



TOWN COUNCIL AGENDA PACKET

STUDY SESSION

**Thursday, February 3, 2011
6:00 p.m.**

**Council Chambers – South Campus
202 N. State Route 89**

NOTICE OF THE STUDY SESSION OF THE CHINO VALLEY TOWN COUNCIL

**FEBRUARY 3, 2011
6:00 P.M.**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Chino Valley Town Council and to the general public that the Chino Valley Town Council will hold a Study Session open to the public on **Thursday, February 3, 2011 at 6:00 p.m.**, in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona. Members of the Town Council will attend either in person or by telephone conference call.

RULES FOR ADDRESSING THE COUNCIL – ADOPTED JULY 14, 1998

Study Sessions are public meetings of the Council, at which no formal vote is taken. The primary purpose of the meetings are the exchange of information between the Council, Staff and/or designated persons and the discussion of specific topics or problems as outlined on the posted agenda.

Members of the public shall be permitted to speak and/or discuss an agenda item only with the permission of the Mayor or at the request of a Councilmember.

The **Agenda** for the meeting is as follows:

- 1) **Call to Order; Roll Call.**
- 2) Presentation by Yavapai County Development Services Planning Manager Elise Link and Planning Director Steve Mauk regarding the Yavapai County **Comprehensive Plan** update process. *[Estimated time: 30 minutes]*
- 3) Presentation and discussion regarding a preliminary overview of the 5311 **Rural Transportation Grant** Program for State Fiscal Year 2011/2012. *[Estimated time: 45-60 minutes]*
- 4) **Adjournment.**

Dated this 28th day of January, 2011.

By: _____
Jami C. Lewis, Town Clerk

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 636-2646 (voice) or 636-1787 (TDD) 48 hours prior to the meeting to request a reasonable accommodation to participate in this meeting. Supporting documentation and staff reports furnished to the Council with this agenda are available for review on the Town website at <http://www.chinoaz.net/clerk/townagenda.shtml>, and in the Public Library and Town Clerk's Office.

ITEM 2

Memo to Yavapai County Cities and Towns
From Elise Link, Planning Division Manager

YAVAPAI COUNTY

Development Services

Prescott - (928) 771-3214 Fax: (928) 771-3432
Cottonwood - (928) 639-8151 Fax: (928) 639-8153



Flood Control District

Prescott - (928) 771-3197 Fax: (928) 771-3427
Cottonwood - (928) 639-8151 Fax: (928) 639-8118

500 S. Marina Street, Prescott, AZ 86303 and 10 S. 6th Street, Cottonwood, AZ 86326

Addressing – Building Safety – Customer Service & Permitting – Environmental – Flood Control District – Land Use – Planning & Design Rev

December 2010

TO: Cities and Towns in Yavapai County

FROM: Elise Link, Planning Division Manager

RE: Yavapai County Comprehensive Plan Update

This memo is being written in order to provide you with a summary of Yavapai County's Comprehensive Plan Update Process. By way of background, the existing County Plan was adopted by the Board of Supervisors in 2003. Arizona Revised Statutes states that a Plan is effective for up to ten years from the date the plan was initially adopted. After that, the County must revisit and update or readopt the Plan every ten years. Although the law temporarily suspended that deadline to 2015, the County has decided to begin now so we can take a more proactive approach to managing future growth and development. To initiate this project, the Board of Supervisors recently adopted the process and schedule for updating the County Plan.

State Statutes requires cities and counties to prepare plans and does not differentiate significantly between the two jurisdictions regarding the substance of the plan. ARS Title 11 defines a County Plan as a statement of goals and policies with the intent "to bring about coordinated physical development in accordance with the present and future needs of the county." A plan is used as a guide to aid in the land use decision-making process for elected officials.

The update of the County Plan is expected to be completed within 12-18 months. One of the main highlights of this endeavor is the public participation component. We intend to employ a significant outreach program that is transparent, inclusive and engages all the residents of Yavapai County.

