

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

**THURSDAY, APRIL 14, 2016  
8:00 A.M.**

The Town Council of the Town of Chino Valley, Arizona, met for a Study Session in the Public Library Community Room, located at 1020 W. Palomino Road, Chino Valley, Arizona, on Thursday, April 14, 2016.

Present: Mayor Chris Marley; Vice-Mayor Darryl Croft; Councilmember Mike Best; Councilmember Susie Cuka; Councilmember Corey Mendoza; Councilmember Lon Turner

Absent: Councilmember Jack Miller

Staff Present: Town Manager Robert Smith; Assistant Town Manager Cecilia Grittman; Human Resources Director Laura Kyriakakis; Finance Director Joe Duffy; Police Chief Chuck Wynn; Acting Public Works Director/Town Engineer Michael Lopez; Development Services Director Ruth Mayday; Town Clerk Jami Lewis (recorder)

1) CALL TO ORDER; ROLL CALL

Mayor Marley called the meeting to order at 8:25 a.m.

2) Discussion regarding the reorganization of the engineering department. (Robert Smith, Town Manager)

Mr. Smith reviewed the organizational structure of the department since 2012 and reported on the following matters:

Public Works/Engineering Department organization

- Staff had intended to hire an engineer to address the vacancy in that position; however, no candidates possessed the needed qualities.
- As staff was already working on a Request For Qualifications for engineering services, staff was now recommending using the qualified respondents until a replacement engineer could be hired.
- Outsourcing routine maintenance will free up current staff for more proactive maintenance on the Town's assets.

Outsourcing considerations

- Staff believed there were enough funds to outsource engineering services, but due to the RFQ process restrictions, the proposals received would not include rates.
- Outsourcing might provide the Town with new tools and processes to increase efficiency and inter-department collaboration.
- Staff was talking with the school district about piggybacking on their contract with Sodexo for ballfield maintenance.

Council and staff discussed:

- Liability and risks with outsourcing versus hiring.
- Generating data to determine when it was more cost-effective to contract out.
- Maintenance programs to outsource versus training personnel inhouse.
- Filling the staffing gap quickly but without pressure.
- Getting references from Prescott Valley.
- Getting current projects done before taking on more.
- Other considerations related to asset inventory and asset management schedule; HURF funding and current road conditions; chip seal design standards update; and disposition of certain road equipment.

Councilmember Turner arrived at 8:55 p.m.

Mr. Smith briefed Councilmember Turner on the prior discussion.

Councilmember Turner left the meeting at 9:12 a.m. and returned at 9:18 a.m.

3) Discussion regarding Council's strategic plan.

Mayor Marley stated that today's goal was to give leadership a view of what Council deemed most important. He reviewed the current Key Result Areas (KRAs) from the 2014 Strategic Plan.

**KRA #1 Strong Fiscal Health**

- Goal #1 Develop income
- Goal #2 Resolve budgetary issues
- Goal #3 Resolve legal issues

**KRA #2 Sustainable Economic Development and Community Development**

- Goal #1 Complete industrial and commercial plan
- Goal #2 Complete water and wastewater plan
- Goal #3 Complete roads infrastructure plan

**KRA #3 Community Engagement and Communication**

- Goal #1 Cooperation between community players and Town
- Goal #2 Engage citizens in open dialogue
- Goal #3 Improve communication between Town and citizens

Council believed these were still the Town's highest priorities, in the order given, yet understanding they would have to run concurrently.

Council and staff then reported and/or discussed the status of the action items under each KRA and goal.

**KRA #1 Strong Fiscal Health**

- Budgetary reserves.
- Water fund solvency; Prescott water; CVID; and water system purchases.

- Wastewater treatment plant maintenance and septage proposal.
- Bright Star agreement and water resources.
- Asset inventory updates.
- Roads maintenance matters.
- Sales tax.

Council asked staff to:

- Provide a report on the Bright Star agreement and possible revisions.
- Add progress reports to meeting agendas on items that were in the works, but had not yet come to Council, such as the ag overlay and sign code projects.

#### KRA #2 Sustainable Economic Development and Community Development

- Old Home Manor ("OHM") industrial park ("IP"); OHM infrastructure; and discussions with Yavapai Community College, JTED, and CTEC regarding workforce development for IP.
- Business support services.
- Flood management plan and development management plan and policy.
- ADOT yard on SR 89 or other properties that might enable infrastructure expansion.
- Challenges with aquifer recharge.
- Peavine Loop and Road 1 East projects; annual roads maintenance schedule; asphaltting schedule; and current chip seal program.
- Outsourcing certain maintenance services; using community service workers; and selling equipment.

Council asked staff to:

- Add more detail to the OHM IP in the timeline.
- Place discussion on Peavine Loop and Road 1 East projects on a future agenda.
- Schedule a Road and Streets Committee meeting to update the roads maintenance plan.
- Retain Center Street on this year's chip seal program.

#### KRA #3 Community Engagement and Communication

- Community relationships and partnerships; and building one-on-one relationships with community leaders.
- Developing business and organization leaders and Chamber's role.
- Citizen surveys and benchmarking.
- Town procedures for citizen complaints and inquiries, and providing clear communication with citizens.
- Public notice of roads maintenance scheduling.

Council asked staff to:

- Schedule updates to the Strategic Plan annually, with a tune-up every six months.
- Report on acclamations from the public at Council meetings.
- Provide progress reports to Council and the public on strategic plan items and projects.

Mr. Smith stated that staff planned to take the 2014 Strategic Plan, the 2015 Council retreat

report, and today's discussion to update the Strategic Plan. Council and staff briefly discussed the narratives in the 2014 plan and what could be updated.

4) ADJOURNMENT

The meeting adjourned at 12:00 p.m.



Chris Marley, 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 14th day of April, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 10th day of May, 2016.



Jami C. Lewis, Town Clerk