6/29/2016	546.48		074439		546.48
0058	CENTURY LINK							
I-61316-815B	CENTURY LINK	R	6/29/2016	225.95		074440		225.95
0039	CLARKDALE MUNICIPAL WATER UTIL							
I-62216-WATER	CLARKDALE MUNICIPAL WATER UTIL	R	6/29/2016	4,149.88		074441		4,149.88
0752	EWING IRRIGATION PRODUCTS INC							
I-3611481A	EWING IRRIGATION PRODUCTS INC	R	6/29/2016	333.01		074442		333.01
0615	FANN ENVIRONMENTAL LLC							
I-12119-19	FANN ENVIRONMENTAL LLC	R	6/29/2016	43,292.00		074443		43,292.00
0925	GRAHAM'S INTEGRITY AUTO SALES							
I-61416	GRAHAM'S INTEGRITY AUTO SALES	R	6/29/2016	146.53		074444		146.53
0879	JONES FORD VERDE VALLEY							
I-101035	JONES FORD VERDE VALLEY	R	6/29/2016	66.00		074445		66.00
0534	LC DISTRIBUTION LLC							
I-128086	LC DISTRIBUTION LLC	R	6/29/2016	14.09		074446		14.09
0025	LEGEND TECHNICAL SVC OF AZ, IN							
I-1608427	LEGEND TECHNICAL SVC OF AZ, IN	R	6/29/2016	209.00		074447		
I-1608596	LEGEND TECHNICAL SVC OF AZ, IN	R	6/29/2016	77.00		074447		
I-1608726	LEGEND TECHNICAL SVC OF AZ, IN	R	6/29/2016	64.00		074447		350.00
0053	NACKARD PEPSI COLA							
I-396877	NACKARD PEPSI COLA	R	6/29/2016	75.00		074448		75.00
0646	PRAXAIR DISTRIBUTION INC							
I-55354936	PRAXAIR DISTRIBUTION INC	R	6/29/2016	770.20		074449		
I-55354988	PRAXAIR DISTRIBUTION INC	R	6/29/2016	120.92		074449		891.12
0320	REESE & SONS TIRE							
I-3598	REESE & SONS TIRE	R	6/29/2016	55.00		074450		55.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0924	RICHARD O OLSON							
I-70916-CIP	RICHARD O OLSON	R	6/29/2016	500.00		074451		500.00
0154	THE UPS STORE							
I-61616-SHIP	THE UPS STORE	R	6/29/2016	7.36		074452		7.36
0213	TROPHIES UNLIMITED							
I-1464	TROPHIES UNLIMITED	R	6/29/2016	60.77		074453		60.77
0067	UNISOURCE ENERGY SERVICES							
I-61616-276514	UNISOURCE ENERGY SERVICES	R	6/29/2016	195.08		074454		195.08
0157	WALMART							
I-007351	WALMART	R	6/29/2016	267.25		074455		
I-017968	WALMART	R	6/29/2016	143.73		074455		
I-024768	WALMART	R	6/29/2016	144.04		074455		555.02
0875	YVONNE SCHULTZ							
I-03247B	YVONNE SCHULTZ	R	6/29/2016	30.00		074456		30.00
0006	AMERICAN FAMILY LIFE ASSURANCE							
I-APRPPE 062516	AFLAC	R	6/29/2016	101.07		074457		
I-APSPPE 062516	AFLAC POST TAX	R	6/29/2016	58.81		074457		159.88
0075	ARIZONA DEPARTMENT OF REVENUE-							
I-T2 PPE 062516	13-052014X	R	6/29/2016	1,826.65		074458		1,826.65
0072	ARIZONA PUBLIC EMPLOYERS HEALT							
I-2HSPPE 062516	HEALTH INSURANCE	R	6/29/2016	406.40		074459		
I-HSAPPE 062516	HEALTH SAVINGS ACCOUNT	R	6/29/2016	2,728.19		074459		3,134.59
0009	ARIZONA PUBLIC SAFETY RETIREME							
I-PSRPPE 062516	SYSTEM 105	R	6/29/2016	5,893.79		074460		5,893.79
0017	ICMA RETIREMENT TRUST 457							
I-ICMPPE 062516	301912	R	6/29/2016	1,199.38		074461		1,199.38
0895	NATIONWIDE TRUST CO. FBO NRS							
I-NRSPPE 062516	ASRS SSDP 457 PLAN	R	6/29/2016	125.00		074462		125.00
0072	ARIZONA PUBLIC EMPLOYERS HEALT							
I-2ECPPE 062516	HEALTH INSURANCE	R	6/29/2016	749.52		074463		
I-CEFPPE 062516	HEALTH INSURANCE	R	6/29/2016	1,675.38		074463		
I-CEOPPE 062516	HEALTH INSURANCE	R	6/29/2016	1,334.76		074463		
I-CESPPE 062516	HEALTH INSURANCE	R	6/29/2016	1,989.69		074463		
I-HECPPE 062516	HEALTH INSURANCE	R	6/29/2016	1,650.44		074463		
I-HEFPPE 062516	HEALTH INSURANCE	R	6/29/2016	3,771.66		074463		
I-HEOPPE 062516	HEALTH INSURANCE	R	6/29/2016	2,255.49		074463		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	I-HESPPE 062516 HEALTH INSURANCE	R	6/29/2016	2,982.42		074463		
	I-OEOPPE 062516 HEALTH INSURANCE	R	6/29/2016	333.69		074463		
	I-VECPPE 062516 VISION INSURANCE	R	6/29/2016	24.12		074463		
	I-VEFPPE 062516 VISION INSURANCE	R	6/29/2016	64.20		074463		
	I-VEOPPE 062516 VISION INSURANCE	R	6/29/2016	49.70		074463		
	I-VESPPE 062516 VISION INSURANCE	R	6/29/2016	52.57		074463		
	I-VLCPPE 062516 LIFE INSURANCE	R	6/29/2016	0.32		074463		
	I-VLEPPE 062516 LIFE INSURANCE	R	6/29/2016	54.20		074463		
	I-VLSPPE 062516 LIFE INSURANCE	R	6/29/2016	4.60		074463		16,992.76
0010	I-62316-6287 ARIZONA PUBLIC SERVICE	R	6/30/2016	411.95		074464		411.95
0010	I-62416-5283 ARIZONA PUBLIC SERVICE	R	6/30/2016	10,898.43		074465		10,898.43
0093	I-4420844 HILL BROTHERS CHEMICAL CO.	R	6/30/2016	1,316.23		074466		1,316.23
0025	I-1607220 LEGEND TECHNICAL SVC OF AZ, IN	R	6/30/2016	209.00		074467		
	I-1607224 LEGEND TECHNICAL SVC OF AZ, IN	R	6/30/2016	122.00		074467		331.00
0029	I-FY 15-16 PETTY PETTY CASH	R	6/30/2016	51.29		074468		51.29
0926	I-10835374 SC QPR	R	6/30/2016	714.16		074469		714.16
0334	C-3305217283 STAPLES ADVANTAGE, INC	R	6/30/2016	24.98CR		074470		
	C-3305870054 STAPLES ADVANTAGE, INC	R	6/30/2016	61.03CR		074470		
	C-3305870055 STAPLES ADVANTAGE, INC	R	6/30/2016	100.92CR		074470		
	C-3305870056 STAPLES ADVANTAGE, INC	R	6/30/2016	25.91CR		074470		
	I-3304765464 STAPLES ADVANTAGE, INC	R	6/30/2016	86.01		074470		
	I-3304765465 STAPLES ADVANTAGE, INC	R	6/30/2016	24.98		074470		
	I-3304765466 STAPLES ADVANTAGE, INC	R	6/30/2016	61.03		074470		
	I-3304765467 STAPLES ADVANTAGE, INC	R	6/30/2016	60.32		074470		
	I-3304765468 STAPLES ADVANTAGE, INC	R	6/30/2016	364.02		074470		
	I-3305217287 STAPLES ADVANTAGE, INC	R	6/30/2016	100.92		074470		
	I-3305217288 STAPLES ADVANTAGE, INC	R	6/30/2016	72.19		074470		
	I-3305870057 STAPLES ADVANTAGE, INC	R	6/30/2016	25.91		074470		
	I-3305870058 STAPLES ADVANTAGE, INC	R	6/30/2016	49.93		074470		
	I-3305870059 STAPLES ADVANTAGE, INC	R	6/30/2016	88.73		074470		721.20

VENDOR SET: 01 Town of Clarkdale  
 BANK: POOL POOLED CASH  
 DATE RANGE: 6/01/2016 THRU 6/30/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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\*\* T O T A L S \*\*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	158	497,892.55	0.00	482,742.55
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	8	116,417.85	0.00	116,417.85
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	2 VOID DEBITS	0.00		
	VOID CREDITS	15,241.30CR		
		15,241.30CR	0.00	
TOTAL ERRORS:	0			

VENDOR SET: 01 BANK: POOL TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	168	599,160.40	0.00	599,160.40
BANK: POOL TOTALS:	168	599,160.40	0.00	599,160.40
REPORT TOTALS:	168	599,160.40	0.00	599,160.40

\*T: ALL  
 \*ROLL NO#: 01  
 \* PERIOD BEGINNING: 5/15/2016  
 \* PERIOD ENDING: 5/28/2016

P R E L I M I N A R Y

CALC. CT.: 2

\*\*\* GRAND T O T A L S \*\*\*

-----EARNINGS-----			-----BENF/REIMB-----		-----DEDUCTIONS-----				-----TAXES-----			
IC	HRS	AMOUNT	DESC	AMOUNT	CD	ABBV	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOYER
	719.00	25,133.34			2EC	2EC	11.54	737.98	FED W/H	60,447.74	5,218.80	
IR	2,117.75	36,626.12			2ES	2ES	9.65	442.19	ST WH AZ	60,447.74	1,886.43	
	61.50	1,743.70			2HS	2HS	245.00	317.10	FICA	69,628.42	4,316.95	4316.95
	500.00	500.00			ACR	ACR		19.24	MEDI	69,628.42	1,009.61	1009.61
	189.10	3,405.31			APR	APR	101.07					
	59.00	2,193.72			APS	APS	58.81					
LA	13.00	351.52			CEF	CEF	352.80	1322.58				
K	117.93	2,303.12			CEO	CEO		1334.76				
	0.38	0.00			CES	CES	346.02	1643.67				
	75.72	0.00			HEC	HEC	84.00	1566.44				
					HEF	HEF	302.40	3469.26				
					HEO	HEO		2255.49				
					HES	HES	193.56	2788.86				
					HSA	HSA	784.27	2077.00				
					ICM	ICMA	1041.69	157.69				
					LTD	STLTD	61.75	61.75				
					NRS	NRS	125.00					
					OEO	OEO		333.69				
					PSR	PSR	1824.96	4085.36				
					SR	STRET	5839.14	5839.14				
					SRB	STRBB	349.89					
					VEC	VEC	24.12					
					VEF	VEF	64.20					
					VEO	VEO	49.70					
					VES	VES	60.08					
					VLC	VLC	0.32					
					VLE	VLE	54.20					
					VLS	VLS	4.60					
TOTALS:	3,853.38	72,256.83		0.00			11988.77	28452.20			12,431.79	5326.56

-----DEPARTMENT RECAP-----									
PT NO#	GROSS	REGULAR	OVERTIME	LEAVE	OTHER	BENEFITS	DEDUCTIONS	TAXES	NET
	72,256.83	61,759.46	1,743.70	8,253.67	500.00	0.00	11,988.77	12,431.79	47,836.27
TOTALS	72,256.83	61,759.46	1,743.70	8,253.67	500.00	0.00	11,988.77	12,431.79	47,836.27

REGULAR INPUT: 56      MANUAL INPUT: 0      CHECK STUB COUNT: 0      DIRECT DEPOSIT STUB COUNT: 56

\*T: ALL  
 \*ROLL NO#: 01  
 \* PERIOD BEGINNING: 6/02/2016  
 \* PERIOD ENDING: 6/02/2016

P R E L I M I N A R Y

CALC. CT.: 1

\*\*\* G R A N D T O T A L S \*\*\*

-----EARNINGS-----			----BENF/REIMB----		-----DEDUCTIONS-----				-----TAXES-----			
IC	HRS	AMOUNT	DESC	AMOUNT	CD	ABEV	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOYER
	223.26	4,735.34							FED W/H	5,085.62	913.91	
	85.15	85.15							ST WH AZ	5,085.62	269.37	
	12.50	265.13							FICA	5,085.62	315.31	315.31
									MEDI	5,085.62	73.74	73.74
TOTALS:	320.91	5,085.62		0.00							1,572.33	389.05

-----DEPARTMENT RECAP-----									
PT NO#	GROSS	REGULAR	OVERTIME	LEAVE	OTHER	BENEFITS	DEDUCTIONS	TAXES	NET
	5,085.62	0.00	0.00	5,085.62	0.00	0.00	0.00	1,572.33	3,513.29
TOTALS	5,085.62	0.00	0.00	5,085.62	0.00	0.00	0.00	1,572.33	3,513.29