Another part of this collaborative involvement requires local, state and federal agencies, including municipalities, to review the draft plan prior to being considered by the Board of Supervisors. Because there are common issues that are interdependent and cross boundary lines, it is imperative to begin this process sooner rather than later. Promoting and nurturing these types of alliances is beneficial in many ways. It not only creates a foundation for aligning mutually beneficial goals and is fiscally responsible but ultimately, it is critical to the collective well being of all residents of Yavapai County.

There are a variety of ways to learn more about the update of the County Plan. I have attached a brochure that includes additional information including contact information, website address, sequence of steps in the process and ways to actively participate.

In closing, there are numerous examples of local governments within Yavapai County who have already established a good track record for multi-jurisdictional cooperation and successful partnerships. We look forward to continuing this paradigm over the course of preparing and implementing our County Plan throughout 2011 and beyond.

ITEM 2

Comprehensive Plan Update Brochure

DEVELOPMENT SERVICES

COMPREHENSIVE PLAN UPDATE

**First Quarterly Brochure
October-December
2010**

“STEPS TO A SUSTAINABLE FUTURE”



DEVELOPMENT SERVICES LOCATIONS

Prescott Office 500 S. Marina St. Prescott, AZ 86303 Ph: (928) 771-3214 Fax: (928) 771-3432	Cottonwood Office 10 S. 6th St. Cottonwood, AZ 86326 Ph: (928) 639-8151 Fax: (928) 639-5153
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www.co.yavapai.az.us/DevServ.aspx

What are the Committees?

1. Growth Areas & Transportation Committee
2. Open Space & Environment Committee
3. Water & Energy Committee
4. Cost of Development & Land Use Committee



Growth Areas



Transportation



Open Space



Environment



Energy



Water



Cost of Development



Land Use

“Kick Off” Meetings
will be scheduled beginning in
2011 to introduce the public to the
Comprehensive Plan
and ways to become
part of the process.

Locations for each District are
listed below.

Citizen Advisory Committee
applications will be made available at
the “Kick off” meetings.

District 1	Location
Paulden	Fire Station
Prescott	County Admin Building
Skull Valley	Fire Station/School
District 2	Location
Congress	Fire Station
Black Canyon City	Community Center
Mayer	Fire Station
District 3	Location
Beaver Creek	School;
Big Park/VOC	Fire Station
Cornville	Oak Creek School

Dates to be available

Why do we need a Comprehensive Plan Update ?

Arizona Revised Statutes states that a Comprehensive Plan is effective for up to ten years from the date the plan was initially adopted.

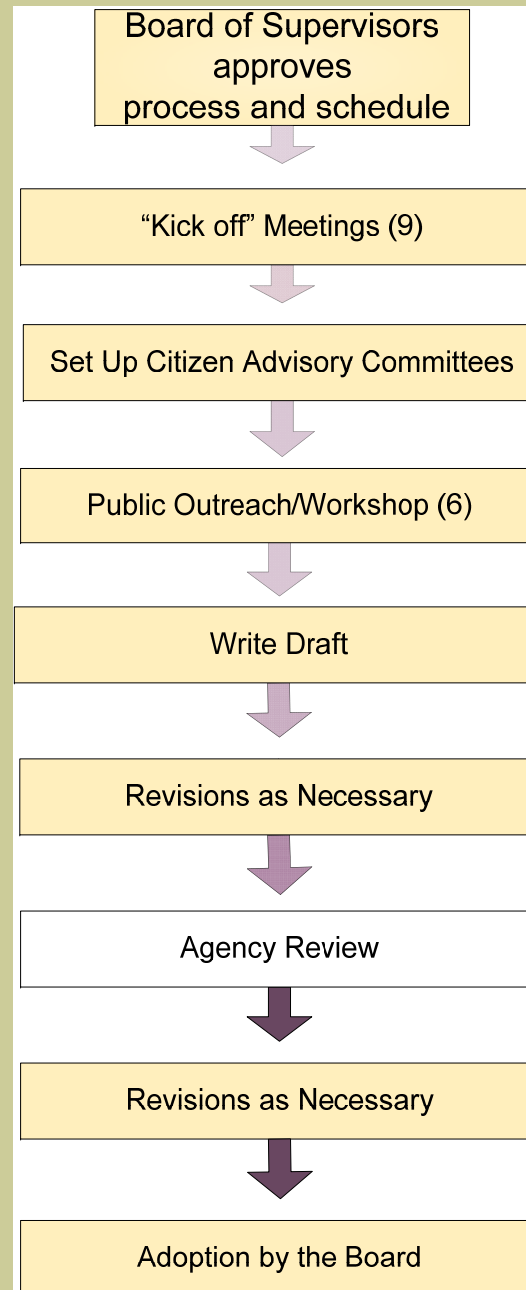
After that, the County must **revisit and update** or readopt the Plan.

