

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

**TUESDAY, MAY 5, 2016
6:00 P.M.**

The Town Council of the Town of Chino Valley, Arizona, met for a Study Session in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, MAY 5, 2016.

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

Absent: Mayor Chris Marley

Staff Present: Town Manager Robert Smith; Finance Director Joe Duffy; Police Chief Chuck Wynn; Public Works Director/Town Engineer Michael Lopez; Development Services Director Ruth Mayday; Town Clerk Assistant Amy Lansa (recorder)

1) CALL TO ORDER; ROLL CALL

Vice-Mayor Croft called the meeting to order at 6:04 p.m.

2) Presentation and discussion regarding the fiscal year 2016/2017 preliminary budget. (Joe Duffy, Finance Director)

Police Chief Wynn presented highlights of the proposed Police Department budget:

Animal Control

Budget increases were due to increases in vet supplies and salaries. Staff had several ambitious goals for the shelter next fiscal year.

Police

- *Staffing:* The department was down four positions currently. Staff budgeted for a half-time person to become full-time next year. With minimum staffing, more overtime was being used, and Finance Department staff reviewed this every pay period.
- *Contracts:* County Sheriff's contract costs had increased.
- *Operations:* Staff was starting a capital replacement program again. The Court had agreed to purchase e-citation machines for the officers. Staff started using tow impound funds for traffic enforcement-related equipment, as well as replacing radios and tasers.

Ms. Mayday presented highlights of the Development Services budget:

- *Budget changes:* Increased 11% due to COLAs, reclassifying the Associate Planner from probationary status to permanent, and travel for economic development conferences.
- *Accomplishments:* Protected Development Right Plan tool; final draft to sign code amendments; interdepartmental strategic plan with Public Works and Engineering to maximize infrastructure development.
- *Goals:* Old Home Manor legal documents for lease or sale and master plan; APS Focus Future economic development plan, and Encode software for UDO and Town Code codification.

Council asked for more information about Encode. Staff stated that they anticipated that it would incur no additional costs, as current costs for codification and some CitizenServe licenses could be re-allocated. Bringing the codes inhouse will benefit staff and the citizens.

Ms. Mayday presented highlights of the Building Division budget:

- *Budget changes:* The division's total was down 7%, due to a portion of the administrative assistant's salary being allocated to Customer Services.
- *Operations:* Permits were on par or slightly ahead of last year's.

Mr. Lopez presented highlights of the Public Works budget:

Parks Maintenance

- *Goals and initiatives:* Capital asset management and capital improvements program; community water conservation plan; capital assessment; comprehensive maintenance plans; turf management plan; Memory Park Library expansion; and Spring Xtreme Fling.
- *Budget changes:* Increased 12% due to interdepartmental charging. Staff was assessing the possibility of combining departments and/or outsourcing certain tasks.

Facilities Maintenance

- *Goals and initiatives:* Use iWorks for maintenance and asset management; employee cross-training; outsourcing some tasks to accommodate better preventative maintenance; developing long range plan and performance measures.
- *Budget changes:* Decreased 1%, mostly due to interdepartmental charging.

Mr. Smith addressed OSHA's visit in 2013 and resulting new requirements; developing preventative maintenance schedules; and cross training employees.

Fleet Maintenance

- *Goals and initiatives:* Use iWorks for scheduling and budgeting; capital asset management and capital improvements; and conduct outsourcing trial.
- *Budget changes:* Decreased 17%, mostly due to interdepartmental charges. Staff will do cost analysis on the outsourcing trial and provide the data to Council.

Council and staff discussed staffing levels, the planned methodology for the outsourcing trial, and measures to be used.

Council asked staff to bring their studies to a study session before making a decision.

Engineering and Public Works

- *Goals and initiatives:* RFQ for engineering and other professionals in lieu of hiring a Town Engineer; design and construction of EDA and EPA projects; engineering standards; pavement preservation program; County projects, such as Old Highway 89; and coordinate asset management with the Utilities Division.
- *Budget changes:* Increased 3%, due to personnel and interdepartmental charges.

Council and staff discussed staffing issues related to the Town Engineer position; Road 4 North project bid schedule; and Road 1 East project status.

Recreation

- *Goals and initiatives:* Event programming and coordination with non-profit organizations; capital assessment; and statistical measures.
- *Budget changes:* Increased 51% due to expanding funding for recreation that had been cut during the downturn, working with schools to develop cooperative activities, and expanding after school and summer programs; and absorbed a half-time person from Utilities.

Council and staff discussed the pool program; possible haunted house location; Recreation Coordinator position; staffing levels; and utilizing what the Town has.

Aquatics

- *Goals and initiatives:* Increase cost recovery; increase advertising to increase usage; inhouse lifeguard certification; water safety programs; asset management.
- *Budget changes:* 10% decrease, due to interdepartmental charging. Staff had also reduced the costs of operating the pool nearly \$100,000.

HURF and Roads

- *Goals and initiatives:* Chip seal process changes; and cost comparisons of inhouse v. County piggyback.
- *Budget changes:* Decreased 5%, due to gas and other supplies. Money for roads will be tight over the next few years.

Council and staff discussed Center Street maintenance; Roads and Streets Committee; and chip seal standards.

Water & Sewer

- *Goals and initiatives:* Backflow prevention program; meter replacement/leak detection program; and preventative maintenance.
- *Budget changes:* Decreased 49%, due to interdepartmental charges and decreased allocation for water system purchase(s). The department lost a half-time person, and intended to hire one person to split between Water and Sewer.

Capital Improvements

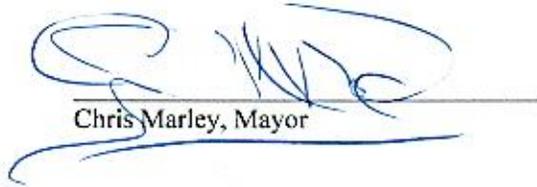
- *Goals and initiatives:* Center Street; Mollie Rae; filter replacement for sewer plant; septage receiving program; water system acquisition(s); Road 1 East between Road 3 South and Kalinich; EDA infrastructure project and Road 4 North extension; and cell tower.

Council asked Mr. Duffy to present interfund transfers and interdepartmental matters to Council at their next meeting.

3) ADJOURNMENT

MOVED by Councilmember Jack Miller, seconded by Councilmember Mike Best to adjourn the meeting at 8:00 p.m.

Vote: 6 - 0 PASSED - Unanimously



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 5th day of May, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 28th day of June, 2016.



Jami C. Lewis, Town Clerk