REGULAR INPUT: 1      MANUAL INPUT: 0      CHECK STUB COUNT: 0      DIRECT DEPOSIT STUB COUNT: 1

\*T: ALL  
 \*ROLL NO#: 01  
 \* PERIOD BEGINNING: 5/29/2016  
 \* PERIOD ENDING: 6/11/2016

P R E L I M I N A R Y

CALC. CT.: 4

\*\*\* GRAND T O T A L S \*\*\*

-----EARNINGS-----			----BENF/REIMB----		-----DEDUCTIONS-----				-----TAXES-----			
IC	HRS	AMOUNT	DESC	AMOUNT	CD	ABBV	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOYER
	672.50	22,508.06			2EC	2EC	11.54	737.98	FED W/H	59,423.29	5,236.97	
	0.00	85.27			2HS	2HS	195.00	211.40	ST WH AZ	59,423.29	1,842.00	
IR	2,108.75	36,486.95			ACR	ACR		27.56	FICA	68,537.87	4,249.38	4249.38
	50.00	1,322.75			APR	APR	101.07		MEDI	68,537.87	993.82	993.82
	505.00	505.00			APS	APS	58.81					
*	7.00	196.67			CEF	CEF	352.80	1322.58				
	41.00	1,016.41			CEO	CEO		1334.76				
	228.38	4,064.53			CES	CES	346.02	1643.67				
	87.50	3,312.00			HEC	HEC	84.00	1566.44				
LA	18.00	434.25			HEF	HEF	302.40	3469.26				
K	31.12	786.79			HEO	HEO		2255.49				
	25.13	0.00			HES	HES	193.56	2788.86				
	17.50	330.44			HSA	HSA	734.27	1993.92				
	77.50	0.00			ICM	ICMA	1041.69	157.69				
					LTD	STLTD	60.06	60.06				
					NRS	NRS	125.00					
					OEO	OEO		333.69				
					PSR	PSR	1918.58	4294.98				
					SR	STRET	5679.42	5679.42				
					SRB	STRBB	349.89					
					VEC	VEC	24.12					
					VEF	VEF	64.20					
					VEO	VEO	49.70					
					VES	VES	52.57					
					VLC	VLC	0.32					
					VLE	VLE	54.20					
					VLS	VLS	4.60					
ALS:	3,869.38	71,049.12		0.00			11803.82	27877.76			12,322.17	5243.20

-----DEPARTMENT RECAP-----

PT NO#	GROSS	REGULAR	OVERTIME	LEAVE	OTHER	BENEFITS	DEDUCTIONS	TAXES	NET
	71,049.12	58,995.01	2,339.16	8,928.01	786.94	0.00	11,803.82	12,322.17	46,923.13
ALS	71,049.12	58,995.01	2,339.16	8,928.01	786.94	0.00	11,803.82	12,322.17	46,923.13

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

\*T: ALL  
 \*ROLL NO#: 01  
 \* PERIOD BEGINNING: 6/12/2016  
 \* PERIOD ENDING: 6/25/2016

P R E L I M I N A R Y

CALC. CT.: 2

\*\*\* G R A N D T O T A L S \*\*\*

-----EARNINGS-----			-----BENF/REIMB-----		-----DEDUCTIONS-----				-----TAXES-----			
IC	HRS	AMOUNT	DESC	AMOUNT	CD	ABEV	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOYER
	741.50	25,958.17			2EC	2EC	11.54	737.98	FED W/H	59,418.82	5,103.67	
OR	2,112.00	36,704.75			2HS	2HS	195.00	211.40	ST WH AZ	59,418.82	1,826.65	
	48.00	1,278.97			ACR	ACR		8.84	FICA	68,520.82	4,248.28	4248.28
	500.00	500.00			APR	APR	101.07		MEDI	68,520.82	993.58	993.58
	200.00	3,627.46			APS	APS	58.81					
	55.50	2,036.46			CEF	CEF	352.80	1322.58				
OK	39.75	646.77			CEO	CEO		1334.76				
	3.00	0.00			CES	CES	346.02	1643.67				
	15.00	279.49			HEC	HEC	84.00	1566.44				
	50.50	0.00			HEF	HEF	302.40	3469.26				
					HEO	HEO		2255.49				
					HES	HES	193.56	2788.86				
					HSA	HSA	734.27	1993.92				
					ICM	ICMA	1041.69	157.69				
					LTD	STLTD	60.97	60.97				
					NRS	NRS	125.00					
					OEO	OEO		333.69				
					PSR	PSR	1819.85	4073.94				
					SR	STRET	5765.57	5765.57				
					SRB	STRBB	349.89					
					VEC	VEC	24.12					
					VEF	VEF	64.20					
					VEO	VEO	49.70					
					VES	VES	52.57					
					VLC	VLC	0.32					
					VLE	VLE	54.20					
					VLS	VLS	4.60					
ALS:	3,765.25	71,032.07		0.00			11792.15	27725.06			12,172.18	5241.86

-----DEPARTMENT RECAP-----

PT NO#	GROSS	REGULAR	OVERTIME	LEAVE	OTHER	BENEFITS	DEDUCTIONS	TAXES	NET
	71,032.07	62,662.92	1,278.97	6,590.18	500.00	0.00	11,792.15	12,172.18	47,067.74
ALS	71,032.07	62,662.92	1,278.97	6,590.18	500.00	0.00	11,792.15	12,172.18	47,067.74

REGULAR INPUT: 54      MANUAL INPUT: 0      CHECK STUB COUNT: 0      DIRECT DEPOSIT STUB COUNT: 54

===== FUND TOTALS =====

01	GENERAL FUND	393,079.78
03	HURF (STREETS)	84,762.83
04	DEVELOPMENT REIMBURSEMENT	15,853.00
11	SEWER FUND	41,279.67
12	TRASH FUND	22,997.13
13	WATER FUND	160,008.52
16	GRANTS FUND	43,651.96
19	CEMETERY	5,675.04
24	CAPITAL IMPROVEMENT	31,563.99
25	CDBG GRANT	747.60
29	POLICE GRANTS	9,908.17
34	SCHOOL OFFICERS FUND	5,152.66
80	DONATION FUND	3,903.69

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GRAND TOTAL: 818,584.04  
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**BOARD OF ADJUSTMENT**

*June 22, 2016*

**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, JUNE 22, 2016 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 14<sup>th</sup> day of June at 11:00 a.m.

**Dated this 14<sup>th</sup> day of June, 2016**

**TOWN OF CLARKDALE**

**By:**

  
Stephanie Vocca

Community Development Technician

**MINTUES OF A REGULAR MEETING  
OF THE COMMUNITY SERVICES COMMISSION  
OF THE TOWN OF CLARKDALE**

A Regular Meeting of the Community Services Commission of the Town of Clarkdale was held on Wednesday, May 11<sup>th</sup>, 2016, at 6:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

**Chairperson:** Peter Curé  
**Vice Chairperson:** Ben Kramer  
**Commissioners:** Krysta Dehnert  
Carol Engert  
Trish Gomez  
Lynda Zanolli  
Vacant

**Town Staff:**  
**Community Services Supervisor** Dawn Norman  
**Administrative Assistant II** Joni Westcott

**AGENDA ITEM: CALL TO ORDER** – Chairperson Curé called the meeting to order at 6:02 p.m.

**AGENDA ITEM: PUBLIC COMMENT** – There was no public comment.

**AGENDA ITEM: INFORMATIONAL REPORTS**

**CHAIRPERSON'S REPORT-** A report from the chairperson on current events.  
There was no information to report.

**STAFF REPORT** – A report from the Community Services staff on current events.

Community Services Supervisor Dawn Norman reported the following:

- Town Council accepted Shannon Westcott's resignation at the May 10, 2016 Council Meeting.
- Library –
  - a. Part time hours are working well – monthly stats have not been affected. They continue to be at the same levels as when operating at full-time status.
  - b. Continuing to focus on building the movie inventory as staff has seen an increase in check outs.
  - c. Yavapai Free Library District Funding received for FY15-16 in the amount of \$36,513.60, with \$2055.46 being withheld for annual YLN Membership Fees.

- d. The library has a group of after school youth that attend on a regular basis (10 youth, varies daily due to school activities, avg. 3/day). Staff was informed by one of the parents that there will not be an after school program offered by Discovery next school year.
- Relocation of Community Services Supervisor's office –
  - a. Provides better visual of library activities taking place; and
  - b. Presents the opportunity to consider enlarging the multi-use room in order to make the space more useable.
- Mingus Recreation Area – The Prescott National Forest (PNF) has scheduled a meeting with cities/towns managers and mayors along with other entities on June 6<sup>th</sup>. Anticipate PNF presenting in July or August to Commission.
- Community Services Administrative Assistant Joni Westcott will be out on medical leave beginning May 12<sup>th</sup> and returning on May 31<sup>st</sup>, dependent on recovery.
- Concerts in the Park -
  - a. Pre-season concert scheduled for Friday, May 13<sup>th</sup> at 6pm featuring Maivish
  - b. Volunteer opportunities still available

Community Services Administrative Assistant Joni Westcott reported the following:

- Library Institute- Community Services Administrative Assistant Westcott has been selected to participate in the 2016 Summer Library Institute to be held on the NAU campus in Flagstaff from June 6-10, 2016. Summer Library Institute is a 3-year scholarship program; this will be her 2<sup>nd</sup> year of attending. The program is sponsored by the Arizona State Library and provides professional development, training, and networking opportunities for non-MLS public library staff serving primarily in small and rural libraries throughout Arizona. During the five-day Institute, highly regarded library professionals provide learning experiences and training on a variety of topics designed to increase participants' job skills and knowledge. Library Institute is offered at no cost to participants, and is paid for by the State Library using Federal LSTA funds provided by the Institute of Museum and Library Service. The 2016 Summer Library Institute is open to public library staff who: are from a community of fewer than 100,000 people, are in a leadership role in their library, do not have, nor are in the process of obtaining an MLS degree.
- Spirit of Clarkdale (SOC) - The deadline for SOC nomination applications is Friday, May 15<sup>th</sup>. Currently 2 nominations have been received and the SOC Committee is considering postponing the deadline until next year in order to promote the program more efficiently. Staff will update the Commission once the SOC Committee has made a decision.
- Volunteer Appreciation – The 2016 Volunteer Appreciation Celebration was a success with 42 attendees and 12 staff members. There were 35 individual prizes valued at \$1,300 donated by local businesses and food totaling just over \$400 in value. Every volunteer present walked away with a gift donated by a local (Verde Valley) business.
- STEM Webinar - Community Services Administrative Assistant Westcott participated in a webinar entitled “Amping Up Your STEM Program”. Its content focused on how to develop and implement a unique STEM program for children of all ages. STEM is an acronym for Science, Technology, Engineering and Math education. These areas are focused on together, not only because the skills and knowledge in each discipline are essential for student success, but also because these fields are deeply intertwined in the real world and in how students learn most effectively. STEM is an interdisciplinary and applied approach

that is coupled with hands-on, problem-based learning. With the increased afterschool attendance in the Library, staff is looking at ways to offer future programming that could supplement and enhance STEM learning for the children in the community.

**AGENDA ITEM: MINUTES - Discussion and consideration of the minutes of the Regular Meeting held on March 9<sup>th</sup>, 2016.**

**Vice Chairperson Kramer motioned to approve the Regular Meeting minutes for March 9, 2016, as written. Commissioner Dehnert seconded the motion. The motion passed unanimously.**

**NEW BUSINESS:**

**AGENDA ITEM: MEMORANDUM OF UNDERSTANDING BETWEEN LIVE PERFORMANCE MUSICIANS AND THE TOWN OF CLARKDALE – Discussion and consideration of a recommendation to Council regarding a Memorandum of Understanding document to use with Live Performance Musicians who would perform at Town events.**

The Town has been hosting Concerts in the Park since 2001. With the formalization of the Town’s Parks & Recreation duties in 2006 (including placement of a Parks and Recreation Supervisor position), each year since, this event has continued to not only improve in its functional operation but also its overall popularity. It is notable that this Town event has been voted the “Best Free Annual Local Event in the Verde Valley” eight out of the last ten years.

Also over these past ten years, the 50/50 Raffle donation profits have carried over currently providing a comfortable financial cushion, and staff’s ability to engage a broader range of music artists has grown. As a result, the Town is now able to attract, consider and pay for higher-levels of talent. The operational relationship between the Town and artist has carried on over the years in good faith between the parties, without the security and clarity provided through a written understanding.

Staff has developed a Memorandum of Understanding (MOU) suitable to address the mutual need to formalize the relationship created via these events. The resulting document strikes a measured, fair and consistent posture – for both the Town and artist.

Community Services Supervisor Dawn Norman presented to the Commission and requested that the Commission make a recommendation to Council to allow staff to use the Memorandum of Understanding with live performance musicians. She asked if the Commission had any questions on the document.

There was open discussion that the document was clear and understanding and there were no questions posed.

**Vice Chairperson Kramer motioned to recommend to Council the Memorandum of Understanding between Live Performance Musicians and the Town of Clarkdale to use with live performing artists at Town events. Commissioner Gomez seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: LIBRARY BIG BOOK SALE – An update and discussion on the 2016 Library Big Book Sale.**

Community Services Supervisor Dawn Norman briefed the Commission on the history of the book sale. The Library Advisory Board Book Sale was annually held in conjunction with the Made in Clarkdale (MIC) and Clarkdale Historical Society and Museum (CHSM) Home Tour events that take place in December each year. The main reason for holding the book sale in conjunction with these two events was to take advantage of the influx of foot traffic to the Town property during that time.

In 2015, both MIC and CHSM made major changes to their dates for these significant Clarkdale events:

- Made In Clarkdale was held for 3 days rather than its usual 10 days; and
- Clarkdale Historical Society and Museum postponed the Home Tour to April 2016.

In addition, there were other challenges: limited inventory, set-up/operations and impact on town staff due to event being held in the library, and difficulty recruiting volunteers during the holiday season.

The Library Advisory Board was informed of the MIC and CHSM date changes and discussed the challenges associated with the event and possible future dates for the book sale. The consensus of the Board was to postpone the book sale in 2015 and consider holding a smaller version in April during National Library Week.

The Library continued to receive donations as well as conducted a purging of the library inventory which built up the book sale inventory stored in the basement. Because of the large inventory being stored, staff decided to take on the book sale and implemented the changes proposed by the Library Advisory Board.