Although the law recently temporarily suspended that deadline to 2015, the County is beginning this process of updating and amending our plan so that we can take a proactive approach to **managing future growth and development.**

When the County adopted the plan in 2003, it was called the "General Plan."

As part of the update to the General Plan, the name of the plan is being changed to the "Comprehensive Plan" to be consistent with Arizona Revised Statutes 11-806

What is the Process?



On September 20th, 2010, the Yavapai County Board of Supervisors approved the Comprehensive or General Plan Update process. This process will entail significant **public involvement.**

The existing Yavapai County Comprehensive Plan was adopted by the Board of Supervisors in 2003. It consists of four elements:

It consists of four elements:

**Land Use,
Transportation,
Water and Open Space.**

Based on population growth over the last 10 years, four *additional elements* are required to be included:

**Growth Areas,
Cost of Development,
Environment and Energy.**

Four **Citizen Advisory Committees (CAC)** will each have two elements that they will be working on.

For information or questions on how to participate in the process please contact:

Elise Link
Principal Planner
928-442-5391

or

Steve Mauk
Development Services Director
928-771-3216

or

Visit our web site at
www.co.yavapai.az.us/DevServ.aspx

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ITEM 3

Draft 5311 Budget for State Fiscal Year (SFY) 2011/2012

BUDGET SUMMARY

	As Available	5311 Application Total				
	Capital - 93 / 7	Capital - 80 / 20	Operating	Administration	Training	Total
Fare Revenues			\$3,500			\$3,500
Other Operating Revenues			\$0			\$0
Local Share	\$571	\$1,630	\$23,951	\$3,889		\$29,470
Federal Share	\$7,579	\$6,520	\$33,074	\$15,552		\$55,146
TOTAL	\$8,150	\$8,150	\$60,525	\$19,441		\$88,116

LOCAL MATCH SUMMARY						
LTAFIG	GF MATCH LTAFIG	GF IN-KIND	PERSONNEL IN-KIND	VOLUNTEER IN-KIND	ADVERTISING	TOTAL
\$9,985	\$3,676	\$3,413	\$4,637	\$6,760	\$1,000	\$29,470

PROJECT SUMMARY STATISTICS

	Total Expected	Line Numbe
Annual Ridership	2,592	(1)
Annual Miles	17,200	(2)
Annual Vehicle Service Hours	1,250	(3)
Total Operating Revenues	\$3,500	(4)
Total Non-Capital Costs (Administrative plus Operating Costs)	\$79,966	(5)
Administration as a percent of non-capital costs	39.98%	(6)
Fare Revenues / Total Operating Revenues	100%	(7)
Cost per Passenger Trip	\$ 30.85	(8)
Cost per Mile	\$ 4.65	(9)
Cost per Vehicle Service Hour	\$ 63.97	(10)
Federal Share of Non-capital costs	\$48,626	(11)
Federal Cost per Passenger Trip	\$ 18.76	(12)
Federal Cost per Mile	\$ 2.83	(13)
Federal Cost per Vehicle Service Hour	\$ 38.90	(14)

OPERATING BUDGET

(Whole \$ Only)

