

TOWN *Of* **PARADISE VALLEY**



TOWN COUNCIL MEETING
6401 E. LINCOLN DRIVE
PARADISE VALLEY, ARIZONA 85253
MINUTES
Thursday, January 28, 2016

1. CALL TO ORDER / ROLL CALL

Mayor Collins called to order the Town Council Meeting for Thursday, January 28, 2016 at 4:00 p.m. in the Town Hall Boardroom.

COUNCIL MEMBERS PRESENT

Mayor Michael Collins

Vice Mayor David Sherf

Council Member Jerry Bien-Willner

Council Member Paul Dembow attended by telephone conference call

Council Member Mary Hamway

Council Member Mark Stanton

Council Member Maria Syms

STAFF MEMBERS PRESENT

Town Manager Kevin Burke

Town Attorney Andrew M. Miller

Town Clerk Duncan Miller

Police Chief Peter Wingert

Community Development Director Eva Cutro

Director of Administration and Government Affairs Dawn Marie Buckland

Public Works Director / Town Engineer James P. Shano

Senior Information Technology Analyst Robert Kornovich

2. STUDY SESSION ITEMS

16-032 Information Technology Strategic Plan

Director of Administration and Government Affairs Dawn Marie Buckland and Senior Information Technology Analyst Robert Kornovich briefed the Town Council on the Information Technology Strategic Plan. The plan included a gaps analysis, findings for each department, and recommendations.

The recommendations included:

- Short term (0 to 90 days)
 - Create and fill the position of Information Technology Coordinator
 - Implement uniform process for IT helpdesk and troubleshooting
 - Update hardware/software inventory and centralize technology procurement
 - Invest in and implement formal training program for IT staff
 - Integrate Payroll with an HRIS solution to improve payroll function
- Mid-term (90 to 365 days)
 - Select and implement a new permitting system for Community Development to include field inspection capabilities
 - Update Town website with e-solution(s) for applications, onboarding, and Community Development permitting functions
 - Update administrative policies governing the appropriate use of technology resources, and provide formal methods of communicating them to Town staff
- Long Term (1 to 3 years)
 - Form an IT Governance Committee with the purpose of establishing overall direction and priorities for technology at the Town
 - Identify and implement a town-wide enterprise GIS solution
 - Establish a centralized single-solution payment processing system
 - Implement Lucity work order management system for Public Works
 - Determine effective course of action for the alarm monitoring service
 - Procure and implement Enterprise Resource Planning (ERP) system

Mr. Kornovich briefed Council on actions that have already been taken to address the recommendations, and the plan to address those remaining.

Council Members made the following requests:

- Provide additional information regarding the duties and accomplishments of the procurement specialist
- Provide justification for the proposed procurement workflow management system
- There was support for the creation of an IT Governance Committee:
 - to help prioritize projects and identify current and future needs and what can be deferred
 - consider if a proposed software solution supports an existing need or if it will disrupt work
 - obtain feedback from users if an existing system is not working as expected or not being used
 - prior to implementing a new system obtain feedback from end users to determine if there is buy-in
 - to assess if existing systems are adding value and should continue to be funded in future years
 - to develop criteria during the RFP/RFQ process to clearly define

implementation expectations and timelines

- The need for ongoing training was emphasized

Town Manager Kevin Burke stated that the Council would not need to take formal action on the IT Strategic Plan. It would be “received and filed” and staff would proceed with implementing the recommendations along with the Council’s feedback.

16-033 Discussion of Quality of Life Initiatives

Mr. Burke stated that “maintain and improve the Paradise Valley quality of life” was identified as a Council goal at the policy retreat last year. The purpose of this meeting was to identify and prioritize the list of initiatives which included the following:

Policy Issues

- Trash Collection – there was consensus to prioritize this issue. Staff was asked to develop a range of options to bring back for Council consideration.
- Short Term Rentals – there was consensus to prioritize this issue. Council Member Bien-Willner volunteered to lead this topic. The goal was to focus on options within the town’s control and not those that could be preempted by the state legislature or expose the town to Prop 207 claims. Developing a process for the Police Department to be aware of properties being rented was suggested.
- Sustainability Committee – there was consensus to dissolve the Water Utility Committee and establish a Sustainability Committee with clearly defined tasks to address listed in the General Plan.

Goals Assigned to ACOPS

- Charter School Traffic Zones
- Sign Clutter
- Neighborhood Parking and Traffic Calming

Goals Assigned to the Planning Commission

- Bike / Pedestrian master plan
- Visually significant corridors
- Clarify noise ordinance
- Update hillside code
- Update lighting code
- Update wall and fences
- Review sign code on private property
- Storm water
- Blighted Property

Vice Mayor Sherf volunteered to meet with the Planning Commission Chair to prioritize and schedule these items for review.

Goals Assigned to Staff

- Cell Phone Coverage - Mayor Collins volunteered to identify residents who are experts in this field to come up with recommendations to improve coverage. This could include amending the personal wireless service facility ordinance to relax regulations on cell towers in town.
- Town Technology Education – Staff was directed to develop a plan to better inform residents about the variety of ways they can receive information and notices from the Town.

Mayor Collins recessed the meeting at 6:15 p.m.

3. EXECUTIVE SESSION

16-025 The Town Council may go into executive session at one or more times during the meeting as needed to confer with the Town Attorney for legal advice regarding any of the agenda items listed on the agenda as authorized by A.R.S. §38-431.A.3.

