

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE TOWN COUNCIL OF THE TOWN OF CHINO VALLEY**

**TUESDAY, FEBRUARY 28, 2012
6:00 P.M.**

The Town Council of the Town of Chino Valley, Arizona met for a Regular Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, February 28, 2012.

Mayor Marley called the meeting to order at 6:01 p.m.

Council Present: Mayor Chris Marley, Vice-Mayor Carl Tenney, and Councilmembers Mike Best, Darryl Croft, Dean Echols, Linda Hatch, and Lon Turner.

Staff Present: Interim Town Manager Robert Smith, General Services Director Cecilia Watts, Town Attorney Tom Kack, Finance Director Vera Smith, Interim Police Chief Chuck Wynn, Police Commander Mark Garcia, Town Engineer/Public Works Director Ron Grittmann, Building Official Dan Trout, Recreation Manager Shannon Gansz, Town Clerk Assistant Liz Hart, and Town Clerk Jami Lewis (recorder).

Vice-Mayor Tenney gave the invocation and Mayor Marley led the pledge of allegiance.

2) INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

- 2a)** Presentation of a check to the Town by Arizona Game & Fish for improvements to the Police Department's shooting range. (Chuck Wynn, Interim Police Chief)

Interim Chief Wynn reported that this formal presentation was for last year's \$40,000 grant from Arizona Game & Fish for the shooting range improvement project. Norm Freeman, Chair, Game & Fish Commission and Chino Valley resident, thanked the Town Police Department and Prescott Sportsmen's Club for coming together and making this project happen.

3a) CALL TO THE PUBLIC

No one from the public spoke.

3b) RESPONSE TO THE PUBLIC

There were no matters to report.

4) CURRENT EVENT SUMMARIES AND REPORTS

Councilmember Hatch reported that the Magistrate Evaluation Committee had prepared evaluation forms, and over the next two weeks, they would be available for anyone who had interacted with the Magistrate to fill out and submit. She also reported on a recent NACOG

meeting, at which attendees discussed federal legislative updates, losses in roads sales tax revenues, and economic development.

Vice-Mayor Tenney reported on a recent Finance Committee meeting, at which the Town Magistrate presented a personnel request, and the Committee asked staff to develop information regarding extending water and sewer services to the highway.

Interim Town Manager Robert Smith reported that he was continuing to study the Town's issues.

Mayor Marley reported that he had spoken with staff about forming an ad hoc human resources committee as discussed during the previous meeting, and now he was recommending that Council appoint Councilmember Croft as a liaison to work with the staff committee on certain Human Resources matters. Council consented to the suggestion.

Mayor Marley read the Mayor's Monthly Report, which pertained to the current status of the Chino Valley Food Bank's lease with the Town.

- 4a)** Report by Building Official Dan Trout regarding adoption of the 2012 Building Codes. Funding to come from the Building Inspection Department's FY 2012/2013 operating supplies budget in the General Fund.

Building Official Dan Trout reported that:

- On December 14, 2011, four local building officials met with Sandy Griffis of Yavapai County Contractors Association (YCCA) and agreed to adopt the 2012 codes for building, residential, plumbing, mechanical, fuel gas, electrical, and energy in January 2013.
- Two significant reasons for adopting the 2012 codes were to: (i) increase the Town's ISO rating, which had dropped due to being more than one code cycle behind the most recent version; and (ii) continue the practice started in 2007 of the four local jurisdictions providing a uniform set of standards for contractors who built in Yavapai County.
- Ms. Griffis was attempting to acquire a set of 2012 code books, at no cost to the Town, for staff to review. Prior to adopting these codes, the Town will need to purchase two sets of code books, costing approximately \$1,800 total.
- The local building officials will continue to meet throughout the upcoming months to ensure that each jurisdictions' amendments to the 2012 building codes will be as close as possible to minimize the impact on local contractors. Staff will also meet with local contractors and Fire District personnel to review significant changes in the codes.
- Staff planned to have the completed amendments to Council for review in September 2012 and adoption in November 2012, with an effective date in January 2013, subject to the other jurisdictions' timelines.