FY 2011 Budget				FUNDING BREAKDOWN								
				FEDERAL 58%	LOCAL 42%	LTAfII	GF MATCH LTAfII	GF IN-KIND	PERSONNEL IN-KIND	VOLUNTEER IN-KIND	TOTAL	
A. OPERATING EXPENSES												
Personnel		FT	PT									
Driver Salaries			\$19,500	\$19,500	\$11,310	\$8,190				\$8,190	\$19,500	
Dispatcher			\$12,100	\$12,100	\$7,018	\$5,082	\$3,811	\$1,271			\$12,100	
SUBTOTAL PERSONNEL				\$31,600	\$18,328	\$13,272	\$3,811	\$1,271		\$8,190	\$31,600	
Other Operating Expenses												
Fuel and Oil				\$8,000	\$4,640	\$3,360	\$2,520	\$840			\$8,000	
Tires, Parts, Maintenance				\$9,025	\$5,235	\$3,791	\$1,228	\$423		\$2,100	\$8,986	
Vehicle Insurance				\$4,100	\$2,378	\$1,722			\$1,722		\$4,100	
Uniform/Purchase				\$500	\$290	\$210	\$158	\$53			\$500	
Communications				\$1,800	\$1,044	\$756			\$756		\$1,800	
Operating Supplies				\$1,000	\$580	\$420	\$315	\$105			\$1,000	
Marketing/Advertising				\$4,500	\$2,610	\$1,890	\$1,418	\$473			\$4,500	
SUBTOTAL OTHER OPERATING EXPENSE				\$28,925	\$16,777	\$12,149	\$5,638	\$1,893	\$2,478	\$2,100	\$28,886	
OPERATING EXPENSE SUBTOTAL				\$60,525	\$35,105	\$25,421	\$9,449	\$3,164	\$2,478	\$2,100	\$8,190	\$60,486
B. OPERATING REVENUES												
Fare Revenues				\$3,500								
Other Operating Revenues (includes advertising)												
OPERATING REVENUE SUBTOTAL				\$3,500								
C. NET OPERATING COSTS				\$57,025								
(Subtract Operating Revenue Subtotal from Operating Expense Subtotal)												
D. LOCAL SHARE (at least 42% of "C")				\$23,951								
E. FEDERAL SHARE (no more than 58% of "C"))				\$33,074								
F. LOCAL SHARE SOURCE												
List each source and amount. All in-kind contributions used as part of local match must be listed as cost items in the Administrative expenses above.												
1 LTAF2				-\$1,000								
2 Town GF Match to LTAF2				\$0								
GF In-Kind				\$0								
3 Personnel In-Kind				\$0								
4 Volunteer In-Kind				\$23,951								
5 Advertising				\$1,000								
SUBTOTAL LOCAL SHARE				\$23,951								
Does the total in F50 match the number in cell F 37?												

Does the total in F50 match the number in cell F 37?

E. CAPITAL COST ESTIMATES

List cost estimates for all above requested items. Itemize cost estimates for any requests for vehicle rehabilitation.

Requested Item	Quantity	Unit Cost	Subtotal	MATCH RATIOS		LOCAL FUNDING BREAKDOWN					
				FEDERAL 80%	LOCAL 20%	LTAFIGF MATCH	LTAFIGF IN-KIND	PERSONNEL IN-KIND	VOLUNTEER IN-KIND	TOTAL	
Bike Racks	2	700	1400	1,120	280	\$210	\$70			\$1,400	
Bus Stop Signage	10	35	350	280	70	\$53	\$18			\$350	
Bus Shelters	2	2700	5400	4,320	1,080	\$810	\$270			\$5,400	
Benches	2	500	1000	800	200	\$150	\$50			\$1,000	
				\$6,520	\$1,630	\$1,223	\$408			\$8,150	

TOTAL CAPITAL COST: 8150

Please submit information for both Part I and Part II match ratios.

Part I. Sliding Scale / STP Flex match Ratio

		(93% / 7%) Match Ratio
Federal Share		7,579
Local Share		571

Part II. FTA 5311 Standard Match Ratio

		(80% / 20%) Match Ratio
Federal Share		6520
Local Share		1630

The final match ratio will depend on the number of applications and level of funding. ADOT reserves the right to adjust the match ratios between 93% Federal / 7% Local and the standard 5311 match ratio of 80% Federal / 20% Local to provide for equitable