

**NOTICE OF A REGULAR MEETING OF THE  
PUBLIC SAFETY PERSONNEL RETIREMENT BOARD OF THE  
TOWN OF CLARKDALE**

**Wednesday, November 18, 2015 at 5:30 P.M.  
Administration Conference Room, 39 N. 9<sup>th</sup> Street, Clarkdale, Arizona**

In accordance with Resolution #215 of the Town of Clarkdale, and Section §38-431.002 of the Arizona Revised Statutes,

NOTICE IS HEREBY GIVEN that the Public Safety Personnel Retirement Board of the Town of Clarkdale will hold a Regular Organizational Meeting on Wednesday, November 18, 2015 at 5:30 p.m. in the Town of Clarkdale Administration Conference Room, 39 N. 9<sup>th</sup> Street, Clarkdale, Arizona. Members of the Clarkdale Local Public Safety Retirement Board will attend either in person or by telephone, video or internet conferencing. Pursuant to A.R.S. §38-431.03, the Board 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 Board 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 November 16, 2015 at 1:00 p.m.

All members of the public are invited to attend.

Dated this 6<sup>th</sup> day of November, 2015

TOWN OF CLARKDALE  
By

***Mary Ellen Dunn***  
MARY ELLEN DUNN  
DEPUTY TOWN CLERK

<p><i>As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize</i></p>
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**ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.**

- 1. CALL TO ORDER.**
- 2. PUBLIC COMMENT.** The Local Board of the Public Safety Personnel Retirement System for the Town of Clarkdale invites the public to provide comments at this time. Members of the Board 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 shall be limited to directing staff to study 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 Board Secretary during the meeting. Each speaker is asked to limit their comments to five minutes.

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

- A. **APPROVAL OF MINUTES OF THE LOCAL BOARD.** Approval of the Minutes of the Regular Meeting held June 24, 2015.

### **NEW BUSINESS**

4. **APPOINTMENT OF REPRESENTATIVE(S) TO REVIEW OFFICER PRE-EMPLOYMENT PHYSICALS.** Board action to amend appointment of representative(s) to review medical exams for pre-existing conditions.
5. **APPROVAL AND ACCEPTANCE OF NEW MEMBERS.** The local Pension Board approves and accepts Kristin Robertson as the Officer Member and Ida deBlanc as the Citizen Member of the Local Pension Board for the terms expiring September 30, 2017.
6. **ACCEPTANCE OF NEW OFFICER INTO PENSION SYSTEM.** Local Board approval and acceptance of new officer into the Public Safety Retirement System with certain pre-existing conditions.
7. **FUTURE AGENDA ITEMS** – Listing of items to be placed on a future Board agenda.
8. **ADJOURNMENT.**

Reasonable accommodations may be requested by contacting Town Hall at (928) 639-2453 at least 72 hours in advance of the meeting.



**Ben Kramer moved to ratify the election of Kristin Robertson, Officer Member of the Local Board. Ron Ekholm seconded the motion and the motion carried unanimously.**

**DESIGNATION OF VICE CHAIR.** Designation of an alternate to act as Chair in absence of Chairperson.

Pursuant to Town of Clarkdale Model Uniform Rules of Local Board Procedure (C)(2), adopted on April 3, 2013, “the Chair may, in his/her absence, designate an alternate to act as Chair”.

The Board discussed eligible members and Ben Kramer volunteered to serve as Vice Chair.

**Ben Kramer nominated himself to serve as Vice Chair of the Local Board to serve in the absence of the Chair. Kristin Robertson seconded the nomination and Ben Kramer was designated Vice Chair by the Board unanimously.**

**ACCEPTANCE OF NEW OFFICER INTO PENSION SYSTEM.** Local Board approval and acceptance of new officers into the Public Safety Retirement System with no pre-existing conditions.

Two Clarkdale Police Officers began working full-time for the Town of Clarkdale on February 11, 2015 and May 17, 2015. After review of their Pre-Membership Physical Reports it was determined by the Board Secretary that there were no pre-existing conditions to report.

**Ben Kramer moved to formally accept the two new officers into the Public Safety Retirement System with no pre-existing conditions. Ida de Blanc seconded the motion. The motion was approved unanimously.**

**BOARD REVIEW AND CONSIDERATION OF RETIREMENT BENEFITS.** Application for retirement benefits has been completed by retired Clarkdale Police Officer and Board consideration and approval is necessary for its submittal to the State for payment.

Pursuant to A.R.S. § 38-847(D) (1) it is the duty of the local board to decide all questions of eligibility for benefits and to determine the amount, manner and time of payment of any benefits under the system. The Officer’s last work day was June 13, 2015 and the retirement paperwork has been completed and is now ready for the board review and approval.

