1. Town Council - Agenda

   Documents: 2016_04_19_CC_SS_AG.PDF, 2016_04_19_CC_SS_PK.PDF

2. Town Council - Agenda Packet

   Documents: 2016_04_19_CC_SS_PK.PDF

3. Town Council - Action Taken

   Documents: 2016_04_19_CC_SS_AT.PDF

Town of Chino Valley

MEETING NOTICE
TOWN COUNCIL

STUDY SESSION
TUESDAY, APRIL 19, 2016
6:00 P.M.

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

AGENDA

1) CALL TO ORDER; ROLL CALL

2) Presentation and discussion regarding the Revenue Manual, Preliminary Budget, and Capital Improvement Plan for fiscal year 2016/2017. (Joe Duffy, Finance Director)

3) Presentation and discussion of proposed amendments to the Town of Chino Valley Consolidated Fee Schedule regarding Business License fees related to marijuana and liquor related businesses. (James Gardner, Associate Planner)

4) Presentation and discussion regarding Wastewater Treatment Facility evaluation. (Chris Bartels, Public Works Manager)

5) ADJOURNMENT

Dated this 14th day of April, 2016.

By: ***Jami C. Lewis, Town Clerk***

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CERTIFICATION OF POSTING

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Date:_____ Time:_____ By:_____

Jami C. Lewis, Town Clerk

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Jami C. Lewis, Town Clerk

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Study Session **Item No. 2)**

Meeting Date:	04/19/2016
Contact Person:	Joe Duffy, Finance Director Phone: 928-636-2646 x-1211
Department:	Finance
Item Type:	Presentation Only
Estimated length of staff presentation:	60 minutes
Physical location of item:	N/A

Information

AGENDA ITEM TITLE:

Presentation and discussion regarding the Revenue Manual, Preliminary Budget, and Capital Improvement Plan for fiscal year 2016/2017.

RECOMMENDED ACTION:

Revenue Manual -Staff will present and discuss the final revenue projections used in the preparation of the fiscal year 2016/2017 budget.

Preliminary Budget - Staff will present and discuss the preliminary budget for fiscal year 2016/2017 and major items that will be discussed during the Council Budget Hearings.

Capital Improvement Plan - Staff will present and the proposed Capital Improvement Plan to be discussed during the Council Budget Hearings.

SITUATION AND ANALYSIS:

Issue Statement

Applicable "Policy"

Satisfaction of "Policy"

Summary of Issues and Staff Rationale

Findings of Fact

Fiscal Impact

Fiscal Impact?: N/A
If Yes, Budget Code:
Available:
Funding Source:

Attachments

No file(s) attached.

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Study Session **Item No. 3)**

Meeting Date:	04/19/2016
Contact Person:	James Gardner, Associate Planner Phone: 928-636-2646 x-1295
Department:	Development Services
Estimated length of Staff Presentation:	30 minutes
Physical location of item:	N/A

Information

AGENDA ITEM TITLE:

Presentation and discussion of proposed amendments to the Town of Chino Valley Consolidated Fee Schedule regarding Business License fees related to marijuana and liquor related businesses. (James Gardner, Associate Planner)

SITUATION & ANALYSIS:

The intent of these proposed amendments is for the fee schedule to reflect the costs involved in regulating these businesses, processing licenses, verifying and retaining records, and related inspections by multiple Town departments.

Marijuana and Liquor Related Businesses: Marijuana related businesses have an additional level of documentation required by state Statute, and the general business license fee alone is inadequate to recover direct and indirect costs of administration related to document retention, inspections, and investigations. Liquor licenses are gradated and different Series of license require increased oversight based upon the kind of sales and activities that are happening on-site, inspections related to on-site sales are necessary to recover the cost of staff time related to ensure compliance.

Land Use Fees: Land use fees currently include an advertisement fee of $115 per advertisement (generally, this is 2), and are rolled into the price of a land use application (Rezone/CUP/PAD). Currently, required notifications in the form of mailings and posters are completed by the applicant, and, for consistency, it is should be incumbent upon the applicant to advertise for the neighborhood meetings and public hearings which will be held as part of the application process.

