Town of Chino Valley

MEETING NOTICE
TOWN COUNCIL

REGULAR MEETING
Tuesday, February 14, 2017
6:00 P.M.

Council Chambers
202 N. State Route 89
Chino Valley, Arizona

A majority of the Councilmembers may attend a private invocation in the Council Conference Room immediately prior to the Council meeting. No Town business will be discussed.

AGENDA

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

2. INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

a. Presentation by Yavapai County Public Works and/or Lyon Engineering regarding the proposed Northern Connector road between Williamson Valley and the Town.

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.

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.

a. Comments regarding the manufactured homes sales tax reduction and request to reduce sales taxes for all merchants.

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, or ask a staff member to provide the same. Presentation on information requested by the Mayor and Council will be made and questions answered. No action will be taken.

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

b. Status report by Interim Town Manager Cecilia Grittman and/or Town staff members regarding Town accomplishments,and current or upcoming projects.

c. Demonstration on how to sign up on the Town's website to receive Council agendas and other notices. (Jami Lewis, Town Clerk)

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.

a. Consideration and possible action to approve the Declaration of Right-of-Way by the Town of Chino Valley, for the creation of public right-of-way along a portion of Road 4 North. (Michael Lopez, Public Works Director/Town Engineer)

b. Consideration and possible action to approve Financial Report for the six months ending December 31, 2016. (Joe Duffy, Finance Director)

c. Consideration and possible action to nominate Police Chief Chuck Wynn to represent the Town on the Yavapai County Unified Emergency Management Advisory Committee, with Lt. Vince Schaan or the Chief's designee as alternate. (Jami Lewis, Town Clerk)

d. Consideration and possible action to approve amendment to the Planning and Zoning Commissioner Position Description and Selection Process per recommendation of the Council Appointments Subcommittee. (Jami Lewis, Town Clerk)

e. Consideration and possible action to disband the Mayor's Ad Hoc Old Home Manor Recreational Committee. (Mayor Croft)

f. Consideration and possible action to accept the January 10, 2017 Regular Meeting minutes. (Jami Lewis, Town Clerk)

g. Consideration and possible action to accept the January 24, 2017 Regular Meeting minutes. (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 direct Staff to make a presentation to Yavapai College's Governing Board, requesting the Board to vote on Motor Sports at Old Home Manor as soon as possible or as practical. (Cecilia Grittman, Interim Town Manager)

Recommended Action: Direct Staff to make a presentation to Yavapai College's Governing Board, requesting the Board to vote on Motor Sports at Old Home Manor in Chino Valley as soon as it can get scheduled or as practical.

b. Consideration and possible action to approve the Intergovernmental Agreement (IGA) between the Chino Valley Unified School District and Town of Chino Valley for project management and construction of the adjacent ways project at Del Rio and Heritage Schools. (Michael Lopez, Public Works Director/Town Engineer)

Recommended Action: Approve the IGA between the Chino Valley Unified School District and Town of Chino Valley for the project management and construction of the adjacent ways project at Del Rio and Heritage Schools.

c. Consideration and possible action to adopt a notice of intent to increase admission fees for the Chino Valley Aquatic Center and hold a public hearing on April 25, 2017. (Chris Bartels, Recreation Supervisor)

Recommended Action: Adopt a notice of intent to increase admission fees for the Chino Valley Aquatic Center and hold a public hearing on April 25, 2017.

d. Consideration and possible action to assign dates / topics for future Council Study Sessions. (Cecilia Grittman, Interim Town Manager)

Recommended Action: Accept the prioritization schedule created by Council for future Study Sessions.

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.

a. An executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Town's position regarding a contract with Prescott Sportsmen's Club related to management of the Chino Valley Shooting Range Facility that is the subject of negotiations. (Cecilia Grittman, Interim Town Manager)

b. An executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Town's position in pending litigation or in settlement discussions conducted in order to resolve litigation in the matter of Town v. The Glenarm Land Company, Inc., et al. (Cecilia Grittman, Interim Town Manager)

c. An executive session pursuant to A.R.S. § 38-431.03(A)(7) for discussions or consultations with designated representatives of the Town in order to consider its position and instruct its representatives regarding negotiations to amend the lease with Yavapai Community College District of real property located at Old Home Manor. (Cecilia Grittman, Interim Town Manager)

d. An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, or salary of Cecilia Grittman, Interim Town Manager. (Mayor Croft)

9. ACTION ITEMS RESUMED

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

10. ADJOURNMENT

Dated this 9th day of February, 2017.

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 711 (Telecommunications Arizona Relay Service) 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/agendacenter and in the Public Library and Town Clerk's Office.

CERTIFICATION OF POSTING

The undersigned hereby certifies that a copy of this notice was duly posted at Chino Valley South Campus, Chino Valley Post Office, and Chino Valley North Campus in accordance with the statement filed by the Town Council with the Town Clerk.

Date:_____ Time:_____ By:_____

Jami C. Lewis, Town Clerk

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 2. a.**

Meeting Date:	02/14/2017
Contact Person:	Jami Lewis, Town Clerk Phone: 928-636-2646 x-1208
Department:	Town Clerk
Estimated length of Staff Presentation:	5 minutes
Physical location of item:	Center Street

AGENDA ITEM TITLE:

Presentation by Yavapai County Public Works and/or Lyon Engineering regarding the proposed Northern Connector road between Williamson Valley and the Town.

SITUATION & ANALYSIS:

District 4 Yavapai County Supervisor's Office has requested an opportunity to brief Council on the status of the proposed Northern Connector.

Attachments

No file(s) attached.

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TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 6. a.**

Meeting Date: 02/14/2017

Contact Person: Michael Lopez, Public Works Director/Town Engineer
Phone: 928-636-2646 x-1226

Department: Public Works

Item Type: Consent

Estimated length of staff presentation: None

Physical location of item: Road 4 North and Peavine Trail

AGENDA ITEM TITLE:

Consideration and possible action to approve the Declaration of Right-of-Way by the Town of Chino Valley, for the creation of public right-of-way along a portion of Road 4 North.

RECOMMENDED ACTION:

Approve the Declaration of Right-of-Way for the creation of public right-of-way along a portion of Road 4 North.

SITUATION AND ANALYSIS:

Issue Statement

The Town requires the declaration of right-of-way at 4 North and Peavine Trail to complete the extension of Road 4 North across the existing Peavine Trail. This portion of property is currently owned by the Town of Chino Valley.

Fiscal Impact

Fiscal Impact?: None

If Yes, Budget Code:

Available:

Funding Source:

Attachments

Declaration of ROW

Legal Description

Recorded at the request of
When Recorded Return to:
Town Clerk, Town of Chino Valley, AZ
202 North State Route 89
Chino Valley, AZ 86323

Exempt under A.R.S. § 11-1134(A)(2)

DECLARATION OF RIGHT-OF-WAY

KNOW ALL MEN BY THESE PRESENTS: That the Town of Chino Valley, Arizona, a municipal corporation of the State of Arizona, as owner of real property generally located at Road 4 North and Peavine Trail, more particularly described in Exhibit A which is attached hereto and incorporated herein, hereby declares and establishes a right-of-way for roadway and utility purposes in and upon said property, legally described in Exhibit A (the "Right-of-Way"), including the construction and maintenance of roads and utility facilities in the Right-of-Way and uses incidental to such purposes.

IN WITNESS WHEREOF, this instrument is executed this 14th day of February 2017.

TOWN OF CHINO VALLEY

_____
By
Its

ACKNOWLEDGEMENT

STATE OF ARIZONA)
) ss.
County of Yavapai)

On this _____ day of _____, 20__, before me, the undersigned Notary Public, personally appeared _____ who executed and acknowledged the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

_____
Notary public

My Commission Expires:

_____

EXHIBIT "A"

LAND DESCRIPTION

DEDICATION OF PUBLIC ROADWAY

THAT PORTION OF THE LAND DESCRIBED IN DEED TO THE TOWN OF CHINO VALLEY RECORDED IN BOOK 3927, PAGE 137, OFFICIAL RECORDS, LOCATED IN TRACT 41, TOWNSHIP 16 NORTH, RANGE 2 WEST, GILA AND SALT RIVER BASE AND MERIDIAN, IN THE TOWN OF CHINO VALLEY, COUNTY OF YAVAPAI, STATE OF ARIZONA, MORE PARTICULARLY DESCRIBED AS FOLLOWS……

COMMENCING AT THE NORTHEAST CORNER OF SAID TRACT 41;

THENCE NORTH 89° 48' 15" WEST A DISTANCE OF 947.83 FEET ALONG THE NORTHERLY LINE OF SAID TRACT 41 TO A POINT ON THE EASTERLY LINE OF THE LAND IN SAID DEED, SAID POINT ALSO BEING **THE POINT OF BEGINNING;**

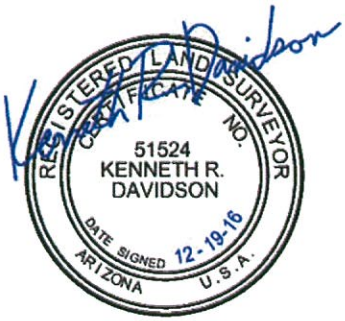
THENCE CONTINUING NORTH 89° 48' 15" WEST A DISTANCE OF 103.19 FEET ALONG SAID NORTHERLY LINE TO THE WESTERLY LINE OF THE LAND IN SAID DEED;

THENCE ALONG SAID WESTERLY LINE SOUTH 14° 05' 47" EAST A DISTANCE OF 51.60 FEET TO A LINE WHICH IS PARALLEL WITH AND DISTANT 50.00 FEET SOUTHERLY (MEASURED AT RIGHT ANGLES) OF SAID NORTHERLY LINE;

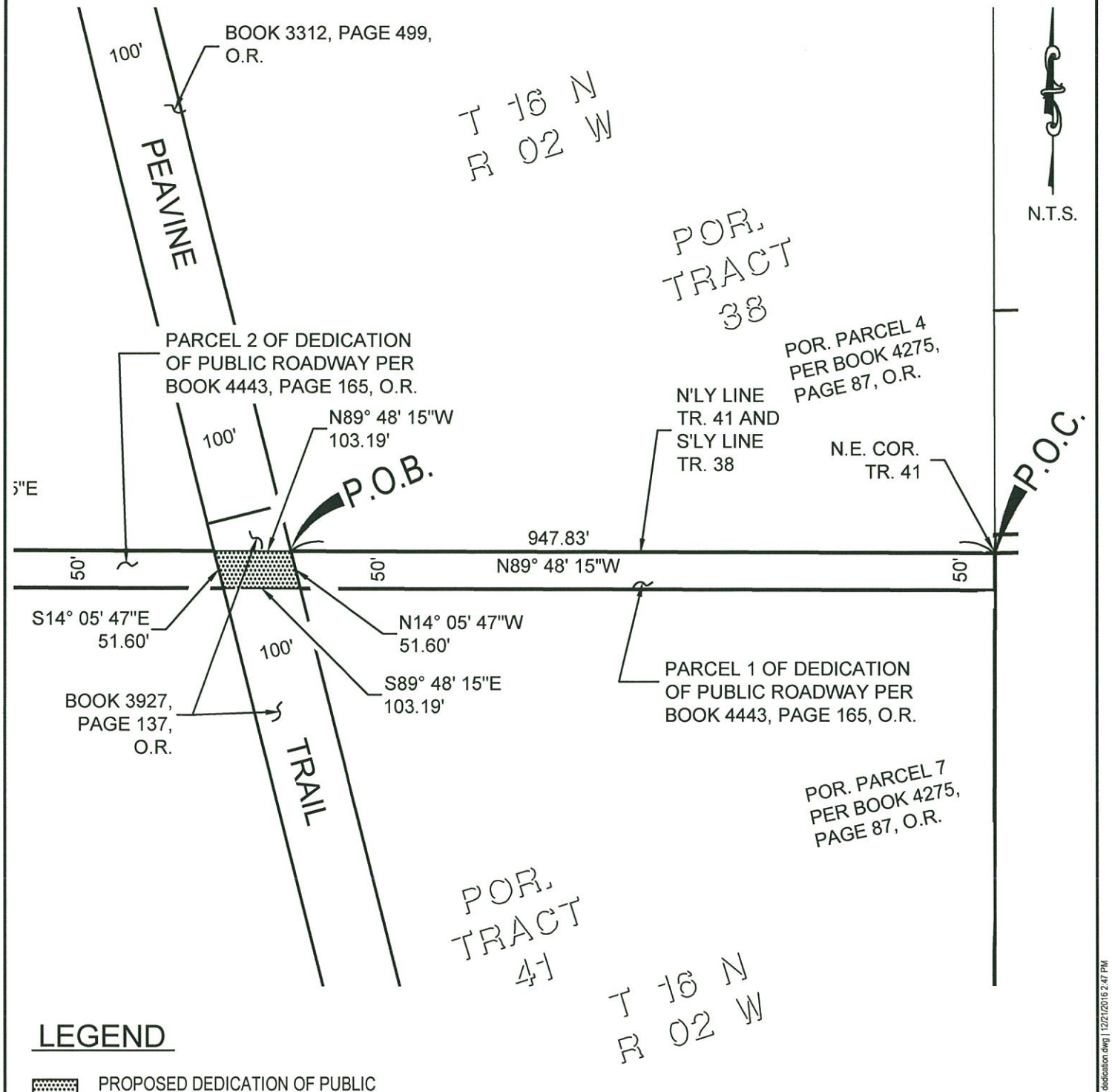
THENCE ALONG SAID PARALLEL LINE SOUTH 89° 48' 15" EAST A DISTANCE OF 103.19 TO SAID EASTERLY LINE;

THENCE ALONG SAID EASTERLY LINE NORTH 14° 05' 47" WEST A DISTANCE OF 51.60 FEET TO **THE POINT OF BEGINNING.**

CONTAINING 5,160 SQUARE FEET, OR 0.119 ACRES, MORE OR LESS.



EXPIRES 09/30/2019



LEGEND

PROPOSED DEDICATION OF PUBLIC ROADWAY PER THIS DOCUMENT

REGISTERED LAND SURVEYOR
CERTIFICATE NO.
51524
KENNETH R. DAVIDSON
DATE SIGNED 12-19-16
ARIZONA U.S.A.
EXPIRES 09/30/2019

CIVILTEC engineering inc.
Civil, Water, Wastewater, Drainage, and Transportation Engineering
Construction Management • Surveying
California • Arizona

CHINO VALLEY, AZ

TOWN OF CHINO VALLEY
DEDICATION OF PUBLIC ROADWAY
EXHIBIT B

DE: KRD	CH: BT	DR: KRD	JN: 2016405.00	SHEET 1 OF 1

X:\2016\2016405.00-Old Home Manor\DWG\Sheets\Survey\Legal Description Exhibits\Peavine dedication.dwg | 12/21/2016 2:47 PM

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 6. b.**

Meeting Date:	02/14/2017
Contact Person:	Joe Duffy, Finance Director Phone: 928-636-2646 x-1211
Department:	Finance
Item Type:	Consent
Estimated length of staff presentation:	None
Physical location of item:	N/A

AGENDA ITEM TITLE:

Consideration and possible action to approve Financial Report for the six months ending December 31, 2016. (Joe Duffy, Finance Director)

RECOMMENDED ACTION:

Approve Financial Report for the six months ending December 31, 2016.

SITUATION AND ANALYSIS:

The Finance Department prepares Financial Reports for the Mayor, Council, Staff and Community.

Upon Council approval, the reports will be posted on the Town's website.

The report includes the following sections:

Revenue and Expense Summary - This section details the Revenues and Expenditures of each fund. Comparing the year to date figures to the current year's annual budget and the prior year's month to date figures.

Major Revenue Summary - This section details the year to date figures for the Town's eight major revenue sources that account for 60% of the Town's Revenue.

Other Information - This section details other pertinent financial and statistical information including the Impact Fee Fund balance and the amount of General Fund Contingencies that have been allocated this fiscal year and a debt summary.

The Finance Director will supplement these reports with periodic presentations and other information throughout the fiscal year.

Fiscal Impact

Fiscal Impact?: No
If Yes, Budget Code:
Available:
Funding Source:

Attachments

December 31, 2016 Report

Town of Chino Valley

Arizona

Financial Report

To The Town Council

For the Six Months Ending Decemberr 31, 2016 50% of the Fiscal Year

Town of Chino Valley
Revenue and Expense Summary
For the Six Months Ending Decemberr 31, 2016 50% of the Fiscal Year

	Actual Year to Date FY 2015-16	Actual Year to Date FY 2016-17		Actual vs Prior Year Amount	Actual vs Prior Year % FY 2016-17/ FY 2015-16	Annual Budget FY 2016-17	% of Budget YTD
GENERAL FUND							
General Fund Revenues by Category							
Franchise Taxes	$ 30,440	$ 30,127	*	$ (313)	-1%	$ 128,000	24%
Tax Revenues	$ 1,930,433	$ 2,093,123		$ 162,690	8%	$ 4,066,000	51%
Licenses & Permits	$ 115,617	$ 266,153		$ 150,536	130%	$ 338,000	79%
Intergovernmental	$ 1,494,597	$ 1,532,687		$ 38,090	3%	$ 3,228,500	47%
Charges for Services	$ 44,409	$ 47,924		$ 3,515	8%	$ 127,500	38%
Fines and Forfeitures	$ 56,649	$ 73,772		$ 17,123	30%	$ 159,000	46%
Other Revenues	$ 1,750	$ 494		$ (1,256)	-72%	$ 3,500	14%
Contributions and Donations	$ 1,089	$ 2,405		$ 1,316	121%	$ 2,500	96%
Investment Earnings	$ 300	$ 4,769		$ 4,469	1490%	$ 1,500	318%
Transfers In	$ 129,996	$ 125,000		$ (4,996)	-4%	$ 250,000	50%
Total Revenues	**$ 3,805,280**	**$ 4,176,454**		**$ 371,174**	**10%**	**$ 8,304,500**	**50%**

*** Estimated final quarter accruals.**

Total Revenues for the General Fund are up $371,174 or 10% over the previous fiscal year. Total Tax Revenues are up 8% exceeding our budget projection of 3%. Licenses and Permits are up 130% due to an significant increase in Building Permits and Plan Check Fees this fiscal year. Intergovernmental Revenues are up 3% in line with budget projections. Fines and Forfeitures are up 30% due to increased Animal Control Fees and Traffic Fines.

