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

TUESDAY, NOVEMBER 15, 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, November 15, 2016.

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

Staff Present: Acting Town Manager Cecilia Grittman; Finance Director Joe Duffy; Human Resources Director Laura Kyriakakis; Police Chief Chuck Wynn; Police Lieutenant Vince Schaan; Civilian Operations Supervisor Laurie Whisenand; Magistrate Catherine Kelley; Public Works Director/Town Engineer Michael Lopez; Public Works Manager Chris Bartels; Development Services Director Ruth Mayday; I.T. Technician Spencer Guest; GIS/CAD/Web Technician Jan Mazy (videographer); Town Clerk Jami Lewis (recorder)

1) CALL TO ORDER; ROLL CALL

Mayor Marley called the meeting to order at 6:00 p.m.

2) Presentations by Town staff regarding the status of current projects and proposed upcoming or future projects with fiscal impacts. (Mayor Marley; Vice-Mayor Croft)

Interim Town Manager Grittman reported that, at the Mayor's and Vice-Mayor's request, staff would provide an overview of each department's responsibilities, as well as the current and future status of department projects.

Interim Town Manager Grittman spoke about:

- *Immediate focus:* external issues; development agreements; area water systems; town-wide projects; resources for leadership; staffing vacancies; Council/staff retreat; and minor organizational changes.
- *Focus for next six months:* building trust; determining priorities; budget process; enhancing communication; and clear direction for staff.
- *Building and Code Compliance/Customer Service:* facility remodel; process updates related to business licensing, inspections, utility billing, and development applications; cross training; forms and literature updates.
- *Library:* indoor and outdoor physical enhancements; software updates; Memory Park expansion.
- *Prosecutor's Office:* no changes.
- *Senior Center:* no changes.
- *Communications:* increase informational communications with public and improvements within organization.

Town Clerk Lewis spoke about:

- *Projects:* public records review; Town Code updates; 2016 elections; document management system research; minutes outsourcing; full codification of Town Code; implementation of new

election laws; and document management system implementation.

Human Resources (HR) Director Kyriakakis spoke about:

- *Recruitment and personnel:* staffing and recruitment; position changes; and turnover.
- *Benefits summary:* insurances; paid leave; employee assistance; and retirement plans.
- *Employment law amendments:* Health Care Reform Act and mandatory reporting; Fair Labor Standards Act exempt minimum salary threshold; and Prop 206 minimum wage initiative.
- *Current and future training and development:* for specific departments, all employees, new hires, and supervisors.
- *Risk management:* workers' compensation claims, and property and casualty claims.
- *Business management and strategy:* personnel committee; Paycom time management and payroll system; and personnel handbook updates.
- *Employee relations:* HR offices relocation and binding arbitration matter.

Finance Director Duffy spoke about:

- *Paycom:* usage and efficiencies.
- *Projects:* mobile home sales tax; WIFA loan closing; customer service and utility policies, procedures, and Town Code updates; and multi-family sewer rates.

Council and Mr. Duffy discussed structure for development-related user fees.

IT Specialist Guest spoke about:

- *Projects:* organization wide enterprise document management system; strategic technology plan; new video automation system; new virtualization server rollout; new staff training; and auctioning of surplus IT equipment.

Council and Mr. Guest discussed:

- communication among MIS personnel from local entities;
- video automation system;
- GIS mapping;
- strategic technology plan.

Magistrate Kelley spoke about:

- *Projects:* facility upgrades; support of e-citation system; and Arizona Supreme Court initiatives in response to lawsuits against states pertaining to judicial procedures.
- *Personnel:* needs assessment and magistrate employment contract.

Development Services Director Mayday spoke about:

- *Zoning:* proposed conditional use permits, rezones, and developments; and Unified Development Ordinance (UDO) and/or Town Code amendments pertaining to signage, agritainment, code enforcement, and zoning districts.
- *Planning:* disposition of Old Home Manor Industrial Park (OHMIP) property; plans related to OHMIP; recreation/trails; and specific area plans for SR 89 and Road 2 North and Road 4 South.
- *Economic development:* retail; commercial/industrial; and overall economic development plan.