The 2016 Big Book Sale was held April 11<sup>th</sup> – May 6<sup>th</sup>. In lieu of using a significant amount of the library space as was done in 2015 and in order to lessen the impact on library patrons and staff, the multi-use room, conference room and the current ‘Book Deals and Steals’ shelves were used. The sale resulted in \$909.75 (as of 05/04/2016) and was offered during library operational hours (20 days/88 hours).

After 2 weeks of conducting the book sale, staff and a volunteer weeded the book sale inventory in order to lessen the clean-up. A total of 34 boxes, 16 boxes of paperbacks and 18 boxes of hard covers, were donated to a local non-profit organization. A large inventory of items still remain, approximately 90 boxes. Staff is seeking direction from the Commission on managing the remaining book inventory.

Vice Chairman Kramer questioned the value of \$900 over a three week period and the amount of staff time involved. Community Services Supervisor reviewed the amount of lengthy time involved in set-up, operations and take down and the impact on staff. Commissioner Zanolli inquired as to what the purpose of the sale is. Community Services Supervisor Norman stated that it is a fundraiser. The question was posed if it was an avenue to eliminate the items that had been removed from the library inventory. Staff advised that the majority of items were left over from previous book sales as well as donations. There was open discussion on possible future fund-raising opportunities.

The Commission was redirected to focus on how staff should address the large inventory remaining. The consensus of the Commission was that the majority of the remaining items had been offered in two book sales with no success. There was open discussion on disposal of the books, including throwing the old books into the trash, recycling or donating to an organization.

The consensus of the Commission was that this was not a priority and advised staff to eliminate the inventory of books in the easiest, most efficient and least time consuming manner that staff sees fit.

**AGENDA ITEM: PRIORITIZING COMMUNITY SERVICES DEPARTMENT'S OPERATIONS, PROGRAMS AND EVENTS – Discussion and consideration of Town operations, programs and events currently provided by the Community Services Department.**

Community Services Supervisor Norman explained that at the Council's recent 2016 Strategic Planning session held on April 30<sup>th</sup>, Council identified 'Prioritizing Community Services Department's Operations, Programs and Events' to align with existing level of resources. It is to this end that a recommendation is being sought from this Commission. Staff will report these results to Council and use them in future related decisions.

To facilitate this exercise, staff provided a ranking chart which includes titles of 22 different primary operations, programs and events handled by Community Services. Each title includes a few bulleted items to provide a broader picture of the prime task identified. Staff asked each Commissioner to apply a ranking of 1, 2 or 3 to each listed item (in bolded text), using a total of 7 choices in category 1, and ranking the remaining 15 items split between categories 2 and 3 (7 checkmarks in category 2/8 checkmarks in category 3 or vice versa) and to base the ranking on how you feel the item best serves the Vision and Mission of Clarkdale's Community Services, and how staff's time can be best served to meet those ends.

Vision: Connecting People to Clarkdale

Mission: Creating opportunities for people to enjoy and get involved in our Clarkdale experience by uniting, cultivating and protecting the small town experience and our environment.

Community Services Supervisor Dawn Norman asked if the Commissioners had any questions prior to the next step of the exercise, which was to place a sticker representing the ranking on each of the items located on display boards. She continued that a point system would be used – the ranking of 1 would generate 3 points, 2 for 2 points and 3 for 1 point. She stated that each Commissioner was supplied with a total of 21 stickers, leaving each short one sticker for either a ranking of 2 or 3 and that once the exercise was conducted there would be a discussion on the results along with how that one ranking would affect the outcome. There were no questions so the Commission was asked to place their ranking stickers on the items so that staff could calculate the results.

The exercise was performed and the Commission reviewed the calculations. There was open discussion:

Commissioner Zanolli stated that she had concerns about the Verde River @ Clarkdale because there are so many other departments involved in that endeavor. Community Services Supervisor Dawn Norman shared that staff had concerns with including it to be ranked due to the fact that the department's involvement is minimal due to limited staff resources thus why on the ranking sheet the information was provided to the Commission as to which department is responsible for the different operations of the project. She continued that there are items not listed on the ranking such as site development and trail

building which is important to the Commission but with the current level of resources staff was not able to broach that topic with the Commission. Chairperson Curé inquired as to what type of activities are taking place by the different departments at the sites. Staff asked for clarification. Chairperson Curé asked if there are any facility improvements taking place and staff informed that there was not. He continued that he would like to see a permanent agenda item for staff to report on the Verde River @ Clarkdale. There was open discussion on what type of reporting is being done by the different departments that are involved. Chairperson Curé asked about the vehicle access pass envelopes and the information being received. Staff stated the police department was collecting the envelopes but did not know if the data was being captured. Commissioner Zanolli expressed that this discussion is exactly what she was pointing out as there are so many departments involved. She agreed that Verde River @ Clarkdale needed to be in the top 7 priorities and that she would like to see the Town make a decision as to who is going to oversee the Verde River @ Clarkdale and how the job descriptions are going to be delegated. Vice Chairperson Kramer stated that the Commission needs to receive a better definition as to what the Commission's role is and how concerned they need to be with it. Chairperson Curé stated that the Commission is concerned and wants to be involved with it, and in order to be involved in it the Commission needs to be provided more information. Commissioner Zanolli agreed and stated that this is not reflected in what is taking place currently. Chairperson Curé continued that the Commission was much more involved during the process of getting it off the ground than what the involvement level is now. He stated that he didn't want the project to get out of hand and that if the Commission is kept updated and receives information on the activities taking place it would provide the Commission the opportunity to be proactive in areas needed. He stated that right now the Commission is working in the dark and that unfortunately this would involve Community Services staff's time to assimilate the information needed in order to provide it to the Commission. Community Services Supervisor Norman stated that this was the purpose of the exercise as it was going to identify the priorities for the department. The Commission expressed the real gems of Community Services were the recreation related items – concerts, events, and the river access points. Commissioner Dehnert agreed and that those activities along with the parks bring a lot of people into Clarkdale.

There was open discussion on providing attendance numbers for each of the items to assist with what the true value of those items are. The attendance numbers reflect as to what is getting the greatest gift to a greater number of people because of having limited resources.

There was discussion as to what the next steps would be with Council. Staff explained that the information would be presented to Council on May 24<sup>th</sup> and staff would update the Commission on the process.

There was discussion on facility rentals and how that ranking developed for the item. The Commission felt it was an essential service to offer as it brings people to Clarkdale. The group discussed that the item was more management verses a program offered by the department.

Vice Chairperson Kramer stated that Movies in the Park ranked low and it was a program in its infancy and hadn't been launched. The program has the potential to have greater attendance than the top items such as concerts.

Chairperson Curé asked for a motion.

**Vice Chairperson Kramer motioned to present the list of priorities to the Council. Commissioner Gomez seconded the motion.**

Commissioner Zanolli opposed and stated that she would like to propose this as a first draft in the process and that it was not final. She continued that she wanted this to be a continued work in progress.

Chairperson Curé asked if she was making an amendment to the motion.

**Commissioner Zanolli made a motion to amend the motion to recommend the list of priorities to Council but that this was the Commission's first draft and not final.**

**Vice Chairperson Kramer seconded the motion.**

Prior to the vote, Community Services Supervisor Norman asked the Commission what information -they need in order to develop a final ranking.

Commissioner Zanolli requested attendance numbers, the cost to operate each item listed along with a cost per person. There was open discussion on the presentation made to the Parks & Recreation Commission and Library Advisory Board that included cost per user and the survey results. Vice Chair Kramer agreed that a cost benefit analysis should be provided. Chairperson Curé stated that is exactly what drove the creation of this Commission. Commissioner Zanolli stated that the cost analysis was very eye opening and should be factored in.

Commissioner Engert pointed out that if each of the Commissioners had the additional sticker the results could be altered. The Commissioners shared what each of their last ranking was and staff incorporated those rankings. The new tabulation resulted in:

<u>POINTS</u>	<u>OPERATION/PROGRAMS/EVENT</u>
18	CONCERTS IN THE PARK
17	OLD-FASHIONED 4TH OF JULY
17	VERDE RIVER @ CLARKDALE
15	HALLOWEEN
14	FACILITY RENTALS
14	LIBRARY OPERATIONS AND SERVICES
14	VOLUNTEER PROGRAM
14	MOVIES IN THE PARK
13	NAZBA BLUES COMPETITION
13	SANTA COMES TO CLARKDALE
12	SPECIAL EVENT PERMITS
12	TOC WEBSITE
12	TOWN HOLIDAY LIGHT DECORATIONS
12	VENDOR PERMITS
11	SMALL TALK
10	VOLUNTEER APPRECIATION EVENT
9	SOCIAL MEDIA

7	ICE CREAM SOCIAL
7	LIBRARY BOOK SALE
6	SPIRIT OF CLARKDALE
6	CAROLING IN THE PARK
5	ART IN PUBLIC PLACES

Commissioner Zanolli motioned to amend the motion to recommend to Council the ranking list of operations, programs and events provided by the Community Services Department with the statement that the list was not final and that the Commission would like the cost/person for programs, events and services along with staff input in order to evaluate each before finalizing the ranking list for Council to consider:

<u>POINTS</u>	<u>OPERATIONS, PROGRAMS, &amp; EVENTS</u>
18	CONCERTS IN THE PARK
17	OLD-FASHIONED 4TH OF JULY
17	VERDE RIVER @ CLARKDALE
15	HALLOWEEN
14	FACILITY RENTALS
14	LIBRARY OPERATIONS AND SERVICES
14	VOLUNTEER PROGRAM
14	MOVIES IN THE PARK
13	NAZBA BLUES COMPETITION
13	SANTA COMES TO CLARKDALE
12	SPECIAL EVENT PERMITS
12	TOC WEBSITE
12	TOWN HOLIDAY LIGHT DECORATIONS
12	VENDOR PERMITS
11	SMALL TALK
10	VOLUNTEER APPRECIATION EVENT
9	SOCIAL MEDIA
7	ICE CREAM SOCIAL
7	LIBRARY BOOK SALE
6	SPIRIT OF CLARKDALE
6	CAROLING IN THE PARK
5	ART IN PUBLIC PLACES

Vice Chairperson Kramer seconded the motion. The motion passed unanimously.

**AGENDA ITEM: CLARKDALE’S OLD-FASHIONED 4TH OF JULY – An update and discussion on the 2016 Old-Fashioned 4th of July event and activities.**

Staff reviewed the plans and activities scheduled for the 2016 event. There was open discussion on the history of the event, schedule of events/activities, volunteer positions, and the Incident Action Plan. In addition, Staff reviewed the tasks and needs of the Library Ice Cream Social in order to conduct the

fundraiser. Prior to this year, the Library Advisory Board (LAB) was responsible for the majority of tasks and operations of the fundraiser with administrative support only from Town Staff.

The tasks/responsibilities include:

<b>TASK</b>	<b>PERFORMED BY:</b>
• Determine number of tables and chairs required	LAB/Staff
• Determine set up and take down schedule	LAB/Staff
• Set prices	LAB
• Inventory supplies/create shopping list	LAB
• Create a supply check list	LAB
• Prepare and distribute bookmarks w/baked good request	Staff
• Prepare and send letters for donations	Staff
• Solicit volunteers, organize and distribute volunteer schedule	LAB/Staff
• Publicize-Small Talk, flyers	Staff
• Press Release-Newspaper, radio	Staff
• Make signs for tables	Staff
• Organize and distribute collection assignments for donations	Staff
• Shop for supplies/baked goods and pick up donations	LAB
• Put in order for cash box and pick up	Staff
• Pick up supplies from TOC to be taken to park	LAB
• Set up, run and take down	LAB/Volunteers
• Thank you letters to donors	Staff

Staff seeks direction from the Commission on the feasibility and management of the fundraiser.

There was open discussion on the fundraiser and the challenge of Commissioners working at the other activities for the event. Vice Chairperson Kramer stated that he has attended the event most of his life and he has also worked the ice cream social and that he didn't feel that it was a good use of resources or time as there are vendors and the pancake breakfast. Commissioner Gomez added that the past couple of years the group had a difficult time getting all of the items sold and towards the end of each event was

giving items away. The consensus of the Commission was that the ice cream social competed with the pancake breakfast and vendors and there was no need to offer the ice cream social.

**AGENDA ITEM: FUTURE AGENDA ITEMS – Listing of items to appear on future agendas.**

*Verde River @ Clarkdale*

*Verde Front*

*Clarkdale's Old-Fashioned 4<sup>th</sup> of July*

*Concerts in the Park*

**AGENDA ITEM: ADJOURNMENT**

*With no objection, meeting adjourned at 7:45 p.m.*

APPROVED:

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Peter Curé, Chairperson

SUBMITTED BY:

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Joni Westcott, Administrative Assistant II

**MINTUES OF A REGULAR MEETING  
OF THE COMMUNITY SERVICES COMMISSION  
OF THE TOWN OF CLARKDALE**

A Regular Meeting of the Community Services Commission of the Town of Clarkdale was held on Wednesday, June 8<sup>th</sup>, 2016, at 6:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

**Chairperson:** Peter Curé (arrived 6:12pm)  
**Vice Chairperson:** Ben Kramer  
**Commissioners:** Carol Engert  
Trish Gomez  
Lynda Zanolli  
Vacant

**Absent:** Krysta Dehnert

**Town Staff:**  
**Community Services Supervisor** Dawn Norman  
**HR/Community Services Dir.** Janet Perry

**AGENDA ITEM: CALL TO ORDER** – In the absence of Chairperson Curé, Vice Chairperson Ben Kramer called the meeting to order at 6:08pm.

**AGENDA ITEM: PUBLIC COMMENT** – There was no public comment.

**AGENDA ITEM: INFORMATIONAL REPORTS**

**CHAIRPERSON'S REPORT- A report from the chairperson on current events.**

There was no information to report.