Town of Chino Valley
Revenue and Expense Summary
For the Six Months Ending Decemberr 31, 2016 50% of the Fiscal Year

	Actual Year to Date FY 2015-16	Actual Year to Date FY 2016-17	Actual vs Prior Year Amount	% FY 2016-17/ FY 2015-16	Annual Budget FY 2016-17	% of Budget YTD
General Fund Expenditures by Department						
Prosecutor	$ 59,055	$ 52,086	$ (6,969)	-12%	$ 123,700	42%
Town Clerk	$ 98,110	$ 104,869	$ 6,759	7%	$ 224,000	47%
Town Manager	$ 183,178	$ 254,291	$ 71,113	39%	$ 371,400	68%
Human Recourses	$ 96,111	$ 90,405	$ (5,706)	-6%	$ 221,600	41%
Municipal Court	$ 125,332	$ 124,548	$ (784)	-1%	$ 278,600	45%
Finance	$ 178,053	$ 190,294	$ 12,241	7%	$ 343,200	55%
Management Information System	$ 102,991	$ 110,359	$ 7,368	7%	$ 336,400	33%
Mayor and Council	$ 16,758	$ 14,090	$ (2,668)	-16%	$ 43,200	33%
Planning	$ 90,408	$ 80,989	$ (9,419)	-10%	$ 207,000	39%
Building Inspection	$ 130,642	$ 83,293	$ (47,349)	-36%	$ 257,700	32%
Police	$ 1,277,441	$ 1,336,680	$ 59,239	5%	$ 2,768,800	48%
Animal Control	$ 48,762	$ 52,732	$ 3,970	8%	$ 128,300	41%
Recreation	$ 31,076	$ 56,502	$ 25,426	82%	$ 96,100	59%
Library	$ 154,959	$ 149,149	$ (5,810)	-4%	$ 312,600	48%
Senior Center	$ 116,174	$ 121,124	$ 4,950	4%	$ 271,600	45%
Parks Maintenance	$ 225,617	$ 225,533	$ (84)	0%	$ 373,400	60%
Aquatic Center	$ 94,335	$ 114,849	$ 20,514	22%	$ 220,400	52%
Facilities Maintenance	$ 170,014	$ 170,829	$ 815	0%	$ 343,500	50%
Fleet Maintenance	$ 106,814	$ 124,666	$ 17,852	17%	$ 283,000	44%
Engineering	$ 58,254	$ (49,036)	$ (107,290)	-184%	$ 125,900	-39%
Customer Service		$ 55,884	$ 55,884		$ 118,100	47%
Non Departmental	$ 382,696	$ 637,288	$ 254,592	67%	$ 1,056,000	60%
Total Expenditures	**$ 3,746,780**	**$ 4,101,424**	**$ 354,644**	**9%**	**$ 8,504,500**	**48%**
Total Revenue Over (Under) Total Expenditures	**$ 58,500**	**$ 75,029**	**$ 16,529**		**$ (200,000)**	

GENERAL FUND (Continued)

Total General Fund Expenditures are up $354,644 or 9% compared to last fiscal year. The major contributing factor is the $275,000 payment in Non Departmental for the Cortez settlement. Through December each departments total expenditures should be less than 50% of their annual budget. The Town Manger is up due to the position change within the department. The department should be close to budget by the end of the fiscal year. The Finance Department if up due to the timing of the audit payments. Recreation is up due to the additional 1/2 time position added in this years budget. Parks Maintenance is up due to increased water usage this fall. Engineering is negative due to the interdepartmental charges exceeding expenses so far this fiscal year. In total the General Fund Departments are at 48% of their budget through December 31, 2016.

Town of Chino Valley
Revenue and Expense Summary
For the Six Months Ending Decemberr 31, 2016 50% of the Fiscal Year

	Actual Year to Date FY 2015-16	Actual Year to Date FY 2016-17	Actual vs Prior Year Amount	Actual vs Prior Year % FY 2016-17/ FY 2015-16	Annual Budget FY 2016-17	% of Budget YTD
HIGHWAY USER REVENUE FUND						
Total Revenues	$ 443,249	$ 473,902	$ 30,653	7%	$ 930,500	51%
Expenditures						
Road Maintenance	$ 409,717	$ 472,276	$ 62,559	15%	$ 966,000	49%
Total Revenue Over (Under) Total Expenditures	$ 33,532	$ 1,626	$ (31,906)		$ (35,500)	

Total Fund Revenues are up 7% over the prior fiscal year due to the budgeted increase in HURF fund distributions. Expenditures are up 15% primarily due to the budgeted change in indirect charges to the department. Overall the department is at 49% of budget.

WATER ENTERPRISE FUND						
Water Revenues	$ 245,446	$ 276,174	$ 30,728		$ 2,531,000	
Transfers In	$ 75,000	$ 37,500	$ (37,500)		$ 75,000	
Total Revenues	$ 320,446	$ 313,674	$ (6,772)	-2%	$ 2,606,000	12%
Expenditures						
Water Utility Operations	$ 224,799	$ 241,844	$ 17,045		$ 411,500	
Debt Service/Reserve	$ -	$ -	$ -		$ 2,194,500	
Total Expenditures	$ 224,799	$ 241,844	$ 17,045	8%	$ 2,606,000	9%
Total Revenue Over (Under) Total Expenditures	$ 95,647	$ 71,830	$ (23,817)		$ -	

Total Water Enterprise Fund Revenues are down 2% due to reduced budgeted transfers in from the Capital Improvement Fund. As budgeted Water Service Fees are down 8%. Total Water Revenues are up due to an increase in Buy In Fees this fiscal year. Expenditures are up 8% over last fiscal year due to an increase in system repairs.

SEWER ENTERPRISE FUND						
Total Revenue	$ 772,309	$ 856,432	$ 84,123	11%	$ 2,119,500	40%
Expenditures						
Sewer	$ 561,363	$ 708,530	$ 147,167		$ 1,068,500	
Debt Service/Reserve/Capital	$ 149,997	$ 143,912	$ (6,085)		$ 1,416,500	
Total Expenditures	$ 711,360	$ 852,442	$ 141,082	20%	$ 2,485,000	34%
Total Revenue Over (Under) Total Expenditures	$ 60,949	$ 3,990	$ (56,959)		$ (365,500)	

Total Sewer Enterprise Fund Revenues are up 11% over last fiscal year. Sewer Buy In fees are up significantly and Sewer Service Fees are down 3%. Expenses are up 20% due to the $310,530 purchase of SMU filters this fiscal year Debt Service/Reserve is down due to the debt refinancing completed over the last couple of years.

Town of Chino Valley

Revenue and Expense Summary

For the Six Months Ending Decemberr 31, 2016 50% of the Fiscal Year

	Actual Year to Date FY 2015-16	Actual Year to Date FY 2016-17	Actual vs Prior Year Amount	Actual vs Prior Year % FY 2016-17/ FY 2015-16	Annual Budget FY 2016-17	% of Budget YTD
CAPITAL IMPROVEMENT FUND						
Total Revenues	$ 655,141	$ 697,707	$ 42,566	6%	$ 3,925,500	18%
Yavapai Drainage District	$ -	$ 21,737	$ 21,737		$ 110,000	
Road Impact Fees	$ -	$ -				
Capital Improvements	$ 792,734	$ 657	$ (792,077)		$ 2,869,000	
Equipment Acquisition	$ -		$ -			
Transfers	$ 568,500	$ 526,000	$ (42,500)		$ 1,052,000	
Total Expenditures	$ 1,361,234	$ 526,657	$ (834,577)	-61%	$ 3,921,000	13%
Total Revenue Over (Under) Total Expenditures	$ (706,093)	$ 192,787	$ 898,880		$ 114,500	

Capital Improvement Fund Tax Revenues are up 6% over the prior fiscal year primarily due to an increase in Sales Tax activity. Transfers are down due to the decreased amount budgeted this fiscal year.

Town of Chino Valley
Revenue and Expense Summary
For the Six Months Ending Decemberr 31, 2016 50% of the Fiscal Year

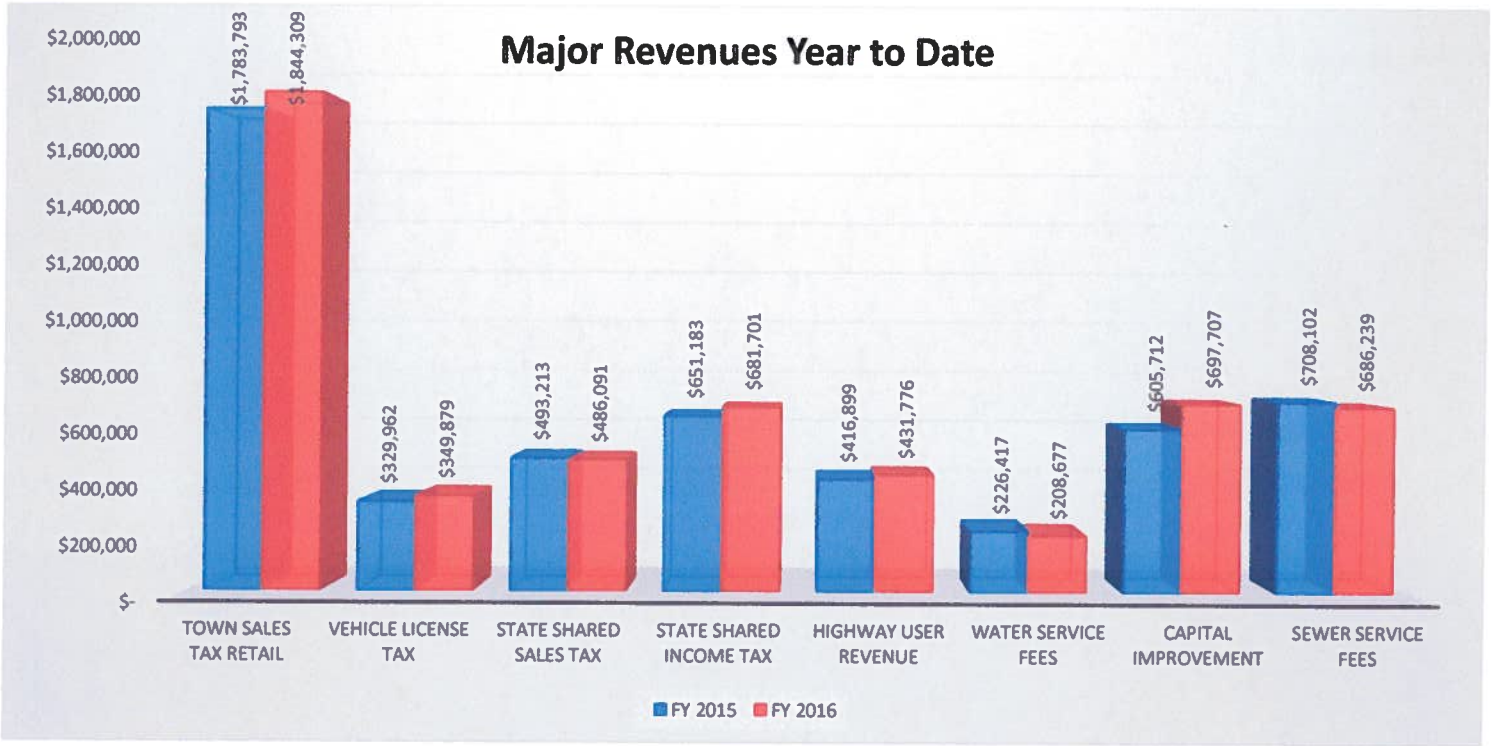
	Actual Year to Date FY 2015-16	Actual Year to Date FY 2016-17	Actual vs Prior Year Amount	% FY 2016-17/ FY 2015-16	Annual Budget FY 2016-17	% of Budget YTD
OTHER MINOR FUNDS						
Other Minor Funds -Revenues						
CDBG Grant	$ -	$ -	$ -			
Grants Fund	$ 191,749	$ 26,217	$ (165,532)		$ 3,500,000	
Special Revenue Fund Court	$ 4,470	$ 11,451	$ 6,981		$ 9,500	
Capital Asset Replacement	$ 35,361	$ 5,882	$ (29,479)		$ 10,500	
Police Impact Fee Funds	$ 12,384	$ -	$ (12,384)		$ -	
Library Impact Fee Funds	$ -	$ -	$ -			
Parks/Rec Impact Fee Funds	$ 9	$ 29	$ 20		$ -	
Roads Impact Fee Funds	$ 300	$ 695	$ 395		$ -	
Special Revenue Fund PD	$ 24,746	$ 35,338	$ 10,592		$ 55,000	
CVSLID Districts	$ 1,814	$ 2,121	$ 307		$ 4,000	
Total Revenues	**$ 270,833**	**$ 81,733**	**$ (189,101)**	**-70%**	**$ 3,579,000**	**2%**
CDBG Grant	$ -		$ -			
Grants Funds	$ 166,852	$ 121,633	$ (45,219)		$ 3,500,000	
Special Revenue Fund - Court	$ 4,446	$ 595	$ (3,851)		$ 38,500	
Capital Replacement Fund	$ 15,087	$ 42,741	$ 27,654		$ 50,000	
Police Impact Fee Funds	$ 19,349	$ 398	$ (18,951)		$ -	
Library Impact Fee Funds	$ -		$ -			
Parks/Rec Impact Fee Funds	$ -		$ -		$ 18,283	
Roads Impact Fee Funds	$ -		$ -		$ 553,217	
Special Revenue Fund PD	$ 19,411	$ 30,106	$ 10,695		$ 45,000	
CVSLID Districts	$ 2,171	$ 646	$ (1,525)		$ 4,000	
Total Expenditures	**$ 227,316**	**$ 196,119**	**$ (31,197)**	**-14%**	**$ 4,209,000**	**5%**
Total Revenue Over (Under) Total Expenditures	**$ 43,517**	**$ (114,386)**	**$ (157,903)**		**$ (630,000)**	
TOTAL ALL FUNDS						
Total Revenue All Funds	$ 6,267,258	$ 6,599,901	$ 332,643	**5%**	$ 21,465,000	**31%**
Total Expenditures All Funds	$ 6,681,206	$ 6,390,762	$ (290,444)	**-4%**	$ 22,691,500	**28%**
Total Revenue Over (Under) Total Expenditures All Funds	**$ (413,948)**	**$ 209,139**	**$ 623,087**		**$ (1,226,500)**	

(1) Budget does not include Carryover Amounts from Prior Fiscal Years
(2) Year to date amounts include actual expenditures paid to date.

Town of Chino Valley
Major Revenue Summary
For the Six Months Ending Decemberr 31, 2016 50% of the Fiscal Year

	Actual Year to Date FY 2015-16	Annual Budget FY 2016-17	Actual Year to Date FY 2016-17	% of Budget YTD	Actual vs Prior Year Amount	%
Town Sales Tax Retail	$ 1,783,793	$ 3,778,000	$ 1,844,309	49%	$ 60,516	3%
Vehicle License Tax	$ 329,962	$ 663,000	$ 349,879	53%	$ 19,917	6%
State Shared Sales Tax	$ 493,213	$ 1,046,000	$ 486,091	46%	$ (7,122)	-1%
State Shared Income Tax	$ 651,183	$ 1,359,000	$ 681,701	50%	$ 30,518	5%
Highway User Revenue	$ 416,899	$ 853,000	$ 431,776	51%	$ 14,877	4%
Water Service Fees	$ 226,417	$ 405,000	$ 208,677	52%	$ (17,740)	-8%
Capital Improvement	$ 605,712	$ 1,266,000	$ 697,707	55%	$ 91,995	15%
Sewer Service Fees	$ 708,102	$ 1,449,000	$ 686,239	47%	$ (21,863)	-3%
Major Revenues Y.T.D.	**$ 5,215,281**	**$ 10,819,000**	**$ 5,386,379**	**50%**	**$ 171,098**	**3%**
Total Revenue All Funds	**$ 6,267,258**	**$ 21,465,000**	**$ 6,599,901**	**31%**	**$ 332,643**	**5%**
	83%	**50%**	**82%**			

The Major Revenues are up $171,098 or 3% over the prior fiscal year in line with the budget projections. Town Sales Tax Retail is up 3% this fiscal year. Water Service Fees are down 8% in line with our budget projections. Sewer Service Fees are down 3%. Total combined revenue for all funds is up 5% or $332,643 over last fiscal year.



Impact Fee Fund Recaps

For the Six Months Ending Decemberr 31, 2016 50% of the Fiscal Year

	Parks/Rec Impact Fees	Roads Impact Fees
Beginning Fund Balance @ 6/30/16	$ 18,323	$ 547,641
Impact Fees Revenue to Date	$ 29	$ 695
Impact Fees Expenditures to Date	$ -	$ -
Ending Fund Balance to Date	**$ 18,352**	**$ 548,336**
Budgeted Expenditures FY 16/17	$ 18,283	$ 553,217

Contingency Funds Budget

For the Six Months Ending Decemberr 31, 2016 50% of the Fiscal Year

	Actual Year to Date FY 2016-17	Annual Budget FY 2016-17
General Fund Budget		**$ 400,000**
Cortez Settlement	$ 275,000	
General Fund Balance	**$ 275,000**	**$ 400,000**
HURF Fund Budget		**$ 46,000**
Water Fund Budget		**$ 26,000**
Sewer Fund Budget		**$ 45,000**
Total Contingency Fund	**$ 275,000**	**$ 517,000**

Town of Chino Valley

Annual Debt Service Summary By Fund

Fiscal Year Ended June 30, 2017

Debt Issue	Date Issued	Original Amount	FY 2017 Principal	FY 2017 Interest
General Government				
National Bank GADA Refi	7/1/2016	$ 3,346,000	$ 309,000	$ 64,695
US Bank Series 2010	12/15/2010	$ 7,280,000		$ 331,638
		$ 10,626,000	$ 309,000	$ 396,333
Water Enterprise Fund				
US Bank Series 2010	12/15/2010	$ 745,000	$ 45,000	$ 23,362
Sewer Enterprise Fund				
WIFA 2007	1/10/2007	$ 1,580,000	$ 82,242	$ 25,714
WIFA 2008	1/11/2008	$ 4,853,000	$ 255,957	$ 91,372
WIFA 2014	12/30/2014	$ 2,963,671	$ 126,801	$ 54,622
WIFA 2015	11/23/2015	$ 4,259,646	$ 153,701	$ 96,326
		$ 13,656,317	$ 618,701	$ 268,034
Total Town of Chino Valley Debt		**$ 25,027,317**	**$ 972,701**	**$ 687,729**

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 6. c.**

Meeting Date:	02/14/2017
Contact Person:	Jami Lewis, Town Clerk Phone: 928-636-2646 x-1208
Department:	Town Clerk
Item Type:	Consent
Estimated length of staff presentation:	None
Physical location of item:	N/A

AGENDA ITEM TITLE:

Consideration and possible action to nominate Police Chief Chuck Wynn to represent the Town on the Yavapai County Unified Emergency Management Advisory Committee, with Lt. Vince Schaan or the Chief's designee as alternate.

RECOMMENDED ACTION:

Nominate Police Chief Chuck Wynn to represent the Town on the Yavapai County Unified Emergency Management Advisory Committee, with Lt. Vince Schaan or the Chief's designee as alternate.

SITUATION AND ANALYSIS:

Issue Statement

The Council had previously nominated Councilmember Jack Miller to serve on this committee. Councilmember Miller has indicated that he is unable to attend the meetings. Denny Foulk, County Emergency Manager, is requesting that the Council nominate another person for the Board of Supervisors to appoint before their next meeting in April. Mr. Foulk has suggested Police Chief Chuck Wynn or Lt. Vince Schaan.

Applicable Policy

- Intergovernmental Agreement (IGA) for the Establishment of Unified Emergency Management between Yavapai County and the Town, dated June 23, 2015.
- Presidential Directive 8

Satisfaction of Policy

- IGA Section 4(a) - The Public Agency (Town) shall become a member, and through appointment, provide a representative to serve on the Yavapai County Emergency Management Interagency Coordination Committee
- IGA Section 4(a)(5) - Representatives to the Committee must be NIMS compliant in accordance with HSPD-5, and have operational knowledge of their respective jurisdiction

Summary of Issues and Staff Rationale

The Committee is established under the authority of the Yavapai County Board of Supervisors in consideration of the IGA for emergency management with the county's cities and towns, as well as implementation of Presidential Directive 8. The Committee's purpose is to build active partnerships, enhance collaboration, increase communication, and coordination in the development and implementation of emergency management programs in Yavapai County.

The Town's participation will ensure that the local community and County Districts are well represented in planning and program consideration. The Committee is diverse, comprised of a cross discipline of response disciplines, citizens, appointed and elected officials to balance the approach to emergency management issues. The group's planning focus is strategic, as well as operational.

Findings of Fact

- Per the Emergency Management IGA, the Town is required to nominate a representative to the Committee
- The Town's current representative is unable to continue in this capacity
- Staff is recommending nomination of a new representative

Fiscal Impact

Fiscal Impact?: None

If Yes, Budget Code:

Available:

Funding Source:

Attachments

No file(s) attached.

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 6. d.**

Meeting Date:	02/14/2017
Contact Person:	Jami Lewis, Town Clerk Phone: 928-636-2646 x-1208
Department:	Council
Item Type:	Consent
Estimated length of staff presentation:	None
Physical location of item:	N/A

AGENDA ITEM TITLE:

Consideration and possible action to approve amendment to the Planning and Zoning Commissioner Position Description and Selection Process per recommendation of the Council Appointments Subcommittee. (Jami Lewis, Town Clerk)

RECOMMENDED ACTION:

Approve amendment to the Planning and Zoning Commissioner Position Description and Selection Process per recommendation of the Council Appointments Subcommittee.

