

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

**TUESDAY, MAY 28, 2019
6:00 P.M.**

The Town Council of the Town of Chino Valley met for a Regular Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, May 28, 2019.

1) CALL TO ORDER, PLEDGE OF ALLEGIANCE; ROLL CALL

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

Staff Present: Town Manager Cecilia Gritman; Town Attorney Andrew McGuire; Finance Director Joe Duffy; Human Resources Director Laura Kyriakakis; Public Works Director/Town Engineer Frank Marbury; Community Services Director Scott Bruner; Economic Development Project Manager Maggie Tidabeck; Chief Building Official Dan Trout; Deputy Town Clerk Vickie Nipper (recorder); Administrative Technician Kathy Frohock (videographer)

Mayor Croft called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

2) INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

- a) Proclamation declaring June 8, 2019, as *Marine Corps League Day*, sponsored by the Marine Corps League.

Mayor Croft read the proclamation and presented it to representatives with the Marine Corps League.

- b) Presentation by Pete Gordon, Fire Staff Officer (Fire Chief), Prescott National Forest and Rick Chase, Fire Marshal/PIO, Central Arizona Fire and Medical Authority, regarding living in the wildland urban interface.

Marshal Chase and Officer Gordon spoke about the wildland urban interface. Key points were:

- Wildland Urban Interface was the area where wildland fuels were available to allow fires to move and where human infrastructure interacted with the wildland environment. Living in the wildland urban interface was not any different than living in any other natural disaster area.
- Chino Valley's brush and grassland areas dried out quicker than heavy fuels and was considered a more hazardous area. Wildland fires could affect highway corridors, commerce, and tourism.
- Residents were encouraged to take care of their own property to reduce fire risk by having a property defensible space that provided a clearing around homes and buildings.
- Responsibility was dependent upon the fire department to educate, prevent and respond; the Forest Service to analyze, care for the natural resources, and provide hazardous fuel mitigation and fire response; and law makers and residents to understand responsibility for care of properties.

- The fire district's primary responsibility was caring for and keeping fire fighters safe so that they could do their job of protecting property. All state and local fire agencies worked together and there were 43 fire wise communities within Yavapai County.
- Wildfire.az.gov provided information on fires throughout the state and firerestrictions.us provided restrictions for people to be knowledgeable about.

3) **CALL TO THE PUBLIC**

Call to the Public is an opportunity for the public to address the Council on any issue within the jurisdiction of the Council that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 30 minutes per meeting. Council action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.

Beth Vicory, resident, reminded the community that every Wednesday during the summer she would be hosting the Summer Fun Kids Club and she was still looking for sponsors and volunteers.

4) **RESPONSE TO THE PUBLIC**

Response to the Public is an opportunity for the Mayor to inform the public about how Town officials addressed matters raised during Call to the Public at a previous meeting.

5) **CURRENT EVENT SUMMARIES AND REPORTS**

This item is for information only. The Mayor, any Councilmember, or Town Manager may present a brief summary or report of current events. If listed below, there may also be a presentation on information requested by the Mayor and Council and questions may be answered. No action will be taken.

- a) Status reports by Mayor and Council regarding current events.

Councilmember Best commended ADOT for cleaning the highway culverts in preparation for the monsoon season.

Councilmember Best reminded citizens that the next 50th Anniversary Committee meeting would be June 5th at the Community Center.

- b) Status report by Town Manager Cecilia Grittmann regarding Town accomplishments, and current or upcoming projects.

Town Manager Grittmann reported on the following:

- UDO Rewrite Committee resuming their meetings in June.
- Upcoming June Community Outreach meeting with the Town Mayor and Manager.

6) CONSENT AGENDA

All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

MOVED by Vice-Mayor Jack Miller, seconded by Councilmember Mike Best to approve Consent Agenda items (a), (b) and (c).