**STAFF REPORT – A report from the Community Services staff on current events.**

Community Services Supervisor Dawn Norman reported the following:

- Az State Library Institute - Community Services Admin Assistant Joni Westcott is currently attending the Library Institute at NAU. This is a weeklong, intensive training. She'll be back in the office next Monday.
- Board and Commission Vacancies – We are seeking applications for four terms on the Community Services Commission; one is a vacancy due to Shannon Westcott's resignation the other 3 terms are expiring on September 30<sup>th</sup>. This year a new application has been implemented for incumbents. Applications are available on the Town website or in the clerk's office and are due by August 8<sup>th</sup>.
- Concerts in the Park –

- The season opener for the 2016 Concerts in the Park was Saturday, June 4<sup>th</sup>, and featured Sentimental Journey. Thank you to Commissioner Engert for volunteering to assist with the 50/50 raffle. The team generated \$399.85 for future concerts. The next concert is scheduled for June 18<sup>th</sup> featuring Trotter's Wake Irish Band.
- The Town Council approved the Memorandum of Understanding for Live Performances on May 24<sup>th</sup>. All of the MOU's have been provided to the scheduled bands, with the exception of Sentimental Journey. This was due to the limited timeframe in order to have it in time for their scheduled performance. To date, we have received executed MOU's and required W9 forms from all but one band which I am anticipating will be received at any time.
- Mingus Recreation Area – On Monday, Supervisor Norman attended a meeting conducted by the Prescott National Forest. Representatives present were from the Town of Camp Verde, City of Cottonwood, Yavapai County and Clarkdale. PNF reviewed the plan to clean up the site due to the historic trash dumping and shooting that takes place at the site. Due to the large amount of funding that it will take for the clean-up project and their lack of staff resources, they are ensuring that they have the support of the Town of Clarkdale and City of Cottonwood in order to assist them with law enforcement, clean-up, etc. to sustain the site. Once PNF receives a formal reassurance from both communities that we are in support, they will then move forward with the project, this includes making a presentation to the Commission on the site project.
- AZ Parks & Recreation Association (APRA) –
  - Membership – Staff will be purchasing an annual membership with APRA, one of the membership levels includes both staff and board members. This entitles members to attend trainings and workshops held throughout the year at discounted rates.
  - 2016 APRA Conference – Scheduled for August 9<sup>th</sup> – 11<sup>th</sup> in Phoenix. The conference offers a dedicated Boards and Commissions Day which is slated for Wednesday, August 10<sup>th</sup>.

Staff would like to extend an invitation to the Commissioners to consider participating. If interested, please let staff know by Thursday, June 30<sup>th</sup>.

**AGENDA ITEM: MINUTES - Discussion and consideration of the minutes of the Regular Meeting held on May 11<sup>th</sup>, 2016.**

**Vice Chairperson Kramer motioned to approve the Regular Meeting minutes for May 11, 2016, as written. Commissioner Zanolli seconded the motion. The motion passed unanimously.**

**NEW BUSINESS:**

**AGENDA ITEM: WORKSESSION: VERDE RIVER @ CLARKDALE UPDATE – A worksession to discuss the Verde River @ Clarkdale.**

Based on interest expressed by the Community Services Commission in a prior meeting, this update is intended to provide the Commission with an overview of the current operations and projects relating to the Verde River @ Clarkdale. Subsequently, operational information gathered and monitored by the

Town pertaining to the VR@C has been provided to Commissioners, and will continue to be provided on a regular basis.

Commissioners noted appreciation for the information received, and were very encouraged by the levels of oversight and coordination the Town is exercising with the VR@C operations.

Supervisor Norman further explained:

- During upcoming high-use days scheduling of Ambassadors will be increased as revenues permit;
- AZ Game & Fish plans to begin a project to harvest invasive weeds;
- Sales of Annual Passes are ongoing; even if not providing a suggested donation, visitors are asked/required to 'register' their vehicle by filling out the payment envelopes.

Supervisor Norman reported attending a Wild River Academy webinar “Marketing Eco-Tourism in Your Community”.

**AGENDA ITEM: PRIORITIZING COMMUNITY SERVICES DEPARTMENT'S OPERATIONS, PROGRAMS AND EVENTS – Discussion and consideration of Town operations, programs and events currently provided by the Community Services Department.**

Supervisor Norman recapped last month's initial discussion by the Commission which resulted in the following, tentative prioritization of the department's primary operations, programs and events:

CONCERTS IN THE PARK  
OLD-FASHIONED 4TH OF JULY  
VERDE RIVER @ CLARKDALE  
HALLOWEEN  
FACILITY RENTALS  
LIBRARY OPERATIONS AND SERVICES  
VOLUNTEER PROGRAM  
MOVIES IN THE PARK  
NAZBA BLUES COMPETITION  
SANTA COMES TO CLARKDALE  
SPECIAL EVENT PERMITS  
TOC WEBSITE  
TOWN HOLIDAY LIGHT DECORATIONS  
VENDOR PERMITS  
SMALL TALK  
VOLUNTEER APPRECIATION EVENT  
SOCIAL MEDIA  
ICE CREAM SOCIAL  
LIBRARY BOOK SALE  
SPIRIT OF CLARKDALE  
CAROLING IN THE PARK  
ART IN PUBLIC PLACES

Supervisor Norman reviewed the additional statistics and comparisons provided at the Commission's request in this meeting's packet to further aid the prioritization discussion.

Commissioners revisited and discussed each listed item, and considered alternative preferences and reasoning with moving any item higher or lower in priority. Commissioner Zanolli noted the difficulty with trying to compare events versus processes; all Commissioners agreed the attempt to compare items having such different parameters was challenging and frustrating. Additional comments and concerns expressed:

- Every item on the list carried importance and purpose.
- The VR@C carries the broadest overall impact and its importance (pertaining to representing the Vision and Mission of the Community Services Commission) needs to be maintained by the Commission.
- If an item is ranked lower than others, does the possibility exist for it not continuing, or could it be handled elsewhere in the organization.
- Based on past survey results, the feasibility of running the library was hard to justify given the high degree of lack of interest/use, but it is a conversation that needs to happen. Realistically, if someone needs to use a library, there are better facilities nearby. Upon added reflection, having the library ranked lower is a powerful statement, but it follows with the task of prioritizing items as far as they pertain to the Vision and Mission of the Community Services Commission.

Ultimately, Commissioners agreed on the following prioritization:

CONCERTS IN THE PARK  
OLD-FASHIONED 4TH OF JULY  
VERDE RIVER @ CLARKDALE  
HALLOWEEN  
NAZBA BLUES COMPETITION  
MOVIES IN THE PARK  
VOLUNTEER PROGRAM  
TOWN HOLIDAY LIGHT DECORATIONS  
SANTA COMES TO CLARKDALE  
CAROLING IN THE PARK  
ART IN PUBLIC PLACES  
LIBRARY OPERATIONS AND SERVICES  
SPIRIT OF CLARKDALE  
SMALL TALK  
FACILITY RENTALS  
VENDOR PERMITS  
VOLUNTEER APPRECIATION EVENT  
SOCIAL MEDIA  
TOC WEBSITE  
SPECIAL EVENT PERMITS  
LIBRARY BOOK SALE  
ICE CREAM SOCIAL

**Vice Chairperson Kramer motioned this to be the finalized list of priorities for recommendation to the Council. Commissioner Gomez seconded the motion. The motion passed unanimously.**

**CLARKDALE'S OLD-FASHIONED 4TH OF JULY – An update and discussion on the 2016 Old-Fashioned 4th of July event and activities.**

Supervisor Norman provided an overall update of event preparations including her coordination with the many volunteers (individuals and group) involved, and the various related tasks.

**AGENDA ITEM: FUTURE AGENDA ITEMS – Listing of items to appear on future agendas.**

None

**AGENDA ITEM: ADJOURNMENT**

*With no objection, meeting adjourned at 7:25 p.m.*

APPROVED:

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Peter Curé, Chairperson

SUBMITTED BY:

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Dawn Norman, Community Services Supervisor

**MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, JUNE 1, 2016, AT 6:30 P.M. IN THE MEN’S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.**

A **Regular Meeting** of the Design Review Board of the Town of Clarkdale was held on Wednesday, June 1, 2016, at 6:30 p.m. in the Men’s Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

**BOARD MEMBERS:**

Chairperson	Laura Jones	Present
Vice Chairperson	Robyn Prud’homme-Bauer	Present
Board Members	Mike Garvey	Present
	Aaron Midkiff	Excused

**STAFF:**

GIS/Planner II	Guss Espolt
Community Development Technician	Stephanie Vocca

**Others in Attendance:** John Tobias – Crossroads at Mingus  
Colleen Tobias – Crossroads at Mingus  
John Alvey – Alvey Signs

1. **AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:30 p.m.
2. **AGENDA ITEM: ROLL CALL:** The GIS/Planner II called 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 comments to **FIVE minutes**.

No public comment.

4. **AGENDA ITEM: MINUTES:** Consideration of the **Regular Meeting Minutes of May 4, 2016.** Vice Chair Prud’homme-Bauer motioned to approve the Regular Meeting Minutes of May 4, 2016. Board Member Garvey seconded the motion. The motion passed unanimously.
5. **AGENDA ITEM: REPORTS:**  
**Chairperson and Member Report:** Chair Jones did not have a report. Vice Chair Prud’homme-Bauer stated that there will be another Block Party on June 24<sup>th</sup> and July 29<sup>th</sup> hosted by the Downtown Business Alliance. She stated that the Block Party on May 27<sup>th</sup> was a very enjoyable event and there were families, people with dogs, retirees, etc. Chair Jones stated that she had a great time at the event. Vice Chair Prud’homme-Bauer stated that the Downtown Business Alliance enjoys doing the block parties and they are great because everything is local.

**Staff Report Updates:** No Staff Report.

**6. NEW BUSINESS:**

- a. **CONSIDERATION AND POSSIBLE ACTION DRB #091253:** Discussion / possible action regarding an off-premise sign for the Crossroads at Mingus subdivision to be placed on Parcel #406-26-013K.

**STAFF REPORT**

**Background:**

Mr. John Tobias has submitted an application to Design Review for an off-premise sign to be placed on Parcel #406-26-013K. Property is located parallel to State Route 89A on a privately owned parcel. Applicant has owner's signed permission to place sign on this parcel. The property is zoned Commercial (C).

**The following topics are presented from the application.**

**Sign:**

Double faced sign will be photo vinyl on a 4' High x 4' Wide, ½" thick Omega Board mounted so it totals 8' in height. Sign will have a boxed frame and two 4" x 4" wood support posts to be painted white.

**Colors:**

Applicant's text "Model Homes" will be red, "Now Open" text will be white in a red arrow. These two lines of text will be on a white background positioned on the upper half of the sign. Text "For Sale" and "Phone number" will be yellow, "Commercial 11.89 Acres" will be white in a green arrow. All bottom text will be on a blue background.

**Fonts:**

Fonts for "Model Homes" and "Now Open" are Eras Bold. Font for "For Sale" are Arial Bold. Fonts for "Commercial 11.89 Acres" and "Phone Number" are Arial Narrow Italic.

**Materials and Attachment:**

Sign will be on ½" thick Omega board and have a boxed frame. Sign will have two 4" x 4" wood support posts painted white. The 4" x 4" sign posts will be set in 36" x 24" concrete footings.

**Purpose and Applicability of Design Review**

*Zoning Code Chapter 11, Section 11-1 Purpose and Applicability of Design Review.*

A. This ordinance shall apply to new buildings and redevelopment as defined in this ordinance or the Town of Clarkdale Zoning Ordinance, except single family dwellings and accessory uses, and shall also apply to all public buildings and facilities. Structures (other than buildings), signs, landscaping, parking areas, public facilities and enclosures will be reviewed by the Design Review Board if a part of new building development or building redevelopment.

**Staff Analysis**

***Pertinent Design Guidelines as reviewed by DRB on 02/06/2013***

1. ***No more than three different fonts should be used in the text for the sign.*** The proposed sign has (3) three fonts; the logos are excluded from font counts. Text does not exceed the suggested font counts.
2. ***Sign should have no more than 50 percent opacity. Dark background colors are preferred.*** The proposed sign complies with the new criteria.
3. ***Signs should be non-reflective.*** The proposed sign has no reflectivity.
4. ***Signs should be readable from the closest major road.*** The readability of the sign complies with the new criteria.

***Zoning Code Chapter 7, Section 7-8 Permitted signs. N. Subdivision Advertising, Directional and Identification:***

***4. Off-Site Advertising and Directional:***

- a. ***Such signs shall be located within 1.5 miles of the subdivision, on vacant property with the written permission of the property owner.*** The proposed off-premises sign is 0.05 miles or 250 feet from the Crossroads at Mingus subdivision. Applicant has owner's signed permission. Application complies.
- b. ***A maximum of 2 signs are permitted for each subdivision and shall not be located on a local street.*** One double sided off-premise sign has been requested per this application. This proposed sign is located on a state highway. Application complies.
- c. ***Each sign shall have a maximum area of 32 square feet and a maximum height of 8 feet, 6 feet in residential zone districts.*** Application complies.

**Staff Detailed Recommendations:**

Staff has determined the Application complies with all code requirements and recommends approval of **DRB-091253** Crossroads at Mingus off-premise sign with the following stipulations of approval:

1. All signage shall be installed as reviewed and approved by the Design Review Board.

2. Installation of the sign shall be inspected and approved by the Town's Building Official.
3. Applicant is required to obtain a building permit from the Community Development Department prior to installation of the sign.
4. All contractors shall have a current business license with the Town of Clarkdale.
5. The approval of the ADOT permit for off-premise advertising must be presented to Community Development for the sign on parcel #406-26-013K with the Building Permit Application.
6. Such signs shall be maintained until such time as 95% of the lots in the subdivision are sold, or the sales office close, whichever occurs first.

