



TOWN OF PATAGONIA

P.O. BOX 767
PATAGONIA, AZ 85624

Ron Robinson
Town Manager

April 8, 2020

Patagonia Town Council,

Since starting my position in July of 2019, I have had the opportunity to observe and assess the Town operations. We have some of the most outstanding employees I have ever worked with. During these last 9 months, they have shared some history with me and shared their past, present and future goals. They are very devoted to our Town and I am blessed to be a part of Town Operations.

Over the last 9 months, we have added equipment to the Public Works Department, repaired and replaced outdated equipment and we have 2 new employees who fit into our workforce perfectly. We have also secured a \$500,000 Grant from North American Development Bank to rehab the Wastewater Treatment Plant, and the Town will not have to put up the 10% share. Because of the high quality of employees, and creative ways to use the money we were allotted in the budget, we have accomplished much.

Our employees have many more goals they would like to accomplish and I asked them to put what they have accomplished, and what they would like to accomplish in writing. Those are attached to this narrative.

As we progress through uncharted waters, assembling a budget that works in the future can be a challenge. I have adjusted and projected with much thought and would like to present this 2020-2021 tentative budget to you.

Thank you for the opportunity to serve,

Ron Robinson
Patagonia Town Manager



January 22, 2020

AZDOR TPT - I think the Town is losing a lot of money from people that do not have a TPT license and therefore, don't pay taxes. This year I hope to monitor more closely the Transaction Privilege Tax Licenses filed with the State and go after those that I know are doing business without a license.

BUSINESS LICENSE - Make sure all businesses in Town have licenses.

BAD DEBTS - I would like to do something with the bad debts.

GENERAL LEDGER - Work on cleaning up the inactive General Ledger Accounts on the Financial Statement.

ADMIN DEPARTMENT

Library accomplishments in 2019:

- Served nearly 1,450 free lunches to children aged 18 and under this summer
- Almost 6000 people of all ages attended library programs, events, and fundraisers
- Completed the LSTA StoryWalk grant project in the Town park, a source of pride for the library and the community (and which was also the first grant I'd written)
- Subscribed to Kanopy, a free movie streaming service to patrons
- Expanded children's programs with Tucked-In Tuesday bedtime video series

As a boss, some of my personal accomplishments of 2019:

- After working at the library for nearly 7 years under the tutelage of the outgoing director, successfully transitioned from Library Assistant II to Director in March
- Offered innovative programming that sparked interest in the community, as well as more diverse and inclusive materials for patrons of all ages
- Managed 4 ongoing monthly programs (Storytime, Tucked-In Tuesday, Adult Music and Coloring Night, Short Attention Span discussion group), in addition to one-time programs and events held throughout the month
- Completed proper reports and accounting every month, as well as completed my first Public Library Statistic Survey for the AZ State Library, which is done once a year in the fall
- Selected to be chairperson of Patagonia's Census 2020 Complete Count Committee, as well as a member of the Santa Cruz County CCC
- Conducted evaluations of staff members and ensured that continuing education options were available to staff at all times
- Continued to build and maintain positive partnerships with local organizations, donors, and community members
- Secured donation and grant funds to repair Cady Hall roof in October/November 2019
- Assisted the Friends of the Library with their October Book Sale and November author fundraiser, both of which raised more than \$5000 for the Friends group
- Created a colorful, modern looking newsletter for the Friends of the Library to inform people about what we're doing at the library and to generate donation funds. Nearly \$6000 were raised since the newsletter was sent out in early November
- Made some mistakes but strived to be forthright and learn from them

Goals/hopes for myself and the library, within the next 1-5 years:

- Digital inclusion within collection—ebook lending, virtual reality programs/headsets, WiFi hotspots
- Building maintenance—ensure that library and Cady Hall buildings are lovingly preserved for future generations to benefit
- Admin—continue to work on better communication with staff and Town employees, manage tasks in an appropriate amount of time, and work diligently to create a positive, welcoming, and thriving library environment for our community
- Be the best team member, leader, and community voice that I can be

Manager's Office

From: marshal300@patagonia-az.gov
Sent: Tuesday, January 21, 2020 10:54 AM
To: Ron Robinson
Subject: Wish List

Hello Ron,

I have been working on the list of items to accomplish this year and next.

After many discussions with the Deputies and reviewing items, I have come up with a list of three things.

