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

THURSDAY, SEPTEMBER 18, 2014
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 Thursday, September 18, 2014.

Present:	Mayor Chris Marley; Vice-Mayor Darryl Croft; Councilmember Mike Best; Councilmember Don Wojcik
Absent:	Councilmember Linda Hatch; Councilmember Pat McKee; Councilmember Lon Turner
Staff Present:	Town Manager Robert Smith; Town Attorney Phyllis Smiley; Development Services Director Ruth Mayday; Deputy Town Clerk Liz Hart (recorder)

1) CALL TO ORDER; ROLL CALL

Mayor Marley called the meeting to order at 6:04 p.m.

Town Attorney Smiley participated via conference phone.

2) Status report regarding the impact fee update process. (Robert Smith, Town Manager)

Mr. Smith reported that:

- New legislation adopted in 2012: (i) required Arizona municipalities to have a different basis for establishing impact fees; (ii) created new restrictions on spending such fees and locating the improvements constructed with them; and (iii) required development of a capital improvement plan and impact fees improvement plan (IIP).
- The IIP was an inventory of the kinds of facilities to be created and their location. Under the new law, any facility constructed with impact fees must be near the neighborhood from where the fees came and provide direct benefits to those payers. Thus, it would be difficult under the new rules to use impact fees to construct a police or fire substation that was not in close proximity to the associated subdivision.
- In late 2012, the Town contracted with Pat Walker for analysis work on the impact fees update. At her last meeting with Council in early 2013, Council elected to put the project on hold, as there was still lack of clarity in portions of the legislation, the League of Arizona Cities and Towns was considering asking the legislature for further clarification, and the town had other priorities and issues to address.
- As the Town had two new councilmembers since Ms. Walker's last presentation, and there had been further activity regarding the legislation, staff had asked Ms. Walker to provide an update to Council on September 23.
- The overriding question for Council was to determine if they wanted impact fees, if it was worthwhile to go through the exercise, or if the town should wait and see if there

were any changes with the legislation.

- While impact fees could still be used for infrastructure, it might be easier to deal with such matters through a development agreement.

Council comments:

- Prescott Valley had taken no action, deeming that the legislation was so restrictive that the analysis was not worth it.
- Instituting impact fees in the town may drive developers to the next town.

3) Discussion regarding reviewing options for Council agenda packet materials. (Jami Lewis, Town Clerk)

Mayor Marley reviewed the staff report:

- As a part of the Council's strategic planning process, facilitator Lance Decker provided staff with some guidelines for "completed staff work," to assist staff with providing adequate information and materials to Council for its deliberations. This resulted in staff creating a more detailed outline for the Situation & Analysis portion of the agenda item staff report. This seemed to provide a satisfactory balance between not enough and too much information.
- However, in recent weeks, there had been several instances in which the Council postponed items or were hesitant to vote due to a lack of desired documentation. This resulted in some confusion on staff's part as to how best to present agenda items and information to Council.
- Staff desired a discussion to re-clarify guidelines for staff as to the types and disposition of materials Council desired to have available for their review.

Town Manager Smith related that per the town's procurement code, staff had the authority to expend budgeted items under $25,000; anything over than came to Council. The town attorney could help winnow out boilerplate contracts and call attention to items that were significant for Council.

Town Attorney Smiley added that the attorney was required to approve all contracts as to form. They read everything, but did not necessarily provide input unless something was out of line and might be of interest to Council before approval. Standard contracts could be placed on consent. Items not included in the packet should be available for review either electronically or in the clerk's office.

Council discussed the options and preferred the following:

- Contracts: Do not include boilerplate portions in the packet, but do include applicable sections with an overview of the contract and inform Council of any irregularities in the boilerplate.
- Rights-of-Way: Include an overall map of the immediate area showing the applicable right-of-way and its location in relation to its surroundings and whatever the attorney deems important.
- Equipment Purchases: Include a list of the items with a general description; if an item was used, provide the age, hours, and mileage.
- The distributed electronic and printed packet versions should be the same.
- Council needed to stay out of the details, but should have access to all applicable information either in the packet or online.

4) Final review of the 2014 Strategic Plan, including possible revisions based upon League training information. (Ruth Mayday, Development Services Director)

Ms. Mayday, Council, and staff reviewed the final draft of the Strategic Plan, as follows:

Mission and Vision Statements

- Revised some language.
- Deleted all 2003 mission and vision statements and the Council's vision statement.

Key Result Area #1 – Strong Fiscal Health

- Revised language in general.
- Added two actions to Objective E related to the UDO update.
- Discussed going out to bid to bring in a consultant to address all the UDO issues after the General Plan election.
- Amended the timeframe for Goal #3 Objective D related to the Bright Star development agreement and water rights.

Key Result Area #2 – Sustainable Economic and Community Development

- Revised language in general.
- Replaced drawing.
- Discussed the Industrial Development Authority's role for the proposed OHM industrial park.
- Discussed the current status of Goal #1 Objective C related to the Business Support Center.
- Discussed Goal #1 Objective D as it relates to FEMA remapping.
- Discussed Goal #2 related to study feasibility of injection wells for effluent recharge.

Key Result Area #3 – Community Engagement and Communication

- Revised language in general.
- Revised Goal #2 related to annual surveys.
- Discussed Goal #2 related to tracking system for compliments and complaints.
- Discussed water treatment for mosquitos and weed abatement.

Overall

- Recommended adding a legend for colors, symbols, and abbreviations.

5) ADJOURNMENT

MOVED by Councilmember Don Wojcik, seconded by Councilmember Mike Best to adjourn the meeting at 7:26 p.m.

Vote: 4 - 0 PASSED

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 18th day of September, 2014. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 28th day of October, 2014.

Jami C. Lewis, Town Clerk