SITUATION AND ANALYSIS:

Issue Statement

The Council adopted this document in 2015 and revised it in 2016. The Appointments Subcommittee reviewed it again on January 9, 2017, and is making a recommendation for further revisions. The attached minutes from the Subcommittee meeting describe the proposed revisions in more detail.

Fiscal Impact

Attachments

P&Z Position Description & Selection Process, proposed revisions

January 9, 2017 Subcommittee Minutes

AMENDED ~~MARCH 22, 2016~~FEBRUARY 14, 2017

(Deletions in ~~strikethrough~~)

The Planning and Zoning (P & Z) Commission is a key component of the Town of Chino Valley's on-going effort to effectively manage the use of property within the Town limits through planning and zoning activities. P & Z Commissioners, working closely with Town staff, ensure that state regulations and local ordinances are complied with as they review and recommend planning and zoning requests to the Town Council for final determination.

DESIRED QUALIFICATIONS

1. Reside within the town limits of the Town of Chino Valley, Arizona and be qualified to vote in Town elections.
2. Willing to serve on the P & Z Commission for a term of three (3) years.
3. Possess a working knowledge of, or be willing to study and learn about, municipal planning and zoning, real estate development, technical blueprints and drawings, and legal documents and procedures. Related experiences may be acceptable.
4. Able to read and write and orally communicate in the English language.
5. Able to attend commission meetings and informational investigations during and after normal working hours. The regular meeting of the Commission is at 6:00 pm on the first Tuesday of each month.
6. Past experience as a member of a volunteer committee or community-based organization.

~~7. Agree to an employee background check.~~

~~8~~7. Agree to abide by the Town's Code of Ethics, Town Code Chapter 35, and all other rules and regulations of the Town.

REQUIRED TRAINING

1. Attend the Town of Chino Valley/Chino Valley Area Chamber of Commerce Citizen's Academy within twelve (12) months of appointment, if one is scheduled.
2. Attend a legal briefing conducted by the Town Attorney outlining the roles, responsibilities and authority of P & Z Commissioners, including open meeting laws and conflict of interest,

prior to the first meeting after appointment. Viewing the Town Attorney's Open Meeting Law training video on the Town's website is sufficient to meet this requirement.

3. Attend technical briefings by Town staff prior to the first meeting after appointment to include pertinent Town ordinances, current work plans and zoning requests, the UDO, the General Plan, and other relevant Town codes, documents, and policies and procedures.

4. Attend a Town Council study session and Town Council regular meeting within ~~sixty (60)~~ ninety (90) days of appointment.

5. Upon an appointee's failure to meet these requirements, staff will obtain an explanation from the appointee and report it to the Council Appointments Subcommittee, who may, at any time, consider recommending to Council that the appointee be removed from the Commission.

SELECTION PROCESS

1. Applicant submits a Town of Chino Valley Application for Public Body Appointment form, specifying appointment to the P & Z Commission.

2. The Town Clerk reviews the application for completeness and schedules a meeting of the Town Council Appointments Subcommittee.

3. The Appointments Subcommittee interviews the applicant and makes a recommendation to the Town Council.

4. At a regular meeting, the Town Council reviews the Appointments Subcommittee's recommendation and approves or disapproves the appointment. Before making the appointment, the Town Council may elect to interview the candidate.

5. The Town Clerk administers the Oath of Office and schedules the training for the prospective appointee.

D R A F T

TOWN OF CHINO VALLEY
COUNCIL APPOINTMENTS SUBCOMMITTEE
MINUTES

MONDAY, JANUARY 9, 2017
4:00 P.M.

The Council Appointments Subcommittee of the Town of Chino Valley, Arizona, convened for a public meeting in the Council Conference Room, located at 202 N. State Route 89, Chino Valley, Arizona.

Present: Vice-Mayor Darryl Croft (Chair); Councilmember Mike Best; Councilmember Lon Turner

Staff Present: Development Services Director Ruth Mayday

1) CALL TO ORDER

Mayor Croft called the meeting to order at 4:00 p.m.

2) ROLL CALL

3) APPROVAL OF MINUTES

a) Consideration and possible action to approve the November 9, 2015 minutes.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to approve the minutes for Monday, November 9.

Vote: 3 - 0 PASSED - Unanimously

b) Consideration and possible action to approve the June 2, 2016 minutes.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to approve the June 2, 2016 minutes.

Vote: 3 - 0 PASSED - Unanimously

4) OLD BUSINESS

5) NEW BUSINESS

a) Review and possible action regarding amendments to the Planning and Zoning Commission Position Description, Training Requirements, and Appointment Process.

Per the Staff Report by Town Clerk Jami Lewis, staff had worked with the document titled, "Planning and Zoning Commission Position Description, Training Requirements, and Appointment Process," for about two years, and Council last amended it one year ago. Staff desired the subcommittee to review the document for further revisions.

Members reviewed the document and staff's recommended revision and comments pertaining to certain requirements for appointment as follows:

- *Strike requirement for appointee to agree to an employee background check:* The subcommittee did not discuss the requirement, but both the Mayor and Town Clerk had recommended striking it.
- *Question regarding the requirement for appointee to attend Citizen's Academy within 12 months of appointment:* If an appointee did not meet this requirement in the 12 month timeframe, the subcommittee preferred that staff continue to pursue the appointee's participation.
- *Amend requirement to attend legal briefing:* The subcommittee did not object to including the option for an appointee to view the town attorney's Open Meeting Law training video, if one was available.
- *Amend requirement for attendance at one Town Council regular meeting and one Town Council study session within 60 days of appointment:* The subcommittee suggested extending the time to 90 days.
- *Appointee's failure to meet training requirements:* The subcommittee suggested that staff obtain an explanation from the appointee and report it to the subcommittee, who may, at any time, consider removing the appointee from the Commission.

b) The Council Appointments Subcommittee may vote to recess the public meeting and hold an executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of recommending to the Town Council the appointment of William Welker and Tom Armstrong to fill positions on the Planning and Zoning Commission.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to go into executive session at 4:04 p.m.

Vote: 3 - 0 PASSED - Unanimously

Mayor Croft reconvened the public meeting at 4:46 p.m.

c) Consideration and possible action to recommend appointment of applicants to the Planning and Zoning Commission.

Per the Staff Report by Town Clerk Jami Lewis:

- 4 Regular positions and 1 Alternate position will expire on January 31, 2017.
- 2 vacancies were created when Commissioner Annie Lane was elected and seated on the Town Council in December 2016, and Commissioner Florence Sloan resigned in December 2016.
- Current Regular Commissioners Charles Merritt and Gary Pasciak and Alternate Commissioner Gwen Rowitsch applied for re-appointment. Staff received new applications from William Welker and Tom Armstrong.
- Staff recommended re-appointment of Charles Merritt, Gary Pasciak, and Gwen Rowitsch; and appointment of William Welker and Tom Armstrong subject to the results of their interviews with the subcommittee.

MOVED by Councilmember Lon Turner, seconded by Councilmember Mike Best to recommend to Council the appointment of William Welker and Tom Armstrong to the Planning and Zoning Commission.

Vote: 3 - 0 PASSED - Unanimously

6) ADJOURNMENT

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to adjourn the meeting at 4:51 p.m.

Vote: 3 - 0 PASSED - Unanimously

Dated this 12th day of January, 2017.

By: *Jami C. Lewis*

Approved: _____

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 6. e.**

Meeting Date:	02/14/2017
Contact Person:	Jami Lewis, Town Clerk Phone: 928-636-2646 x-1208
Department:	Town Clerk
Item Type:	Consent
Estimated length of staff presentation:	None
Physical location of item:	N/A

AGENDA ITEM TITLE:

Consideration and possible action to disband the Mayor's Ad Hoc Old Home Manor Recreational Committee.

RECOMMENDED ACTION:

Move to disband the Mayor's Ad Hoc Old Home Manor Recreational Committee.

SITUATION AND ANALYSIS:

Issue Statement

Former Mayor Chris Marley established the Mayor's Ad Hoc Old Home Manor Recreational Committee in January 2014 to research land uses at Old Home Manor for recreational purposes, and possibly develop plans and procedures for such uses. Over the committee's 2.5 years in existence, it heard presentations from the Model Aviators, Chino Valley Equestrian Association, and motor sports proposers. Ultimately, the committee brought some proposals to Council. The former mayor had anticipated that anything to occur at OHM would go through this group.

As the Parks and Recreation Advisory Board (PRAB) had also been addressing events at OHM, such as the Chino Mudder and Chino Grinder, and as Mayor Croft desires to reduce duplicate efforts, he recommends that Council disband the Committee and that its activities be taken up by PRAB, and the Council Economic Development and Water and Utilities Subcommittees.

Applicable "Policy"

Town Code Sect. 30.071 Boards, Committees and Commissions shall exist at the pleasure of the Council.

Satisfaction of "Policy"

It is Council's prerogative and discretion to establish and dissolve such bodies.

Summary of Issues and Staff Rationale

This request is made by Mayor Croft.

Findings of Fact

- This Committee was established by the former mayor.
- The current mayor prefers to disband the Committee and instead have future recreational proposals for Old Home Manor be considered by the PRAB.

Fiscal Impact

Attachments

No file(s) attached.

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 6. f.**

Meeting Date: 02/14/2017

Contact Person: Jami Lewis, Town Clerk
Phone: 928-636-2646 x-1208

Department: Town Clerk

Item Type: Consent

AGENDA ITEM TITLE:

Consideration and possible action to accept the January 10, 2017 Regular Meeting minutes. (Jami Lewis, Town Clerk)

RECOMMENDED ACTION:

Accept the January 10, 2017 Regular Meeting minutes.

Attachments

January 10, 2017 minutes

D R A F T

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

TUESDAY, JANUARY 10, 2017
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, January 10, 2017.

Present:	Mayor Darryl Croft; Councilmember Susie Cuka; Councilmember Annie Lane; Councilmember Corey Mendoza; Councilmember Jack Miller; Councilmember Lon Turner
Absent:	Vice-Mayor Mike Best
Staff Present:	Interim Town Manager Cecilia Grittman; Town Attorney Phyllis Smiley; Finance Director Joe Duffy; Police Chief Chuck Wynn; Police Lieutenant Vince Schaan; Public Works Director/Town Engineer Michael Lopez; Development Services Director Ruth Mayday; IT Specialist Spencer Guest (videographer); Town Clerk Assistant Amy Pyeatt-Lansa; Town Clerk Jami Lewis (recorder)

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

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 January 23-28, 2017 as "Stand With Me, Be Drug Free Week," sponsored by MATFORCE.

Mayor Croft read the proclamation and presented it to Chief Wynn, who was accompanied by several Boy Scouts that had participated in a MATFORCE study group.

b) Proclamation declaring January 22-28, 2017 as School Choice Week, sponsored by National School Choice Week.

Mayor Croft read the proclamation.

c) Presentation by ADOT District Engineer Alvin Stump regarding the results of a recent Transportation Study of State Route 89 from Road 3 North to the Forest Boundary north of Paulden. (Cecilia Grittman, Interim Town Manager)

Mr. Stump introduced Tricia Lewis, Senior Community Relations Officer, and Dan Gabiou, Project Manager for the study. He then presented on:

- Study location and purpose.
- Traffic/accident data used in the study.
- Proposed improvements and schedule of improvements.
- Potential funding sources.

Mr. Stump provided further details and responded to questions from Council and citizens, Gary Beverly, Haryaksha Knauer, and John Almay.

- *Study location:* Road 3 North to forest boundary north of Paulden. Projects funded by federal safety dollars were selected based on benefit costs.
- *Study purpose:* To assess roadway improvements necessary for growth, accident mitigation, and access management for corridor preservation.
- *Improvements:* A Road 5 North roundabout was in the plan, but was not yet funded. Whereas traffic circles had too many conflict points, too many accidents and were inefficient, modern roundabouts reduced conflict points from 32 for a signal to eight in a roundabout. They were more efficient and reduced accident severity. Most of the corridor study area was already 200 feet, except in the Paulden area.
- *Local roads paving and maintenance:* ADOT only paved and maintained SR 89 in the Town.
- *Plans for I-40:* There was one pavement project last year and more coming up. The state could easily spend $50 million on I-40, but did not have the funds.

d) Quarterly presentation by Arlene Alen, CEO/President of the Chino Valley Area Chamber of Commerce (CVACC).

Ms. Alen presented on the Chambers' new community-oriented mission; membership and board members; Visitor Center, advertising, and social media reports and statistics; programs, services, and advocacy; Small Business Resource Center and entrepreneurship program; and Citizen's Academy and community events.

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.

Ron Romley, resident and Chair of Yavapai Regional Transit, announced a ribbon cutting on January 26 for the Transit's new Chino Valley offices.

Tim Davis, local business owner, asked if the Town was benefitting from the tax break for manufactured housing. Mayor Croft stated that he will respond to the question at the next meeting.

Haryaksha Knauer, resident, expressed surprise about the Town giving a tax break to a large corporation.

Gary Warren, local business owner, spoke about other local businesses also having to compete with Prescott and Prescott Valley.

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.

a) Comments regarding loss of the Library Conference Room for public use.

Mayor Croft reported that the Library Conference Room was being turned into offices so that Human Resources personnel would be more accessible to the majority of Town employees.

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, or ask a staff member to provide the same. Presentation on information requested by the Mayor and Council will be made and questions answered. No action will be taken.

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

Councilmember Cuka reported on Economic Development Subcommittee topics: Old Home Manor industrial park; Center Street connector road between the Town and Williamson Valley; branding; and development on the Community Core at SR 89 and Road 2 North.

Councilmember Turner reported that the new filters being installed at the wastewater treatment plant would be complete in three to four weeks.

b) Status report by Interim Town Manager Cecilia Grittman and/or Town staff members regarding Town accomplishments, and current or upcoming projects.

Ms. Grittman reported on current staffing changes:

- The Town had made offers to candidates for Associate Planner and Permit Technician.
- The Code Compliance vacancy was filled by an internal candidate.
- The position for Town Engineer/Public Works Assistant was still open.

c) Recognition of the Town's Finance Department and its employees: Joe Duffy, Cindy Sandlin, and Kat Lordi for receiving the Town's fourth Distinguished Budget Presentation Award, presented by Government Finance Officers Association (GFOA). (Mayor Croft)

Mayor Croft recognized the Town's Finance Department and presented the Award to Finance Director Duffy.

d) Report on recently corrected scrivener's error pursuant to Town Code § 10.20 Authority to Correct Scrivener's Errors. (Jami Lewis, Town Clerk)

Mrs. Lewis reviewed the code requirement and reported on a correction to a parcel number on Ordinance No. 16-827.

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.

Council set down item 6a.

MOVED by Councilmember Jack Miller, seconded by Councilmember Lon Turner to accept consent agenda items 6b, c, d and e.

Vote: 6 - 0 PASSED - Unanimously

a) Consideration and possible action to approve Concessionaire Management Agreement for the Chino Valley Shooting Range with Prescott Sportsmen's Club, Inc. (Phyllis Smiley, Town Attorney)

Councilmember Cuka recommended postponing this item as certain information had recently came to the Town's attention regarding lead abatement.

MOVED by Councilmember Susie Cuka, seconded by Councilmember Lon Turner to table to another meeting.

Vote: 6 - 0 PASSED - Unanimously

b) Consideration and possible action to approve Water and Wastewater Rate Schedule Modifications to clarify the method of calculating multi-family wastewater user and connection rates. (Joe Duffy, Finance Director)

c) Consideration and possible action to approve Resolution No. 17-1097 repealing Resolution 16-1096 and authorizing acquisition of certain right-of-way by the Town for Road 1 East. (Phyllis Smiley, Town Attorney)

d) Consideration and possible action to update appointments and assignments to the Public Safety Retirement Board. (Jami Lewis, Town Clerk)

e) Consideration and possible action to accept the December 13, 2016 Regular Meeting minutes. (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 the First Amendment to Equestrian Facility Lease between the Town of Chino Valley and Chino Valley Equestrian Association to move and use fixtures and equipment from the Town owned property at the Cameron Ranch located in Paulden, AZ to the property leased by the Chino Valley Equestrian Association located at Old Home Manor.(Chris Bartels, Public Works Manager)

Recommended Action: Approve the First Amendment to Equestrian Facility Lease between the Town of Chino Valley and Chino Valley Equestrian Association to move and use fixtures and equipment from the Town owned property at the Cameron Ranch located in Paulden, AZ to the property leased by the Chino Valley Equestrian Association located at Old Home Manor.

Mr. Bartels presented on this item:

- On October 24, 2016 Council entered into an agreement with Chino Valley Equestrian Association (CVEA) to lease property at Old Home Manor (OHM) for equestrian-related activities.
- Subsequently, CVEA requested to use some equipment and infrastructure currently located at the Town's Cameron Ranch property in Paulden.
- The proposed amended lease agreement included a description of the equipment to be moved from Paulden to the OHM location.

Council asked about the provision in the original agreement that the Town would take ownership of any permanent improvements at the end of the Lease. Sergio Martinez with CVEA added that paragraph 8.3 might be in error as it did not state that. Town Attorney Smiley clarified that the provision in question did not change from the original agreement; and paragraph 8.3 in the amended agreement was a standard provision that any personal property owned by CVEA, such as chairs and tables, would remain their property at the end of the lease.

MOVED by Councilmember Jack Miller, seconded by Councilmember Lon Turner to approve the First Amendment to Equestrian Facility Lease between the Town of Chino Valley and Chino Valley Equestrian Association to move and use fixtures and equipment from the Town owned property at the Cameron Ranch located in Paulden, AZ to the property leased by the Chino Valley Equestrian Association located at Old Home Manor.

Vote: 6 - 0 PASSED - Unanimously

b) Consideration and discussion only regarding a proposed development plan for Hawksnest at Chino Valley and provide comments regarding same to Staff. (Ruth Mayday, Development Services Director)

Ms. Mayday presented on this item:

- The *Planned Area Development (PAD) Overlay* provision in the UDO existed to allow for more flexibility and design creativity than the strict compliance of hard zoning.
- *Background:* Hawksnest, located behind Walgreens, was zoned SR-0.16 in 2006 through Ordinance 06-663. Resolution 06-803 approved a preliminary plat of 94 acres, divided into no more than 150 lots. A Certificate of Assured Water Supply (CAWS) was issued in 2007.
- *Proposal:* As the current market demand was for rental property, especially multi-family, the developer now proposed a zone change from SR-0.16 to Multi-Family-PAD for apartments. Ms. Mayday presented the development plan, elevations, landscaping plan, phasing, density and lot coverage, and site averages.
- *General Plan:* The subject location was within the Community/Downtown Core.

- *Water concerns:* Rental properties were not required to provide a CAWS and there was no notice to serve requirement from the Town.
- *Traffic impacts:* The Road 2 North/SR89 intersection was maxed out. Per a 2006 study, the original development would have no significant impact, but the study recommended several improvements.
- *Proposed stipulations* related to traffic impact analysis and standards for improvements; underground electric; sidewalk continuation; sewer and water connection; and right-of-way dedication.
- *Public concerns* included water, traffic on West Road 2 North, and sidewalks for school access.
- *Commission hearing:* The Commission discussed the above public concerns; and modifications to density, landscape, and open space amenities.