**Possible Motions:**

*I move to approve application DRB-091253 with the stipulations proposed by staff.*

*I move to approve application DRB-091253 with the stipulations proposed by staff with the following changes/additions:*

*I move to postpone action on DRB-091253 until a specific date and direct staff and/or the applicant to provide the following:*

*I move to deny the application for DRB-091253 based on the following specific reasons:*

*I move to deny the application for DRB-091253 based on the following specific reasons:*

**END OF STAFF REPORT**

**Questions to Staff / Applicant:**

Chair Jones asked Mr. Tobias if he had anything to add. Mr. Tobias stated that the purpose of this sign is to get people to pull off 89A into Crossroads at Mingus. He stated that there is still confusion as to where exactly the development and office are located. GIS/Planner II Espolt stated that he is working on the Google site to try to get the maps and directions correct. He stated that one of the biggest issues he has found in the area is that until Yavapai County sees a structure, it is not triggered to Google. Currently, Google Maps does not show the most recent house that was built. Vice Chair Prud'homme-Bauer stated that sign looked very busy with the different colors, wording, and logos. She asked if there was a way to put some space between the two signs to make them two separate signs. Chair Jones suggested a black line. Mr. Tobias stated that putting space between the two signs would give him less surface area to work with because they were using the maximum allowed area. Chair Jones asked about the logo in the red arrow because she couldn't tell what the logo was for. Mr. Tobias stated that the logo was the realtor's logo. Vice Chair Prud'homme-Bauer asked if the PTM logo needed to be so large because the main wording you want to see on the sign is model homes and for sale. She asked if the logos really needed to be there. Mr. Tobias stated that he had the logo on the sign as a favor to the realtor. Board Member

Garvey stated that when looking at the sign, the only wording he really sees is “Model Homes” and “For Sale”. He stated that if the main reason for the sign is to get people to turn in and view the model homes maybe the top portion of the sign should be bigger. Chair Jones stated that if Mr. Tobias wanted to keep both signs, he could possibly separate them with a black line. Vice Chair Prud’homme-Bauer suggested making the logos smaller and top portion of the sign bigger.

**Public Comment:** None

**BOARD ACTION:** Board Member Garvey moved to approve the sign for Crossroads at Mingus with the following six stipulations recommended by staff plus an additional stipulation from the Board:

1. All signage shall be installed as reviewed and approved by the Design Review Board.
2. Installation of the sign shall be inspected and approved by the Town’s Building Official.
3. Applicant is required to obtain a building permit from the Community Development Department prior to installation of the sign.
4. All contractors shall have a current business license with the Town of Clarkdale.
5. The approval of the ADOT permit for off-premise advertising must be presented to Community Development for the sign on parcel #406-26-013K with the Building Permit Application.
6. Such signs shall be maintained until such time as 95% of the lots in the subdivision are sold, or the sales office close, whichever occurs first.
7. A black line must be added to the design to separate the two individual signs.

Vice Chairperson Prud’homme-Bauer seconded the motion to approve. The motion passed unanimously.

- b. **CONSIDERATION AND POSSIBLE ACTION DRB #091255:** Discussion / possible action regarding a wall sign application for GHD Contractors / United Verde Soil Program, a business located at 200 N. Broadway, Parcel #400-06-008C.

**STAFF REPORT**

**Background:**

Mr. John Alvey has submitted an application to Design Review for an additional wall sign to be placed over the south-facing entrance of the building. Property is located at 200 N. Broadway and is further identified as Assessor’s parcel number 400-06-008C. The property is zoned Commercial (C).

**The following topics are presented from the application.**

**Sign:**

The proposed sign will be placed above the south-facing entrance to the building.

**Colors:**

Applicant's text "United Verde" will be green, "Soil Program and underline" will be cream. Sign will have a white background.

**Fonts:**

Fonts will be Helvetica bold for "United Verde" and Helvetica light for "Soil Program".

**Materials and Attachment:**

United Verde Soil Program wall sign materials will be a digitally printed graphic applied on a 1/8" thick Alupalite which is a strong, aluminum composite panel with a high-density corrugated polypropylene core. The proposed sign will be 71.5" wide x 29.5" high. This sign will have no frame and will be attached to the building with (8) mason screws installed in the grout of the brick, allowing minimal repair after sign is removed.

**Purpose and Applicability of Design Review**

***Zoning Code Chapter 11, Section 11-1 Purpose and Applicability of Design Review.***

A. This ordinance shall apply to new buildings and redevelopment as defined in this ordinance or the Town of Clarkdale Zoning Ordinance, except single family dwellings and accessory uses, and shall also apply to all public buildings and facilities. Structures (other than buildings), signs, landscaping, parking areas, public facilities and enclosures will be reviewed by the Design Review Board if a part of new building development or building redevelopment.

**Staff Analysis**

***Pertinent Design Guidelines as reviewed by DRB on 02/06/2013***

2. ***No more than three different fonts should be used in the text for the sign.*** The proposed sign has (2) two fonts and does not exceed the suggested font counts.
2. ***Sign should have no more than 50 percent opacity. Dark background colors are preferred.*** The proposed sign complies with the new criteria, featuring green and cream lettering with white background.
3. ***Signs should be non-reflective.*** The proposed sign has no reflectivity.
4. ***Signs should be readable from the closest major road.*** The readability of the sign complies with the new criteria.

***Zoning Code Chapter 7, Section 7-8 P. Permitted Signs. Wall Signs:***



1. ***Maximum number equals one per approved wall area. An approved wall area, per Definitions, Chapter Two of the Town of Clarkdale Zoning Code is a wall facing a public street or containing the primary public access.*** GHD Contractors / United Verde Soil Program wall sign complies with the sign count. Application complies.
2. ***Maximum height equals top of wall to which affixed.*** GHD Contractors / United Verde Soil Program wall sign complies. Application complies.
3. ***Maximum projection from wall surface equals 18 inches, with a minimum clearance of 9 vertical feet if located over a public right-of-way.*** GHD Contractors / United Verde Soil Program wall sign is not located over public right-of-way. Application complies.
4. ***See section 7-9 of this Code for maximum sign square footage.*** The existing 12 square foot wall sign is being proposed for the south-facing entrance to the building. There is a remainder of 418.5 square feet of signage available for this property. Application complies.

Calculation of remaining allowed signage space:

295 total considered linear feet x 1.5 square feet allowed per linear foot = 442.5 total permitted signage in square feet

Given the existing signage there is a remaining 430.5 permitted signage in square feet – 12 square feet of requested signage per this application = 418.5 square feet remaining for additional signage

**Staff Detailed Recommendations:**

Staff has determined the Application complies with all code requirements and recommends approval of **DRB-091255 GHD Contractors / United Verde Soil Program** with the following stipulations of approval:

1. All signage shall be installed as reviewed and approved by the Design Review Board.
2. Installation of the sign shall be inspected and approved by the Town's Building Official.
3. Applicant is required to obtain a building permit from the Community Development Department prior to installation of the sign.
4. All contractors shall have a current business license with the Town of Clarkdale.

**Possible Motions:**

*I move to approve application DRB-091255 with the stipulations proposed by staff.*

*I move to approve application DRB-091255 with the stipulations proposed by staff with the following changes/additions:*

*I move to postpone action on DRB-091255 until a specific date and direct staff and/or the applicant to provide the following:*

*I move to deny the application for DRB-091255 based on the following specific reasons:*

**END OF STAFF REPORT**

**Questions to Staff / Applicant:** Chair Jones asked Mr. Alvey if there was anything that he would like to add and Mr. Alvey stated that everything had been covered. Chair Jones stated that someone told her they missed the old Zunick's Garage sign and she told them that it is tucked away under the new sign and that it will be back when UVSP is gone. Mr. Alvey told the board that Margie Zunick has an additional sign that is not in good shape and he told her he would put a UV protectant on it to stop further bleeding of the sign. Mr. Alvey stated that he would be doing to same thing to the UVSP sign. Chair Jones stated that she was sure they were very appreciative of that.

**Public Comment:** None

**BOARD ACTION:** Vice Chair Prud'homme-Bauer moved to approve the sign for United Verde Soil Program with the following four stipulations recommended by staff:

1. All signage shall be installed as reviewed and approved by the Design Review Board.
2. Installation of the sign shall be inspected and approved by the Town's Building Official.
3. Applicant is required to obtain a building permit from the Community Development Department prior to installation of the sign.
4. All contractors shall have a current business license with the Town of Clarkdale.

Board Member Garvey seconded the motion to approve. The motion passed unanimously.

7. **FUTURE AGENDA ITEMS:** GIS/Planner II Espolt stated that we currently do not have any DRB applications but we are anticipating receiving one for a paintball field. Chair Jones stated that she will not be able to attend the meeting next month. Vice Chair Prud'homme-Bauer stated that she would be able to attend the meeting. Board Member Garvey stated that he would not be able to attend the meeting. GIS/Planner II Espolt stated that we may need to call a special meeting if the applicant would like to get his project going.

**DRAFT**

*Design Review Board  
June 1, 2016*

8. **ADJOURNMENT:** Board Member Garvey motioned to adjourn the meeting. Vice Chair Prud'homme-Bauer seconded the motion. The motion passed unanimously. The meeting adjourned at 7:00 p.m.

**APPROVED BY:**

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**Chairperson**  
Laura Jones

**SUBMITTED BY:**

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**GIS/Planner II**  
Guss Espolt

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, JUNE 21, 2016 IN THE MEN'S LOUNGE, 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, June 21, 2016 at 4:00 p.m., in the Men's Lounge, Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

**Planning Commission:**

Chair	Ida-Meri deBlanc	Present
Vice Chair	John Erickson	Present
Commissioners	Jorge Olguin	Excused
	Craig Backus	Present
	Deborah Hunseder	Present

**Staff:**

Community Development Director	Jodie Filardo
Senior Planner	Beth Escobar
Community Development Technician	Stephanie Vocca

**Others in Attendance:** None

1. **CALL TO ORDER:** Chair deBlanc called the meeting to order at 4:00 p.m.
2. **ROLL CALL:** Director Filardo called the roll.
3. **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 comments to **FIVE MINUTES**.

There was no public comment.

4. **MINUTES:**
  - a. Consideration of the **Regular Meeting Minutes of May 17, 2016.**

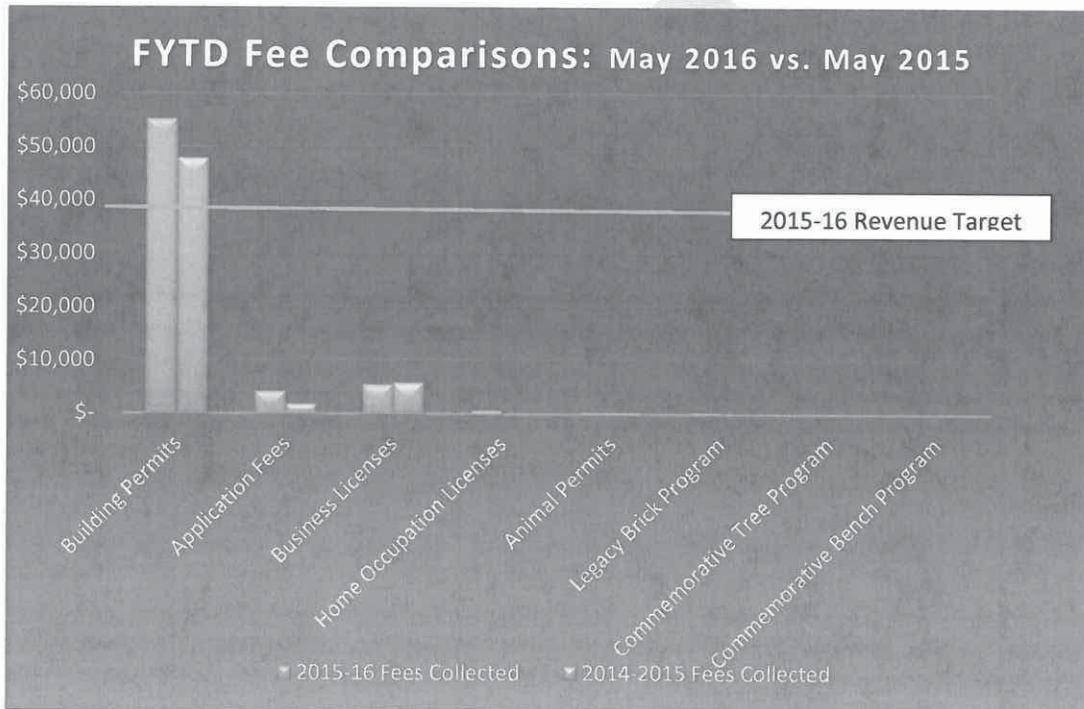
**Commissioner Backus moved to approve the Regular Meeting Minutes of May 17, 2016. Commissioner Hunseder seconded the motion. The motion passed unanimously.**

5. **REPORTS:**

**Chairperson Report** – Commissioner Backus stated that communication is key in the success of a community development department. Commissioner Hunseder stated that it was extremely easy to obtain a building permit with the Town of Clarkdale. Chair deBlanc stated that she could attest to that as well and the Community Development Department was professional and courteous in nature. Vice Chair Erickson stated that Building Official Paul Grasso arrived at his house quickly for inspection and he appreciated the cooperation of the town. Vice Chair Erickson attended the open house/dedication for the new Camp Verde Campus for Northern Arizona Healthcare. Vice Chair Erickson stated that the facility is state-of-the-art and a very cool place to check out.

**Director's Report** - Community Development Director Filardo stated that the Community Development Department has received several building permit applications over the last month and the department has continued to exceed expectations for the year. Community Development Director Filardo also informed the Commission that despite our best efforts, overall we are short on funding due to the construction sales tax and regular sales tax not meeting targets. As of May, we are \$30,000 short but since then we have found a couple thousand dollars. Community Development Director Filardo stated that the construction sales tax is a difficult category for us because there were sales tax changes made a few years ago and it is still being sorted out and clarified by the Department of Revenue. Now, when a new build is finished, it is not required that the builder pays construction sales tax until the sale of the home.