Council and Ms. Mayday discussed:

- projects tying into Town water and/or sewer;
- OHMIP and master plan;
- ADOT materials yard;
- Chino Valley/Williamson Valley connector and associated capacity of Town roads;

- no left turn signage at SR 89/Road 1 North;
- Center Street project safety;

- UDO and Town Code updates.

Police Chief Wynn and Lt. Schaan spoke about:

- *New records retention laws:* data storage options and compounding costs.
- *Staffing:* head count; turnover; and pay comparisons with region.
- *Vehicle replacement:* 7 of 18 needing to be retired.
- *Tactical village project:* long term plan and shooting range usage.

Council and staff discussed:

- staffing levels and benefit incentives;
- youth programs.

Mayor Marley recessed the meeting at 7:56 p.m. and reconvened it at 8:06 p.m.

Public Works Director/Town Engineer Lopez spoke about:

- *Fleet:* software management; equipment auction; new police vehicle; and other new vehicle purchases.
- *Facilities:* capital asset inventory; using iWorks software; Library remodel for HR offices relocation; Community Center Concessions building repairs; Aquatic Center and WIC building improvements; shooting range repairs; Road 3 North drainage; Senior Center remodel; Library parking lot; energy savings project; and eventual Roads personnel relocation.
- *Engineering:* EDA grant; Center Street sewer project; EPA grant water line; Center Street box culvert; Library cell tower; Road 1 East extension; Road 1 East/Road 4 South right-of-way; Peavine connector; Memory Park expansion; localized drainage projects at SR 89/Road 2 South and Road 2 North/Road 1 West; Road 1 North signal; and flood control maintenance.
- *Central Yavapai Metropolitan Planning Organization (CYMPO) projects:* SR 89 north boundary study; regional mobility transportation plan; Road 1 North signal; CYMPO boundary expansion; and training for staff.
- *Private/public development:* Prescott water tank project; apartments; and tenant improvements.
- *Roads:* Town roads conditions; highway maintenance; drainage maintenance; maintenance plan; road counts; IGAs with ADOT; ADOT permits and signage; GIS mapping; adding data into iWorks.

Council and Mr. Lopez discussed:

- outsourcing options;
- fuel purchases;
- vision for new Public Works facility, office building, and shop;
- Library cell tower;
- Road 1 East and condemnation litigation;
- Peavine connector;
- no left turn signage at SR 89/Road 1 North;
- Center Street project safety;
- engineering plan levels (30%, 60%, 90%);
- Great Western extension-Prescott Valley/Chino Valley connector; Road 4 South/Road 1 East right-of-way;
- storm procedures.

Ms. Grittman stated she would provide an update to Council on the Road 4 South/Road 1 East matter.

Public Works Manager Bartels spoke about:

- *Wastewater treatment plant:* new filters; septage receiving estimates; collection maintenance

program; and manhole assessment.

- *Water:* backflow prevention program updates; new software; and water meter assessment and replacement program.
- *Needs assessments:* for parks, recreation, and aquatics.
- *Parks:* program to identify locations for future pocket parks.
- *Recreation:* reinstating haunted house; outreach to public regarding volunteer opportunities with community organizations; and Boys and Girls Club program.
- *Aquatics:* performance review and needs assessment.

Council and Mr. Bartels discussed:

- fee structure for septage;
- paintball facility.

3) ADJOURNMENT

MOVED by Councilmember Jack Miller, seconded by Councilmember Mike Best to adjourn the meeting at 9:43 p.m.

Vote: 7 - 0 PASSED - Unanimously

Darryl 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 November, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 13th day of December, 2016.

Jami C. Lewis, Town Clerk