Staff provided further details in response to questions from Council:

- *Traffic impact analysis:* Another analysis would be required before a Certificate of Occupancy was issued. The developer was responsible to mitigate traffic impacts, but the Town also needed to address traffic issues overall, especially alternate routes.
- *School bus and emergency vehicle access:* Bus access was worked out between school transportation staff and developer. Access widths were acceptable for emergency equipment and the Fire District had to approve the design.
- *Water use and landscaping:* The plan was underlandscaped. While buffering was important, the developer was being a little more cognizant of water use.
- *Economic analysis:* Council asked Finance Director Duffy for an economic analysis with regard to rental tax. Mr. Duffy stated that he would need the developers projected gross income.

c) Consideration and possible action to adopt Ordinance 16-819, amending the Unified Development Ordinance ("UDO"), Chapter 2 Definitions, Section 2.1 Meanings of Words and Terms; repealing Chapter 4.21 Sign Regulations, and adopting new Chapter 4.21 Sign Regulations, consisting of Sections 4.21.1 Purpose, 4.21.2 Permits Required, 4.21.3 General Sign Regulations, 4.21.4 Measurement of Signs, 4.21.5 Sign Standards, 4.21.6 Temporary Signs, 4.21.7 Prohibited Signs, 4.21.8 Non-Conforming Signs, and 4.21.9 Violations; Removal, all as set forth in the "Amendments to the Unified Development Ordinance of the Town of Chino Valley Related to Signs, dated July 26, 2016". (Ruth Mayday, Development Services Director)

Recommended Action: Approve Ordinance 17-819, declaring the "Amendments to the Unified Development Ordinance of the Town of Chino Valley related to Signs, dated July 26, 2016" to be a public record and adopting the "Amendments to the Unified Development Ordinance of the Town of Chino Valley, Arizona, Related to Signs, dated July 26, 2016", by reference.

Ms. Mayday noted that the ordinance date referenced in the agenda item title should be January 10, 2017 and the correct Ordinance number should be 17-819. She then presented on the following topics:

- Purpose of amendments;
- Public input process; and
- Overview of the new provisions.

Council, Ms. Mayday, and Town Attorney Smiley discussed the following in more detail:

- *Purpose of amendments:* To comply with Supreme Court case, *Reed v. Gilbert*, which set

new limitations on signage regulations; remedy current regulations which did not allow for adequate signage; and create proportional allowance for signs based upon speed limits and frontages.

- *Flags:* The proposed amendment exempted government signs and non-commercial flags from any limitations, while the staff report offered suggestions should Council prefer to regulate them, such as requiring a permit for certain flags above a certain size. Staff recommended striking flags completely.
- *Banners:* While flags were not defined in the amendment, banners were, and allowed for increased sizes.
- *Roof mounted signs:* The current prohibition was for visual, not structural, reasons. Staff proposed to allow them as long as they did not exceed the original roofline.
- *New challenges: Reed* was now being challenged in Ohio and certain organizations were looking for opportunities to sue.

Council comments:

- Support was expressed for striking flags completely and all non-commercial flags being exempt.
- Concern was expressed about no limits possibly allowing ridiculous flags.

Town Attorney Smiley believed that staff took care of Council's previous concerns in the proposed amendment by including no limitations on flags.

Mayor Croft recessed the meeting at 7:56 p.m. and reconvened it at 8:09 p.m.

Councilmember Turner commented on some confusion that occurred during this discussion and what needed to be done to straighten out the matter.

MOVED by Councilmember Lon Turner, seconded by Councilmember Jack Miller to table this this evening, make these adjustments; possibly run it through the committee that worked on it before; and polish and bring it back.

Vote: 6 - 0 PASSED - Unanimously

d) Consideration and possible action to authorize the Mayor to execute the Standard Application Form (SF-424) for a $485,000 congressional appropriation from the Environment Protection Agency (EPA) for the purpose of water and wastewater improvements. (Ruth Mayday, Development Services Director)

Recommended Action: Authorize the Mayor to sign the SF-424 application.

Ms. Mayday presented on this item:

- In 2010 congress appropriated $500,000, through the EPA Clean Water Program, to the Town for water and wastewater improvements. As the EPA kept 4%, the Town could receive $485,000.
- The EPA project would loop from the Town's Bright Star well to Perkinsville Road and connect with the EDA project to provide the constant supply of water needed to meet the purposes of the EDA program.
- If the Town did not use the funds soon, it would lose them, and staff requested authorization to submit the application.

MOVED by Councilmember Jack Miller, seconded by Councilmember Lon Turner to authorize the Mayor to sign the SF-424 application.

Vote: 6 - 0 PASSED - Unanimously

e) Consideration and possible action to update the Council Subcommittee roster. (Jami Lewis, Town Clerk)

Recommended Action: Appoint Councilmembers, liaisons, and other representatives to Council Subcommittees.

Mrs. Lewis reported that after every election, Council needed to update its subcommittee roster. Mayor Croft was recommending that Councilmember Lane fill vacancies on the Finance and Public Safety Subcommittees. Staff also recommended that the subcommittee roster specify the subcommittees' staff liaisons.

MOVED by Councilmember Jack Miller, seconded by Councilmember Susie Cuka to appoint Councilmembers, liaisons, and other representatives to Council Subcommittees.

Vote: 6 - 0 PASSED - Unanimously

f) Consideration and possible action to update the appointment of Councilmembers and staff to various regional and state entity committees. (Jami Lewis, Town Clerk)

Recommended Action: Appoint Councilmembers and/or staff to fill vacant positions on various entity committees and update existing appointments, as applicable.

Mrs. Lewis reported that that after every election, Council needed to update its appointments to various entities and Mayor Croft had made several recommendations. She pointed out that former mayor Chris Marley had expressed an interest in remaining the Town's representative to three water-related committees.

MOVED by Councilmember Jack Miller, seconded by Councilmember Susie Cuka to appoint Councilmembers and/or staff to fill vacant positions on various entity committees and update existing appointments, as applicable.

Vote: 6 - 0 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.

MOVED by Councilmember Lon Turner, seconded by Councilmember Corey Mendoza to go into executive session at 8:17 p.m.

Vote: 6 - 0 PASSED - Unanimously

a) An executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation for legal advice with the Town Attorney in order to consider the Town's position and instruct the Town Attorney regarding the Town's position in settlement discussions conducted in order to avoid litigation in the matter of the termination of Daniel Trout and Mr. Trout's appeal thereof. (Cecilia Grittman, Interim Town Manager)

9) ACTION ITEMS RESUMED

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

Mayor Croft reconvened the regular meeting at 8:36 p.m.

a) Consideration and possible action to approve a settlement agreement with Daniel R. Trout related to his employment by the Town. (Trish Stuhan, Town Attorney)

Recommended Action: Approve the settlement agreement with Daniel R. Trout.

MOVED by Councilmember Lon Turner, seconded by Councilmember Corey Mendoza to approve a settlement agreement with Dan R. Trout related to his employment by the Town and authorize the Town Manager to sign the agreement.

Vote: 5 - 0 PASSED

Other: Councilmember Annie Lane (ABSTAIN)

10) ADJOURNMENT

MOVED by Councilmember Jack Miller, seconded by Councilmember Annie Lane to adjourn the meeting at 8:37 p.m.

Vote: 6 - 0 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 10th day of January, 2017. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 14th day of February, 2017.

_____
Jami C. Lewis, Town Clerk

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TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 6. g.**

Meeting Date: 02/14/2017

Contact Person: Jami Lewis, Town Clerk
Phone: 928-636-2646 x-1208

Department: Town Clerk

Item Type: Consent

AGENDA ITEM TITLE:

Consideration and possible action to accept the January 24, 2017 Regular Meeting minutes. (Jami Lewis, Town Clerk)

RECOMMENDED ACTION:

Accept the January 24, 2017 Regular Meeting minutes.

Attachments

January 24, 2017 minutes

D R A F T

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

TUESDAY, JANUARY 24, 2017
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, January 24, 2017.

Present:	Mayor Darryl Croft; Vice-Mayor Mike Best; Councilmember Susie Cuka; Councilmember Corey Mendoza; Councilmember Jack Miller
Absent:	Councilmember Annie Lane; Councilmember Lon Turner
Staff Present:	Interim Town Manager Cecilia Grittman; Town Attorney Trish Stuhan (via conference phone); Finance Director Joe Duffy; Human Resources Director Laura Kyriakakis; Public Works Director/Town Engineer Michael Lopez; GIS/CAD/Web Technician Jan Mazy (videographer); Town Clerk Assistant Amy Pyeatt-Lansa; Town Clerk Jami Lewis (recorder)

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

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 February 2017 as "Career and Technical Education Month," sponsored by the Association for Career and Technical Education.

Mayor Croft read the proclamation and presented it to several teachers and students from the high school's on-campus career and technical education (CTE) programs. District Superintendent John Scholl spoke about the importance of CTE courses to the Town and school district.

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.

Dave Mazy, local business owner, spoke in opposition to the tax reduction for manufactured housing sales and in favor of reducing the tax rate overall, as it was difficult to make a living here and local businesses contributed to and sponsored many civic, charitable, and quality of life activities.

Craig Brown, Yavapai County District 4 Supervisor, spoke about public outreach regarding the North Connector road study, and a community meeting and presentation before Council in February.

Gary Warren, local business owner, spoke in support of reducing the Town's sales tax rate to make it more competitive with the region.

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.

a) Comments regarding the manufactured homes sales tax reduction approved on December 13, 2016.

Councilmembers reported on reasons why they supported the sales tax reduction:

- Loss of manufactured home sales businesses and revenue. The rate for manufactured housing negatively affected other businesses, as well.
- The Town was working to improve economic development and stimulate the economy, using creative means where possible, in order to be able to expand the tax reduction to other sectors.
- This was a hopeful start and Council will revisit the matter in two years to see how the reduction affected sales tax revenues.

Councilmember Miller stated that he voted against the reduction due to opposition he heard from the public.

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, or ask a staff member to provide the same. Presentation on information requested by the Mayor and Council will be made and questions answered. No action will be taken.

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

Mayor Croft reported that the January 31 Council/staff retreat would be open to the public, but not open to public comment.

Councilmember Mendoza reported on the 30th annual Transit Conference and how ADOT was securing funding for local highway improvements.

b) Status report by Interim Town Manager Cecilia Grittman and/or Town staff members regarding Town accomplishments, and current or upcoming projects.

Ms. Grittman corrected an error in the newspaper regarding building permits: In the last six months, there had been 241 total permits, 64 of which were housing starts.

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 Mike Best, seconded by Councilmember Jack Miller to approve consent agenda items 6a, 6b and 6c.

Vote: 5 - 0 PASSED - Unanimously

a) Consideration and possible action to approve the Declaration of Right-of-Way by the Town of Chino Valley, for the creation of public right-of-way along a portion of Road 1 West, approximately 450 feet north of Road 1 North. (Michael Lopez, Public Works Director/Town Engineer)

b) Consideration and possible action to appoint William Welker and Tom Armstrong to Regular positions on the Planning and Zoning Commission for 3-year terms starting February 1, 2017 per recommendation of the Appointments Subcommittee. (Jami Lewis, Town Clerk)

c) Consideration and possible action to reappoint Gary Pasciak and Charles Merritt to Regular positions on the Planning and Zoning Commission for 3-year terms beginning February 1, 2017; and reappoint Gwen Rowitsh as Alternate Commissioner for a 1-year term beginning February 1, 2017. (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) Public Hearing and possible action regarding application from Daniel French/ShopKo Stores Operating Co., LLC, for a new Series 10 (Beer and Wine Store) Liquor License for ShopKo Hometown, located at 1950 N. Highway 89, Chino Valley. (Jami Lewis, Town Clerk)

Recommended Action: (i) Hold Public Hearing and (ii) recommend approval for a new Series 10 Liquor License for ShopKo Hometown.

Staff report summary: A Series 10 Liquor License allowed a retail store to sell beer and wine, only in the original unbroken package, to be taken away from the premises of the retailer and consumed off the premises. Staff posted the establishment according to regulation and did not receive any arguments in favor of or in opposition to the application.

Mayor Croft opened the public hearing.

No one from the public spoke.

Mayor Croft closed the public hearing.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Jack Miller to recommend approval for a new Series 10 Liquor License for ShopKo Hometown.

Vote: 5 - 0 PASSED - Unanimously

b) Consideration and possible action to to approve change order 1 to Professional Services Agreement with Lyon Engineering Inc., in the amount of $32,890.00, relating to the Center Street Sewer Main Extension Project, to utilize all the funds available from WIFA, including the forgivable principle, by adding 2,500 lineal feet of 12-inch sewer main improvements down south Road 1 West to serve two multifamily residential properties consisting of approximately 100 accounts. (Michael Lopez, Public Works Director/Town Engineer)

Recommended Action: Approve change order number 1 to Professional Services Agreement with Lyon Engineering Inc. in the amount of $32,890.00.

Mr. Lopez reported that:

- When engineering estimates for the Center Street Sewer Project fell short of the initial loan, WIFA approved additional funding, along with a large amount of forgivable principle.
- When the bids received were far below the engineer's estimate, staff looked for ways to expand the project to pick up more accounts.
- The original project was designed to prepare for future extension to multi-family parcels south on Road 1 West. Staff reached out to two of those property owners, both of whom supported the project. This change order will authorize Lyon to design the new extension.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Corey Mendoza to approve change order number 1 to Professional Services Agreement with Lyon Engineering Inc. in the amount of $32,890.00.

Vote: 5 - 0 PASSED - Unanimously

c) Consideration and possible action to approve change order number 1 to the contract with Earth Resources Corporation, in the amount of $298,506.45, relating to the Center Street Sewer Main Extension project, to utilize all the funds available from WIFA, including the forgivable principle, by adding 2,500 lineal feet of 12-inch sewer main improvements down south Road 1 West to serve two multifamily residential properties consisting of approximately 100 accounts. (Michael Lopez, Public Works Director/Town Engineer)

Recommended Action: Approve change order number 1 to Earth Resources Corporation's contract in the amount of $298,506.45.

Mr. Lopez reported that:

- This item was for the same addition to the Center Street sewer project in item 7b, authorizing a change order with Earth Resources, rather than going out for separate bid. Earth Resources had agreed to use the current pricing for the change order.
- While staff's in-house estimate and the contracts were about $700 apart, funds were available to cover the difference, if needed. Staff was comfortable with Earth Resources and hoped the initial project would be complete by early March. Due to weather-related issues, some extra days were allowed for the change order.

- Staff hoped the additional 100 plus accounts would allow the Town to reduce the sewer rates.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Corey Mendoza to approve change order number 1 to Earth Resources Corporation's contract in the amount of $298,506.45.

Vote: 5 - 0 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.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Jack Miller to go into executive session at 6:36 p.m.

Vote: 5 - 0 PASSED - Unanimously

a) An executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Town's position in pending litigation or in settlement discussions conducted in order to resolve litigation in the matter of Town v. The Glenarm Land Company, Inc., et al. (Phyllis Smiley, Town Attorney)

9) ACTION ITEMS RESUMED

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

Mayor Croft reconvened the regular meeting at 6:47 p.m. He reported that Council discussed some items with the attorney and made no decisions.

10) ADJOURNMENT

MOVED by Councilmember Jack Miller, seconded by Vice-Mayor Mike Best to adjourn the meeting at 6:47 p.m.

Vote: 5 - 0 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 24th day of January, 2017. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 14th day of February, 2017.

_____

Jami C. Lewis, Town Clerk

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TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 7. a.**

Meeting Date:	02/14/2017
Contact Person:	Cecilia Grittman, Acting Town Manager
Department:	Development Services
Item Type:	Action Item
Estimated length of staff presentation:	5 minutes
Physical location of item:	Old Home Manor

AGENDA ITEM TITLE:

Consideration and possible action to direct Staff to make a presentation to Yavapai College's Governing Board, requesting the Board to vote on Motor Sports at Old Home Manor as soon as possible or as practical.

RECOMMENDED ACTION:

Move to direct Staff to make a presentation to Yavapai College's Governing Board, requesting the Board to vote on Motor Sports at Old Home Manor in Chino Valley as soon as it can get scheduled or as practical.

SITUATION AND ANALYSIS:

David Brinkley approached the Town in mid-2016 with a plan to develop a motor sports facility at OHM. The plan was vetted with the Mayor's Old Home Manor Ad Hoc committee in July, and began working with staff. In October 2016 the concept was considered by the Town Council at its regularly scheduled meeting.

Council was made aware at this meeting that Yavapai Community College, with a campus at Old Home Manor, was offered a first right of refusal,as outlined in its amended lease agreement, dated May 19, 2008, Under Section 4.1.3, "The TOWN agrees to not allow any Vehicle Motor Sports Facility to be constructed or operated on any site on the TOWN'S Old Home Manor property without COLLEGE's consent..."

Mayor Croft and Interim Manager Grittman met with Yavapai College President Penny Wills in January 2017, and she communicated that the College would need a formal request to be put on the agenda, and would expect a presentation. The next Board meetings for Yavapai College will be:

Tuesday, March 7, 2017, 1 p.m.

- Regular Board Meeting
- Verde Valley Campus - Building M, Rm 137
- 601 Black Hills Drive
- Clarkdale, AZ

Tuesday, April 18, 2017, 1 p.m.

- Regular Board Meeting
- Prescott Valley Center
- Prescott Valley, AZ

Staff would recommend that if Council requests a presentation to the YC Board, that the applicant, David Brinkley, participate by making a presentation, and then the Town's DS Director speak to the mitigation factors that would likely be required by the Town if Motor Sports would be approved.

Mayor Croft has asked staff to discontinue any work on the Motor Sports concept until Yavapai College's Board votes on this item.

Fiscal Impact

Fiscal Impact?: No
If Yes, Budget Code:
Available:
Funding Source:

Attachments

No file(s) attached.

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 7. b.**

Meeting Date: 02/14/2017

Contact Person: Michael Lopez, Public Works Director/Town Engineer
Phone: 928-636-2646 x-1226

Department: Public Works

Item Type: Action Item

Estimated length of staff presentation: 10 minutes

Physical location of item: Road 2 North and Road 1 West

AGENDA ITEM TITLE:

Consideration and possible action to approve the Intergovernmental Agreement (IGA) between the Chino Valley Unified School District and Town of Chino Valley for the project management and construction of the adjacent ways project at Del Rio and Heritage Schools. (Michael Lopez, Public Works Director/Town Engineer)

RECOMMENDED ACTION:

Approve the intergovernmental agreement between the Chino Valley Unified School District and Town of Chino Valley for the project management and construction of the adjacent ways project at Del Rio and Heritage Schools.

SITUATION AND ANALYSIS:

Issue Statement

In 2010, town staff, working with Chino Valley School District staff, engineered and constructed the curb, gutter, and sidewalk across the frontage of the Chino Valley High School along Center Street. This project was funded by the School District under their adjacent ways program. The School District lacks the professional engineering staff to perform project and construction management.

The current operation of student drop-off at Del Rio and Heritage Schools causes traffic to back-up and grid lock along Road 1 West and Road 2 North. This IGA will to develop, engineer, and construct, using adjacent ways funds, improvements to Road 1 West and Road 2 North that will better address traffic flow at these facilities.

The final improvements plans have been completed and the intent is to commence construction this summer. The project will be bid and awarded through the Town of Chino Valley for construction. A total fund for this project is $200,000.00 including both engineering and construction.

Fiscal Impact

Fiscal Impact?: YES

If Yes, Budget Code: 07-70-5428

Available: $200,000

Funding Source:

Funds to come from the Chino Valley School District Adjacent Ways Program and will be accounted for in the Grants Fund.

Attachments

IGA-CVUSD and TOCV

CVUSD Plan reduced

INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT, made by and between the CHINO VALLEY UNIFIED SCHOOL DISTRICT, a public school district and a political subdivision of the State of Arizona ("District") and the Town of CHINO VALLEY, a municipal corporation and a political subdivision of the State of Arizona, ("Town").

RECITALS

1. District and Town have the authority to enter into the Intergovernmental Agreement pursuant to Arizona Revised Statutes, Section 11-952 and Section 9-240(3); and,

2. District is located within the legal boundaries of Town; and,

3. Property owners within the corporate limits of Town pay school district and Adjacent Ways taxes to support District; and,

4. Town controls and maintains public rights-of-way immediately adjacent to the frontage of the Del Rio School and the Heritage Middle School along with other on-site roadways, parking lots, and other transportation conveyance systems and have experienced that these systems do not currently adequately serve the needs of the Del Rio School and the Heritage Middle School; and,

5. District is authorized to expend Adjacent Ways funds under A.R.S. Section 15-995 for improvements to public streets, rights-of-way, and school properties adjacent to same, including sidewalks, sewers, utility lines, fence relocation, parking lot adjustments, roadway transportation systems, reconstruction of parking lots used for ingress and egress of buses and fire equipment, curb gutter and sidewalk, additional roadway travel lanes, and bus bays.