- 4b)** *Continued from October 25, 2011:* Report by the Transit Advisory Committee regarding the current status of the Town of Chino Valley Transit System.

Ed Steinback, Vice-Chair and Finance Chair of the Transit Advisory Committee ("TAC"), presented the findings of a ridership utilization and survey conducted from November 8, 2011 through January 31, 2012. Key points were:

Ridership Survey Results

- From November to December, there was a 25% increase in ridership, and from December to January, there was 16.67% increase. There were 421 total passenger trips during the subject time period.
- Most riders took the bus to Safeway, followed by doctors' offices, library, Wal-Mart, Food Bank, and Gateway Mall.
- 39% of riders rode the bus occasionally, with 61% riding once to four times a week. 55% were between the age of 18-59, 44% were either seniors over 60 and/or disabled, and none were 0-18.
- Suggestions given to improve service included more days in operation, more days in Chino Valley, longer hours, service on Friday, and service to Paulden.

Annual Report – Grant Year October 2010-September 2011

- Total fares and costs per mile were under budget, while total costs per passenger trip and total costs per revenue hour were over budget. This was due to projected ridership being over-estimated.
- Ridership slowly built up to a high point in August 2011 with 172 total, with a sharp increase in July after expanding the regional route to Gateway Mall and downtown Prescott; this also created an increase in the local route ridership.
- More riders were now using the bus to develop circuits for their errands.

First Four Months Report – Grant Year October 2011-September 2012

- Total fares and costs per passenger trip, mile and revenue hours were all under budget and performing much better than last year.
- Ridership remained steady during this period.

Future Plans. TAC's future goals included:

- The system being totally budget neutral to the Town by September 30, 2012, replacing all town funds with additional grants or other revenues.
- Partnering with community members and obtaining community based sponsorships, as well as establishing an advertising program.
- Joining efforts with the Town's Aquatic, Senior, and Recreation services, as well as medical and professional offices and community clubs.
- Continuing route analysis and rider data compilation and analysis to look at system expansion and refinement.

Councilmembers commended the Committee, which consisted of unpaid volunteers, and encouraged others to ride the bus and hear what the riders had to say. They were also encouraged by the improvements and the Committee's goal to become budget-neutral.

CONSENT AGENDA

- 5) Consideration and possible action to approve the January 19, 2012 Study Session minutes. (Jami Lewis, Town Clerk)
- 6) Consideration and possible action to approve the January 24, 2012 Regular Meeting minutes. (Jami Lewis, Town Clerk)

- 7) Consideration and possible action to rescind previous appointment of Michael Scannell as the Town of Chino Valley's representative on the Yavapai Combined Trust (YCT) Board and the YCT Human Resources Committee; and appoint General Services Director Cecilia Watts, with Finance Director Vera Smith as the alternate, to represent the Town on the same, effective immediately. (Cecilia Watts, General Services Director)
- 8) Consideration and possible action to adopt Resolution No. 12-986 adopting the Yavapai County Multi-Jurisdictional Hazard Mitigation Plan 2011. (Mark Garcia, Police Commander)

Vice-Mayor Tenney MOVED, seconded by to Councilmember Croft, to accept Consent Agenda items 5-8. The motion PASSED unanimously

ACTION ITEMS

- 9) Consideration and possible action to adopt Resolution No. 12-985, declaring the "Americans with Disabilities Standards and Regulations, dated September 15, 2010," a public record; and adopt Ordinance No. 12-757, adopting the "Americans with Disabilities Standards and Regulations, dated September 15, 2010," by reference, and amending Chino Valley Town Code Chapter 150 by adding new Section 150.009: "ADA Standards and Regulations." (Dan Trout, Building Official)

Mr. Trout reported that:

- On January 19, 2012, at an Arizona Building Officials meeting, members discussed the latest standards for Americans with Disabilities (ADA) set forth by the Department of Justice on September 15, 2010. As it was federal law that local municipalities adopt and enforce these requirements, and as staff had been unable to locate a copy of the previously adopted 1996 edition, staff now recommended that Council adopt the 2010 edition.
- The Town Attorney also suggested that the 2010 guidelines be incorporated into the Town Code, Chapter 150 "Building Regulations; Construction," which also codified by incorporation the International Codes for building, residential, fuel gas, mechanical, and plumbing.
- Upon adoption, copies of the guidelines, which were contained in four books, will be kept in the Building and Town Clerk's offices for public viewing. The Building Division had received several copies to provide to local contractors, and staff will post notices on the Town website and department counter to inform the public that the Town was compliant with federal law.

