

1. Town Council - Agenda

Documents:

[2020\\_10\\_20\\_CC\\_SP\\_AG.PDF](#)

2. Town Council - Packet

Documents:

[2020\\_10\\_20\\_CC\\_SP\\_AG\\_PK.PDF](#)



# Town of Chino Valley

## MEETING NOTICE TOWN COUNCIL

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**SPECIAL MEETING  
TUESDAY, OCTOBER 20, 2020  
6:00 P.M.**

**Council Chambers  
202 N. State Route 89  
Chino Valley, Arizona**

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### AGENDA

- 1) **CALL TO ORDER; ROLL CALL**
- 2) Presentation and discussion regarding budgeted capital items for each department that were postponed due to Covid 19. (Joe Duffy, Administrative Services Director)
- 3) Presentation and discussion regarding fiscal year 2020/2021 merit increases. (Laura Kyriakakis, Human Resources Director)
- 4) Discussion regarding the Old Home Manor (OHM) Business Plan. (Maggie Tidaback, Economic Development Project Manager)
- 5) Presentation of a detailed 5 year Waste Water Treatment Plant Capital Plan regarding the required capital expenditures and funding sources anticipated over the next 5 years. (Joe Duffy, Administrative Services Director)
- 6) An executive session pursuant to A.R.S. & 38-431.03(A)(1) for discussion or consideration of employment, assignment, appointment, or salary and discussion of final list to interview for position of Town Manager. (Laura Kyriakakis, Human Resources Director)
- 7) Consideration and possible action to select final list of candidates to be interviewed for the Town Manager position. (Laura Kyriakakis, Human Resources Director)

**Recommended Action:** Approve a final list of candidates to be interviewed for the Town Manager position.

- 8) **ADJOURNMENT**

Dated this 15th day of October, 2020.

By: *Jami C. Lewis, Town Clerk*

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request a reasonable accommodation to participate in this meeting.

Supporting documentation and staff reports furnished to the Council with this agenda are available for review on the Town website at <http://www.chinoaz.net/agendacenter> , and in the Public Library and Town Clerk’s Office.

Join Zoom Webinar:

<https://us02web.zoom.us/j/89672513737>

iPhone one-tap : US: +16699009128,,89672513737# or +12532158782,,89672513737#

Telephone: 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 896 7251 3737

CERTIFICATION OF POSTING

The undersigned hereby certifies that a copy of this notice was duly posted at Chino Valley South Campus, Chino Valley Post Office, and Chino Valley North Campus in accordance with the statement filed by the Town Council with the Town Clerk.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_  
Jami C. Lewis, Town Clerk



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**Recommended Action:** Approve a final list of candidates to be interviewed for the Town Manager position.

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Jami C. Lewis, Town Clerk



## TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

### Town Council Special Meeting

2)

**Meeting Date:** 10/20/2020  
**Contact Person:** Joe Duffy, Finance Director  
Phone: 928-636-2646 x-1211  
**Department:** Finance  
**Estimated length  
of Staff Presentation:** 15 minutes  
**Physical location of item:** N/A

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#### Information

#### AGENDA ITEM TITLE:

Presentation and discussion regarding budgeted capital items for each department that were postponed due to Covid 19. (Joe Duffy, Administrative Services Director)

