

**MINUTES OF THE STUDY SESSION OF THE
TOWN COUNCIL OF THE TOWN OF CHINO VALLEY
WEDNESDAY, APRIL 30, 2025**

5:00 PM

**COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY,
ARIZONA 86323**

1. CALL TO ORDER, ROLL CALL

Mayor Armstrong called the meeting to order at 5:00 p.m.

Present: Mayor Tom Armstrong (left at 7:57 p.m.), Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer

Absent:

Staff Present: Town Manager Terri Denemy, Finance Director Katie Pehl, Human Resources Director Laura Kyriakakis, Public Works Director/Town Engineer Frank Marbury, Utilities Manager Jesse Holyfield, Public Works Manager Paul Smith, Police Chief Josh McIntire, Lieutenant Amy Chamberlin, Community Services Director Cyndi Thomas, Recreation & Events Coordinator Morgan Heiner, Recreation & Events Coordinator Rebekah Segien, IT Manager Spencer Guest, Audio Visual Technician Nicholas Harwick, Deputy Town Clerk Sara Burchill, Town Clerk Erin N. Deskins

2. DISCUSSION ITEMS

a. Consideration and discussion regarding the Fiscal Year 25/26 budget.

Terri Denemy, Town Manager, presented the following:

- Staff worked to be as conservative as possible with the budget and only included things that they thought were either necessary for compliance or needed to maintain levels of service.
- Staff also worked to include more public input. Some staff recommendations were changed in favor of Capital Improvement Program Citizens Advisory Committee (CIPCAC) recommendations and public survey results.
- Staff worked to make the budget document more user-friendly and understandable.
- Additional meetings were added to give Council enough time to feel comfortable with the decisions they needed to make.
- Council would first hear from outside entities with requests for funding.

Mayor Armstrong called the item.

Katie Pehl, Finance Director, presented the following:

- The first presenter would be Yavapai Family Advocacy Center (YFAC) in partnership with Prevent Child Abuse Arizona.
- The second presenter would be Yavapai Regional Transit (YRT).

- The third presenter would be the Chino Valley Pickleball Association (CVPA).

Missy Sikora, YFAC Executive Director, presented the following:

- The center is a program of Prevent Child Abuse Arizona, and had been serving Yavapai County for 25 years this coming October.
- They provide services to victims of crimes such as domestic violence, child abuse, sexual assault, elder abuse, etc.
- YFAC has had a long-standing partnership with the local municipalities since they opened.
- YFAC also partners with local law enforcement agencies to collect forensic evidence for the cases, including forensic interviews, and they conduct all medical exams at their facility in partnership with Honor Health.
- In 2024, they provided services to 1,300 victims county-wide. 15-20% came from Chino Valley and its unincorporated areas.
- All services were free of charge and insurance information is not collected. YFAC is nationally accredited through the National Children's Alliance.

Council and Ms. Sikora discussed the following:

- Councilmember Holt inquired if YFAC was a private organization.
 - Ms. Sikora stated they are a non-profit.
- Councilmember Holt inquired if the district attorney's office also has a victim advocacy center.
 - Ms. Sikora stated that the district attorney's office has victim services and their specialty is in guiding people through the legal system. They do not do education or advocacy, therapeutic support, etc.
- Councilmember Holt inquired if YFAC assists in sexual assault investigations.
 - Ms. Sikora stated they do and she co-chairs the sexual assault response team and human trafficking task force for the county.
- Councilmember McCafferty inquired if YFAC facilitates trauma therapy for underprivileged families.
 - Ms. Sikora stated they do if the person is a victim of a crime or a caregiver or non-offending caregiver. All therapists contracted with YFAC have to specialize in trauma therapy.
- Mayor Armstrong inquired how much the request was for.
 - Staff stated it was a little over \$12,000.
- Councilmember Schacherer inquired about the process when a child makes a report.
 - Ms. Sikora stated that typically children report to an adult who reports to law enforcement, who then call YFAC. Law enforcement is present for interviews via video camera and could feed additional questions to the interviewers.
- Councilmember Holt inquired if YFAC were mandated reporters.
 - Ms. Sikora stated they are, and she is assigned to be the children's justice coordinator for Yavapai County and trains over 800 people county-wide every year on mandated reporting.
- Councilmember Switzer inquired if the County paid for medical evaluations.
 - Ms. Sikora stated that state statute mandated the county attorney's office to pay for necessary sexual assault examinations. Strangulation exams come out of YFAC's budget.