AGREEMENT

NOW, THEREFORE, IT IS AGREED by and between District and Town as follows:

Purpose

The purpose of this Agreement is for the improvement of adjacent ways to the Del Rio School and Heritage Middle School, including but not limited to roadway improvements to on-site roadways, parking lots, and other transportation conveyance systems, construction paving roadways, parking lot adjustments, reconstruction of parking lots used for ingress and egress of buses and fire equipment, additional roadway travel lanes, bus bays, utility relocation ("Project").

Term

The initial term of this Agreement is for a period of two (2) years, commencing on March 14, 2017 and ending on June 30, 2018, subject to prior termination as set forth herein.

Renewal and Termination

This Agreement may be extended beyond the initial term by written agreement of both parties if said Project is not completed within the time specified herein. In that event, the Agreement shall terminate upon completion of the purpose specified herein.

Financing

1) The Town shall procure and pay for all materials required for the Project and furnish labor at no cost to the District. The District shall reimburse the Town for all costs of the materials used in the Project, not to exceed One Hundred Thousand Dollars and No/Cents ($100,000.00) for fiscal year 2016-2017 and One Hundred Thousand Dollars and No/Cents ($100,000.00) for fiscal year 2017-2018.

2) Payment for fiscal year 2016-2017 has been approved by the District's Governing Board (the "Board") and shall be paid by the District to the Town in a single Payment based upon the results of bid documents and change orders, within 30 days of receipt by the District of an invoice from the Town.

3) Payment for fiscal year 2017-2018 is contingent upon Board approval of the adjacent way levy. If the Board fails to approve payment of the adjacent way levy this Agreement will be considered terminated.

4) Town shall use said District funds exclusively for payment of costs referenced above.

5) Town shall be responsible for the contracting and administration necessary to complete the Project and all costs of the same pending reimbursement from District. Town's budget for the cost of the Project has already been implemented within the balance of the budget for road improvement expenses and will be maintained in the ordinary course of such roadway improvements.

Disposition of Property upon Termination

There will be no property in need of disposing upon termination of the Agreement.

Severability

If any part or parts of this Agreement are held to be void or unenforceable by a court of competent jurisdiction, the remaining parts of the Agreement shall remain in full force and effect.

Entire Agreement

This Agreement contains the entire agreement of the parties with respect to the subject matters herein, and it may be amended, modified, or waived only by an instrument in writing signed by both parties.

Conflict of Interest

This Agreement is subject to cancellation pursuant to A.R.S. Section 38-511.

Indemnification

To the extent permitted by law, Town and District each agree to hold the other party harmless and indemnify the other for any loss, liability, or damages arising from any action, omission, or negligence of the indemnifying party's employees, officers, or agents, relating to and arising out of the performance of this Intergovernmental Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officials on the date set forth below.

CHINO VALLEY UNIFIED SCHOOL DISTRICT

_____	_____
Penny Hubble, President Chino Valley Unified School District Governing Board	Date

TOWN OF CHINO VALLEY

_____	_____
Darryl Croft, Mayor	Date

In accordance with A.R.S. Section 11-952, this proposed Intergovernmental Agreement for funding roadway improvements adjacent to the Del Rio School and Heritage Middle School has been reviewed by the undersigned the attorneys who have determined that said Agreement is in appropriate form and is within the powers and authority of the District and the Town.

_____	_____
Hufford, Horstman, Mongini, Parnell & Tucker, P.C. Attorney for District	Phyllis L.N. Smiley Town Attorney Gust Rosenfeld, PLC

TOWN OF CHINO VALLEY
CHINO VALLEY UNIFIED SCHOOL DISTRICT IMPROVEMENT PROJECT PHASES 1 & 2

UTILITY INFORMATION

COMPANY	CONTACT	TELEPHONE
ARIZONA PUBLIC SERVICE CO. 120 N. MARINA STREET PRESCOTT, ARIZONA 86301	LINDA GUMMER	(928) 776-3618
CENTURYLINK 1445 MASONRY WAY PRESCOTT, AZ 86301	KAREN PORTER	(928) 776-2513
UNISOURCE ENERGY SERVICES 6405 WILKINSON DRIVE PRESCOTT, ARIZONA 86301	SARA SCOTT	(928) 771-7229
CABLE ONE 3201 TOWER ROAD PRESCOTT, ARIZONA 86305	JOHNNY CEDILLO	(928) 445-4511
TOWN OF CHINO VALLEY PUBLIC WORKS 1020 W. PALOMINO ROAD CHINO VALLEY, ARIZONA 86323	RON GRITTMAN, P.E. TOWN ENGINEER	(928) 636-7140
BLUESTAKE CALL TWO WORKING DAYS BEFORE YOU DIG DIAL 811		

BENCHMARK

TOWN OF CHINO VALLEY CONTROL POINT #101,
3" ALUMINUM CAP STAMPED "RLS 26405, 2007"
IN CHINO VALLEY, AZ, SECTION 29, TOWNSHIP 16N,
RANGE 2W, N:363555.598, E:129797.117,
ELEV=4832.12

NOTES

ALL EASEMENTS CALLED OUT IN THESE CONSTRUCTION DRAWINGS SHALL BE DEDICATED BY A RECORDED LEGAL DESCRIPTION UNLESS OTHERWISE NOTED AS "EXISTING" WITH BOOK & PAGE LOCATION OF RECORDING.

NO PORTION OF THIS PROJECT IS LOCATED WITHIN A FEMA DESIGNATED 100-YEAR FLOODPLAIN PER FEMA FIRM MAP#: 04025C1315G
EFFECTIVE: SEPTEMBER 3, 2010

TOWN OF CHINO VALLEY PERMIT REQUIRED PRIOR TO CONSTRUCTION.

CONTRACTOR IS TO USE EXTREME CAUTION WHEN WORKING NEAR HIGH VOLTAGE OVERHEAD POWER LINES AND UNDERGROUND WATER, SEWER, AND UTILITY LINES.

CONTRACTOR TO LOCATE AND DELINEATE TEMPORARY CONSTRUCTION EASEMENTS. NO ACTIVITY SHALL OCCUR OUTSIDE OF TEMPORARY CONSTRUCTION EASEMENTS.

ACCESS TO CONSTRUCTION SITE SHALL BE ON A LIMITED BASIS. ROW ENCROACHMENT PERMITS WILL BE REQUIRED PRIOR TO CONSTRUCTION.

LYON ENGINEERING
Civil Engineers • Land Surveyors
1650 Willow Creek Road, Prescott, Arizona 86301
Phone: (928) 776-1750, Fax: (928) 776-0605

MAYOR
CHRIS MARLEY

CITY COUNCIL

PAT McKEE	LINDA HATCH	DARRYL CROFT
DON WOJCIK	MIKE BEST	LON TURNER

SUBMITTED BY

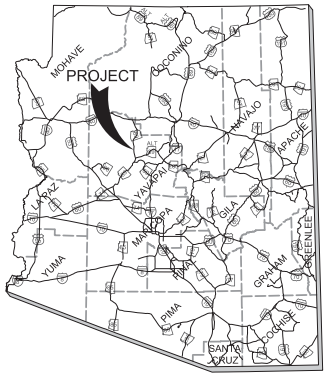
Richard G. Poynor, P.E.	OCTOBER 2014
NAME	DATE
Vice President	33450
TITLE	ARIZONA REGISTRATION NO.

APPROVED BY

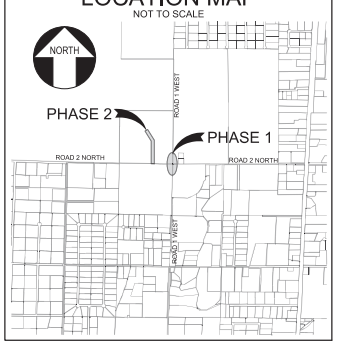
CHINO VALLEY TOWN ENGINEER	DATE

TOWN OF CHINO VALLEY, ARIZONA — Looking to the Future

VICINITY MAP
NOT TO SCALE



LOCATION MAP
NOT TO SCALE



SHEET INDEX

SHEET NO.	DWG NO.	DESCRIPTION
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2	G.02	GENERAL NOTES
3	G.03	PROJECT QUANTITIES, ABBREVIATION AND SYMBOL, LEGEND, AND GEOMETRICS
4	G.04	HORIZONTAL AND VERTICAL CONTROL
5	G.05	COMPOSITE MAP
6-8	C.01-C.03	GRADING & DRAINAGE PLANS
9	C.04	TEMPORARY AND PERMANENT EASEMENT MAP

RICHARD G. POYNOR, P.E.
33450 RICHARD G. POYNOR
10/13/14
EXPIRES 3/31/17

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

DESIGN BAB
DRAWN BAB
CHECKED RGP

NO.	DATE	REVISION	BY	APVD
-	-	-	-	-

APPROVED ---

LYON ENGINEERING
Civil Engineers • Land Surveyors
1650 Willow Creek Rd. Prescott, AZ 86301
Phone (928) 776-1750, Fax (928) 776-0605

CHINO VALLEY UNIFIED SCHOOL DISTRICT
IMPROVEMENT PROJECT, PHASES 1 & 2
CIVIL
COVER SHEET

DATE OCTOBER 2014
LYON PROJECT # 487-24
DRAWING NUMBER G.01
SHEET 1 OF 9

FILENAME: G:\Projects\487_Town of Chino Valley\487-24 CVUSD Traffic Improvements\CADD\DGN\PLANSET\CVUSD Sheets.dgn

WATER NOTES

1. All work shall conform to MAG & YAG Standards and Spec., which are on file in the Office of the Town Engineer.
2. All frames, covers, valve boxes, and manholes shall be adjusted to finished grade upon completion of paving or related construction.
3. Any quantities shown on plans are not verified by the Town of Chino Valley.
4. All work and materials which do not conform to the specifications are subject to removal and replacement at the contractor's expense.
5. Any work performed without the knowledge of the Inspector or his representative is subject to removal and replacement of same to be done at the contractors expense.
6. The contractor shall provide sufficient men and equipment on the job at all times during construction to comply with the construction schedule, and specifications, to complete work.
7. Inspection shall be performed by a qualified representative of an engineer licensed in the State of Arizona. The degree of inspection will be determined at the pre-construction conference. Inspection must meet all requirements set forth by ADEQ.
8. Contractor to notify the owner 48 hours (2 working days) in advance of construction to schedule staking.
9. The contractor is to uncover all existing lines being tied into, and verify grades before any other construction.
10. It is the contractor's responsibility to locate all underground pipelines, telephone, and electrical conduits and structures in advance of any construction; and will observe all possible precautions to avoid any damage to such. The engineer and/or owner will not guarantee any locations as shown on these plans or those omitted from same.
11. Contractor shall notify "Blue Stake" at (811) at least 48 hours prior to construction.
12. Contractor shall verify all quantities shown. If any discrepancy in quantities is found, the contractor shall notify the engineer/owner as such.
13. Arizona Department of Environmental Quality requirements shall be complied with.
14. All Water lines and appurtenances shall be provided with 14-gauge, single-strand, direct bury copper wire. Trace wire shall be subject to a traceability test. Trace wire to be blue in color.
15. All plans, signed by the Town of Chino Valley Public Works, are null and void one year from date of signature if construction has not started.
16. Contractor shall be responsible for submitting to the Town Engineer for approval, traffic control as needed to perform construction activities.
17. Water - Sewer separation shall be pursuant to AAC R18-5-502C.
18. Water mains shall be subject to a pressure and leakage test in accordance with AWWA C-600 Standard.
19. Water mains shall be disinfected in accordance with ADEQ Engineering Bulletin No. 8, "Disinfection of Water Systems".
20. Operation of valves to be done by Town Personnel only.
21. PVC & Ductile Iron Pipe to be installed per manufacturer's requirements.
22. All materials used in the installation of water mains shall be pursuant to AAC R-18-4-119.
23. All revisions to original plans must be approved by the Town of Chino Valley Public Works prior to construction. Any unapproved revisions are subject to removal and or replacement at contractors and or owners expense.
24. The contractor and or owner shall warrant all work for a minimum of a 2 year period from the final acceptance date by the Town of Chino Valley.
25. All appurtenances and valves shall match the pressure rating of the pipe.
26. PVC pipe shall be NSF approved for potable water and bear the NSF potable water seal.
27. Water line bedding, shading, and utility trench to be per COP Det. 2-02P.
28. All water service lines to be placed a minimum of 1' above sewer main lines from outside of pipe to outside of pipe. Maintain 1' vertical separation between water service lines and drainage pipes from outside of pipe to outside of pipe. Maintain 2' horizontal separation between water and sewer services from outside of pipe to outside of pipe.
29. All fire hydrants located behind sidewalk to be placed 1' minimum from face of hydrant to back of sidewalk.
30. All water line joints under concrete box culverts and vertical bends adjacent to concrete box culverts to be installed with restrained joints per MAG 303-1 & 303-2.

GENERAL NOTES

1. All grading shall conform to the current Town adopted edition of the International Building Code, and Town of Chino Valley Land Development Code.
2. All provisions of applicable soils reports and all subsequent addendums shall be complied with during operations.
3. Certification from a registered civil engineer and soils/ geological engineer stating that the rough grading has been completed per the approved plan, and a compaction report from the soils engineer on any fill areas that are required shall be provided prior to approval.
4. Parties named on ADEQ's N.O.I. are responsible for erosion, dust, mud, silt, debris, and temporary drainage control during grading operations.
5. Any improvement constructed in the public right of way will require separate plan approval and inspection from the Town Engineer.
6. Any walls, fences, structures and/or appurtenances adjacent to this project shall be protected in place. If grading operations damage or adversely affect said items in any way, the contractor and/or owner is responsible for working out an acceptable solution to the satisfaction of the affected property owner(s).
7. It shall be the Contractor's responsibility to call the Town Engineer's Office at (928) 636-7140 for any required civil inspection 24 hours prior to performing any work. Work performed without calling for inspection may be rejected and, if rejected, shall be removed solely at the Contractor's expense.
8. No grading shall commence without obtaining a Grading Permit and notifying the Grading Inspector to schedule a pregrading meeting two working days prior to the start of work.
9. Prior to the start of grading all SWPPP measures shall be in place, all debris, including existing structures, footings, foundations and rubble shall be removed from the site to the satisfaction of the Soils Engineer.
10. After removal of debris, any existing fill or disturbed natural soils shall be excavated to the satisfaction of the Soils Engineer.
11. The exposed soils shall then be inspected by the Soils Engineer, and any additional over-excavation shall then be made in accordance with the Soils Engineer's recommendations and as contained in the Soil's report.
12. The exposed soils shall the be scarified to provide a bond with new fill, brought to proper moisture content and compacted to at least 95% of the maximum density, as determined by ASTM D1557-78 or equivalent compaction shall be obtained by methods specified by the Soils Engineer. Road prism subgrade shall be compacted to at least 95% per Soils Engineer's recommendations.
13. The Soils Engineer shall be responsible to inspect, verify and report that proper compaction has been obtained by subcontractors and agencies concerning utility line backfill including, but not limited to sewers, water lines, electrical, gas and landscape irrigation lines.
14. No fill shall be placed until stripping of vegetation, removal of unsuitable soils, and installation of subdrains (if any) have been inspected and approved by the Soils Engineer.
15. Grading shall not be started without first notifying Public Works Inspection Department. A pre-grading meeting on the site is required before start of grading with the following people present: Town Engineer, Grading Contractor, Design Civil Engineer, Soil Engineer/Geologist, Public Works Inspector, and when required, the archaeologist and paleontologist. The required inspections for grading will be explained at this meeting.
16. All existing fills shall be approved and certified by the Soils Engineer or removed prior to placing additional fills.
17. All trench backfills shall be tested and approved by the Town Engineer.
18. The compaction report and approval from the Soils Engineer shall indicate the type of field testing performed. Each test shall be identified with the method of obtaining the in-place density, whether sand cone or nuclear gauge, and shall be so noted for each test.
19. Export soils must be transported to a legal dump or to a permitted site shown clearly on approved plans.
20. All existing drainage courses through this site shall remain open until facilities to handle storm water are approved and functional; however, in any case, the permittee shall be held liable for any damage due to obstructing natural drainage patterns.
21. Any damage by Contractor to adjacent Town or Private property shall be replaced to its original condition at the Contractors expense.

ENGINEERS NOTES

1. Yavapai Association of Governments (YAG) Uniform Standard Specifications and Details for public works construction (latest edition including latest revisions and supplementals thereof per the Town of Chino Valley) are incorporated into these plans in their entirety.
2. All work required to complete the construction covered by these plans shall be in accordance with the YAG Standard Specifications and Details and current supplements thereof per the Town of Chino Valley unless specified otherwise in these plans or elsewhere. Contractors shall familiarize themselves with all required Standard Specifications, details and supplements prior to bidding the work for the construction covered by these plans.
3. The Contractor is to comply with all local, state, and federal laws and regulations applicable to the construction covered by these plans.
4. The Contractor is responsible for obtaining and complying with all permits required to complete all work covered by these plans.
5. The quantities and site conditions depicted in these plans are for informational purposes only and are subject to error and omission. Contractors shall satisfy themselves as to actual quantities and site conditions prior to bidding the work for the construction covered by these plans.
6. A reasonable effort has been made to show the locations of existing underground facilities and utilities in the construction area. The Contractor is responsible for any damage to utilities and/or facilities caused during their construction operations. The Contractor shall call for Blue Stake (811) prior to any excavation.
7. The Contractor is responsible for all coordination of construction affecting utilities and the coordination of any necessary utility relocation work.
8. The Contractor is to verify the location and the elevations of all existing utilities at points for tie-in prior to commencing any new construction. Should any location or elevation differ from that shown on these plans, the Contractor shall contact the Owner's agent.
9. The Contractor shall notify the Town of Chino Valley Public Works department at least 2 working days in advance of construction for inspection. Call (928) 636-7140.
10. The Contractor shall be required to install a night tie in for any new waterline that will affect existing service sufficient to warrant same in the opinion of the Town off-site inspector.
11. These plans are subject to the interpretation of intent by the Engineer. All questions regarding these plans shall be presented to the Engineer. Anyone who takes upon themselves the interpretation of the drawings or makes revisions to them without conferring with the Design Engineer shall be responsible for the consequences thereof.
12. The final construction as-builts must be certified by an engineer licensed in the State of Arizona.
13. The Contractor shall make no claim against the Owner, the Engineer or Surveyor regarding inaccuracy of construction stakes set forth by the Engineer or Surveyor, unless all survey stakes set by the Engineer or Surveyor are maintained intact and can be verified as to their origin. If, in the opinion of the Engineer or Surveyor, the stakes are not maintained intact and cannot be verified as to their origin, any remedial work required to correct any item, shall be performed at the sole expense of the responsible Contractor or Subcontractor.
14. Nothing contained in the contract documents shall create, nor shall be construed to create, any contractual relationship between the Engineer and the Contractor or any Subcontractor.
15. The Engineer shall not be responsible for construction means, methods, techniques, sequences or procedures or for safety precautions or programs utilized in connection with the work. The Engineer will not be responsible for the Contractor's failure to carry out the work in accordance with the contract documents.
16. The Engineer makes no representation or guarantee regarding earthwork quantities or that the earthwork for this project will balance due to the varying field conditions, changing soil types, allowable construction tolerances and construction methods that are beyond the control of the Engineer.
17. Prior to bidding the work, the Contractor shall thoroughly satisfy himself as to the actual conditions, earthwork quantities, and requirements of work and excess or deficiency in earthwork quantities, if any. No claim shall be made against the Owner/Developer or Engineer for any excess or deficiency therein, actual or relative.