- * One is a new Patrol Truck (To put the Expedition out to bid and refresh the aging vehicle)
- * Two again this year is to get a form of skirting or block around the Marshal's Office Trailer (To conform to code) This has been brought to the budget four 5 years and has not ever been allocated.
- * Three to get the roof on the old Office repaired. Striped of all the old tar and paper. (New fresh and sealed) so that we can work on the inside and re-open it for Public Display in the future and have a donation site for Marshal's Office Improvements with funds raised.

These are not all the inclusive items, it are things that we have pushed back many times to do more with less.

Joseph A. Patterson
Marshal

Patagonia marshal's Office
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Francisco Valenzuela
Maintenance Department Supervisor
(520) 988-0835
December 30, 2019

Goals/Improvements

Throughout my 14 going on 15 years working for the Town of Patagonia I have always had a vision for many things to happen to improve our town. It was hard to get any of my ideas accomplished because I didn't have authority, there was superiors above me that I took orders from, but I knew one day I would take over and I worked hard to be where I am now. After taking charge of the maintenance department little that I know that to accomplish goals was a huge challenge. When my ideas were brought up, I always got good compliments about them but at the same time I always got the same concluding answer "We don't have any money for that." The years went by and my ideas never left me, I would set myself small goals that I knew didn't take much money or any at all to make them happen and I learned to work with what we had to accomplish my goals.

In this calendar year 2019, my goals were as followed, removing old dead trees and bushes that really made a difference in our parks and street views. I set myself to keep parks cleaned mowed and presentable as well as street sides and alleys which we have also accomplished this year. Keeping our town clean and providing the best garbage service, this I believe we accomplished as well even though we always get a complain at the end of the day stating we forgot to pick up someone's garbage. Improvements have been made in our shop by adding work benches and extra shelves to be more organized and be more efficient in what we do. One of the most important goals I set myself not only on a calendar but all the time, is keeping our equipment in the best shape possible, we lack a lot of equipment so I take extra good care of what we do have. The biggest improvement that has happened this calendar year to our town is a bucket truck purchased a few months ago and a street broom. Much needed equipment that we did not have. I can say now we are much more protected when we cut trees or put up decorations on light poles. The street broom will improve the life of our streets by cleaning them off.

In the future concluding this fiscal year I would like to have paid off the chip sealing that we owe to the county, to get us another door open to conclude an estimate of about 2.5 miles of chip seal which would put us in great shape for our town streets. I would also like to see a working street roller that will improve our patching and maintenance on our streets as well. I could go on and on of all that we need but I am satisfied with what we have accomplished this calendar year and hope to close out this fiscal year with the same positive vibe. I thank my crew and everyone else that has helped us be where we are now, a special thanks to our Manager Ron Robinson for doing so much for us and taking in consideration all our needs since the first day in office thanks.

The Water and Waste Water Department accomplished many projects, mostly routine and some major in calendar year 2019.

- Repaired many existing services for water and waste water.
- Installed many new services for water and waste water.
- All routine maintenance on 3-phase motors and equipment completed.
- Bearings replaced on blower #1
- New motor on blower #2.
- Rebuilt chlorine pump for water chlorination system.
- Replaced flow meter.
- Fence for treatment plant has been replaced.
- Sink hole on 3rd for Mesa was fixed.
- 90 to 95% of water meters have been replaced.
- A part time employ was hired to help with growing work load.
- All routine sampling and paper work per A.D.E.Q compliance completed.

The water and waste water department would like to accomplish some of the following in 2020.

- Uncover and raise all valve boxes for water.
- Uncover all manholes.
- Smoke test manholes for infiltration.
- Put together and execute a good plan for exercising valves and hydrants.
- Have sewer mains cleaned.
- Fix hydrant on end of 1st avenue.
- Complete phase 3 water line project for Sheard Ave.
- Complete phase 4 water line project for Lenon Way.
- Have plant walls rehabbed.
- Replace some of our older curb stops and services for water.
- Rebuild pressure tank/process water so they work correctly.
- Drain all chemicals barrels and returned for deposit.

Wish list for 2020

- Buy a locator to locate water lines.
- Buy a camera to help trouble shoot sewer lines.
- Buy a motorized key to exercise water valves.
- Install a shut off valve in the middle of Mendoza and one in the middle of Smelter, so we can isolate half the block where businesses are located.
- Auger for headworks needs a total rebuild.
- Mixer gone through and replace worn out parts.
- Buy a complete socket and wrench set, both standard and metric.