Tom Stultz, Transit Manager for YRT, presented the following:

- YRT was seeking additional financing. They were mainly funded through ADOT, but they needed to provide match money.
- They needed to purchase a new bus this year as another was aging out and their match money for the bus was \$30,000. He had requested \$40,000, which was one month of overhead.
- Discussed the services they offered and who they served.
- Last year YRT ran 17% under budget. Six months into this year's budget, they were on track to meet budget, but match money was very short for them and they needed help.

Council and Mr. Stultz discussed the following:

- Councilmember McCafferty inquired if Mr. Stultz's definition of "a transport" was one person, one way.
 - Mr. Stultz stated that was correct.
- Councilmember McCafferty inquired if he would also be asking for additional funds for Paulden Plunge.
 - Mr. Stultz stated that it was kept in a separate fund and he would be asking for additional funds for that purpose.
- Councilmember McCafferty inquired if anyone was being charged for rides.
 - Mr. Stultz stated that no one was being charged and stated that when they were charging they were losing \$325/month in administrative expenses.
- Councilmember Schacherer stated that he did a ride along with YRT, and they had a good service.

Mary Kelly, Chino Valley Pickleball Association Secretary, presented the following:

- Provided the Council with a handout and reviewed some key points.
- Read a letter that the association received from Jenda Ballard who is the head coach of Chino Valley High School stating the need for outdoor courts in Chino Valley.

Council and Ms. Kelly discussed the following:

- Councilmember Schacherer inquired if the Association had raised any funds to put towards the pickleball courts.
 - Ms. Kelly stated that they had done some fundraising to support the club for general expenses such as printing and to hopefully provide picnic tables and other amenities around the courts.
 - Ms. Kelly stated that they had not been able to approach donors without the Town's commitment. Last year's budget of \$500,000 if money could be raised, was not strong enough for the association to go to donors. They would be getting some coaching on how to approach donors.
 - Councilmember McCafferty asked for clarity on the comment that \$500,000 was not enough.
 - Ms. Kelly stated that \$500,000 to be raised through contributions or grants was not enough of a compelling reason for the association to go to donors; they needed construction dollars. She estimated that they could get eight courts done for \$362,000.
- Councilmember McCafferty inquired if the item was presented to the Parks & Recreation Advisory Board (PRAB) and what their feedback was.

- Staff stated that PRAB proposed it in a five-phase project included improvements to Community Center Park, Appaloosa Meadows, Center Street Park, and the dog park. They would first be getting costs for the entire project, followed by getting grading and groundwork done, adding parking at Community Center Park, then move frisbee golf and bringing in amenities starting with the pickleball courts.
- Councilmember Switzer inquired if there was proper acreage for amenities and parking.
 - Staff stated that there was.

Katie Pehl, Finance Director, presented the following:

- Staff would now go over their department requests and answer any questions.
- Green check marks were recommended by the Town Manager, CIPCAC, or Finance. Yellow check marks were recommended with constraints such as partial, or funded through grants or donations. Red “X’s” were not being recommended at this time. Council could alter the recommendations as they see fit.

Cyndi Thomas, Community Services Director, presented the following:

- Provided an update on the library including number of visitors, how many residents had a library card, amount of printed materials available for check-out, amount of programs hosted, etc.
- The recent retirement of the Library Director left a void in the cataloging department. Community Services was requesting a Technical Services Librarian to fill that void.
- Due to rising food and materials cost staff was asking for an increase in the Senior Center food budget.
- Pool deck resurfacing was recommended by CIPCAC due to the safety concerns it presented.
 - In 12 weeks last year, staff received 27 complaints of cuts or scrapes on feet due to the uneven deck around the pool. They also had 13 slips and falls which may or may not have been because of the worn-down, 20-year-old deck. Lifeguards were required to wear some sort of foot covering when standing on the deck due to the heat from the deck which could pose a safety concern if jumping in to do a save.