PAVING AND DRAINAGE NOTES

1. All construction to conform to YAG Specifications and Details, latest revisions, unless modified on the plans.
2. Town of Chino Valley Public Works Department permit will be required for all off-site construction and construction within public right-of-way and easements.
3. The Chino Valley Engineering Department shall be notified 48 hours or 2 working days prior to beginning of construction.
4. Work performed without the approval of the Town Engineer and/or owner and all work materials not in conformation with the plans and specifications is subject to removal and replacement at the contractor's expense.
5. No job will be considered complete until all curbs, pavement, and sidewalks have been swept clean of all dirt and debris.
6. The contractor shall keep suitable equipment on hand at the job site for maintenance dust control, and shall control dust as directed by the appropriate agencies.
7. A thorough attempt has been made to show the locations of all underground obstruction and utility lines in the work area; however, the contractor shall be responsible for any damage to obstructions and utility lines encountered during construction, and shall determine the exact location of utilities in advance of trenching. The engineer and/or developer will not guarantee any elevations or locations of existing underground utilities shown on these plans.
8. All frames, covers, valve boxes, manholes, etc., shall be adjusted to finished asphalt or curb grades after placement of surface course and prior to chip seal by the contractor as per YAG Standard Detail 4-05.
9. The contractor shall be responsible for coordinating the relocation of all utilities, power poles, etc., that may be necessary.
10. Base course will not be placed on subgrade until subgrade requirements have been completed and accepted by the Town Engineer.
11. No paving construction shall be started until all underground utilities within the roadway prism are completed and testing has been approved.
12. The contractor is required to contact Blue Stake two working days (48 hours) prior to commencement of construction (811).
13. All obstructions in right-of-way shall be removed before any construction is permitted.
14. Any quantities shown on the plans are not verified by the Town of Chino Valley.
15. Subgrade preparation and compaction to be per YAG Section 301.
16. All A.C. shall be C- 3/4 " as per applicable M.A.G. Specifications Mix design shall be submitted prior to start of construction.
17. Pavement shall include a Chip Seal Coat per YAG Section 330. Chip seal shall be Y.A.G. Standard 3/8 " chips.
18. All plans, signed by the Town of Chino Valley Public Works, are null and void one year from date of signature if construction has not started.
19. Contractor shall be responsible for submitting to the Town Engineer for approval, traffic control plans which shall be made part of the plan review request.
20. The contractor and or owner shall warrant all work for a minimum of a 2 year period from the final acceptance date by the Town of Chino Valley.
21. All HDPE and RGRCP storm drain pipe shall be smooth bore.
22. All HDPE to be per MAG Spec. 738 (2010 Edition) with water tight fittings and gaskets.
23. If erosion control mattress chosen by contractor differs from this plan set he must submit specifications to project engineer and Town of Chino Valley for written approval prior to installation.
24. All rip-rap to be hand placed per MAG Standards unless otherwise indicated as loose or dumped rip-rap.
25. All HDPE, CMP, and RGRCP to be installed per manufacturers recommendations.

RICHARD G. POYNOR, P.E.
Registered Professional Engineer (Civil) CERTIFICATE NO. 33450 RICHARD G. POYNOR Date Signed 10/13/14 ARIZONA U.S.A.
EXPIRES 3/31/17

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
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IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

DESIGN	DRAWN	CHECKED	APPROVED
BAB	BAB	RGP	---

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TOWN OF CHINO VALLEY, ARIZONA

CHINO VALLEY UNIFIED SCHOOL DISTRICT
IMPROVEMENT PROJECT, PHASES 1 & 2
CIVIL
GENERAL NOTES

DATE OCTOBER 2014
LYON PROJECT # 487-24
DRAWING NUMBER G.02
SHEET 2 OF 9

FILENAME: G:\Projects\487_Town of Chino Valley\487-24 CVUSD Traffic Improvements\CADD\DGN\PLANSET\CVUSD Sheets.dgn

PROJECT QUANTITIES

DESCRIPTION OF ITEM	PHASE 1	PHASE 2	TOTAL	UNITS
REMOVALS AND ABANDONMENTS				
Sawcut Chip Seal	230	0	230	LF
Sawcut Pavement	0	428	428	LF
Remove Existing Chip Seal Surface	268	0	268	SY
Remove Existing Pavement Section	0	884	884	SY
Remove Barbed Wire Fence	243	0	243	LF
Remove Chain Linked Fence	97	32	129	LF
ROADWAY				
Asphaltic Concrete, Type C 3/4", 3" Thick	1,100	3,392	4,492	SY
Aggregate Base Course, 6" Thick	1,100	3,392	4,492	SY
Thickened Pavement Edge	406	1,374	1,780	LF
Roadway Subgrade Prep	1,100	3,392	4,492	SY
8' Concrete Sidewalk	0	8,256	8,256	SF
Single Curb	0	946	946	LF
Roll Curb and Gutter	0	20	20	LF
5' Curb Transition	0	2	2	EA
Handrail	0	58	58	LF
Reinstall/Relocate Existing Sign and Post	6	1	7	EA
Barbed Wire Fence	213	0	213	LF
Chain Linked Fence with Gate(s)	88	967	1,055	LF
Pavement Striping	1	0	1	LS
DRAINAGE				
11" x 18" Arch RGRCP Culvert	0	54	54	LF
Hand-Placed Riprap (D50=9")	0	44	44	SY
WATER				
Relocate Existing Fire Hydrant	0	1	1	EA
SEWER				
Adjust Existing Sewer Cleanout Cover	0	1	1	EA

PLANS SYMBOL LEGEND

WATER & SEWER

- SEWER MANHOLE
- EXISTING SEWER MANHOLE
- 12"S — SEWER MAIN
- 12"S — SEWER STUB
- EX.12"S — EXISTING SEWER MAIN
- EX.24"EFF — EXISTING EFFLUENT MAIN
- 12"W — WATER MAIN
- EX.12"W — EXISTING WATER MAIN
- FIRE HYDRANT
- AIR RELEASE
- BLOW OFF
- VALVE
- BEND
- UTILITY POTHOLE LOCATION

ROAD & DRAINAGE

- DRAINAGE CULVERT
- MAG HEADWALL
- MAG DROP INLET HEADWALL
- ADOT HEADWALL
- EX.EDGE OF PAVEMENT
- GUARD RAIL
- RIP-RAP
- BARB WIRE FENCE
- TRAFFIC SIGN
- LYON ENGINEERING PROJECT BENCHMARK
- EXISTING CONTOUR
- PROPOSED CONTOUR

DRY UTILITIES

- TV — EXISTING CABLE
- TV — EXISTING FIBER OPTIC
- G — EXISTING GAS
- E — EXISTING ELECTRIC
- T — EXISTING TELEPHONE
- OP — EXISTING OVERHEAD POWER

ABBREVIATION LEGEND

A.B.C.	AGGREGATE BASE COURSE
AC	ACRE
ADOT	ARIZONA DEPARTMENT OF TRANSPORTATION
APPROX.	APPROXIMATELY
APS	ARIZONA PUBLIC SERVICE
ARACFC	ASPHALT-RUBBER ASPHALTIC CONCRETE FRICTION COURSE
ARV	AIR RELEASE VALVE ASSEMBLY
BFV.B.&C.	BUTTERFLY VALVE BOX & COVER
BK.	BOOK
BO	BLOW OFF
BOC	BACK OF CURB
BOP	BEGINNING OF PROJECT
C	CONCRETE ELEVATION
CB	CATCH BASIN
CMP	CORRUGATED METAL PIPE
CO	CLEAN OUT
CONC.	CONCRETE
CY	CUBIC YARDS
DBL	DOUBLE
DET.	DETAIL
DMH	DRAINAGE MANHOLE
DIAM.	DIAMETER
DIP	DUCTILE IRON PIPE
DVWY	DRIVEWAY
EFF	EFFLUENT
EL.	ELEVATION
ELEC	ELECTRIC
ENG.	ENGINEERED
EOC	EDGE OF CONCRETE
EOP	EDGE OF PAVEMENT
EOS	EDGE OF SHOULDER
ESMT	EASEMENT
EX.	EXISTING
FG	FINISH GRADE ELEVATION
FH	FIRE HYDRANT
FIBER	FIBER OPTIC
FIN.	FINISH
FL	FLOW LINE
FM	FORCE MAIN
FO-GRD	FACE OF GUARD RAIL
G.V.B.&C.	GATE VALVE BOX & COVER
GE	TOP OF GRATE ELEVATION
HDPE	HIGH-DENSITY POLYETHYLENE PIPE
HORIZ.	HORIZONTAL
HW	HEADWALL
IE	INVERT ELEVATION
IRR	IRRIGATION MAIN
L	LENGTH
LEN	LENGTH
LF	LINEAR FEET
LPS	LOW PRESSURE SEWER
LS	LUMP SUM
LT	LEFT
MAG	MARICOPA ASSOCIATION OF GOVERNMENTS
MAX.	MAXIMUM
MH	MANHOLE
MIN.	MINIMUM
MPH	MILES PER HOUR
NO.	NUMBER
PC	POINT OF CURVATURE
PCCP	PRE-STRESSED CONCRETE CYLINDER PIPE
PG.	PAGE
PI	POINT OF INTERSECTION
PT	POINT OF TANGENCY
PVC	POLYVINYL CHLORIDE PIPE
PVT	PAVEMENT GRADE
PROP.	PROPERTY
PRV	PRESSURE REDUCING VALVE
RGRCP	RUBBER GASKETED REINFORCED CONCRETE PIPE
R.O.W.	RIGHT-OF-WAY
ROW	RIGHT-OF-WAY
RIM	RIM GRADE
RP	RADIUS POINT
RT	RIGHT
S	SEWER
S=	SLOPE
SD	STORM DRAIN
SF	SQUARE FOOT
SHLDR	SHOULDER
SI	STREET INTERSECTION
SPEC	SPECIFICATIONS
SSD	STOPPING SIGHT DISTANCE
STA.	STATION
STD	STANDARD
SQ	SQUARE
SW	SIDEWALK
SY	SQUARE YARDS
TB	THRUST BLOCKING
T.C.E.	TEMPORARY CONSTRUCTION ESMT.
TOC EL	TOP OF CURB ELEVATION
TOC	TOC OF CURB
ToCV	TOWN OF CHINO VALLEY
TRANS	TRANSITION
TYP	TYPICAL
UNS	UNISOURCE GAS
VERT.	VERTICAL
VG	VALLEY GUTTER
VLF	VERTICAL LINEAR FEET
VPC	VERTICAL POINT OF CURVATURE
VPI	VERTICAL POINT OF INTERSECTION
VPT	VERTICAL POINT OF TANGENCY
W	POTABLE WATER
W/	WITH
XING	CROSSING
YAG	YAVAPAI ASSOCIATION OF GOVERNMENTS
YDS	YARDS

EARTHWORK ESTIMATED QUANTITIES

(VOLUMES SHOWN BELOW ARE RAW AND DO NOT INCLUDE SHRINK OR SWELL)
(VOLUMES ACCOUNT FOR A 3" AC ON 6" ABC PAVEMENT SECTION)

	PHASE 1	PHASE 2	TOTAL
CUT (CY)	389	1,211	1,600
FILL (CY)	0	65	65
BALANCE (CY)	389	1,146	1,535

EARTHWORK NOTES

1. ALL VOLUMES DO NOT INCLUDE SPOILS FROM UTILITY TRENCHES.
2. THE ENGINEER MAKES NO REPRESENTATION OR GUARANTEE REGARDING EARTHWORK QUANTITIES OR THAT THE EARTHWORK FOR THIS PROJECT WILL BALANCE DUE TO THE VARYING FIELD CONDITIONS, CHANGING SOIL TYPES, ALLOWABLE CONSTRUCTION TOLERANCES AND CONSTRUCTION METHODS THAT ARE BEYOND THE CONTROL OF THE ENGINEER.
3. PRIOR TO BIDDING THE WORK, THE CONTRACTOR SHALL THOROUGHLY SATISFY HIMSELF AS TO THE ACTUAL CONDITIONS, EARTHWORK QUANTITIES, AND REQUIREMENTS OF WORK AND EXCESS OR DEFICIENCY IN EARTHWORK QUANTITIES. IF ANY, NO CLAIM SHALL BE MADE AGAINST THE OWNER OR ENGINEER FOR ANY EXCESS OR DEFICIENCY THEREIN, ACTUAL OR RELATIVE.
4. EARTHWORK QUANTITIES DO NOT INCLUDE OVEREXCAVATION FOR RIPRAP.

RICHARD G. POYNOR, P.E.

33450 RICHARD G. POYNOR

10/13/14

EXPIRES 3/31/17

VERIFY SCALE

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APPROVED	--

NO.	DATE	REVISION	BY	APVD
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LYON ENGINEERING
Civil Engineers • Land Surveyors
1600 Willow Creek Rd. Prescott, AZ 86301
Phone (928) 778-0135 Fax (928) 778-0265

TOWN OF CHINO VALLEY

CHINO VALLEY UNIFIED SCHOOL DISTRICT
IMPROVEMENT PROJECT, PHASES 1 & 2

CIVIL

PROJECT QUANTITIES, ABBREVIATION AND SYMBOL LEGEND, AND GEOMETRICS

DATE
OCTOBER 2014

LYON PROJECT #
487-24

DRAWING NUMBER
G.03

SHEET 3 OF 9

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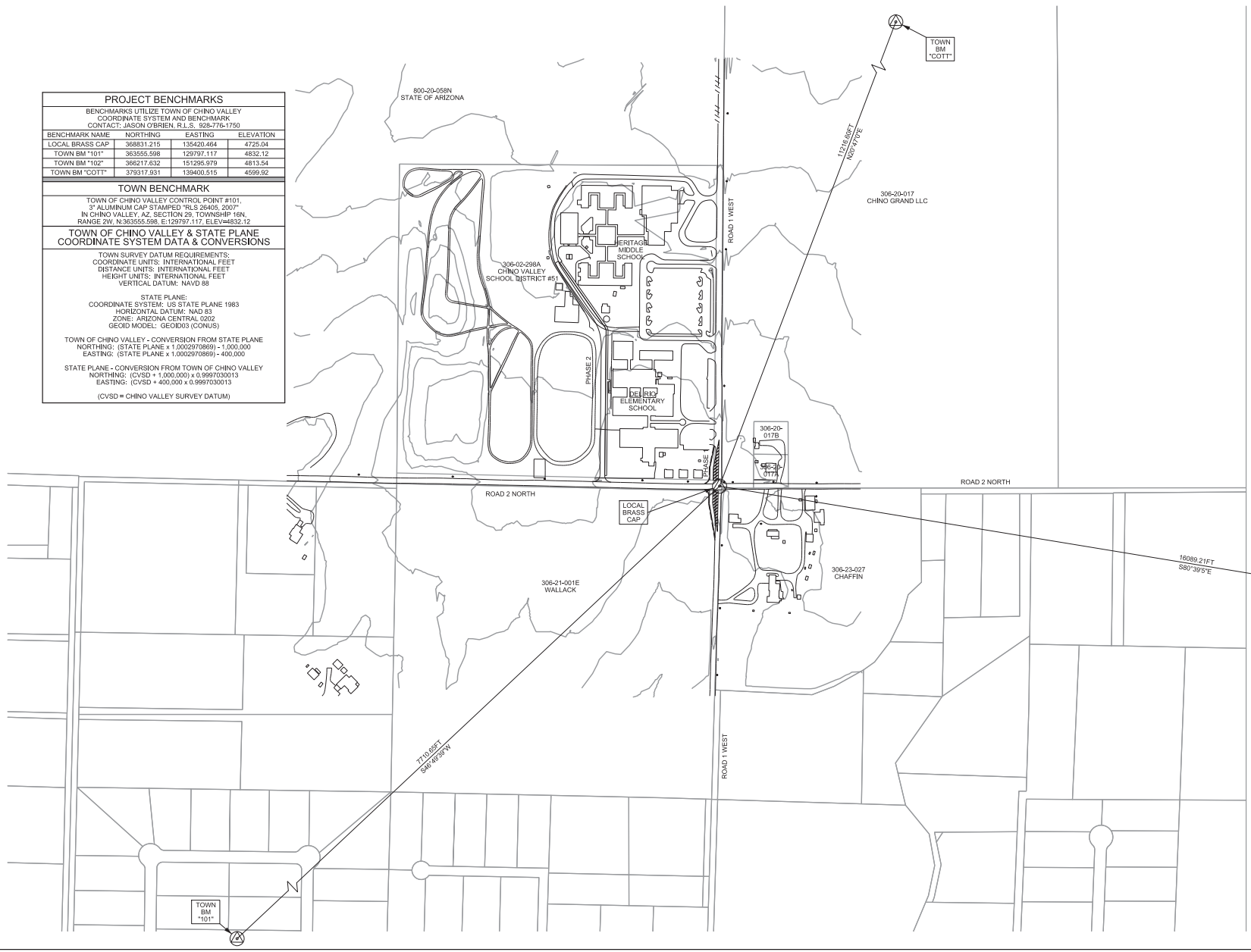

PROJECT BENCHMARKS

BENCHMARKS UTILIZE TOWN OF CHINO VALLEY COORDINATE SYSTEM AND BENCHMARK
CONTACT: JASON O'BRIEN, R.L.S. 928-776-1750

BENCHMARK NAME	NORTHING	EASTING	ELEVATION
LOCAL BRASS CAP	368831.215	135420.464	4725.04
TOWN BM "101"	363555.598	129797.117	4832.12
TOWN BM "102"	366217.632	151295.979	4813.54
TOWN BM "COTT"	379317.931	139400.515	4599.92

TOWN BENCHMARK

TOWN OF CHINO VALLEY CONTROL POINT #101,
3" ALUMINUM CAP STAMPED "RLS 26405, 2007",
IN CHINO VALLEY, AZ, SECTION 29, TOWNSHIP 16N,
RANGE 2W, N:363555.598, E:129797.117, ELEV=4832.12

TOWN OF CHINO VALLEY & STATE PLANE COORDINATE SYSTEM DATA & CONVERSIONS

TOWN SURVEY DATUM REQUIREMENTS:
COORDINATE UNITS: INTERNATIONAL FEET
DISTANCE UNITS: INTERNATIONAL FEET
HEIGHT UNITS: INTERNATIONAL FEET
VERTICAL DATUM: NAVD 88

STATE PLANE:
COORDINATE SYSTEM: US STATE PLANE 1983
HORIZONTAL DATUM: NAD 83
ZONE: ARIZONA CENTRAL 0202
GEOID MODEL: GEOID03 (CONUS)

TOWN OF CHINO VALLEY - CONVERSION FROM STATE PLANE
NORTHING: (STATE PLANE x 1.0002970869) - 1,000,000
EASTING: (STATE PLANE x 1.0002970869) - 400,000

STATE PLANE - CONVERSION FROM TOWN OF CHINO VALLEY
NORTHING: (CVSD + 1,000,000) x 0.9997030013
EASTING: (CVSD + 400,000 x 0.9997030013

(CVSD = CHINO VALLEY SURVEY DATUM)

NORTH

0 200 400
DRAWING SCALE
1 Inch = 200 Feet
(This scale is valid for 22"x34" sheets only)

WARNING!
CONTRACTORS TO USE EXTREME CAUTION WHEN WORKING NEAR BURIED AND OVERHEAD UTILITY LINES.