**Kristin Robertson moved to approve the Secretary’s submission of Officer’s completed application to receive retirement benefits from the Public Safety Personnel Retirement System. Ron Ekholm seconded the motion. The motion carried unanimously.**

**REPORT ON ARIZONA LEAGUE OF CITIES AND TOWNS WORKSHOP ON UNFUNDED LIABILITY AND SUBSEQUENT TOWN OF CLARKDALE COUNCIL DIRECTION.** A report on the unfunded balance as shown in the annual actuarial report, the recommendations of the State Public Safety Personnel Retirement System and the direction of

**Council to Town Staff.**

Town Finance Department Staff and Town Clerk Staff attended a workshop hosted by the Arizona League of Cities and Towns which addressed municipalities' options with regard to paying down unfunded balances. The options included a 3-year phase-in policy for increased 2014 valuations. This option allows employers the choice to pay the full effect rate of 34.07% or to choose the phase-in rate of 26.08%. The unfunded liability amortization of \$1,288,737 over 22 years totals \$3,112,265 without the phase-in option and \$3,182,751 with the phase-in option, a total of \$70,485 more over 22 years. Council directed staff to apply the "phase-in" rate of 26.08% toward the unfunded liability in the 2015/2016 budget.

Ben Kramer provided background information on this agenda item.

**This is a presentation only and no Board action is required.**

**FUTURE AGENDA ITEMS** – Listing of items to be placed on a future Board agenda.

**ADJOURNMENT:** Without objection Chair Bohall adjourned the meeting at 6:02 p.m.

Submitted by:

Approved by:

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Mary Ellen Dunn, Secretary

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Curt Bohall, Chair



# Staff Report

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**Agenda Item:**            **APPOINTMENT OF REPRESENTATIVE(S) TO REVIEW OFFICER PRE-EMPLOYMENT PHYSICALS –**  
Consideration and discussion of option of selecting representative(s) to review officer pre-employment physicals.

**Meeting Date:**            November 18, 2015

**Prepared By:**            Mary Ellen Dunn, Local Board Secretary

**Background:**            Prior to beginning employment for the Town of Clarkdale Police Department, officers are required to have a physical which informs the Town of an applicant's ability to serve as a police officer. If a pre-existing condition is noted by the physician it must be noted for the purpose of determining future disability eligibility.

Pursuant to direction given by the State office, the Board could:

- 1) evaluate each physical in Executive Session, note pre-existing condition or no pre-existing condition, and approve the application for membership; or
- 2) select a representative(s) to review each physical, who will note pre-existing condition or no pre-existing condition and bring general information to the Board for approval in a Regular Meeting.

It was decided by the Board at the February 20, 2013 meeting that the Local Board Secretary, Mary Ellen Dunn, and the Police Aide, Debra LaFrance, should be designated to review these applications. Because of changes in staffing, staff requests less specificity in the appointment of the representative(s).

**Recommendation:**    It is recommended that the Board select the Local Board Secretary in conjunction with a second staff member of her or his preference to review each physical, note a pre-existing condition or no pre-existing condition and bring general information to the Board for approval in a Regular Meeting.



# Staff Report

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**Agenda Item: APPROVAL AND ACCEPTANCE OF NEW MEMBERS** – The Local Pension Board approves and accepts Officer Kristin Robertson as the Officer Member and Ida deBlanc as the Citizen Member of the Local Pension Board for remaining term of October 1, 2015 – September 30, 2017.

**Meeting Date:** November 18, 2015

**Prepared By:** Mary Ellen Dunn, Local Board Secretary

**Background:** Kristin Robertson won by secret ballot for the position of Officer Member of the Local Board. Ida deBlanc was previously approved for re-appointment to the Local Board by the Clarkdale Town Council.

**Recommendation:** Staff recommends the Board ratify the election of Kristin Robertson, Officer Member of the Local Board and the re-appointment of Ida deBlanc as the Citizen Member of the Local Board.



# Staff Report

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**Agenda Item: ACCEPTANCE OF NEW OFFICER INTO PENSION SYSTEM.**  
Local Board approval and acceptance of new officer into the Public Safety Retirement System with a pre-existing condition.

**Meeting Date:** November 18, 2015

**Prepared By:** Mary Ellen Dunn, Secretary

**Background:** Determination of a pre-existing condition is used for the purpose of preventing a member of the Pension System from claiming a disability based on a condition that was in evidence prior to enrollment in the system.

New hire began employment with the Town of Clarkdale on July 31, 2015. He began attendance at the Officer Training Academy on or about August 1, 2015 and will complete the training in December, 2015. During this time he was enrolled in the Arizona State Retirement System until completion of his training at which time he will be eligible for enrollment in the Public Safety Personnel Retirement System. After review of his Pre-Membership Physical Report it was determined by the Board Secretary that a condition presented that was pre-existing. He was approved by the medical authority for work for the Town of Clarkdale.

**Recommendation:** It is recommended that the Board formally accept new officer to the Town of Clarkdale Public Safety Retirement System with a single pre-existing condition and that the acceptance becomes effective upon his completion of the Academy training.