Council and staff discussed the following:

- Councilmember McCafferty clarified that the requested position would replace a position and a half that already existed and only increase the budget by \$1,600.
 - Staff stated that was correct.
- Councilmember Schacherer inquired if the \$15,000 for food costs was in excess of the \$163,000 that is currently spent per year.
 - Staff stated that was correct.
 - Councilmember Switzer inquired if the need was also due to serving more customers.
 - Staff stated that was correct.
 - Councilmember Schacherer stated there was a waiting list.
 - Staff stated that Yavapai County had a waiting list of over 600 people for Meals on Wheels.
- Councilmember Switzer inquired if there had been any cuts to funding from other sources.

- Staff stated there was not at this time, but as they were on the federal cycle they would know October 1st. Last they were told in April was that providers should expect the same amount from NACOG of approximately \$160,000 to \$170,000 per year.
- Councilmember Schacherer inquired if the deck would be cool decking.
 - Staff stated that was correct.
- Councilmember Switzer inquired if the pool deck had already been out for bid.
 - Staff stated they received a quote about three years ago, and it was about \$250,000.
- Councilmember Holt inquired how many square feet there was of decking.
 - Staff did not have that number on hand.
- Councilmember McCafferty inquired where the pool deck placed on the Council survey.
 - Staff stated it was 25 out of 40.
 - Staff stated that CIPAC prioritized it because the prior year it was requested but pushed off for a year.
- Councilmember McCafferty inquired if other organizations were ready for the Northern Peavine Trail Alignment.
 - Staff stated there were new ideas about how to plan the project, and they were not sure which way they were going to go. If they chose to go through state land, they would have to fence the area, and it would take well over a year to get the state permits. The item would come up again.
- Councilmember Schacherer inquired about the amount staff had budgeted for pickleball courts versus what the association quoted.
 - Staff stated that the pickleball association had looked at the pickleball courts themselves, but there would need to be a lot of preparation to get them put in place. \$650,000 was a place holder but encompassed other things such as grading, engineering, etc.
 - Staff stated that they were recommending the pickleball courts be a placeholder again this year so that if other contributions could be found through different grants, the funding could move forward. This could change with Council direction.

Laurie Lineberry, Development Services Director, presented the following:

- Most of Development Service's budget requests were not identified as priorities by Council, but they were requesting a new GIS position as IT and Public Works were already spending money for contract services that this position could serve.
- This would allow the Town to create a base map and then create data and generate maps as the Town needed.
- Gave a brief summary of the other projects the department is working on.

Council and staff discussed the following:

- Councilmember Schacherer stated that the GIS request was for \$109,389 and his search revealed that the top earners in this field were earning \$81,540, 75th percentile was \$65,200, and the average was \$55,288. He inquired if this position would have 10 hours' worth of work for four days per week.
 - Staff stated they would and the dollar amount included benefits.
- Councilmember Schacherer stated that last year \$70,000 was budgeted for the GIS contracts, and staff now wanted \$109,000.

- Staff stated the full impact was \$58,000 to get the position on board along with the machinery, software, and benefits.
- Councilmember Schacherer expressed concern that the position would not have work beyond six months.
- Councilmember Switzer inquired what it would cost to contract the position.
 - There was further discussion regarding the challenges with getting that work done by the county.
 - Staff stated that \$50,000 of what was budgeted last year for contract services was just needs from utilities. GIS wasn't just drawing maps, but all the data behind it and how you use that data.
 - Staff further stated that the data changes monthly and the map is never just done. Further discussion ensued regarding additional maps that could be made utilizing different types of data.
 - Councilmember Switzer inquired about the education background of a GIS Analyst.
 - Staff stated it required a degree.
 - Councilmember Schacherer inquired about why the Town was starting at the top pay rather than the middle.
 - Staff stated that they always budget a vacancy at the mid-range. The reality would be less than that amount when they hire someone.
 - Councilmember Schacherer felt it was difficult to do a budget when staff did not present the correct numbers.
 - Staff further stated they budget at the mid-range, knowing that some positions will come in a little higher, and some lower.
 - Councilmember Schacherer stated that \$109,000 was not the mid-range.
 - Staff stated it was once adding in benefits. Staff worked with external parties to consult about what the range should be for those positions.
 - Council requested details about where staff got their information for the range.
 - Councilmember Holt inquired if the Town had ever done a salary study with areas of comparable size and income such as Cottonwood and Verde Valley.
 - Staff stated they do class and compensation studies via firms and internally. Staff offered to schedule a presentation on how staff does this.
 - Further discussion ensued regarding the differences and similarities between Chino Valley and the surrounding municipalities.
 - Councilmember Switzer inquired if Prescott and Prescott Valley had a GIS Analyst.
 - Staff stated that Prescott Valley had two.
 - Councilmember Holt inquired if staff was requesting a specialist or analyst.
 - Staff stated they were requesting a specialist.
 - Staff stated it needed to be someone who knew how to get in, start, and do the work without someone guiding them.
 - Staff would get Council a breakdown of the \$109,000 and schedule staff to discuss class and compensation.
 - Mayor Armstrong requested it all be brought to them at one time.