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

PASSED - Unanimously

- a) Consideration and possible action to designate Joe Duffy as the Town of Chino Valley's Chief Fiscal Officer for the fiscal year ending June 30, 2019. (Joe Duffy, Finance Director)
- b) Consideration and possible action to adopt Resolution No. 2019-1139, approving the proposed statements and estimates of expenses of the Town of Chino Valley Street Lighting Improvement Districts for fiscal year 2019/2020, pursuant to Section 48-616, Arizona Revised Statutes, as amended; setting a date for public hearing on the proposed statements and estimates as approved; and providing for notice of the hearing and publication of the proposed statements and estimates of the expenses of the districts which shall be provided for by the levy and collection of ad valorem taxes on the assessed value of all the real and personal property in the districts. (Joe Duffy, Finance Director)
- c) Consideration and possible action to adopt Resolution No. 2019-1138, declaring and adopting the results of the special election held on May 21, 2019. (Jami Lewis, Town Clerk)

7) ACTION ITEMS

The Council may vote to recess the public meeting and hold an Executive Session on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of discussion or consultation for legal advice with the Town Attorney. Executive sessions are not open to the public and no action may be taken in executive session.

- a) Consideration and possible action to approve Resolution No. 2019-1140, approving a Tentative Budget for the fiscal year 2019-2020 and proposed expenditure limitation for the same year, in the amount of \$27,976,800 and setting a public hearing date of June 25, 2019 on the tentative budget and adoption of the final budget. (Joe Duffy, Finance Director)

Recommended Action: Approve Resolution No. 2019-1140, approving a Tentative Budget and proposed expenditure limitation for FY 2019-2020, in the amount of \$27,976,800 and setting June 25, 2019, as the date for the public hearing on the tentative budget and for adoption of the final budget for FY 2019-2020

Mr. Duffy presented the Tentative Budget. Key points were:

- He had incorporated the changes discussed at the previous week's study session.
- The tentative budget set the maximum expenditure limitation; the budget could not be increased, but could be decreased thereafter.
- \$24,525,000 was budgeted last year and expenditures of \$19,000,000 were anticipated. This year's proposed budget was \$27,976,800 and staff proposed to roll over \$573,000 in general fund money not expended in the current year.
- Major projects included:
 - Facility roofing and parking areas on a five-year rotation basis
 - Remodel and flooring in Public Works building
 - Town facilities signage
 - Memory Park restrooms funds rolled over to begin construction in the fall
 - Mechanics service truck
 - Consulting and engineering funding for water resources
 - 50th year anniversary celebration
 - Increased HURF road funding
 - \$2 million to capital improvement fund for economic and capital projects to be determined by Council
 - Matching funds for the Road 1 North traffic signal
 - Old Home Manor Water Masterplan
 - Jerome Junction paving
 - CDBG matching funds
 - North end Welcome to Chino Valley sign
 - New shared utilities building
 - Possible new water fill station

MOVED by Vice-Mayor Jack Miller, seconded by Councilmember Lon Turner to approve Resolution No. 2019-1140, approving a Tentative Budget and proposed expenditure limitation for FY 2019-2020, in the amount of \$27,976,800 and setting June 25, 2019, as the date for the public hearing on the tentative budget and for adoption of the final budget for FY 2019-2020.

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

PASSED - Unanimously

- b) Consideration and possible action to adopt Ordinance No. 2019-871, repealing previous ordinances related to previous versions of the International Building Codes; adopting the "Town of Chino Valley Building and Technical Code Amendments - 2018 Edition," by reference; and amending Town Code Title XV Land Usage, Chapter 150 Building Regulations by amending sections related to the 2018 version of the International Codes and 2017 edition of the National Electrical Code. (Dan Trout, Building Official)

Recommended Action: Adopt Ordinance No. 2019-871, repealing Ordinance Nos. 04-570, 07-686, 07-689 and 09-721; adopting the "Town of Chino Valley Building and Technical Code Amendments - 2018 Edition," by reference; and amending Town Code Sections 150.001 and 150.004.