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#### Attachments

Capital Project Summary

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Town of Chino Valley						
Capital Budget Items Fiscal Year 2020/2021						
	Description	Capital Item	2020-21 Adopted Budget	Capital Projects	Capital Projects Held	
GENERAL FUND						
41	PROSECUTOR		127,800			
42	TOWN CLERK		287,200			
43	TOWN MANAGER		443,700			
44	HUMAN RESOURCES		267,200			
45	MUNICIPAL COURT		318,100			
46	FINANCE		472,400			
47	MGMT INFORMATION		314,300			
50	MAYOR AND COUNCIL		51,200			
55	PLANNING		260,800			
56	BUILDING INSPECTION		323,500			
		Clean Up Campaign		20,000		
60	POLICE		3,449,700			
		M&E Body Cameras		22,000		
		Radios		30,000	30,000	Purchased with matching Grant Funds
61	ANIMAL CONTROL		166,600			
		Fencing/Grass		5,000	5,000	
63	RECREATION		158,800			
		Community Center Door		8,000	8,000	
		Furniture & Equipment		5,000	5,000	
64	LIBRARY		385,300			
66	SENIOR CENTER		333,200			
68	PARKS MAINTENANCE		580,700			
		Sprayer		15,000	15,000	
		Field 5 Refresh		15,000	15,000	Started
		Turf Vac		30,000	30,000	
		Gravel Community Center		10,000	10,000	
69	AQUATICS CENTER		293,700			
		Pool Plastering		70,000	70,000	
71	FACILITIES MAINTENANCE		508,100			
		HVAC Replacement		25,000	25,000	
		Parking Lot Maintenance		35,000	35,000	
		Roofing Buildings		30,000	30,000	
		Public Works Flooring		30,000		
73	FLEET MAINTENANCE		277,400			
74	ENGINEERING		487,000			
		Plotter		8,000	8,000	
75	CUSTOMER SERVICE		94,200			
95	NON DEPARTMENTAL		1,939,600			
		ADWR Water Application Study		75,000	75,000	
		Peavine Trail Easement		10,000	10,000	
TOTAL GENERAL FUND			11,540,500	358,000	371,000	
HIGHWAY USER REVENUE FUND						
		Pavement Preservation		1,000,000	500,000	
		Crash Trailer Message Board		35,000	35,000	
		Snow Plow		10,000		
278	ROAD MAINTENANCE		1,706,000	1,045,000	535,000	

Town of Chino Valley						
Capital Budget Items Fiscal Year 2020/2021						
	Description	Capital Item	2020-21 Adopted Budget	Capital Projects	Capital Projects Held	
WATER ENTERPRISE FUND						
482	WATER UTILITY OPERATION		680,700			
		4x4 Pickup		20,000	20,000	
		SCADA Radios		10,000	10,000	
		Bright Star Well Generator		24,000		
495	WATER ENTERPRISE FUND EXPS		70,500			
			751,200	54,000	30,000	
CAPITAL IMPROVEMENT FUND						
		Yavapai Drainage Projects		130,000		
		1 North Signal		125,000		
		Old Home Manor Master Plan		135,000		
		Welcome to Chino Valley Sign		100,000	100,000	
		Impact Fee Study		60,000	60,000	
		Gas Line Old Home Manor		750,000	750,000	
		Police Department Design		250,000	250,000	Started
590	MISC CAPITAL PROJECTS		4,923,000	1,550,000	1,160,000	
SEWER ENTERPRISE FUND						
683	SEWER		1,449,600			
		Drying Bed		158,000		
		Belt Press*		230,000		
		Headworks*		70,000		
		Internet to WWTP		10,000		
		Flow Equalization Basin		75,000	75,000	
		Septic Receiving Study		10,000		
		4x4 Pickup		20,000	20,000	
695	CAP/DEBT CONTINGENCIES		1,381,100	500,000	500,000	
	*		2,830,700		595,000	
GRANTS FUND						
7	GRANTS		3,500,000			
DEBT SERVICE FUND						
8	DEBT SERVICE		973,000			
SPECIAL REVENUE FUND COURT						
9	SPECIAL REV FUND		43,500			
CAPITAL ASSET REPLACEMENT						
		Vehicles		50,000	50,000	
		Police Cars		90,000	90,000	
10	ASSET REPLACEMENT EXPENSES		150,000	140,000	140,000	
SPECIAL REVENUE FUND PD						
16	VEHICLE IMPOUND EXPEND		34,000			
LIGHTING IMPROVEMENT DISTRICTS						
40	CVSLID		4,200			
TOTAL EXPENDITURES						
			26,456,100	3,147,000	2,831,000	



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## TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

### Town Council Special Meeting

4)