Katie Pehl, Finance Director, presented the following:

- Finance was requesting an increase in the external audit budget as costs had increased since their last five-year contract.
- They also requested funds to audit the Town's TPT revenue.

Council and staff discussed the following:

- Councilmember McCafferty inquired if the goal with the TPT audit was for that service to pay for itself.
 - Staff stated the TPT auditor says they will bring in two and a half times the amount of their contract.
- Councilmember Schacherer inquired what Council had recently voted on.
 - Staff stated they voted on the external audit with Heinfeld and Meech.

Katie Pehl, Finance Director, presented the following for Laura Kyriakakis, HR Director:

- The Prosecutor's contract fell under the HR Department and increased from \$50,000 to \$80,000.
- Discussed non-departmental budget requests.

Council and staff discussed the following:

- Councilmember McCafferty inquired if there was a limitation to how many hours the prosecutor worked.
 - Discussion ensued regarding the hours worked by the prosecutor.
- Councilmember Switzer inquired if the Town had shopped insurance carriers.
 - Staff stated the Town was with AMRRP which was specific to municipalities.
- Discussion ensued regarding YFAC and the fact that they hadn't been paid since 2019 even though the money had been budgeted for.
- Further discussion ensued regarding how allegations from children are investigated.
- Vice-Mayor Granillo inquired if YFAC saved the Police Department a lot of time.
 - Staff stated that if they did not use YFAC, victims and family members wouldn't get the resources.
- Councilmember Switzer inquired how much Chino Valley used YFAC.
 - Staff stated they used it a lot even if it didn't result in the arrest of someone.
- Discussion ensued about how much it would cost the Town to hire an outside psychologist to handle these investigations.
- Discussion ensued regarding YRT's charging practices, and how much Council wanted to give them for funding.
- Council discussed wanting to see YRT's financials.
 - Staff stated that there could be a contingency on the contribution to them, and also stated that YRT is funded by United Way and the board does a deep audit on any funded projects.
- Staff stated that they recommended the \$20,000 for YRT because they serve a large portion of the population that otherwise would not be able to get to the Senior Center, doctor's appointments, etc.
- Council discussed needing a study session regarding Old Home Manor (OHM).

- Staff stated they wanted to have the money there in case Council came out of the study session and decided they wanted to engage an outside group in putting something together.
- Discussed possibilities and potential interests for businesses at OHM.

Spencer Guest, IT Manager, presented the following:

- The department needed to make some server replacements.
- Door access control needed to be expanded to other buildings.
- Replacement of the mobile data computers (MDC) for the Police Department vehicles was needed. Staff recommended replacing a few and putting them on a rotating schedule so that they don't need to be replaced all at once.

Council and staff discussed the following:

- Councilmember Switzer inquired if staff had looked at going cloud-based.
 - Staff stated that they were working on some initiatives this year to accommodate that as some Microsoft updates necessitated it. Staff did have some reluctance to make everything cloud-based.
- Councilmember Switzer inquired what unit of MDC staff was planning to go to.
 - Staff stated they would be moving to G-Tech because the County knows how to work on them.
- Staff stated they were working on a grant to fund more units.