- **Statistics as of May, 2016 –91.6% of fiscal year completed**



- **Recent Permits Issued - 19 total**

- New mobile home at 421 Celestial Drive
- New (replacement) mobile home at 1160 Sunrise Drive
- Carport at 716 Second North Street
- Remodel at 485 Miners Gulch Drive
- Shaded extension for shed at 413 First North Street
- Accessory structure for Town of Clarkdale water tank site at 2550 Haskell Springs Road
- Accessory structure at 2116 Austin Way
- Masonry fence at 1445 Minerich Road
- Accessory structure at 375A South Broadway Road (TOC / Fischer House)
- Remodel of Assembly building at 19 North Ninth Street (TOC Auditorium restrooms and ramp)
- 6.3 KW Photovoltaic Solar Electric at 320 Summer Circle
- Masonry Fence at 1430 Abbey Road South
- 5 KW photovoltaic solar electric at 800 Hillcrest Drive
- Accessory structure, electrical and gas line at 1880 Peregrine Lane

- Gas line repair at 1506 First North Street
- Re-roof at 351 Rincon Drive
- Wrought iron fence at 1380 Old Jerome Highway
- Bath remodel at 1871 Moonlight Lane
- Masonry fence at 695 East Cliffside Drive

- **Design Review Board Updates** –On June 1, 2016 the Clarkdale Design Review Board approved two applications: DRB-091253 and DRB-091255.

DRB-091253 is for an off-premise sign for Crossroads at Mingus with the following stipulations and suggestions:



**Stipulations proposed by staff:**

1. All signage shall be installed as reviewed and approved by the Design Review Board.
2. Installation of the sign shall be inspected and approved by the Town's Building Official.
3. Applicant is required to obtain a building permit from the Community Development Department prior to installation of the sign.
4. All contractors shall have a current business license with the Town of Clarkdale.
5. The approval of the ADOT permit for off-premise advertising must be presented to Community Development for the sign on parcel #406-26-013K with the Building Permit Application.
6. Such signs shall be maintained until such time as 95% of the lots in the subdivision are sold, or the sales office close, whichever occurs first.

**Board Stipulations:**

1. A black line must be added to the design to separate the two individual signs.

**Board Suggestions:**

1. Logos should be decreased in size, excluding the Crossroads at Mingus logo.
2. The size ratio of signs should be changed so the top sign is larger and the bottom sign is smaller.

On June 1, 2016 the Clarkdale Design Review Board approved the application DRB-091255 for an additional wall sign for the United Verde Soil Program office with the following stipulations and suggestions:



**Stipulations proposed by staff:**

1. All signage shall be installed as reviewed and approved by the Design Review Board.
  2. Installation of the sign shall be inspected and approved by the Town's Building Official.
  3. All contractors shall have a current business license with the Town of Clarkdale.
- **Clarkdale Events** – On May 31<sup>st</sup>, about fourteen community members attended a presentation by Kimber Lanning, founder and executive director of Local First AZ, on leveraging arts and culture to drive economic opportunity. Ms. Lanning stressed the need for collaboration and cooperation among business owners to create a successful strategy. The importance of proper management of social media to continuously highlight the community and events was also discussed. In pursuit of the community direction in Clarkdale's Sustainable Community & Economic Development plan, staff will continue to work with local artists and group to develop programs supporting the arts in our community.

In addition, planning is in full swing for the June 24<sup>th</sup> Block Party and during the week of June 11<sup>th</sup> a small team from the Town met with the organizers of the recent Verde Valley Wine Festival regarding lessons learned from that large event. An array of suggestions from treating Town Park as a facility for rent (while maintaining public access) to increasing Wi-Fi strength in the Park to support credit card processing from any location were discussed. Staff is putting together some ideas in preparation for an events discussion at the upcoming department head meeting.

- **Food trucks** – Staff has recently received inquiries regarding food trucks in Clarkdale. Food trucks are a current urban trend and are recognized as an economic driver. The Town Zoning Code does not specifically address food trucks. Both the City of Cottonwood and Sedona require conditional use permits for food trucks that set up at a specific location on a regular basis. If the food truck attends a special event, or remains mobile, no separate permitting is required other than a business license. Sales tax is not paid on food delivered through food trucks since the food is 'to go'.

Staff is discussing drafting a policy regarding food trucks which may contain the following:

- Restricting use to non-residential areas
- Requiring a license specific for food trucks at a higher fee than the annual business license (\$30) that compensates for the lack of sales tax assessment
- Stipulating all public health requirements shall be met prior to operation beginning
- Stipulating requirements for locations
- Adopting operation standards

Although the Conditional Use Permit process would address the health and public safety requirements, this public hearing process involves more staff, Commission and Town Council time that may be necessary for this type of use.

- **Clarkdale in the news.** Leveraging Transportation to Build Business Branding. On May 31<sup>st</sup>, Director Filardo highlighted Clarkdale's recent way-finding monuments implementation and the Red Wine Line project as samples of ways in which transportation relates to branding on behalf of Local First AZ as part of their upcoming webinar. This was the first time she has ever presented a webinar or conducted a presentation from her desk. There were an array of individuals tuning in from around Arizona.



- **Northern Arizona Council of Governments.** On June 2<sup>nd</sup>, Jodie was voted in as the chair of the Northern Arizona Council of Governments Economic Development Committee. She will serve in this capacity for one year providing additional opportunity and exposure for Clarkdale. At the same meeting, Jodie presented an overview of the Verde Valley Regional Economic Organization on which she currently serves as treasurer to the same body.

6. **OLD BUSINESS:**

a. **DISCUSSION/POSSIBLE ACTION** regarding the draft **Agricultural Uses Ordinance**

**Background:**

Staff has been directed to present a draft ordinance that allows for agriculture and agribusiness as conditional uses. The draft ordinance adds these two uses as conditional uses in the Central Business, Commercial, Neighborhood Commercial and Highway Commercial and Industrial zoning districts.

As a reminder, Community Supported Agriculture (CSA) and Farmers Markets were added as permitted uses in all commercial zones per Ordinance #368, effective November 13, 2015.

Staff is suggesting amendments to the Conditional Use Permit Section (5-6) of the Zoning Code to include an extensive list of requirements for agriculture and agribusiness. These requirements are designed to promote sustainable agriculture developments that minimize impact on the land and monitors and controls the use of water.

**Site Plan Review**

Section 11-9.B.4 excludes 'Agricultural activities' from site plan approval. Since the site plan will be included in the Conditional Use Permit review, staff is not recommending any changes to this section of the code.

**Changes to the Town of Clarkdale Zoning Code to permit Agricultural Uses**

**Policy Statement: The Town of Clarkdale supports sustainable local agriculture. Agricultural uses shall incorporate water conservation and sustainable farming practices and minimize impact to surrounding residential areas. All proposed agricultural uses within the Town of Clarkdale shall respect the existing topography of the land and recognize water is a precious and finite resource.**

**Section 2-1 Definitions:**

Agribusiness: An enterprise deriving a significant portion of its revenues from sales of agricultural products or sales to agricultural producers.

Agriculture: The growing, refining and distribution of plants, including flowers, fruits, trees and shrubs, herbs, and vegetables.

**Section 3-9 Central Business District (CB) add the following language:**

C. Conditional Uses Permitted:

7. Agribusiness, including the refining and distribution on site of agricultural products. Refining and sales must be in a permanent structure.
8. Agriculture

**Change** the following language

79. Any use not listed but determined by the Community Development Director to be similar in commercial character and use.

**Section 3-10 Commercial (C) add** the following language:

C. Conditional Uses Permitted:

8. Agribusiness, including the refining and distribution on site of agricultural products. Refining and sales must be in a permanent structure.
9. Agriculture

**Change** the following language

810. Any use not listed but determined by the Community Development Director to be similar in commercial character and use.

**Section 3-11 Neighborhood Commercial (C) add** the following language:

C. Conditional Uses Permitted:

12. Agribusiness, including the refining and distribution on site of agricultural products. Refining and sales must be in a permanent structure.
13. Agriculture

**Change** the following language

1214. Any use not listed but determined by the Community Development Director to be similar in commercial character and use.

**Section 3-12 Highway Commercial (C) add** the following language:

C. Conditional Uses Permitted:

11. Agribusiness, including the refining and distribution on site of agricultural products. Refining and sales must be in a permanent structure.
12. Agriculture

**Change** the following language

1113. Any use not listed but determined by the Community Development Director to be similar in commercial character and use.

**Section 3-14 Industrial add** the following language:

C. Conditional Uses Permitted:

6. Agribusiness, including the refining and distribution on site of agricultural products. Refining and sales must be in a permanent structure.
7. Agriculture

**Replace** number 6 with the following:

6. 7. Any use not listed but determined by the Community Development Director to be similar in commercial character and use.

**Amend Section 5-6 Conditional Use Permit**

Add the following language:

14. Agricultural Uses

- a) A connection to Town of Clarkdale water system is required where connection is available within a reasonable distance as determined by the Town Manager or assigned representative. If connection to the Town's water system is not available, approval of agricultural uses irrigating with well water will be considered on a case by case basis.
- b) All water connections shall be metered.
- c) All agricultural products must be set back 25 feet from adjoining property lines when abutting residentially zoned property.
- d) Projects adjacent to residential property shall be enclosed by a 6-foot fence of solid material such as fencing, masonry wall, landscaping or any combination of materials.
- e) Irrigation and on-site drainage shall incorporate EPA Best Management Practices and not impact surrounding properties.
- f) Non-chemical pest control, such as the use of beneficial predators, beneficial parasitoids and biochemical methods, is strongly encouraged. Use of chemical pesticides and herbicides must follow EPA standards and include an integrated pest management (IPM) component. All chemicals shall be contained to the property under cultivation.
- g) If fertilizer and soil amendments are proposed, a plan outlining sustainable use must be included.
- h) A Conditional Use Permit application for Agricultural Uses shall include the following elements :
  - i) A detailed site plan of the proposal showing all required setbacks, required screening, proposed and existing buildings and structures, utilities and proposed access and easements.
  - ii) An engineered grading and drainage plan.
  - iii) A comprehensive water use plan providing a balanced, sustainable approach to water use incorporating industry best practices such as:
    - (a) Use of reclaimed (gray water or effluent) or raw water where available;
    - (b) A rainwater harvesting system component to supplement the irrigation system;
    - (c) Capture and reuse of all water runoff from site;
    - (d) Reduction of water evaporation from the soil;
    - (e) A drought resistance plan.
  - iv) A dust control plan incorporating best management practices from the International Building Code. Only non-potable water shall be used for dust control measures.

**Recommendation:** Staff is asking for direction from the Planning Commission regarding the draft ordinance.

**Commission Discussion:**

Senior Planner Escobar stated Town Council would like the commission to revisit agricultural uses and bring something forward that allows an ordinance with a Conditional Use Permit in the Central Business, Commercial, and Industrial zoning areas. The Conditional Use Permit would require recommendation from the Planning Commission and approval from Council. Senior Planner Escobar went over the requirements and considerations for an agricultural use CUP. Chair deBlanc expressed concern regarding EPA approved pesticides and neonicotinoids insecticides that are killing bees and stated that she wasn't sure if the Town of Clarkdale wanted to allow EPA approved pesticides. Chair deBlanc asked if that could be banned. Senior Planner Escobar stated the ordinance is designed to encourage non-chemical pesticides or EPA approved pesticides. Senior Planner Escobar stated that we would be sharing the Conditional Use Permit application with the Verde Valley Agriculture Coalition as well as local wine growers to get their opinions on the draft ordinance. Commissioner Hunseder stated there should be

enough natural products available and brought up the concern of fruit and nut trees and the amount of water consumption also stating that grapes do not use as much water. Commissioner Hunseder asked if there will be restrictions on what type of crops are grown. Senior Planner Escobar asked if the restriction should be on the type of crop or the amount of water being used and stated we are challenged with how to get that balance. Vice Chair Erickson asked if we know the amount of water the vineyards are currently using and Senior Planner Escobar stated that we do have information that we can get from some of our local vendors and from the college. Vice Chair Erickson asked if we know what pesticides the vineyards are using and Senior Planner Escobar stated that the vineyards do not currently have non-chemical solutions to fight certain types of bugs and fungus that are attracted to grape vines. Commissioner Backus suggested adding a section to the Conditional Use Permit requesting a pest control plan. He stated that the Commission could review their plan on how they are going to control pests. This would encourage each applicant to research and create a plan that the Town could approve. Senior Planner Escobar stated that she would adjust the application to reflect approval would be based on environment and neighborhood impact. Chair deBlanc asked what areas we were referencing for agricultural uses and if we were talking about residential areas. Senior Planner Escobar clarified that we are discussing uses in Central Business, Commercial, and Industrial. Previously, when an ordinance was recommended to Council allow agricultural uses in residential zones it was not approved. Chair deBlanc asked what the town's position was on rainwater collection and if it is encouraged. Community Development Director Filardo stated that our plan does encourage people to explore rainwater harvesting but we also want rainwater to shed into washes and go to the Verde River. There is also concern that if rainwater harvesting is used, it is going to be on plants that require more water than usual. Commissioner Erickson asked about capturing and reusing water runoff from watering and Senior Planner Escobar stated that there are places in California who are successfully doing that but it is on a much larger scale than anything that might be tried in our area. Overall, the goal is to have applicants recognize the challenges regarding water use and environmental impact and have the same mindset. Commissioner Erickson asked what would happen if we have developers say that can't or won't do certain things for water conservation? Senior Planner Escobar stated that an application will have to obtain a conditional use permit. Commissioner Backus asked for an example of what is going to come in the future with the new agricultural use ordinance? Senior Planner Escobar stated that currently vineyards are the main focus but there are many other interests in agriculture uses such as locally grown food. Senior Planner Escobar stated that many restaurants are trying to go local and there could be an interest in planting food crops.