Council had no questions or comments.

Vice-Mayor Tenney MOVED, seconded by Councilmember Echols, to adopt Resolution No. 12-985, declaring the "Americans with Disabilities Standards and Regulations, dated September 15, 2010," a public record, and adopt Ordinance No. 12-757, adopting the "Americans with Disabilities Standards and Regulations, dated September 15, 2010," by reference, and amending Chino Valley Town Code Chapter 150 by adding new Section 150.009: "ADA Standards and Regulations. The motion PASSED unanimously 7-0.

- 10) Approve the Financial Report for six months ending December 31, 2011 for fiscal year 2011/2012. (Vera Smith, Finance Director)

Ms. Smith reported that:

- At 50% of the fiscal year, revenues were at 44.80% of those budgeted, while expenditures were at 46.12%.
- State shared sales tax and vehicle license tax revenues, and Town sales tax were coming in above budget, while state state-shared income tax, and Town licenses, permits, fines, and forfeitures were under budget. Overall, these revenues were \$17,415 over budget.
- Staff recommended reducing the budgeted amounts for licenses and permits in fiscal year 2012/2013, but not fines and forfeitures, as staff was working diligently on collections.
- The state was currently reporting that state shared revenues would increase a little unless the legislature changed something. Staff should receive tentative estimates from the state within a few weeks and have solid numbers by mid-to-late April.

Vice-Mayor Tenney MOVED, seconded by Councilmember Hatch, to approve the Financial Report for six months ending December 31, 2011 for fiscal year 2011/2012. The motion PASSED unanimously 7-0.

- 11) Discussion and possible action regarding the Council's booth at the Home Health & Business Expo, hosted by the Chino Valley Area Chamber of Commerce, on March 17, 2012. (Carl Tenney, Vice-Mayor)

Councilmember Croft reported that he had developed some ideas for a banner, give-aways, and a questionnaire to collect some data for the General Plan; and the Transit Advisory Board was requesting to share the booth. He preferred that all the councilmembers participate and he offered to contact them to develop a schedule.

Council consented to his ideas and asked him to interface with the General Plan Committee on the questionnaires.

EXECUTIVE SESSION

- 12) Council may vote to hold an executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with its attorneys regarding the Town's continued operation and maintenance of the "Skate Park" located at 1527 N. Road 1 East and "Rodeo Grounds" located at 2208 Equestrian Way, Old Home Manor, including insurability and/or insurance coverage, and/or liability. (Cecilia Watts, General Services Director)

Vice-Mayor Tenney MOVED, seconded by Councilmember Hatch, to go into executive session. The motion PASSED unanimously 7-0 at 6:54 p.m. Mayor Marley reconvened the meeting into open session at 7:53 p.m.

- 12a)** Consideration and possible action with regard to the continued operation and maintenance of the Skate Park.

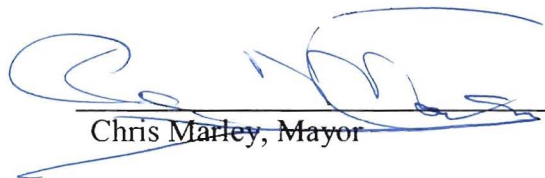
Council took no action on item 12a.

- 12b)** Consideration and possible action with regard to the continued operation and maintenance of the Rodeo Grounds.

Council took no action on item 12b.

13) ADJOURNMENT

Vice-Mayor Tenney MOVED, seconded by Councilmember Echols, to adjourn the meeting. The motion PASSED unanimously 7-0 at 7:54 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 Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 28th day of February, 2012. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 27th day of March, 2012.


Jami C. Lewis, Town Clerk