

DRAFT

MINUTES OF THE STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF CHINO VALLEY

**TUESDAY JANUARY 15, 2019
6:00 P.M.**

The Town Council of the Town of Chino Valley met for a Study Session in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, January 15, 2019.

Present: Mayor Darryl Croft; Vice-Mayor Jack Miller; Councilmember Mike Best; Councilmember Cloyce Kelly; Councilmember Corey Mendoza; Councilmember Lon Turner

Absent: Councilmember Annie Perkins

Staff Town Manager Cecilia Gritman; Finance Director Joe Duffy; Human Resources Director Laura

Present: Kyriakakis; Interim Development Services Director Martin Scribner; Planner Alex Lerma; Community Services Director Scott Bruner; Assistant Community Services Director Cyndi Thomas; Administrative Technician Kathy Frohock (videographer); Deputy Town Clerk Vickie Nipper

- 1) CALL TO ORDER; ROLL CALL
- 2) Presentation and discussion regarding (1) proposed Property Maintenance and Public Nuisance Town Code Amendments and (2) the Chino Valley Cleanup Campaign. (Joe Duffy, Finance Director)

Finance Director Joe Duffy presented a summary of the code amendment:

- There were several redundant provisions between the Town Code and the Unified Development Ordinance (UDO). Property Maintenance was under the UDO's zoning provisions, but belonged in the Town Code.
- The Ordinance was intended to clarify, reorganize, and update the property maintenance and public nuisance and abatement provisions of current State law.
- Key changes included:
 - New Title VIII, which was broken down into four different chapters: Ch. 81 – Health and Safety; Ch. 82 – Declaration and Prohibition of Public Nuisances; Ch. 83 – Property Maintenance; Ch. 84 – Abatement of Public Nuisances.
 - Added definitions for abandoned vehicle, health hazards, and sidewalk.
 - Reduced the height of overgrowth from 18 inches to 12 inches.
 - Added provision that residential properties and properties greater than two acres adjacent to any property must maintain a defensible space of 25 feet along the adjacent property line.
 - Added provision that commercial properties with street frontage have a defensible space of 25 feet from the property line and along all adjoining property lines.
 - Redefined habitual defender.
 - Redefined premises so that property owners are responsible for the property all the way to the street not just to the property lines.
 - Prohibited parking commercial vehicles over 13,000 pounds on any private residential property except when authorized for a commercial purpose or through a

conditional use.

Council and Staff discussed:

- Pastures needing to be maintained below the specified 12 inches around the perimeter of the property lines adjacent to other properties.
- The perimeter defensible line only for properties adjacent to residential or commercial properties and did not include agricultural properties.
- Reducing habitual violations from three to two and using the word ‘reduced’ to avoid confusion.
- Concerns with the 13,000-pound parking weight limit because many residents had privately owned tractors, trailers and equipment that exceeded that limit. The area of Town and the size of the property should be considered. Neighborhood CC&Rs often specified that heavy equipment or vehicles needed to be in the backyard. The term commercial use needed to be properly defined so that privately owned equipment was not affected. The size of the property should be less than an acre and the conditional use process could still remain. An exception of a single commercial vehicle for back and forth to work needed to be added. The prohibition of commercial vehicles of a certain size parked on undeveloped and unsurfaced private property applied to residential and commercial properties and prohibited commercial vehicle parking without the property being developed.
- Chapter 82 – Declaration of Public Nuisances. The litter provision allowed the Town to compel a property owner to remove the rubbish or face a lien on the property. Notice of violation would be sent to a tenant and property owner if applicable.
- Abandoned or junk vehicles including vehicles without license plates, tags, inoperable or those being repaired with a time limit over 90 days would in violation and could be cited. A common-sense approach from the Town needed to be used. Abandoned cars were a top complaint with the community during citizen outreach meetings. Replacement wording for abandoned vehicles code could state that inoperable vehicles kept over a certain amount of time needed to be screened from the public eye.

Code Compliance Officers David Jaime and Erin Deskins presented:

- Before and after photos of code violations that had been addressed by the Town.
- Chino Valley cleanup campaign commercial and residential slogans.
- Commercial cleanup focusing on weeds, outdoor storage, outdoor sales, screening, and car sales.
- The enforcement procedure:
 - Start by setting up a meeting with the business owner. If no action was taken, a more structured process would be used.
 - Residential cleanup focused on weeds, trash, abandoned vehicles, fencing, exterior maintenance, and people living in RVs.
 - Staff mapping and numbering a timeline for the focus areas.
 - Staff sending a mass mailing to the focus areas 30 days in advance.
 - Leaving a carbonless door hanger at the residence with the violation information.
 - Planning an extensive community outreach.