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

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CHECKED			
PROOF			
APPROVED			

NO.	DATE	REVISION	BY	APVD
-	-	-	-	-

LYON ENGINEERING
Civil Engineers • Land Surveyors
1600 Willow Creek Rd. Prescott, AZ 86301
Phone (928) 778-0135 Fax (928) 778-0425

CHINO VALLEY UNIFIED SCHOOL DISTRICT
IMPROVEMENT PROJECT, PHASES 1 & 2
CIVIL
HORIZONTAL AND VERTICAL CONTROL

RICHARD G. POYNOR, P.E.
33450 RICHARD G. POYNOR
EXPIRES 3/31/17

DATE OCTOBER 2014
LYON PROJECT # 487-24
DRAWING NUMBER G.04
SHEET 4 OF 5

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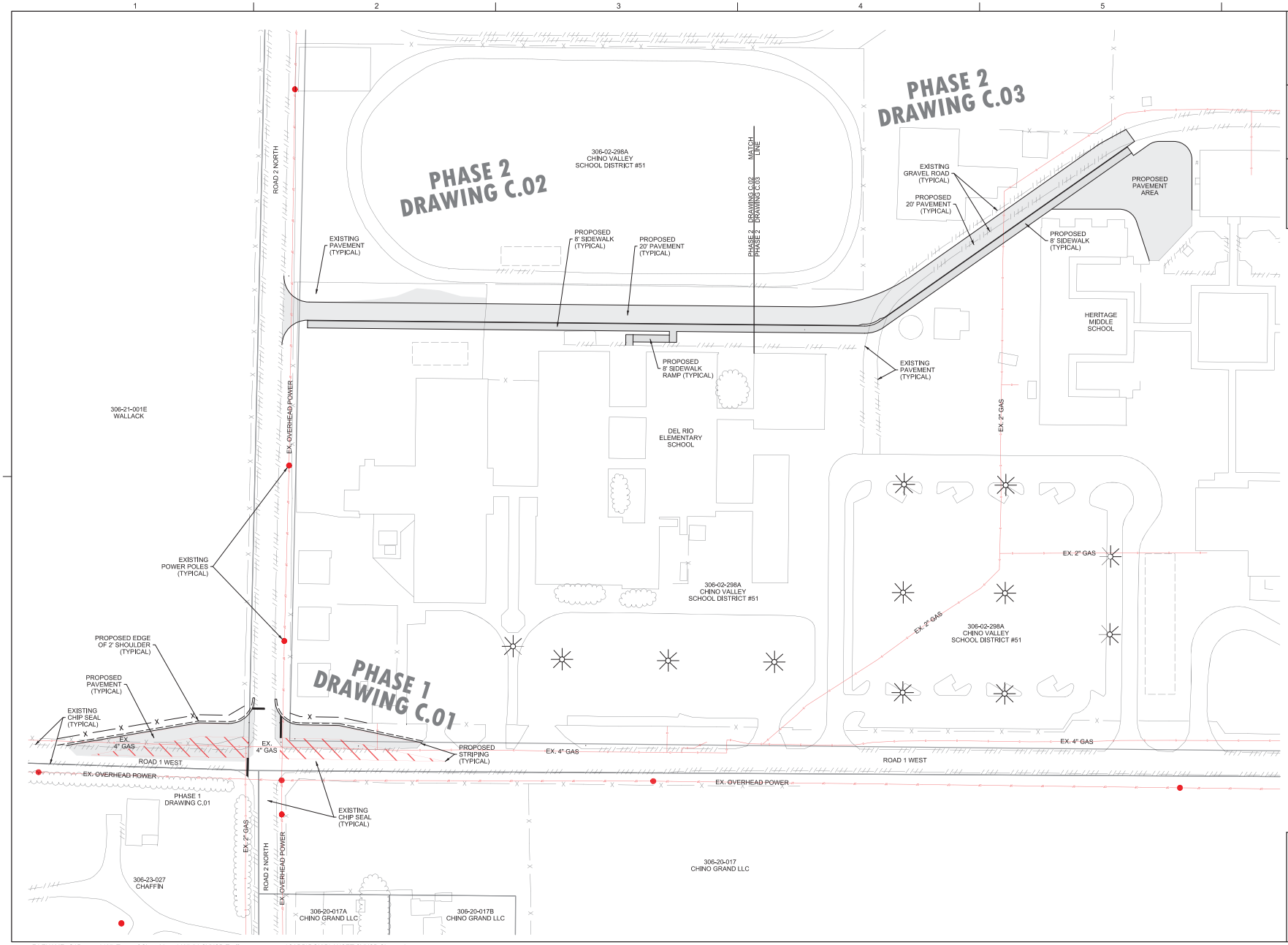

NORTH

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DRAWING SCALE
1 Inch = 50 Feet
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CONTRACTORS TO USE EXTREME CAUTION WHEN WORKING NEAR BURIED AND OVERHEAD UTILITY LINES.

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NO.	DATE	REVISION	BY	APVD
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TOWN OF CHINO VALLEY

CHINO VALLEY UNIFIED SCHOOL DISTRICT
IMPROVEMENT PROJECT, PHASES 1 & 2

CIVIL

COMPOSITE SHEET

RICHARD G. POYNOR, P.E.
33450
RICHARD G. POYNOR
10/13/14
EXPIRES 3/31/17

DATE
OCTOBER 2014
LYON PROJECT #
487-24
DRAWING NUMBER
G.05
SHEET 5 OF 5

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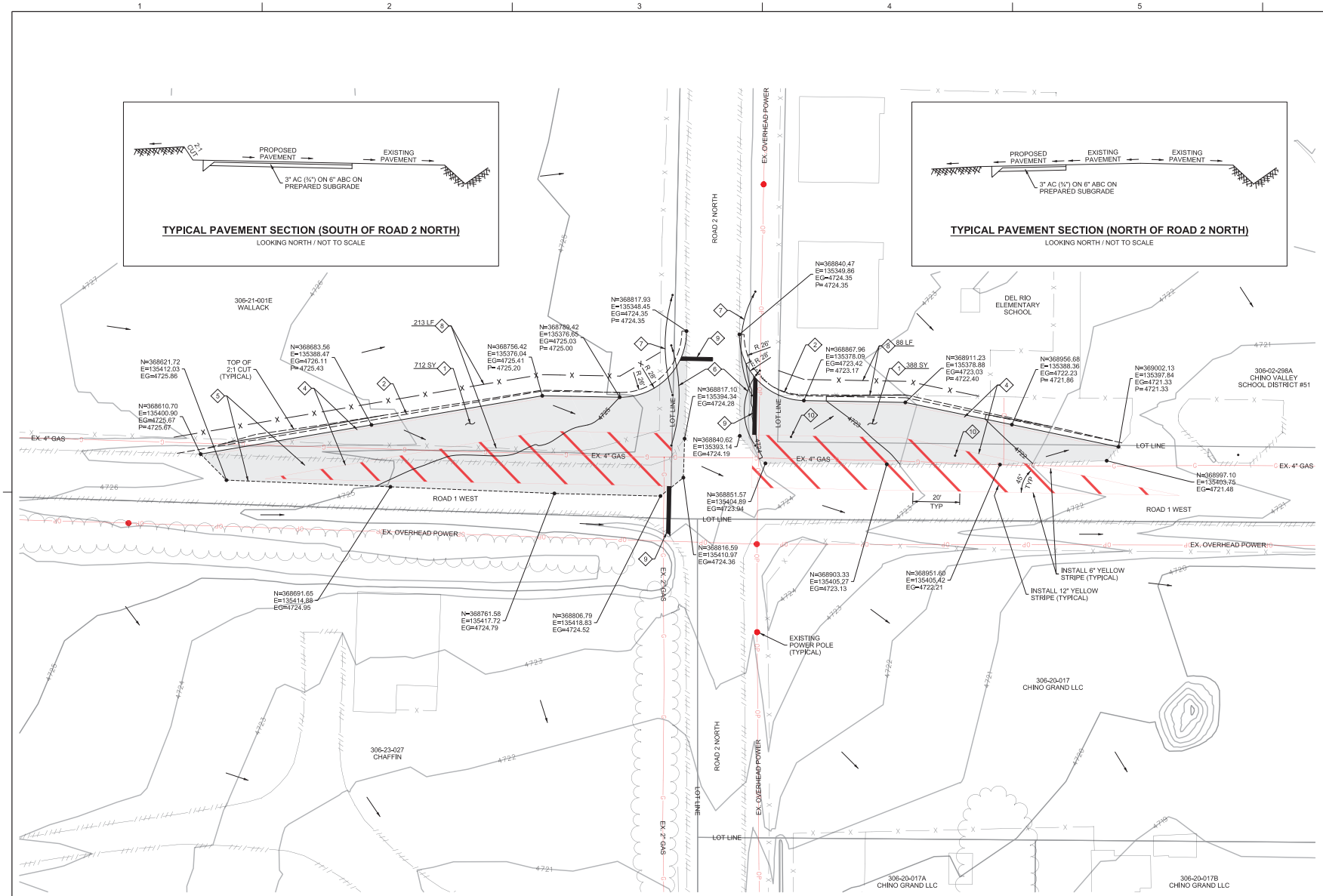

NORTH

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DRAWING SCALE
1 Inch = 20 Feet
(This scale is valid for 22"x34" sheets only)

WARNING!
CONTRACTORS TO USE EXTREME CAUTION WHEN WORKING NEAR BURIED AND OVERHEAD UTILITY LINES

GRADING & DRAINAGE KEY NOTES

1. INSTALL 3" A.C. ON 6" A.B.C. PAVEMENT SECTION AS SHOWN IN SHADED AREA; MAINTAIN 2.00% ROAD CROSS-SLOPE WITH THICKENED EDGE PER MAG STD. DET. 201, TYPE 'B'
2. INSTALL 2' SHOULDER (TYPICAL)
4. INSTALL PAVEMENT STRIPING AS SHOWN
5. SAWCUT 230 LF AND REMOVE 268 SY OF CHIP SEAL
6. RELOCATE EX. STOP SIGN AS SHOWN
7. RELOCATE EX. 'NO PARKING' SIGN AS SHOWN
8. REMOVE EX. FENCE AND INSTALL NEW FENCE AS SHOWN; MATCH EX. TYPE
9. BLACKOUT EX. STOP BAR AND INSTALL NEW 18" WHITE STOP BAR
10. RELOCATE EX. SIGN PER CVUSD

ROAD 2 NORTH
ROAD 1 WEST
NORTH
SHEET KEY MAP

GRADING & DRAINAGE NOTE LEGEND

- HORIZONTAL OR VERTICAL HINGE POINT
- EG=01.00 EXISTING GRADE
- EX P=01.00 EXISTING PAVEMENT
- FG=01.00 FINISHED GRADE
- TC=01.00 TOP OF CURB
- P=01.00 FINISHED PAVEMENT
- FL=01.00 FLOW LINE ELEV.
- 0.50% FLOW LINE SLOPE

RICHARD G. POYNOR, P.E.
33450 RICHARD G. POYNOR
10/13/14
EXPIRES 3/31/17

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NO.	DATE	REVISION	BY	APVD
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DRAWN BAB
CHECKED
APPROVED

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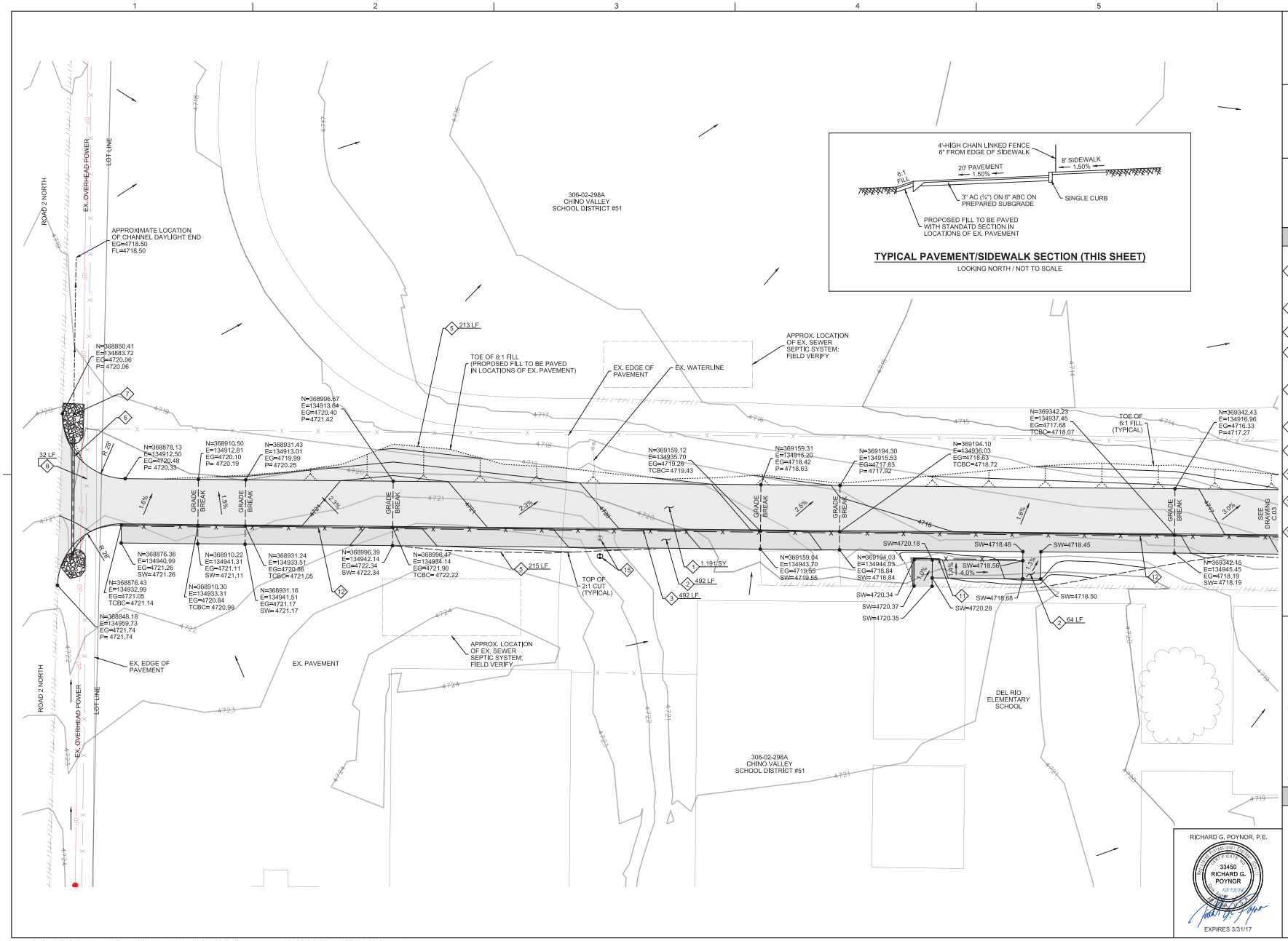
CHINO VALLEY UNIFIED SCHOOL DISTRICT
IMPROVEMENT PROJECT, PHASES 1 & 2
CIVIL
GRADING AND DRAINAGE PLANS (PHASE 1)

DATE
OCTOBER 2014
LYON PROJECT #
487-24
DRAWING NUMBER
C.01
SHEET 6 OF 9

FILENAME: G:\Projects\487_Town of Chino Valley\487-24 CVUSD Traffic Improvements\CADD\DGN\PLANSET\CVUSD Sheets.dgn



NORTH

0 20 40

DRAWING SCALE
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(This scale is valid for 22"x34" sheets only)

WARNING!
CONTRACTORS TO USE EXTREME CAUTION WHEN WORKING NEAR BURIED AND OVERHEAD UTILITY LINES.

GRADING & DRAINAGE KEY NOTES

1. INSTALL 3" A.C. ON 6" A.B.C. PAVEMENT SECTION AS SHOWN IN SHADED AREA, 20' WIDE, WITH THICKENED EDGE PER MAG STD. DET. 201, TYPE 'B'
2. INSTALL SIDEWALK PER YAG STD. DET. 230 AS SHOWN SHADED, 8' WIDE
3. INSTALL SINGLE CURB PER YAG STD. DET. 222, TYPE 'A'
5. SAWCUT AND REMOVE 884 SY EX. PAVEMENT
6. INSTALL 54 LF ARCH 11" X 18" RGRCP @ 2.22% IE(IN)=4719.80 IE(OUT)=4718.60 INSTALL 11 SY 9" RIPRAP AT INLET AND 16 SY 9" RIPRAP AT OUTLET
7. REINSTALL EXISTING 'NO PARKING' SIGN IF REMOVED
8. REMOVE EX. FENCE AND INSTALL NEW FENCE AND GATE PER CVUSD
11. INSTALL 58 LF HANDRAIL PER COP STD. DET. 1-01P
12. INSTALL 987 LF OF 4'-HIGH CHAIN LINKED FENCING WITH 4' BUS OPENINGS AND 40' BETWEEN OPENINGS
15. RELOCATE EXISTING FIRE HYDRANT 8' EAST, OUTSIDE OF SIDEWALK

GRADING & DRAINAGE NOTE LEGEND

- HORIZONTAL OR VERTICAL HINGE POINT
- EG=01.00 EXISTING GRADE
- EX P=01.00 EXISTING PAVEMENT
- FG=01.00 FINISHED GRADE
- TC=01.00 TOP OF CURB
- P=01.00 FINISHED PAVEMENT
- FL=01.00 FLOW LINE ELEV.
- 0.50% FLOW LINE SLOPE

RICHARD G. POYNOR, P.E.
ARIZONA REGISTERED PROFESSIONAL ENGINEER
33450
RICHARD G. POYNOR
10/31/14
EXPIRES 3/31/17

VERIFY SCALE
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DESIGN	DRAWN	CHECKED	APPROVED
BAB	BAB	RGP	--

NO.	DATE	REVISION	BY	APVD
-	-	-	-	-

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Civil Engineers • Land Surveyors
1600 Willow Creek Rd. Prescott, AZ 86301
Phone (928) 778-0150 Fax (928) 778-0153

CHINO VALLEY UNIFIED SCHOOL DISTRICT
IMPROVEMENT PROJECT, PHASES 1 & 2
CIVIL
GRADING AND DRAINAGE PLANS (PHASE 2)

DATE
OCTOBER 2014
LYON PROJECT #
487-24
DRAWING NUMBER
C.02
SHEET 7 OF 9

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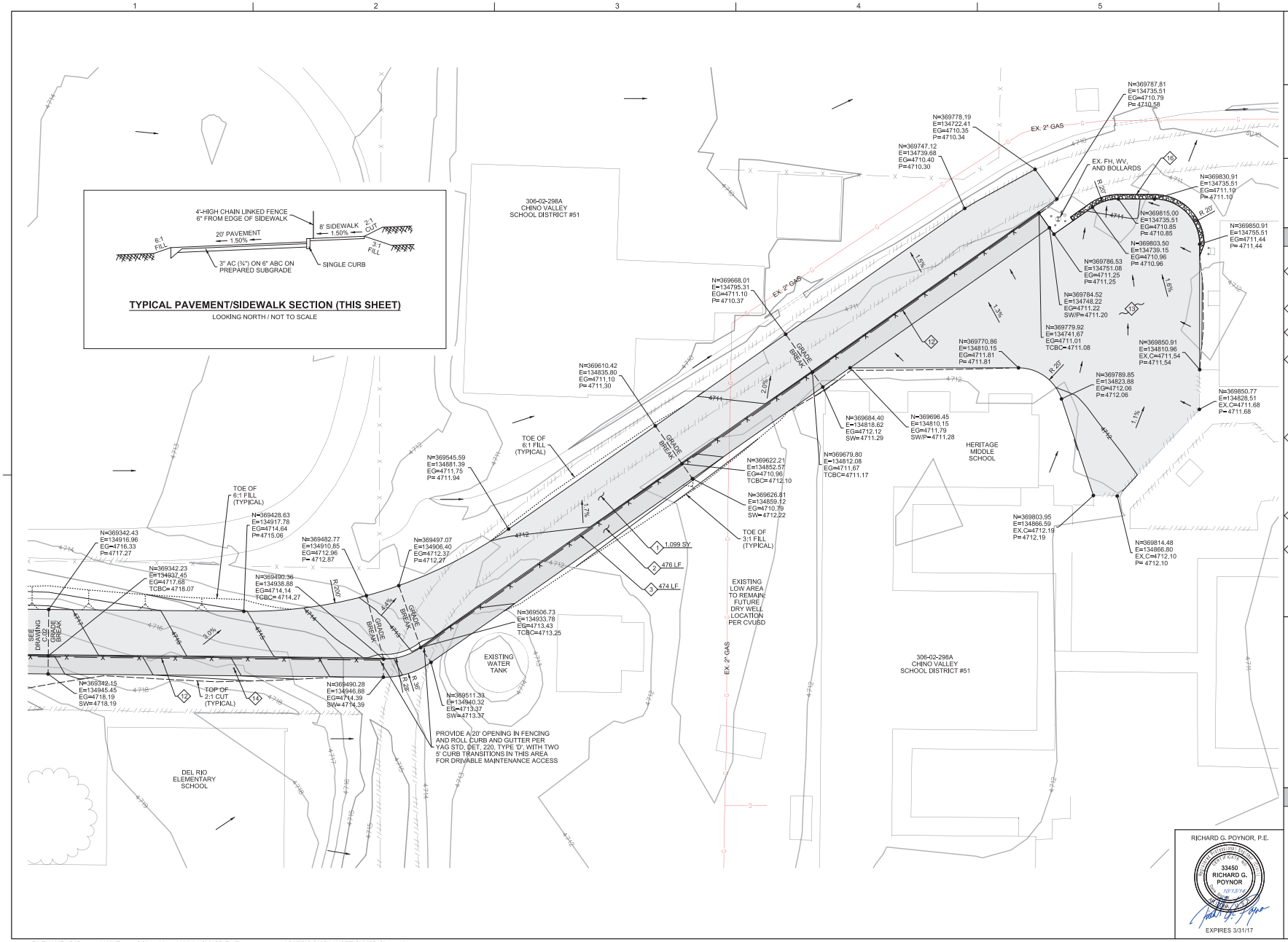