Mr. Trout reported that every six years, he worked with surrounding communities to adopt the latest building codes. He acknowledged Sandy Griffis of Yavapai County Contractor's Association for ensuring the amendments were the same throughout the neighboring communities.

Council and staff noted that all four of the surrounding communities had implemented the same amendments for approval.

MOVED by Vice-Mayor Jack Miller, seconded by Councilmember Mike Best to adopt Ordinance No. 2019-871 adopting the "Town of Chino Valley Building and Technical Code Amendments - 2018 Edition," by reference; and amending Town Code Sections 150.001 and 150.004.

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

PASSED - Unanimously

- c) Consideration and possible action to approve the Town of Chino Valley Personnel Policy and Administrative Guideline Manual, Vacations Policy #700 revisions, dated May 28, 2019. (Laura Kyriakakis, Human Resources Director)

Recommended Action: Approve the revised Vacations Policy #700, dated May 28, 2019, in the Town of Chino Valley Personnel Policy and Administrative Guideline Manual.

Laura Kyriakakis reported that:

- To recruit, retain, and reward staff, the town offered competitive wages and benefits that were in line with the region and other public entities within Arizona with similar population sizes.
- The Town supported the work-life balance, which required employees to spend time away from work to prevent workplace burnout and produce higher productivity and morale.
- The Personnel Committee met to review vacation benefits and was recommending two primary changes: (i) Modify the 320-hour soft vacation accrual cap to a 320-hour hard vacation accrual cap to go into effect on January 1, 2021; and (ii) Offer an annual payout to qualified staff that would go into effect on July 2019.
- The current soft accrual 320-hour cap was calculated every December 31. Any hours accrued by the employee not used before that time were eliminated unless previous arrangements were made with a supervisor to use those hours before the end of the upcoming June 30. The new policy would change the soft accrual cap to a hard accrual cap that, once the 320-vacation accrual cap is reached, the employee would stop accruing vacation hours. The January 2021 gives a transition period to employees to reduce their current vacation caps.
- The annual vacation payout to qualified staff would payout 40 hours vacation pay in conjunction with 40 concurrent hours of vacation taken to those long-term employees who accrued vacation time faster than they could take it. Qualified staff were those employed for over five years and had a minimum balance of 300 vacation hours and had taken 40 vacation hours in that fiscal year.
- The changes would affect 25% of the staff and potentially reduce the Town's financial burden by \$75,000.

MOVED by Vice-Mayor Jack Miller, seconded by Councilmember Mike Best to approve the revised Vacations Policy #700, dated May 28, 2019, in the Town of Chino Valley Personnel Policy and Administrative Guideline Manual.

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

PASSED - Unanimously

- d) Consideration and possible action to approve the purchase of a Central Control Irrigation System (BaseStation 3200) for Community Center Park and Memory Park from Ewing Irrigation in the amount of \$29,648.34. (Scott Bruner, Community Services Director)

Recommended Action: Approve the purchase of a Central Control Irrigation System (BaseStation 3200) for Community Center Park and Memory Park from Ewing Irrigation in the amount of \$29,648.34

Scott Bruner reported that:

- This system had been discussed at an earlier study session.
- The system: (i) was a sensor-intelligent irrigation system that measured rain, humidity, and temperatures of the fields and parks, and reduced and conserved water use; (ii) would turn itself off and on depending on the need for water; (iii) was controlled by computer, tablet or phone and a weather station; and (iv) had a ten-year warranty.
- Staff estimated that the system would reduce water use by 62%. As staff spent approximately \$150,000 watering fields and parks, this could save \$50,000-\$60,000 per year.

Council and Staff discussed the following:

- The data on estimated savings were determined by the Finance Director.
- Prescott used the system and they reported having significant savings through its use. The current recreation director had used the system before in Prescott and through his experience was recommending the product.
- The system also warned of broken pipes, turned the water off, and gave the location of the broken pipe.
- Staff would come back to the Council to report how the system worked.