Council and Staff discussed:

- Popup sales being dealt with to the best of staff’s ability, including weekend shifts if necessary.

- Vehicle sales on commercial property not zoned for car sales being technically against code but could be approved by a conditional use. A business or private owner trying to sell their own business vehicle could fall into a different category and should be considered. Some communities allowed an owner to sell a certain number of vehicles per year.
- Staff having a sliding time scale for property owners to respond to an enforcement violation.
- Council requesting that RV living be a low priority. There were several community complaints and sanitary conditions were a factor. Visiting guests and home construction should allow for longer stays.

3) Presentation and discussion regarding a Water Management System. (Scott Bruner, Community Services Director)

Parks Supervisor, Jason Olson, spoke about a water management central control system. Key points were:

- Water lost through evaporation in the soil and transpiration, the breathing of the plants and grass, was an important concept in a drought area.
- The benefits of a water management system included using the latest technology to save up to 62% of money and water, the ability to operate it from one central controlled system (computer, tablet or phone), and real time weather information that used a formula that gave a length of time to water plants and grass.
- The Baseline Basestation 3200 commercial irrigation system was the only system to have 4G technology. If there was a high-volume water leak or break, the system would shut down the appropriate system. The system also had asset mapping inventory accounting that could map the irrigation system, park benches, garbage cans, etc.
- The cost to use on the Community Center and Memory Park was approximately \$32,000. The system could pay for itself with the projected savings within one year. Reoccurring fees were \$199 per year per controller.
- Staff would go out to bid to get the best possible price.

Council and Staff discussed the following:

- The controller ran the irrigation system. The community Center would have two controllers and Memory Park would have one.
- The installed system would be ready to use with no programming necessary.
- The system provided a warning for any function that was not working.
- Mr. Olson had never experienced this system being hacked and believed it was secure.
- Mr. Duffy believed the system would pay for itself within the first year. The necessary funds were in the contingency fund.

Council supported staff getting quotes for the system.

4) Presentation and discussion regarding salary survey findings and recommendations for the Town of Chino Valley for fiscal year 2019/2020. (Laura Kyriakakis, Human Resources Director)

Human Resources Director Laura Kyriakakis reported that:

- The Town entered into a contract with Public Sector Personnel Consultants (PSPC) for the purpose of determining if the Town's wages were competitive since the last comp and class adjustment in 2012.
- The Town had done a good job staying competitive in the market. There were a few recommendations to keep internal salaries inline among employees, with a total cost adjustment to the Town of \$32,000, which was less than 1% of the current base salary.
- The PSPC scope of work included a market analysis of competitiveness with the external market, review of the current salary administration practices, a salary structure review, an analysis of the internal alignment of staff, a fiscal impact of the proposed salary plan and an implementation plan. Both private and public sector data was used using benchmark positions.
- 33% of the Town positions in comparison to benchmark jobs were 5% below salary midpoints of the external market. 54% of the Town positions were comparable to the external salary midpoint. 13% of the positions were 5% or more above the external midpoint. Most positions were in the correct range.
- Salaries needed to be adjusted for market adjustments at \$19,000 and range adjustments at \$13,000, with a recommended implementation date of July 1.
- PSPC recommended replacing the current salary plan which used 12 steps and 2.5% increase between steps with an open pay salary plan using the same grades and instead of steps, using a minimum point, a midpoint and a maximum point. The midpoint range would be 100% of the external market comparison, with 13% less for the minimum and 13% more for the maximum ranges. This salary plan allowed managers more freedom to assess the employee on their performance without being restricted or constricted.
- PSPC provided a recommendation for salary plan maintenance, reviewing and updating salary information periodically, which the Town had been doing.
- The Town Manager, HR Department and Finance Department would do a final review, provide the changes to the department head, and then roll the changes out to the staff at the start of the new fiscal year.

Council and Staff discussed the following:

- The \$13,000 reflected any length of service adjustments.
- With the new salary plan, employees would be in a grade with a 27% pay range. Employees' pay would be based on a percentage range of that grade depending on experience. The length of experience could exceed the maximum of the range but there were career ladders in some positions and other options were available to the Town depending on the position and employee or the employee could remain capped at the maximum.

5) ADJOURNMENT

MOVED by Vice-Mayor Jack Miller, seconded by Councilmember Corey Mendoza to adjourn the meeting at 7:50 p.m.

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller, Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Corey Mendoza, Councilmember Lon Turner

PASSED - Unanimously

Darryl L. Croft, Mayor

ATTEST:

Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Study Session of the Town Council of the Town of Chino Valley, Arizona held on the 15th day of January, 2019. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 12th day of February, 2019.

Jami C. Lewis, Town Clerk