**Commission Action:**

Commission directed staff to make the requested changes to the ordinance, sent it out for review, and bring it back to Commission.

**NEW BUSINESS:**

- b. DISCUSSION/POSSIBLE ACTION** regarding the Focus Area Plan for the Bitter Creek Industrial Area

**Background:**

The Bitter Creek Industrial Area consists of approximately 405 acres, 15 parcels and eight property owners. The area originally developed as the smelter location for United Verde Copper Company.

There is an existing railroad line providing freight movement and a tourist train.

The Town owns approximately 81.82 acres in this area. A portion of this property is currently used as a land disposal site for wastewater.

Clarkdale Minerals is the largest property owner with 271.75 acres. This includes the slag pile which is approximately 45 acres. Clarkdale Minerals also owns approximately 446.46 acres immediately north of the industrial area outside Clarkdale's municipal boundaries.

Existing businesses in the area include:

- Bent River Machine – 951 Rio Torcido – 4 acres
- Verde Canyon Railroad – 300 N. Broadway
- Wesie's Auto Body – 400 Luke Lane – 12.91 acres (formerly Cannon Salvage)

There is a single family residence at 351 Luke Lane. This is the former smelter superintendent's home.

The Miller Building, a 40,000 square-foot, four story building at 900 Miller Road, is currently used as a rental storage unit location on the ground floor only. This building was the former TJ Miller Warehouse and has multiple loading docks and rail access.

A 199-foot cell tower and supporting infrastructure is approved for the Town-owned property adjacent to Bent River Machine.

### **2012 Clarkdale General Plan**

The General Plan recognizes the historic significance of the industrial area and identifies it as *'having a great deal of potential for regionally-oriented economic development. The industrial area has a history of intensive use, has significant buffering from adjacent uses and is currently zoned for industrial development'*.

The General Plan Land Use Designation for this area is 'Heavy Industrial'. This classification is intended for more intensive industrial uses including exterior storage and outside work areas.

### **Topography and Existing Land Conditions**

The area slopes up at a moderate rise from Broadway to the foot of 'C' Mountain where the terrain becomes very steep.

There are two significant drainage courses carrying stormwater shedding off of 'C' Mountain. These traverse the western third of the property. One of these drainage features bisects the area owned by the Town.

There are existing foundations and other infrastructure artifacts related to the smelter operation on the Clarkdale Minerals and Town property.

### **Existing Road Status**

Except for Broadway Road, which provides the one access to the industrial area, the road system consists of private roads without recorded access easements. These roads were originally developed to support the smelter and railroad operations.

In 2004 a conditional use permit was granted by Clarkdale Town Council for the slag reclamation project currently being pursued by Clarkdale Minerals. Under a condition of approval, Clarkdale Minerals is responsible for participating in and implementing the extension of Luke Lane through to Phoenix Cement Road.

This road extension would provide access through the industrial area to Phoenix Cement Road and on to SR 89A. Currently all traffic into the industrial area must cross Bitter Creek Bridge, a one-lane bridge with a 20-ton weight limit.

Extending this road would require crossing of the floodplain of Bitter Creek. Any disturbance of Bitter Creek would require a delineation of a Section 404 permit through the Army Corps of Engineers. It would also require obtaining right-of-way through private property, including United Verde Inc. and Salt River Material Group, and at least one additional railroad crossing. In 2004, an engineer's estimate for the design and construction of this road extension estimated costs at \$3.5 million.

#### **Slag Pile**

An additional condition of approval for the slag reclamation project is construction of a public park at the current slag pile location after removal of the slag is completed.

#### **Environmental Issues**

Although not in the initial study area for the voluntary United Verde Soil Program, it is possible that the soil in the area has contaminants from the smelter operation. Also, the Cannon Salvage property may qualify as a brownfield due to discharge on the property of petroleum products.

#### **Stakeholder/Property Owner Meeting**

The next step in the process, as established through the development of the SR 89A Focus Area Plan, is to meet with property owners and stakeholders with an interest in this area. The purpose of this meeting is to garner input regarding future development of this area including identifying potential development sites, possible development constraints, infrastructure needs and opportunities for development of connections between properties. The discussion should also include identifying preferred industrial uses that meet Clarkdale's sustainability guidelines and generate jobs.

In addition to the property owners, the stakeholders staff would suggest inviting to this meeting include:

- Salt River Material Group – owners of property adjacent to the area to the west
- Yavapai Apache Nation – due to the proximity of the Clarkdale reservation to this property
- Yavapai County
- CTI – adjacent property owner
- Local vintners who have expressed an interest in growing grapes in the area

Staff would like to schedule this meeting for the regular Planning Commission meeting on July 19.

**Recommendation:** Staff is requesting input from the Commission regarding process and scheduling.

#### **Commission Discussion:**

Senior Planner Escobar thanked the Commission for their expert work on the 89A Focus Plan and stated that Council has asked us to move to the Bitter Creek Area Focus Plan. Escobar gave her PowerPoint presentation. Chair deBlanc asked if for a review of the public outreach process followed during the SR 89A Focus Area Plan? Senior Planner Escobar stated that we had a three property/stakeholder meetings, a public meeting at a regular schedule meeting, held a community open house, published two articles in the Town's newsletter and held three meet and greets in March. Senior Planner Escobar suggested that we could hold meet and greets at the Verde Canyon Railroad or have a booth at the concerts in the park because that is where residents that are impacted will be. Escobar stated that we do not have as many stakeholders this time around and that they are all local. Chair deBlanc endorsed the idea of a water project including polish ponds. Community Development Director Filardo explained the process

presented to Council by Dr. Laurel Lacher is to pump effluent water uphill then run it down through different settlement ponds with certain mineral qualities that purify the water.

Senior Planner Escobar stated that she could add some display information as a visual and add the utilities department to the stakeholders list. Senior Planner Escobar stressed that industrial property has a direct benefit to our taxes. Commissioner Backus suggested presenting a draft plan to our stakeholders and asking them where they would like to add and getting suggestions improvements. Commissioner Backus stated that we need to have a vision as to where this is going and how it is going to help our town create more revenue. Commissioner Backus asked where the biggest potential of income would come from. Chair deBlanc stated that a big benefit of having something in this area is everyone on the train could have something else to do in the area and Senior Planner Escobar thought that was a great point and stated she is really looking forward to ideas from the Commission and stakeholders and there are a lot of elements to be considered. Senior Planner Escobar suggested to discuss the draft plan at the August meeting before we invite the property owners/stakeholders. Commissioner Erickson asked about Council Member Regner wanting to extend 11<sup>th</sup> street to the industrial area. Commissioner Backus suggested using Broadway Bridge to access the train then when you leave coming up the backside of the hill and ending up on 11<sup>th</sup> street which would be highly productive for the town. Senior Planner Escobar stated that the price of doing something like this was very high because it is an engineering challenge. Commissioner Backus stated that he would not be here in July and Commissioner Erickson stated that he would not be here in August.

**Commission Action:**

The Commission directed staff to develop a draft plan demonstrating the possible land uses and road connections to discuss at the next regular Commission meeting for review prior to scheduling the property owner/stakeholder meeting.

**c. DISCUSSION** regarding upcoming Commission Seat renewals

Chair deBlanc and Commissioner Backus need to fill out applications to renew their seats on the Planning Commission. They will be invited to a short interview where the Council members are looking forward to their feedback.

**7. FUTURE AGENDA ITEMS**

There will be meetings in July and August. Senior Planner Escobar is working on drafting an ordinance for tiny homes that the commission will see in September or October.

**8. ADJOURNMENT**

- a. Commissioner Hunseder moved to adjourn the meeting. Commissioner Erickson seconded the motion. The meeting was adjourned at 5:16 p.m.**

**APPROVED BY:**

**SUBMITTED BY:**

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Ida deBlanc  
Chairperson

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Beth Escobar  
Senior Planner



# Staff Report

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Agenda Item:            **Proclamation Proclaiming the Month of August 2016 as Drowning Impact Awareness Month**– Approval of a Proclamation declaring the month of August 2016 as Drowning Impact Awareness Month.

Staff Contact:            Kathy Bainbridge, Town Clerk/Finance Director

Meeting Date:            July 12, 2016

Background:            Unfortunately Arizona rates second in the nation for having the most drownings. With summer in full swing we are seeing an increase in drownings this year. In order to raise the awareness of the numbers and impact of child drowning in Arizona, Phoenix Children’s Hospital has requested that the Town of Clarkdale approve a proclamation declaring August as Drowning Impact Awareness Month.

Recommendation:       Staff recommends approval of proclamation declaring the month of August 2016 as Drowning Impact Awareness Month.

# **DROWNING IMPACT AWARENESS MONTH AUGUST 2016**

**WHEREAS**, Arizona's future prosperity depends upon the long-term health, safety, and well-being of the nearly two million children and teens in our state; and

**WHEREAS**, drowning is a top cause of injury and death for children and teens in Arizona, affecting not only the victims, but also families, emergency personnel, and our society as a whole; and

**WHEREAS**, child drownings are nearly 100 percent preventable, including drownings which are classified as maltreatment and make up an average of one in four cases in Arizona; and

**WHEREAS**, research-proven strategies can save lives, including constant and capable supervision, restricting access to water, use of life jackets, swimming lessons for adults and children at the appropriate age, rapid emergency response, including CPR, and safe, stable and nurturing relationships and communities to break the cycle of maltreatment; and

**WHEREAS**, awareness of the problem is just the first step; evidence-based programs to bring these strategies to families is the best way to save lives; and

**WHEREAS**, during the month of August, Phoenix Children's Hospital, in collaboration with state and local governments, community organizations, and private citizens, will be engaging communities throughout Arizona in a coordinated and comprehensive response;

**NOW, THEREFORE**, I, Doug Von Gausig, Mayor of Clarkdale, do hereby proclaim August, 2016 as **DROWNING IMPACT AWARENESS MONTH** in the Town of Clarkdale and urge all communities and citizens of Arizona to participate in efforts to reduce drowning risk, strengthen families, and protect children and teens.

Given under my hand in these free United States in the State of Arizona, on July 12, 2016, and to which I have caused the Seal of the Town of Clarkdale, to be affixed and have made this proclamation public.

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Doug Von Gausig, Mayor

Attest:

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Kathy Bainbridge, Town Clerk



# Staff Report

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**Agenda Item:**           **MOBILE FOOD VENDORS/FOOD TRUCKS WORKSESSION -**  
Discussion/ regarding draft changes to Chapter 8 of the Town Code  
adding Section 8-7 adopting regulations for Mobile Food Vendors/Food  
Trucks.

**Staff Contact:**           Beth Escobar, Senior Planner

**Meeting Date:**         July 12, 2016

**Background:**

Food trucks have always been a popular venue in urban areas and generated approximately \$650 million in revenue in 2012 according to research done by the National Restaurant Association.

Staff has received several inquiries about whether food trucks are allowed in the Town of Clarkdale. Current codes do not directly address food trucks or mobile food vendors. When Nathan and Miranda Wagner approached Community Development staff about a food truck for reJuice, it was determined this is a permitted use on an already developed commercial property.

The strenuous permit process required by the Yavapai County Health was completed and reJuice opened in the back parking lot of Nate's Cowboy Café on June 23, 2016.



**Purpose:**

Since there is currently no code or policy addressing mobile food vendors not connected with an existing business, an ordinance amending Town Code has been drafted addressing food safety, impact on public facilities and compatibility with other properties.

The required permitting through Yavapai County Health Department addresses the health safety concerns regarding mobile food vendors. Any mobile food vendor operating without this permit would immediately be shut down.

To mitigate any potential negative impact to surrounding residential properties the draft ordinance prohibits placement of a mobile food units in an area adjacent to existing residential uses.



# Staff Report

Otherwise, placement on private property is restricted to the side or rear yard if not adjacent to residential uses, or in an existing parking area as long as placement doesn't negatively impact parking availability or pedestrian access into the existing business. The ordinance requires the mobile food vendor have the property owner's permission before setting up on a property.

Placement on public (Town) property would be permitted through either an association with an approved special event permit or a vendor's license for a Town sponsored event. In either case, Town staff would have the opportunity to review placement of the unit in relation to its impact on surrounding businesses and properties.

A requirement making the vendor responsible for trash removal around the site is included in the draft ordinance.

To minimize impact, signage shall be limited to graphics on the unit and lighting on the unit shall be fully shielded.

Mobile food vendors shall be required to have an annual business license, and would be required to pay the vendor booth fees associated with Town events. Existing businesses who have an annual business license and branch out into mobile food vending would not be required to have an additional business license.

## **Revenue Implications**

In addition to extra business license fees, additional sales taxes could be generated through mobile food vendors since, per the Arizona Department of Revenue, food sold by mobile vendors is subject to transaction privilege tax (TPT).

## **Review and Input**

The draft ordinance has been distributed to the Community Services Department, the Clarkdale Downtown Business Alliance and other local businesses for review.

## **Recommended Changes:**

In staff's opinion, the above recommended changes ensure public health and safety issues are addressed while promoting mobile food vendors as an added value to the community and an additional revenue source. Allowing mobile food vendors can promote diversification of the local economy and entrepreneurial growth. Use of these units can be a benefit for existing businesses featuring food trucks in a promotional event.

**Recommendation:** This is a discussion item only. Staff is requesting input from Council on how to proceed with these proposed changes.