Josh McIntire, Chief of Police, presented the following:

- Discussed the PANT detective being requested. The offset was just over \$68,000 due to part of the position being paid by a PANT grant. In addition, staff recommended paying the additional cost of the position with the Smart & Safe Arizona funds the Town had been receiving in the amount of approximately \$70,000 to \$80,000 per year, which had to be spent on Police Department personnel.
- Discussed the one-time operating costs of getting a PANT officer outfitted.
- Reviewed grants the department applies for and the current state of grant funding.
- A Town Emergency Manager was needed to take some of those tasks and responsibilities off the Chief's plate and ensure management of a critical incident in Chino Valley in the event the County had a critical incident of their own. Staff made this request to open the conversation. This position would be in conjunction with Public Information Officer duties. In case of an emergency, this position would run an emergency operations center and work with the Police Department to get information out.
- Discussed the recommended operating costs.
- Discussed the requested flock expansion to cover some blank areas. Staff felt they could wait a year for that.
- Staff felt they were in a good place with Police Department vehicles and did not recommend the requested replacement vehicles.
- Discussed the requested range bathrooms. NARTA brings their own porta potties because two are not sufficient for them. Staff had not originally recommended this item but CIPCAC recommended the item to Council.

Council and staff discussed the following:

- Councilmember McCafferty inquired how much Smart & Safe money the Town has right now.
 - Staff stated it was a little under \$300,000. This would cover the cost for three to four years, but they get that money annually. If the funding changed, the matter would be brought back to Council.
- Discussion ensued regarding Police Department staffing and training.
- Councilmember Schacherer inquired how many patrol cars the Police Department had.
 - Staff stated they had 20 marked vehicles and two undercover, including a secondary detective unit, animal control, and the Chief's vehicle.
- Councilmember Schacherer inquired about a request from the Police Department last year for a liaison between businesses and residents and if that's what staff was asking for with the traffic officers.
 - Staff stated the traffic officers were meant to be just traffic officers. Staff stated they have one officer acting as that liaison in a split position.
- Councilmember Schacherer referred to a call where there were supposedly five officers responding to a call and two officers sat in their cars for an hour and a half.
 - Staff stated that they had looked at their records and could not find a time when five officers were on duty at the same time. Staff inquired what kind of call it was.
 - Councilmember Schacherer stated that the parents called thinking their child was on drugs.
 - Staff stated that one officer would have been on the phone with juvenile hall, another would have been on the phone with probation, leaving two officers to deal with the child.
 - Staff stated that many times officers cruise by to make sure everything is ok.
 - Staff stated that for death investigations they can be on scene for upwards of six hours.
- Vice-Mayor Granillo stated that it sounded like an Emergency Manager would be more important than PANT.
 - Staff stated that they would prefer the PANT officer.
- Councilmember Schacherer inquired about the hours for an Emergency Manager.
 - Staff stated it would be a full-time position.
 - Councilmember Schacherer inquired what would happen if something happened in the middle of the night.
 - Staff stated they would adjust their schedule just as a salaried employee would.
 - Councilmember Schacherer inquired what would happen if the Emergency Manager was out of town.
 - Staff stated that the Police Department could act as the backup. Staff further discussed delegating staff to train for certain tasks.
- Mayor Armstrong inquired if there was funding available for the Emergency Manager position.
 - Staff stated there may be grants, but they didn't have any in the pipeline.
- Councilmember Holt inquired how old the radios were that staff was looking to replace.
 - Staff stated they got a grant for radios a few years ago. Staff didn't want to have to buy them all at once so they purchased a few to rotate through what they currently have. Staff stated they had 55 to 60 radios. Staff was hoping to purchase a minimum of 10 radios per year.

- Staff stated the purchase of radios was built in every year. Last year they wanted to buy eight but could only buy six because of the price increases.
- Councilmember Holt inquired if Motorola was still refurbishing radios.
 - Staff stated that they were like cell phones and technology changes quickly.
- Councilmember Schacherer inquired why the flock expansion was not recommended.
 - Staff stated the Police Department identified other items as priorities, and they felt they could wait for a year on that item.
 - Further discussion ensued regarding the positive results of the flock cameras and where staff plan to expand the system.
- Discussion ensued regarding different options for bathrooms at the shooting range, maintenance of the facility, and potential cost savings on disposal.
- Discussion ensued regarding funds from other agencies to help with building the shooting range and asking for funding for the requested bathroom facility.
- Staff stated that Council could decide to approve funding contingent on some percentage coming from other funding sources.