**Meeting Date:** 10/20/2020  
**Contact Person:** Maggie Tidaback, Economic Development Project Manager  
Phone: 928-636-2646 x-1201  
**Department:** Town Manager  
**Estimated length of Staff Presentation:** 30 minutes  
**Physical location of item:** n/a

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#### Information

##### AGENDA ITEM TITLE:

Discussion regarding the Old Home Manor (OHM) Business Plan. (Maggie Tidaback, Economic Development Project Manager)

##### SITUATION & ANALYSIS:

An interdepartmental effort to consider and re-examine how to maximize the Town's return on investment at Old Home Manor to produce a high-level business strategy examining risks, return on investment, and ancillary benefits to the community.

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#### Attachments

*No file(s) attached.*

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## TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

### Town Council Special Meeting

5)

**Meeting Date:** 10/20/2020  
**Contact Person:** Frank Marbury, Public Works Director/Town Engineer  
Phone: 928-636-7140 x-1226  
**Department:** Public Works  
**Estimated length of Staff Presentation:** 15 minutes  
**Physical location of item:** n/a

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#### Information

**AGENDA ITEM TITLE:**

Presentation of a detailed 5 year Waste Water Treatment Plant Capital Plan regarding the required capital expenditures and funding sources anticipated over the next 5 years. (Joe Duffy, Administrative Services Director)

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#### Attachments

5 Year Capital Plan

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Town of Chino Valley								
WWTP 5 Year Major Capital Plan								
Project	Funding Source	Project Details	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025	
New Building	WWTP Budget	Complete Construction.	\$315,000					
Liftstation Screw	WWTP Budget	Add grit screw to lift station to prevent materials from damaging the lift station pumps.	\$200,000					
Screw Press	WIFA Reserve Funds	Replace broken belt press with a screw press to reduce waste removal cost.	\$200,000					
RotaMat Repair HW #1	WIFA Reserve Funds	RotaMat 1 needs a complete overhaul .	\$70,000					
Blower Air Lines	WIFA Reserve Funds	Blower airlines are leaking 30% to 50% of produced air, causing the blower to work harder than needed.	\$75,000	\$75,000				
Ultra Violet Light Replacement	WIFA Reserve Funds	The UV system is out of date, and it's getting harder to find parts.	\$300,000					
Drying Beds	WWTP Budget	A drying bed will save cost, by allowing us to dry vac truck debris.		\$250,000				
Equilization Basin Engineering	WWTP Budget	Future expansion of the plant.		\$100,000				
Equilization Basin Construction	WIFA Loan Funds	Allowing enhanced control of the daily flow which will cut operating costs and improve the life of the plant.			\$500,000			
Waste Holding Tank	WIFA Loan Funds	Staging waste before dewatering will cut waste processing costs also provide better plant operations.			\$100,000			
Blower (turbines)	WIFA Reserve Funds	The blowers are wearing out and need to be replaced with something more efficient.			\$240,000			
Grit Seperator	WWTP Budget	The grit separator is not adequate for our plant; this causes inorganic solids to settle in the basins.				\$250,000		
SMB (MBR) Filters	WIFA Reerve Funds	The MBR filters will be nearing the end of their expected life span, and we will need to start be replaced.						\$300,000
Plant Expansion Engineering	WWTP Budget	The plant is designed for 500K gallons a day, with Chino Valley's growth the need to expand the plant will be required.						\$300,000
<b>Total By Fiscal Year</b>			<b>\$1,160,000</b>	<b>\$425,000</b>	<b>\$840,000</b>	<b>\$250,000</b>	<b>\$600,000</b>	
Total Funds		Total WIFA Reserve Funds \$1,004,000 available @ 6/30/2020	\$645,000		\$240,000			\$300,000
		Total WWTP Budget	\$515,000	\$350,000		\$250,000		\$300,000
		Total WIFA Loan Funds			\$600,000			
<b>Total Funding Sources</b>			<b>\$1,160,000</b>	<b>\$350,000</b>	<b>\$840,000</b>	<b>\$250,000</b>	<b>\$600,000</b>	