MOVED by Vice-Mayor Jack Miller, seconded by Councilmember Lon Turner to approve the purchase of a Central Control Irrigation System (BaseStation 3200) for Community Center Park and Memory Park from Ewing Irrigation in the amount of \$29,648.34.

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

PASSED - Unanimously

- e) Consideration and possible action to award a contract to Asphalt Paving & Supply, Inc. for the construction of the Chino Valley Community Development Block Grant (CDBG) Street Improvements project in the amount of \$479,499.99. (Frank Marbury, Public Works Director/Town Engineer)

Recommended Action: Award a contract to Asphalt Paving & Supply, Inc. for the construction of the Chino Valley CDBG Street Improvements project in the amount of \$479,499.99.

Frank Marbury reported that:

- This project was bid on a competitive basis and the Town received two bids. The apparent low bid was from Asphalt Paving and Supply Inc. in the amount of \$479,499.99 which was within 1% of the engineer's estimate and staff recommended awarding it to them.
- The project was funded by the \$317,643.00 CDBG grant and the remaining balance was covered by the \$200,000 capital improvement budget item.

MOVED by Vice-Mayor Jack Miller, seconded by Councilmember Mike Best to award a contract to Asphalt Paving & Supply, Inc. for the construction of the Chino Valley CDBG Street Improvements project in the amount of \$479,499.99.

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

PASSED - Unanimously

- f) Consideration and possible action to approve using \$300,000 out of the Town's General Fund Contingency Account to reduce the PSPRS unfunded liability amount. (Joe Duffy, Finance Director)

Recommended Action: Approve using \$300,000 from FY 2018/2019 Contingency Funds to reduce the PSPRS unfunded liability.

Joe Duffy reported that:

- This had been done the previous year and doing it again would save on the next year's premiums.
- The resolution [adopted in 2018] gave notice to PSPRS that the Town would apply a portion of the remaining funds in the contingency account to help pay down the PSPRS unfunded liability amount.

MOVED by Vice-Mayor Jack Miller, seconded by Councilmember Cloyce Kelly to approve using \$300,000 from FY 2018/2019 Contingency Funds to reduce the PSPRS unfunded liability.

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

PASSED - Unanimously

- g) Consideration and possible action to adopt the forms of Uniform Video Service Application/Affidavit and Uniform Video Service License as required by A.R.S. Section 9-1411 as the standard forms for the Town for Uniform Video Services Application/Affidavit and Uniform Video Services License. (Andrew McGuire, Town Attorney)

Recommended Action: Adopt the forms of Uniform Video Service Application/Affidavit and Uniform Video Service License as required by A.R.S. Section 9-1411 as the standard forms for the Town for Uniform Video Services Application/Affidavit and Uniform Video Services License.

Mr. McGuire reported that the legislature had adopted restrictions on the ability to adopt cable licenses. The first step was to adopt a uniform licensing process. This was the same model prepared for every community in the state.

MOVED by Vice-Mayor Jack Miller, seconded by Councilmember Mike Best to Adopt the forms of Uniform Video Service Application/Affidavit and Uniform Video Service License as required by A.R.S. Section 9-1411 as the standard forms for the Town for Uniform Video Services Application/Affidavit and Uniform Video Services License.

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

PASSED - Unanimously

8) EXECUTIVE SESSION

Council may vote to recess the Regular Meeting and hold an executive session, which will not be open to the public, for the following purposes.

9) ACTION ITEMS RESUMED

After the Executive Session, Council will reconvene the Regular Meeting.

10) ADJOURNMENT

MOVED by Councilmember Lon Turner, seconded by Vice-Mayor Jack Miller to adjourn the meeting at 6:58 p.m.

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller, Councilmember Mike Best,
Councilmember Cloyce Kelly, Councilmember Corey Mendoza, Councilmember Annie Perkins, 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 Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 28th day of May, 2019. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 25th day of June, 2019.

Jami C. Lewis, Town Clerk