This item was not discussed.

4. BREAK

5. RECONVENE FOR REGULAR MEETING

Mayor Collins reconvened the meeting at 6:20 p.m.

6. ROLL CALL

COUNCIL MEMBERS PRESENT

Mayor Michael Collins

Vice Mayor David Sherf

Council Member Jerry Bien-Willner

Council Member Paul Dembow attended by telephone conference call

Council Member Mary Hamway

Council Member Mark Stanton

Council Member Maria Syms

STAFF MEMBERS PRESENT

Town Manager Kevin Burke

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Police Chief Peter Wingert

Community Development Director Eva Cutro

Director of Administration and Government Affairs Dawn Marie Buckland

Public Works Director / Town Engineer James P. Shano

7. PLEDGE OF ALLEGIANCE*

Collin Sherf led the singing of the National Anthem.

Council Member Syms introduced Sabastian Asher of Boy Scout Troup 441 who was attending the meeting to complete a requirement for a merit badge.

8. PRESENTATIONS

Presiding Judge J. Tyrrell Taber administered the Oath of Office to David Sherf who was selected to serve as Vice Mayor for the 2016 calendar year.

9. CALL TO THE PUBLIC

There were no public comments.

10. CONSENT AGENDA

Mr. Burke summarized the items on the consent agenda.

16-024 Approval of Resolution Number 16-02; Adopting the 2015 Maricopa County Multi-Jurisdictional Multi-Hazard Mitigation Plan

Recommendation: It is recommended that the Town Council pass Resolution 16-02.

16-029 Award of Contract to Markham Contracting in the amount of \$33,313.08 for the design of 52nd Street Improvements

Recommendation: Authorize the Town Manager to execute a contract with Markham Contracting in the amount of \$33,313.08

A motion was made by Council Member Bien-Willner, seconded by Vice Mayor Sherf, to approve the Consent Agenda. The motion carried by the following vote:

Aye: 7 - Mayor Collins, Vice Mayor Dembow, Council Member Bien-Willner, Council Member Hamway, Council Member Sherf, Council Member Stanton, and Council Member Syms

Council Member Syms departed the meeting.

11. PUBLIC HEARINGS

There were no public hearings.

12. ACTION ITEMS

16-034 Authorization of up to \$10,000 to help sponsor the 55th Anniversary of the Town's Incorporation.

Recommendation: Authorize the Historical Committee to hold a 55th Anniversary

Historical Advisory Committee Chair Catherine Kauffman presented a request to hold a Town 55th Anniversary Celebration on April 16, 2016 at the Camelback Inn. The Camelback Inn volunteered to donate the space and the food. She stated that the Committee would contact the other resorts about providing additional support. In addition the Committee asked for an amount not to exceed \$10,000 for entertainment expenses. She stated that the 50th Anniversary event was very successful and was attended by 300-400 people.

Council discussed postponing the event to the fall to give the Committee more time to plan and advertise the event. It was also suggested that it could be combined with another event.

Resident Dorothy Smith spoke in favor of the event. She stated the anniversary should be kept separate from other events like the public safety fair or car show.

Ms. Kauffman stated that the Committee was scheduled to meet on February 5 and could come up with alternative dates in May or fall and report back to Council.

A motion was made by Council Member Hamway, seconded by Vice Mayor Sherf, to continue the Historical Advisory Committee's request to hold a 55th Anniversary Celebration and to spend up to \$10,000 in contingency funds to February 11. The motion carried by the following vote:

Aye: 6 - Mayor Collins, Vice Mayor Sherf, Council Member Bien-Willner, Council Member Hamway, Council Member Dembow, and Council Member Stanton

Absent: 1 - Council Member Syms

13. REQUESTS FOR FUTURE AGENDA ITEMS

16-027 Consideration of Requests for Future Agenda Items

Mr. Burke summarized the future agenda topic list. There was consensus that the upcoming Mountain Shadows Resort plats could be scheduled for study session and action on the same day unless the recommendation from the Planning Commission is not unanimous.

Mayor Collins suggested creating a joint planning team with the City of Scottsdale.

14. MAYOR / COUNCIL / MANAGER COMMENTS

Mayor Collins announced that the Council budgeted \$50,000 for community services funding. Resolution 1304 gives the Council the option to conduct a needs assessment to determine an appropriate use for the funds or invite funding request from non-profit organizations. There was consensus not to do a needs assessment. Council Members Hamway and Stanton volunteered to advise the Town Manager on this item.

15. ADJOURN

A motion was made by Council Member Hamway, seconded by Council Member Bien-Willner, to adjourn which passed by the following vote:

Aye: 7 - Mayor Collins, Vice Mayor Sherf, Council Member Bien-Willner, Council Member Hamway, Council Member Dembow, and Council Member Stanton

Absent: 1 - Council Member Syms

Mayor Collins adjourned the meeting at 8:25 p.m.

TOWN OF PARADISE VALLEY

SUBMITTED BY:

Duncan Miller, Town Clerk

STATE OF ARIZONA)
 :SS.
COUNTY OF MARICOPA)

CERTIFICATION

I, Duncan Miller, Town Clerk of the Town of Paradise Valley, Arizona hereby certify that the following is a full, true, and correct copy of the minutes of the regular meeting of the Paradise Valley Town Council held on Thursday, January 28, 2016

I further certify that said municipal corporation is duly organized and existing. The meeting was properly called and held and that a quorum was present.

Duncan Miller, Town Clerk