Attachment:

1. Draft ordinance

**AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CLARKDALE ALLOWING CHANGES TO CHAPTER 8 OF THE TOWN OF CLARKDALE TOWN CODE, ADOPTING A DEFINITION FOR MOBILE FOOD VENDORS AND ADOPTING REGULATIONS FOR MOBILE FOOD VENDORS (FOOD TRUCKS) WITHIN THE TOWN OF CLARKDALE**

*Add the following Section 8-7: **Regulations for Mobile Food Vendors (Food Trucks)***

**Definition: Mobile Food Vendor/Food Truck:** A two or four-wheeled vehicle either self-propelled or towed, designed to carry, prepare and deliver food and/or beverages for purchase by customers for immediate consumption.

**Section 8-7-1 Standards**

All mobile food vendors are subject to the following regulations:

- A. Must have a current annual Town of Clarkdale business license unless the unit is an auxiliary use of an existing licensed business.
- B. Must have a current permit to operate from the Yavapai County Health Department. This permit shall be displayed on the vehicle.
- C. With business owner's permission and at the location of an existing business, a Mobile Food Vendor may be temporarily placed in a side or rear yard if not adjacent to a residential use or within a parking area with sufficient parking.
- D. Placement of the Mobile Food Unit and any accompanying amenities such as tables, chairs and umbrellas, shall not encroach into any parking spaces required by the existing business and shall not impede vehicular circulation for the area.
- E. Placement shall not impede existing pedestrian circulations, specifically existing ADA access.
- F. No Mobile Food Vendor shall remain in place overnight unless approved through a Special Event Permit.
- G. A minimum of one clearly marked trash container shall be placed within 6 feet of the unit.
- H. The area within 15 feet of the unit shall be kept free of debris and litter during all hours of operation and upon closing.
- I. Sales of food or beverage only.
- J. Allowable signage shall be limited to graphics on the unit.
- K. Any lighting associated with the mobile unit shall be fully shielded in accordance with the Town of Clarkdale Outdoor Lighting Ordinance
- L. Shall only operate within Town right-of-way or on a Town owned property in connection with a Special Event Permit or with an approved vendor permit associated with a Town sponsored event.



# Staff Report

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**Agenda Item:** AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF CLARKDALE, YAVAPAI COUNTY, ARIZONA, REPEALING CHAPTER 13, FLOOD DAMAGE PREVENTION, OF THE CLARKDALE TOWN CODE IN ITS ENTIRETY, AND RECREATING CHAPTER 13, FLOOD DAMAGE PREVENTION, SECTION 13-1-1, ESTABLISHMENT OF SPECIAL FLOOD HAZARD AREAS, OF THE CLARKDALE TOWN CODE; ADOPTING BY REFERENCE REVISED FLOOD INSURANCE STUDY AND FLOOD INSURANCE RATE MAPS, AND FLOODPLAIN MANAGEMENT REGULATIONS FOR YAVAPAI COUNTY, ARIZONA; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PENALTIES – Discussion and possible action regarding Ordinance # 373 regarding Chapter 13, Flood Damage Prevention of the Town Code.

**Staff Contact:** Paul Grasso, Building Inspector

**Meeting Date:** July 12, 2016

**Background:** The Town of Clarkdale has been part of the National Flood Insurance Program (NFIP) as a separate community since December 1982. Under the National Flood Insurance Program the Town is the entity responsible for floodplain administration. The Building Official maintains the necessary information and records for affected properties within the Town. Each community that participates in the National Flood Insurance Program is required to adopt floodplain management regulations consistent with Federal and State criteria. The Flood Control District of Yavapai County has adopted Floodplain Regulations that meet the requirements of the National Flood Insurance Program. The Towns relationship with the Yavapai County Flood Control District has been one of co-operation and education with the property owners living in areas designated as flood prone.

**Recommendation:** Adopting Ordinance #373, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF CLARKDALE, YAVAPAI COUNTY, ARIZONA, REPEALING CHAPTER 13, FLOOD DAMAGE PREVENTION, OF THE CLARKDALE TOWN CODE IN ITS ENTIRETY, AND RECREATING CHAPTER 13, FLOOD DAMAGE PREVENTION, SECTION 13-1-1, ESTABLISHMENT OF SPECIAL FLOOD HAZARD AREAS, OF THE CLARKDALE TOWN CODE; ADOPTING BY REFERENCE REVISED FLOOD INSURANCE STUDY AND FLOOD INSURANCE RATE MAPS, AND FLOODPLAIN MANAGEMENT REGULATIONS FOR YAVAPAI COUNTY, ARIZONA; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PENALTIES.

**ORDINANCE # 373**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF CLARKDALE, YAVAPAI COUNTY, ARIZONA, REPEALING CHAPTER 13, FLOOD DAMAGE PREVENTION, OF THE CLARKDALE TOWN CODE IN ITS ENTIRETY, AND RECREATING CHAPTER 13, FLOOD DAMAGE PREVENTION, SECTION 13-1-1, ESTABLISHMENT OF SPECIAL FLOOD HAZARD AREAS, OF THE CLARKDALE TOWN CODE; ADOPTING BY REFERENCE REVISED FLOOD INSURANCE STUDY AND FLOOD INSURANCE RATE MAPS, AND FLOODPLAIN MANAGEMENT REGULATIONS FOR YAVAPAI COUNTY, ARIZONA; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PENALTIES.**

WHEREAS, the continued participation in the National Flood Insurance Program is in the best interest of the citizens of the Town of Clarkdale.

**NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA THAT:**

SECTION 1: Chapter 13 of the Code of the Town of Clarkdale is hereby ~~repealed~~ ~~deleted~~ in its entirety and recreated as Chapter 13, Section 13-1-1, Establishment of Special Flood Hazard Areas, of the Code of the Town of Clarkdale to read as follows:

Section 13-1-1            Establishment of Special Flood Hazard Areas

A. The Town of Clarkdale, Arizona joined the National Flood Insurance Program (NFIP) as a separate community in December 1982. The Town of Clarkdale, under the National Flood Insurance Program is the entity responsible for floodplain administration within the Town. Each community that participates in the National Flood Insurance Program is required to adopt floodplain management regulations consistent with Federal and State criteria. The Flood Control District of Yavapai County has adopted Floodplain Regulations that meet the requirements of the National Flood Insurance Program.

1. Those certain documents entitled "Flood Insurance Study and Flood Insurance Rate Maps for "Yavapai County, Arizona, and Incorporated Areas" dated ~~October 16, 2015~~ September 3, 2010 and "Yavapai County Flood Damage Prevention Ordinance," dated ~~November 1, 2010~~ July 17, 2006, and all subsequent amendments and/or revisions are hereby designated as public records and are hereby adopted as the legal basis for implementing floodplain management in this community.
2. Those public records entitled "Flood Insurance Study for Yavapai County Arizona, and Incorporated Areas." dated ~~October 16, 2015~~ September 3, 2010," with accompanying Flood Insurance Rate Maps (FIRMs) dated ~~October 16, 2015~~ September 3, 2010 and all subsequent amendments and/or revisions, ~~three~~ copies of which shall be kept on file in the office of the Town Clerk, are hereby adopted by reference, as the basis for establishing the special flood hazard areas ~~for floodplain management~~ in the Town of Clarkdale. The ~~S~~ Special Flood ~~H~~ azard areas documented in the Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRMs) are the minimum area of applicability of the

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floodplain management regulations and may be supplemented by studies for other areas as allowed in the regulations.

3. ~~That public record designated as “Yavapai County Flood Damage Prevention Ordinance, dated July 17, 2006,” and all subsequent amendments and/or revisions, three copies of which shall be kept on file in the office of the Town Clerk, is hereby adopted as the legal basis for implementing floodplain management in this community.~~
  
4. A.R.S. § 48-3609 assigns powers and duties for floodplain management to the Flood Control District of Yavapai County. The Town of Clarkdale elects NOT to assume continues to delegate those powers and duties the responsibility of floodplain management to the Flood Control District of Yavapai County as provided for in A.R.S. §48-3610. The Town of Clarkdale Building Official is appointed/ designated as the National Flood Insurance Program Floodplain Administrator for the Town of Clarkdale and is responsible for coordinating with the Flood Control District of Yavapai County and will serve as the community point of contact on National Flood Insurance Program issues for County, State and Federal officials.
  
5. The Community Floodplain Administrator shall also be, at a minimum, responsible for the following:
  - a. Keep and maintain current Flood Insurance Studies and Flood Insurance Rate Map(s) applicable to their community;
  - b. Keep and maintain copies of the most current Yavapai County floodplain regulations at the office of the Town Clerk;
  - c. Keep and maintain elevation certificates (or acceptable records of lowest floor elevations) for all structures within the Special Flood Hazard Areas; and
  - d. Repeal or modify all existing local ordinances that conflict with these Regulations.

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B. Providing for Penalties

Any person found guilty of violating provisions of the Yavapai County Flood Damage Prevention Ordinance dated November 1, 2010, as amended and revised, shall be guilty of a misdemeanor. Each day that a violation continues shall be a separate offense punishable as described.

SECTION 3: 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.

SECTION 4: If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of this document adopted herein 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.

SECTION 5: Any person found guilty of violating provisions of the Yavapai County Flood Damage Prevention Ordinance dated November 1, 2010, as amended and revised,

shall be guilty of a misdemeanor. Each day that a violation continues shall be a separate offense punishable as described.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Clarkdale, Arizona, this 12th day of July, 2016.

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Doug Von Gausig, Mayor

ATTEST:

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Kathy Bainbridge, Town Clerk

APPROVED AS TO FORM:

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Robert S. Pecharich, Town Attorney

**ORDINANCE # 373**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF CLARKDALE, YAVAPAI COUNTY, ARIZONA, REPEALING CHAPTER 13, FLOOD DAMAGE PREVENTION, OF THE CLARKDALE TOWN CODE IN ITS ENTIRETY, AND RECREATING CHAPTER 13, FLOOD DAMAGE PREVENTION, SECTION 13-1-1, ESTABLISHMENT OF SPECIAL FLOOD HAZARD AREAS, OF THE CLARKDALE TOWN CODE; ADOPTING BY REFERENCE REVISED FLOOD INSURANCE STUDY AND FLOOD INSURANCE RATE MAPS, AND FLOODPLAIN MANAGEMENT REGULATIONS FOR YAVAPAI COUNTY, ARIZONA; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PENALTIES.**

WHEREAS, the continued participation in the National Flood Insurance Program is in the best interest of the citizens of the Town of Clarkdale.

**NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA THAT:**

SECTION 1: Chapter 13 of the Code of the Town of Clarkdale is hereby repealed in its entirety and recreated as Chapter 13, Section 13-1-1, Establishment of Special Flood Hazard Areas, of the Code of the Town of Clarkdale to read as follows:

**Section 13-1-1            Establishment of Special Flood Hazard Areas**

A. The Town of Clarkdale, Arizona joined the National Flood Insurance Program (NFIP) as a separate community in December 1982. The Town of Clarkdale, under the National Flood Insurance Program is the entity responsible for floodplain administration within the Town. Each community that participates in the National Flood Insurance Program is required to adopt floodplain management regulations consistent with Federal and State criteria. The Flood Control District of Yavapai County has adopted Floodplain Regulations that meet the requirements of the National Flood Insurance Program.

1. Those certain documents entitled "Flood Insurance Study and Flood Insurance Rate Maps for "Yavapai County, Arizona, and Incorporated Areas" dated October 16, 2015 and "Yavapai County Flood Damage Prevention Ordinance," dated November 1, 2010, and all subsequent amendments and/or revisions are hereby designated as public records and are hereby adopted as the legal basis for implementing floodplain management in this community.
2. Those public records entitled "Flood Insurance Study for Yavapai County Arizona, and Incorporated Areas." dated October 16, 2015," with accompanying Flood Insurance Rate Maps (FIRMs) dated October 16, 2015 and all subsequent amendments and/or revisions, copies of which shall be kept on file in the office of the Town Clerk, are hereby adopted by reference, as the basis for establishing the special flood hazard areas in the Town of Clarkdale. The Special Flood Hazard areas documented in the Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRMs) are the minimum area of applicability of the floodplain management regulations and may be supplemented by studies for other areas as allowed in the regulations.

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3. A.R.S. § 48-3609 assigns powers and duties for floodplain management to the Flood Control District of Yavapai County. The Town of Clarkdale elects NOT to assume those powers and duties as provided for in A.R.S. §48-3610. The Town of Clarkdale Building Official is appointed/ designated as the National Flood Insurance Program Floodplain Administrator for the Town of Clarkdale and is responsible for coordinating with the Flood Control District of Yavapai County and will serve as the community point of contact on National Flood Insurance Program issues for County, State and Federal officials.

4. The Community Floodplain Administrator shall also be, at a minimum, responsible for the following:

- a. Keep and maintain current Flood Insurance Studies and Flood Insurance Rate Map(s) applicable to their community;
- b. Keep and maintain copies of the most current Yavapai County floodplain regulations at the office of the Town Clerk;
- c. Keep and maintain elevation certificates (or acceptable records of lowest floor elevations) for all structures within the Special Flood Hazard Areas; and
- d. Repeal or modify all existing local ordinances that conflict with these Regulations.

**B. Providing for Penalties**

Any person found guilty of violating provisions of the Yavapai County Flood Damage Prevention Ordinance dated November 1, 2010, as amended and revised, shall be guilty of a misdemeanor. Each day that a violation continues shall be a separate offense punishable as therein described.

SECTION 3: 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.

SECTION 4: If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of this document adopted herein 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.

SECTION 5: Any person found guilty of violating provisions of the Yavapai County Flood Damage Prevention Ordinance dated November 1, 2010, as amended and revised, shall be guilty of a misdemeanor. Each day that a violation continues shall be a separate offense punishable as described.

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Clarkdale, Arizona, this 12th day of July, 2016.

\_\_\_\_\_  
Doug Von Gausig, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Kathy Bainbridge, Town Clerk

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Robert S. Pecharich, Town Attorney

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