Frank Marbury, Public Works Director, presented the following:

- Staff was looking to change from a contract to a hired position for cleaning the Police Department and Town Hall.
- Asked Council to consider the GIS position as an interdepartmental need between Development Services, Police Department, Economic Development, and Public Works.
- Regarding the request for engineering code changes, Prescott, Prescott Valley, and Dewey-Humboldt were rolling out new engineering details and standards and the Town intended to utilize those standards with minor modifications. The Development Services zoning code rewrite would now be a Unified Development Ordinance (UDO) that has the engineering code wrapped in so that the zoning official would not have to make engineering judgments.
- Briefly reviewed the minor capital requests.
- Briefly reviewed the major capital requests.
- Briefly reviewed the streets minor capital projects and reviewed how Council placed them in terms of priority.

Council and staff discussed the following:

- Councilmember Schacherer stated that they made the switch to a contractor for cleaning the Police Department and Town Hall because they had multiple people to do cleaning including weekends. He inquired if staff would have someone to do weekends.
 - Staff stated they would be advertising the position as non-standard hours to be able to cover the weekends and have other staff cover the weekdays.
 - Staff stated the contract gives the Town 33 hours per week. A custodian position would give the Town 40 and added flexibility.
 - Staff stated they could continue to evaluate the options to make sure it was the right decision to get the service the Town needs on the weekend as the contract is up in September or October. If staff finds that it would be more beneficial to hire a custodian, approval of the item from Council would give them the authority to do so.
- Vice-Mayor Granillo inquired what the Town supplied the contract cleaners.
 - Staff stated they provided the chemicals, toilet paper, etc.
 - Vice-Mayor Granillo inquired if an employee would need a vehicle.

- Staff stated they would have to double-check, but they believed they would have a repurposed vehicle for this purpose.
- Mayor Armstrong inquired if the custodian position would only do the Police Department and Town Hall buildings.
 - Staff stated they would be getting seven more hours per week. Staff stated every job description included “other duties as assigned.”
 - Councilmember Schacherer stated that one person would not be able to do all the work.
 - Staff stated that one person did it now.
 - Councilmember Schacherer stated that having a contractor put the responsibility of job completion on the company rather than the Town. He did not feel the Town would get the same results from an employee.
 - Councilmember Switzer stated that he felt it was the opposite.
 - Further discussion ensued regarding potential duties and time needed to complete the various jobs, the potential benefit of the facilities being maintained by someone in-house, and increasing contract and employee salary costs.
- Councilmember Holt inquired what the Town would be paying for regarding the engineering code changes.
 - Staff stated it was an entire rewrite of the engineering code to be incorporated into the UDO.
- Councilmember Schacherer inquired why fleet did not have a commercial handwashing station.
 - Staff stated they were working on upgrading the building as they can.
 - Councilmember Schacherer stated it would be about \$90 for a large basin sink.
- Referring to the request for pickup trucks, Councilmember Schacherer stated that one sat outside the Senior Center all the time.
 - Staff stated it wasn’t for the Parks Department.
 - Councilmember Schacherer stated that it belonged to the Town and was just sitting there and inquired why staff couldn’t use that one for what they needed.
 - Staff stated they could talk to the Town Manager about the use of that vehicle.
 - Staff stated that it was a recreation vehicle and, with summer starting, that truck would be used every day.
- Discussion ensued regarding the cost benefit of purchasing portable lights for events and how long it would take to recoup the cost over renting the equipment.
- Councilmember McCafferty inquired why lighting field 4 was estimated to cost \$1.5 million when it cost \$382,000 to light field 3 in 2017.
 - Staff stated that the conduit and infrastructure was not in place on field 4 like it was on field 3. Additionally, they would be installing LED lights which had a greater initial cost than the HID’s that were installed on field 3.
 - Staff stated they were always working on grants for this project.
- Vice-Mayor Granillo inquired if a third party turned off the ballfield lights every night.
 - Staff stated they were able to do it from their phones.
- Staff gave details on the asphalt recycler, stating that it could produce four tons of hot mix per hour from old, dug out asphalt for patching potholes.
- Councilmember Schacherer inquired if the recycler could do more than just potholes.
 - Staff stated they could also use it to patch a crosscut in the road.