Attachments

Proposed Fee Schedule Amendments Resolution

RESOLUTION NUMBER 16-____

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, AMENDING THE CONSOLIDATED FEE SCHEDULE FOR THE TOWN OF CHINO VALLEY

WHEREAS, on October 23, 2012, the Town Council adopted Resolution No. 12-1001, adopting a Consolidated Fee Schedule ("Schedule"); and

WHEREAS, the fee for business licenses alone is inadequate to address the direct and indirect costs of administration of duties as required by A.R.S. with regard to medical marijuana establishments; and

WHEREAS, the fee for business licenses alone is also inadequate to address the direct and indirect costs of administration of duties as required by A.R.S. with regard to liquor license inspections; and

WHEREAS, the fees for land use actions reflect advertising fees, which are not longer to be performed by staff, and the responsibility will now be borne by the developer; and

WHEREAS, staff desires to amend the fees for liquor licenses, medical marijuana establishments and land use actions to allow for more simplicity and actual cost recovery;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, Yavapai County, Arizona:

Section 1: That the Consolidated Fee Schedule is amended to read as follows (additions in ALL CAPS; deletions in ~~strikethrough~~):

	Current Fee	**Proposed Fee**
Department Service – Town Clerk – Business Licenses		
MARIJUANA RELATED BUSINESSES		
APPLICATION/INVESTIGATION FEE (YEAR)	N/A	$500.00
PER EMPLOYEE LICENSE FEE (QUARTERLY)	N/A	$200.00
MEDICAL MARIJUANA BUSINESS LICENSE FEE (YEAR)	N/A	$1000.00
INSPECTION FEE (QUARTERLY)	N/A	$500.00
Liquor Licenses:		
General business license fee (year)	$50	$50.00
Permanent license application/processing	$250.00	
Temporary license application/processing	$50.00	
* * *		
LIQUOR LICENSE INSPECTION FEE (SERIES 6, 7, 9, 13, AND 14) (YEAR)	N/A	$200

	Current Fee	Proposed Fee
Department Service – Planning		
~~Land Use: Rezone – Advertising Fee (Per Legal Ad Required)~~	~~$115.00~~	N/A
~~Land Use: Subdivision and PAD – Advertising Fee (Per Ad)~~	~~$115.00~~	N/A
~~Land Use Conditional Use Permit – Advertising Fee (Per Ad)~~	~~$115.00~~	N/A

Section 2: The provisions of this Resolution shall become effective on _____.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this ____ day of _____, 2016.

_____
Chris Marley, Mayor

ATTEST:

_____
Jami C. Lewis, Town Clerk

APPROVED AS TO FORM:

_____
Phyllis L. N. Smiley, Town Attorney

I hereby certify the above foregoing Resolution No. 16-_____ was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on _____, and that quorum was present thereat and that the vote thereon was ____ ayes and ____ nays and ____ abstentions. ____ Council members were absent or excused.

_____
Jami C. Lewis, Town Clerk

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TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Study Session **Item No. 4)**

Meeting Date:	04/19/2016
Contact Person:	Michael Lopez, Assistant Public Works Director/Town Engineer Phone: 928-636-2646 x-1226
Department:	Public Works
Estimated length of Staff Presentation:	60 minutes
Physical location of item:	2190 Rodeo Drive, Chino Valley AZ 86323

Information

AGENDA ITEM TITLE:

Presentation and discussion regarding Wastewater Treatment Facility evaluation. (Chris Bartels, Public Works Manager)

SITUATION & ANALYSIS:

The Town of Chino Valley Utility Staff assumed operational responsibility of the wastewater treatment plant in April, 2015. Over the past year, Utility Staff conducted a thorough inspection and assessment of the wastewater treatment plant. The key elements of evaluation were focused on the following: gaining an operational understanding of the wastewater treatment facility; identifying critical and inoperable equipment; developing costs and prioritization schedule for the replacement of the equipment; projecting long term needs of the facility; developing and implementing a revenue strategy. Through this process, utility staff identified several factors contributing to the decreased operational efficiency of the wastewater treatment facility.

All wastewater treatment facilities are individually operationally unique, and the Chino Valley Wastewater Treatment facility is no exception. Facilities are designed and engineered to meet industry standards and the specific needs of the community in which they are constructed. However, the wastewater influent stream can be as distinctive as the individuals that operate these types of facilities. Wastewater influent conditions are ever changing. Therefore, it is necessary to operate and observe these flow conditions over an extended period of time to develop the required knowledge operators need to make informed decisions regarding recommendations for improvements.