- Councilmember McCafferty inquired if staff could use it to do a section like Road 1 East and Road 1 South.
 - Staff stated it would be all handwork. They could patch potholes that were about four feet wide by squaring it up to about six feet by six feet, adding base, and topping it with hot mix.
 - Staff also stated that hot mix was cheaper than cold mix by about \$40/ton.
 - Staff could also provide hot mix during the winter months when the plants were shut down.
 - Staff stated that last year's budget included a trailer hot box that holds four tons, but discovered that it would be better to have a recycler unit, so the department had not spent that budget this year to save for the recycler.
- Discussion ensued regarding what types of road repairs the streets crew had the capacity to repair.
- Vice-Mayor Granillo inquired if roads being returned to dirt could be recycled to asphalt.
 - Staff stated that most of the roads were chip seal, not asphalt.
- Councilmember Schacherer inquired what a skid steer was.
 - Staff stated it was like a bobcat (mini-loader). Their current skid steer was a 1994 with 600,000 miles.
- Councilmember Schacherer stated that Public Works has three dump trucks in the yard.
 - Staff stated they needed to replace one that had 600,000 miles that was a repurposed over-the-road truck.
- Councilmember Holt inquired if the dump truck was diesel or gas.
 - Staff stated it was diesel.
 - Councilmember Holt stated that he found a dump truck via Google for \$90,000, but it was a v-10, not diesel.
 - Staff stated they would have to go to sealed bids.

Meeting recessed at 8:02 p.m.

Meeting resumed at 8:11 p.m.

Frank Marbury, Public Works Director, presented the following:

- Presented the streets to be chip sealed as prioritized and recommended by CIPCAC.
 - Rather than recommending a complete rebuild like what was just don't on Reed Road, staff wanted to pulverize what was present, grade it out, and put a double-chip seal on it. They could do five miles with this method as opposed to one mile of a complete rebuild.
 - Staff was seeking Council's preference if they would like to spend more or less, etc.
- Discussed water projects including adding drainage improvements to the water fill station and a new well and pump to complement Brightstar or replace it should it ever go down (this was incorporated in the WIFA grant/loan).
- Discussed wastewater projects including a vector truck and wastewater reclamation facility (WRF) improvement.
 - Presented the Council with a list of maintenance records for the current vector truck.
 - Staff stated they were asking for the spending authority for the vector truck, but contingent on looking for funding or a loan or something else.

- Staff felt the plant work was more important and discussed the reasons why.

Katie Pehl, Finance Director, presented the following:

- Gave a breakdown of the personnel budget with a slight increase of \$62,863 over last year, but is offset by PANT grant revenues and operating decreases for GIS and custodial services.
- Discussed personnel COLA and Merit increases.
- Gave a breakdown of the operating expenditures and how they compare from previous years, showing a decrease of \$13,543.
- Gave a breakdown of the small-scale one-time operating base budget, which had a decrease of \$1,798,045.
 - Staff sought Council's direction for funding an Old Home Manor Strategic Plan to either fund it contingent on Council's authorization based on the outcome of the future study session, or fund it out of contingency if they decide later they want it.
 - Council indicated keeping it in the budget as a placeholder.
 - Gave a brief overview of minor capital requests which had a decrease of 56.7% (or \$1.8 million) over last year's capital budget.
 - Gave a brief overview of major capital project requests which had a decrease of \$2,940,745 from the current year's budget.
 - Gave a summary of the base budget for \$29,332,994 down from \$55,983,787 from Fiscal Year 2024-25.
 - Discussed next steps for the budget process.

Council and staff discussed the following:

- Councilmember McCafferty inquired if the Town was spending more on roads this year than the last few years.
 - Staff stated the proposed budget of \$2.5 million was more than they were spending in Fiscal Year 25.
- Discussion ensued regarding some chip-sealed roads lasting 20 years and the cost benefit of double chip sealing the roads.
- Councilmember Holt inquired if a double-chip seal would work on Perkinsville Road with the amount of heavy equipment that goes up and down that road.
 - Staff did not believe it would work, but the road was about five years past due for replacement.
 - Councilmember Holt stated that he thought it would be a waste of money to chip seal that road.
 - Councilmember McCafferty agreed, but also stated that it led to the ranges, equestrian center, and future development and felt that the Town needed to do something to make the road more favorable.
 - Discussion ensued regarding making Perkinsville Road dirt.
- Councilmember McCafferty stated he was fine with a \$2.5 million budget for roads, but wanted to see it closer to \$3 million.
 - Staff stated the additional amount would be transferred from the general capital improvement fund, which would also fund the police bathroom and pool decking.
- Vice-Mayor Granillo inquired if they were still waiting for WIFA to approve the grant for the new well and pump.

- Staff stated they approved the grant, and staff was waiting on the paperwork. It would come before Council for final approval with the loan terms.
- Councilmember Switzer inquired if the engineering for the new well and pump would be good for a few years.
 - Staff stated they might have to change a few details if the plans sat for a few years, but otherwise they should be pretty solid.
- Councilmember McCafferty inquired if the vactor truck was being included in the financing for the WRF improvements.
 - Staff stated it was not allowed to be financed with that project because it's an equipment item.
 - Vice-Mayor Granillo inquired if staff would sell the current vactor truck.
 - Staff stated they would auction it and hope someone bought it for scrap.
- Councilmember Schacherer inquired if vactor trucks could be rented.
 - Staff stated they could rent one from time to time, but if there was an emergency they might not be able to get one.
 - Staff stated a vactor rental truck was \$15,000/month.
 - Councilmember Schacherer inquired about a lease.
 - Staff stated it was the same thing.
- Councilmember Holt inquired about the Town's IGA with Prescott for a vactor truck.
 - Staff stated it was for emergencies only, including equipment and operator. Last time staff asked to borrow it they were told no because it wasn't an emergency.
 - Councilmember Holt stated that he saw a Peterbilt Class 8 vactor truck for \$356,000.
 - Staff inquired if it was upfitted for a vactor truck.
 - Councilmember Holt stated it was full vactor truck.
 - Staff stated they would look at it.
- Councilmember McCafferty inquired about using reserves to fund the vactor truck.
 - Staff stated Council could choose to have the General Fund pay for wastewater equipment. Currently, the wastewater fund owed the General Fund over \$1.6 million.
- Councilmember McCafferty inquired if the COLA and Merit increases were for all positions.
 - Staff stated that was correct. Not all employees would get the full amount, but they budget as though they would.
- Councilmember McCafferty inquired if the personnel budget included insurance increases.
 - Staff stated it did, but the rates did not increase that much.
- Councilmember McCafferty inquired if Council was in agreement on the amount for YRT.
 - Discussion ensued regarding making the maximum \$20,000 contingent on YRT reporting to Council regarding their financials.
- Councilmember McCafferty inquired about the funding for the cemetery being the same as last year.
 - Staff stated they had not used any funds on the cemetery as the Town had not officially taken it over yet.
- Councilmember McCafferty inquired who was taking care of the cemetery.
 - Staff stated it was still being maintained by the volunteer cemetery association.
- Councilmember McCafferty inquired about the \$9,300 budget for the cemetery.
 - Staff stated that was the best estimate of Public Works and Parks on what they would need equipment-wise for cemetery maintenance.
- Councilmember McCafferty inquired about the impoundment operating funds.

- Staff stated that it's for vehicles the Police Department takes for unlicensed drivers. Funds are provided by the state for these purposes, and they cannot be utilized for anything else, so they are kept as a separate standalone fund.
- Discussion ensued regarding rollovers.
- Councilmember McCafferty asked for clarification on the Estimated Ending Cash Balance of \$14,511,065 on the Base Net Budget chart.
 - Staff stated that would be the Town's ending cash balance without all the recommendations presented. If all the recommendations were approved, the Estimated Ending Cash Balance would be \$10,123,017. Staff stated the required reserve was just under \$4.9 million.
- Councilmember Switzer inquired what last year's ending general fund was.
 - Staff stated the balance at the beginning of this year was \$8.8 million.
- Discussion ensued regarding legislation for defunding police and the fact that staff moved items out of the Police Department's budget, such as maintenance items like window cleaning, so those items wouldn't be affected if the legislation went through.
- Councilmember McCafferty inquired why the Town spent \$71,000 on cell phones.
 - Staff stated that some of them were not cell phones. The police vehicles had axon cameras that had cellular service and were included in that budget. It also included tablets for field work.

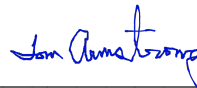
3. ADJOURNMENT

MOVED by Councilmember Sherri Phillips, seconded by Councilmember John McCafferty to adjourn the meeting at 9:07 p.m.

AYE: Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer

NAY: None

6 - 0 Passed - Unanimously



Tom Armstrong, Mayor

ATTEST:



Erin N. Deskins

Erin N. Deskins, 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 30th day of April 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 10th day of June, 2025.

Erin N. Deskins

Erin N. Deskins, Town Clerk