The wastewater treatment facility was constructed and commissioned in October, 2004. Twenty-four hour a day operation of the facility has been ongoing for the past 10+ years. Equipment subjected to the extreme adverse conditions of a wastewater treatment environment is expected to have a decreased service life relative to the industry standard. The equipment at the Chino Valley Wastewater treatment facility either has or will be shortly in need of refurbishment or replacement. The cost and replacement schedule for the refurbishment or replacement of the necessary equipment spans over the next three fiscal years are estimated to be $464,000.00.

The development of a comprehensive proactive maintenance program is essential to the efficient operation of any industrial facility and the lack of a properly implemented maintenance program will contributed to an increase in electrical consumption, increased chemical demands, decreased influent processing capabilities and an overall increase in facility operation costs.

One option to help offset current and future costs is to develop a septage receiving program. There is a current and growing regional need for the development of septage receiving and processing facilities. There are only two facilities in the region that receive septage. The amount received is restricted and the remaining balance is transported to the Phoenix Metro area. The development of a septage receiving program in the area will not only help to accommodate the needs of local area businesses but also provide a means of revenue for the Town of Chino Valley wastewater enterprise fund. The program will be developed under the strictest guidelines and protocols to ensure the efficient and safe operation of the wastewater treatment facility.

The Chino Valley Utility division is recommending the refurbishment / replacement of critical equipment nearing the end of its service life over the next three fiscal years, implementation of a comprehensive proactive maintenance program and development of a program to receive septage to increase enterprise fund revenues.

Attachments

No file(s) attached.

Town of Chino Valley

MEETING NOTICE
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STUDY SESSION
TUESDAY, APRIL 19, 2016
6:00 P.M.

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

AGENDA

1) CALL TO ORDER; ROLL CALL

2) Presentation and discussion regarding the Revenue Manual, Preliminary Budget, and Capital Improvement Plan for fiscal year 2016/2017. (Joe Duffy, Finance Director)

3) Presentation and discussion of proposed amendments to the Town of Chino Valley Consolidated Fee Schedule regarding Business License fees related to marijuana and liquor related businesses. (James Gardner, Associate Planner)

4) Presentation and discussion regarding Wastewater Treatment Facility evaluation. (Chris Bartels, Public Works Manager)

5) ADJOURNMENT

Dated this 14th day of April, 2016.

By: ***Jami C. Lewis, Town Clerk***

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Town Council Study Session **Item No. 2)**

Meeting Date:	04/19/2016
Contact Person:	Joe Duffy, Finance Director Phone: 928-636-2646 x-1211
Department:	Finance
Item Type:	Presentation Only
Estimated length of staff presentation:	60 minutes
Physical location of item:	N/A

Information

AGENDA ITEM TITLE:

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RECOMMENDED ACTION:

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SITUATION AND ANALYSIS:

Issue Statement

Applicable "Policy"

Satisfaction of "Policy"

Summary of Issues and Staff Rationale

Findings of Fact

Fiscal Impact

Fiscal Impact?: N/A
If Yes, Budget Code:
Available:
Funding Source:

Attachments

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TOWN OF CHINO VALLEY
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Town Council Study Session **Item No. 3)**

Meeting Date:	04/19/2016
Contact Person:	James Gardner, Associate Planner Phone: 928-636-2646 x-1295
Department:	Development Services
Estimated length of Staff Presentation:	30 minutes
Physical location of item:	N/A

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AGENDA ITEM TITLE:

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SITUATION & ANALYSIS:

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PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this ____ day of _____, 2016.

_____
Chris Marley, Mayor

ATTEST:

_____
Jami C. Lewis, Town Clerk

APPROVED AS TO FORM:

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Phyllis L. N. Smiley, Town Attorney

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COUNCIL AGENDA ITEM STAFF REPORT

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AGENDA

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3) Presentation and discussion of proposed amendments to the Town of Chino Valley Consolidated Fee Schedule regarding Business License fees related to marijuana and liquor related businesses. (James Gardner, Associate Planner) **DISCUSSED**

4) Presentation and discussion regarding Wastewater Treatment Facility evaluation. (Chris Bartels, Public Works Manager) **DISCUSSED**

5) ADJOURNMENT

Dated this 14th day of April, 2016.
(Action Taken April 20, 2016)

By: ***Jami C. Lewis, Town Clerk***

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