NORTH

0 20 40

DRAWING SCALE
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GRADING & DRAINAGE KEY NOTES

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2. INSTALL SIDEWALK PER YAG STD. DET. 230 AS SHOWN SHADED, 8' WIDE
3. INSTALL SINGLE CURB PER YAG STD. DET. 222, TYPE 'A'
12. INSTALL 987 LF OF 4'-HIGH CHAIN LINKED FENCING WITH 4' BUS OPENINGS AND 40' BETWEEN OPENINGS
13. INSTALL 1,102 SY 3" A.C. ON 6" A.B.C. PAVEMENT SECTION AS SHOWN IN SHADED AREA WITH THICKENED EDGE PER MAG STD. DET. 201, TYPE 'B'; CONTRACTOR TO MAINTAIN SHEET FLOW CONDITIONS IN PAVEMENT AREA AND NOT CONCENTRATE FLOW; CAUTION: CONTRACTOR TO BLUESTAKE AND/OR POTHOLE AREA FOR POTENTIAL UTILITY CONFLICTS AND NOTIFY DESIGN ENGINEER IF REDESIGN IS NECESSARY
14. ADJUST COVER OF EXISTING SEWER CLEANOUT TO FINISHED GRADE
16. INSTALL 17 SY 9" RIPRAP AROUND EDGE OF PAVEMENT AS SHOWN, 2' WIDE

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ROAD 1 WEST
ROAD 2 NORTH
NORTH
SHEET KEY MAP

GRADING & DRAINAGE NOTE LEGEND

- HORIZONTAL OR VERTICAL HINGE POINT
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RICHARD G. POYNOR, P.E.
33450 RICHARD G. POYNOR
EXPIRES 3/31/17

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NO.	DATE	REVISION	BY	APVD
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CHINO VALLEY UNIFIED SCHOOL DISTRICT
IMPROVEMENT PROJECT, PHASES 1 & 2
CIVIL
GRADING AND DRAINAGE PLANS (PHASE 2)

DATE OCTOBER 2014
LYON PROJECT # 487-24
DRAWING NUMBER C.03
SHEET 8 OF 9

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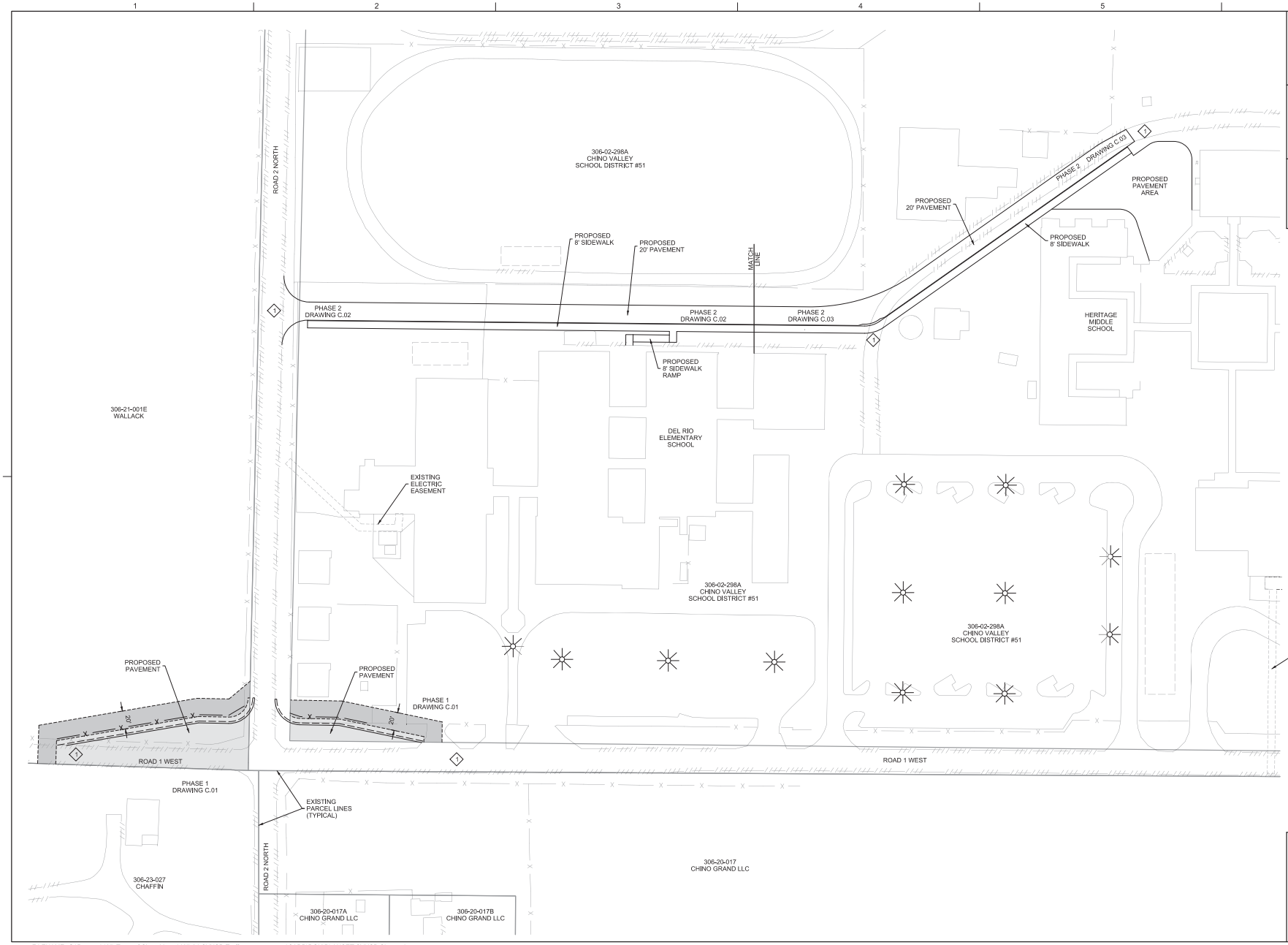

NORTH

0 50 100

DRAWING SCALE
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CONTRACTORS TO USE EXTREME CAUTION WHEN WORKING NEAR BURIED AND OVERHEAD UTILITY LINES.

PERMANENT ROADWAY EASEMENT OR ROW NEEDED (12,657 SF)

TEMPORARY CONSTRUCTION EASEMENT NEEDED (8,732 SF)

1 PROJECT ACCESS LOCATION

VERIFY SCALE

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APPROVED		-	-

NO.	DATE	REVISION	BY	APVD
-	-	-	-	-

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TOWN OF CHINO VALLEY

CHINO VALLEY UNIFIED SCHOOL DISTRICT
IMPROVEMENT PROJECT, PHASES 1 & 2

CIVIL

TEMPORARY CONSTRUCTION
AND PERMANENT EASEMENT MAP

RICHARD G. POYNOR, P.E.

ARIZONA REGISTERED PROFESSIONAL ENGINEER
33450
RICHARD G.
POYNOR
10/13/14

EXPIRES 3/31/17

DATE	OCTOBER 2014
LYON PROJECT #	487-24
DRAWING NUMBER	C.04
SHEET	9 of 9

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TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 7. c.**

Meeting Date:	02/14/2017
Contact Person:	Chris Bartels, Utility Supervisor Phone: 928-636-2646 x-1233
Department:	Public Works
Item Type:	Action Item
Estimated length of staff presentation:	10 minutes
Physical location of item:	1527 N. Road 1 East

AGENDA ITEM TITLE:

Consideration and possible action to adopt a notice of intent to increase admission fees for the Chino Valley Aquatic Center and hold a public hearing on April 25, 2017. (Chris Bartels, Recreation Supervisor)

RECOMMENDED ACTION:

Move to adopt a notice of intent to increase admission fees for the Chino Valley Aquatic Center and hold a public hearing on April 25, 2017.

SITUATION AND ANALYSIS:

Issue Statement

In response to Arizona Proposition 206 approved by voters in November, 2016, the Finance department completed an analysis of the fee schedule for the Chino Valley Aquatics Facility and determined the fiscal impact of the proposition. The budgeted net loss for the Aquatic facility fiscal year 16/17 is $143,400 and a projected net loss for the 2017 aquatic season due to the increase in personnel expenditures to increase to $160,836 without an increase in the admission fees. Staff is recommending to increase the attendance fee by an average of 14% or $0.50 per user class.

Applicable "Policy"

Arizona Proposition 206

Summary of Issues and Staff Rationale

In November of 2016, Arizona Voters approved Proposition 206 which was designed to increase the minimum wage to $10 in 2017, $10.50 in 2018, $11.00 in 2019, and $12 in 2020. Starting in 2021, the measure will increase the minimum wage with the cost of living.

The Chino Valley Aquatics Facility personnel costs will increase by 22% and an overall increase in the operating budget of 7.7%. In order to offset some of these additional expenditures, staff is recommending an increase in the admission fees charged for entry into the Aquatic Facility beginning July 1, 2017. The current entrance fees as well as the proposed fees are in the table below:

Increasing the admission fees by an average of 14% as recommended will have the effect of maintaining a projected net loss for the operations of the Aquatic Facility to under $150,000 per 2017 operational season. The net loss for the 2017 season is projected to be an increase of 4.4% of the net loss for the operational season 2016 of the Aquatic Facility.

Facility User Class	Current Fee	Proposed Fee
Child Age 0-5	$ 1.00	$ 1.25
Youth Age 6-17	$ 3.00	$ 3.50
Adult Age 18-54	$ 3.50	$ 4.00
Adult Age 55 +	$ 3.00	$ 3.50
Family – 5 immediate family members	$12.50	$15.00

Fiscal Impact

Fiscal Impact?: Yes

If Yes, Budget Code: 01-69-5109

Available: 22,934.81

Funding Source:

Full Time Salaries

Attachments

Aquatic Fee Analysis

Town of Chino Valley					
Aquatics Center Fee Schedule					
	2015	2016	Current Fees	Rate Increase based on Lifeguard Labor Rate Increase (20% Increase)	Proposed Rate
Daily Use					
Ages 0-5 Child	1,926	1,690	$1.00	$1.20	$1.25
Ages 6-17 Youth	6,175	5,174	$2.50	$3.00	$3.00
Ages 18-54 Adult	3,001	2,672	$3.50	$4.20	$4.00
Ages 55 & Older	643	678	$3.00	$3.60	$3.50
Family - 5 immediate Family Members	480	254	$12.50	$15.00	$15.00
	12,225	10,468			
Season Passes					
Ages 0-5 Child	1	0	$45.00	$54.00	$55.00
Ages 6-17 Youth	3	1	$85.00	$102.00	$100.00
Ages 18-54 Adult	1	1	$130.00	$156.00	$150.00
Ages 55 & Older	9	1	$95.00	$114.00	$115.00
Family - 5 immediate Family Members	32	39	$200.00	$240.00	$240.00
Family - Additional	13	8	$20.00	$24.00	$25.00
	59	50			
Learn to Swim					
Youth 8 sessions, 30 minutes	196	163	$45.00	$54.00	$55.00
Adult 4 sessions, 1 hour			$45.00	$54.00	$55.00
Fitness Program Lessons - 9 sessions 1 hour	93	90	$45.00	$54.00	$55.00
Private Lessons - 9 Session 1 hour			$20.00	$24.00	$25.00
	289	253			
Aquatic Facility Rental					
Aquatic Facility, 2 hour minimum, 1 - 200 guests	15	11	$140.00	$168.00	$150.00
Lifeguards, minimum 3, 2 hour minimum	14	10	$72.00	$86.40	$100.00
Aquatic Facility, 2 hour minimum, 201-400			$140.00	$168.00	$150.00
Lifeguards, minimum 3, 2 hour minimum			$96.00	$115.20	$150.00
Slide Rental	13	8	$30.00	$36.00	$35.00
	42	29			

Town of Chino Valley

Operating Results

Actual FY 6/30/2016, Projected FY 2017 - FY 2018

	6/30/2016		Budget 6/30/2017		Projected 6/30/17		Projected 6/30/18 With Fee Increase	
Revenue								
Entrance Fees	$34,082	60%	$48,000	84%	$48,000	84%	$60,000	105%
Concessions	$9,585	17%	$12,000	21%	$12,000	21%	$12,000	21%
Program Fees	$10,478	18%	$15,000	26%	$15,000	26%	$15,000	26%
Facilities Use Fees	$2,750	5%	$2,000	4%	$2,000	4%	$2,000	4%
Total Revenue	**$56,895**	**100%**	**$77,000**	**135%**	**$77,000**	**135%**	**$89,000**	**156%**
Revenue % Increase								
Expenditures								
Personnel	$85,601	40%	$69,393	33%	$76,332	36%	$84,659	40%
Benefits			$14,407		$15,848		$17,577	
Operating Expenses	$126,421	60%	$116,600	55%	$116,600	55%	$116,600	55%
Capital			$20,000		$20,000		$20,000	
Total Expenditures	**$212,022**	**100%**	**$220,400**	**88%**	**$228,780**	**91%**	**$238,836**	**95%**
Net Loss	**($155,127)**		**($143,400)**		**($151,780)**		**($149,836)**	
			Net Loss Without Fee Increase				**($160,836)**	

Town of Chino Valley

Aquatic Center Rate Change Calendar

Date	Item	Requirement
2/7/2017	Review new rate structure with PRAB	
2/14/2017	Department Presents written report to Council	
2/14/2017	Council Adopts Notice of intention to increase rates and hold a public hearing	At least 60 days prior to public hearing
3/25/2017	File copy of report with Clerk and post on website	Posted on the website 30 days prior to public hearing
3/25/2017	Publish notice of intention to hold public hearing	Not less than 20 days before public hearing
4/25/2017	Hold Public Hearing / Adopt Resolution	At least 60 days after notice of intent
6/1/2017	New Rate becomes effective	30 days after adoption

Town of Chino Valley			
Aquatic Center Labor Rate Changes			
	Last Years Starting Wage	Current Years Starting Wage	% Increase
Lifeguard	$8.20	$10.00	22.0%
Average Rate 2016	$8.84	$10.79	22.0%

TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 7. d.**

Meeting Date: 02/14/2017
Contact Person: Cecilia Grittman, Acting Town Manager
Department: Town Manager
Item Type: Action Item
Estimated length of staff presentation: 15 minutes
Physical location of item: N/A

AGENDA ITEM TITLE:
Consideration and possible action to assign dates / topics for future Council Study Sessions.

RECOMMENDED ACTION:
Move to accept the prioritization schedule created by Council for future Study Sessions.

SITUATION AND ANALYSIS:
Council Study Sessions generally occur the third Tuesday every month. At the recent Council / Staff Retreat, held 1/31/2017, many topics came up which will require further research, input, direction, or clarification from either staff or council. Some topics may be more time-sensitive than others,some may be of more importance to Council, some may take extensive preparation, so prioritizing the topics will provide additional direction to staff.

Staff would like Council to determine and provide direction to Staff as to the order in which the Council would like to discuss these topics in a Study Session.

Fiscal Impact

Fiscal Impact?: No
If Yes, Budget Code:
Available:
Funding Source:

Attachments

SS Topics, Feb 2017

Chino Valley Town Council

Proposed Study Session Topics

February 2017

Study Sessions typically held the third Tuesday of every month at 6 p.m.

#	Topic	Responsible Party	Proposed Study Session Date	Council Recommended Study Session Date
1	Proposed Mobile Home Park Rates	J Duffy / M Lopez	2/21/2017	
2	Chamber/Council Joint Meeting	D Croft / C Grittman	3/21/2017	
3	Community Center Uses/Remodel	C Bartels / S Bruner	2/21/2017	
4	Old Home Manor (and IP) Master Plan	R Mayday	2/21/2017	
5	Sewer - Town Code Chapters 50 & 51	J Duffy / J Brookins/ Cbartels	3/21/2017	
6	Roads Maintenance Plan	M Lopez/C Mendoza/R Straub	Need Roads & Streets Committee First, 4/18/2017	
7	Septage Receiving	M Lopez/ C Bartels		
8	Committee Reports, specifically ED, Roads & Streets, and Utility Committee	various	as appropriate	
9	Parks & Rec needs assessment / prioritization	C Bartels / S Bruner	vetted through PRAB first	

10	Ordinance for parks / dogs on fields, hours open	C Bartels / S Bruner	vetted through PRAB first, alternatives developed	
11	Animal Ordinance	V Schaan, M Best	vetted through Public Safety	
12	Public Ways / ROWs, development standards	M Lopez/ R Mayday	P & Z first?	
13	Disposition of Town-owned properties	various	may need to vetted through the Utility committtee, Finance Committee	
14	Engineering Standards	M Lopez		
15	Permitting	need more specifics		
16				
17				
18				
19				
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21				

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TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 8. a.**

Meeting Date:	02/14/2017
Contact Person:	Cecilia Grittman, Acting Town Manager
Department:	Council
Estimated length of Staff Presentation:	None
Physical location of item:	N/A

AGENDA ITEM TITLE:

An executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Town's position regarding a contract with Prescott Sportsmen's Club related to management of the Chino Valley Shooting Range Facility that is the subject of negotiations. (Cecilia Grittman, Interim Town Manager)

Attachments

No file(s) attached.

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TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 8. b.**

Meeting Date:	02/14/2017
Contact Person:	Cecilia Grittman, Acting Town Manager
Department:	Town Manager
Estimated length of Staff Presentation:	None
Physical location of item:	n/a

AGENDA ITEM TITLE:

An executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Town's position in pending litigation or in settlement discussions conducted in order to resolve litigation in the matter of Town v. The Glenarm Land Company, Inc., et al. (Cecilia Grittman, Interim Town Manager)

Attachments

No file(s) attached.

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TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 8. c.**

Meeting Date:	02/14/2017
Contact Person:	Jami Lewis, Town Clerk Phone: 928-636-2646 x-1208
Department:	Council
Estimated length of Staff Presentation:	None
Physical location of item:	Old Home Manor

AGENDA ITEM TITLE:

An executive session pursuant to A.R.S. § 38-431.03(A)(7) for discussions or consultations with designated representatives of the Town in order to consider its position and instruct its representatives regarding negotiations to amend the lease with Yavapai Community College District of real property located at Old Home Manor. (Cecilia Grittman, Interim Town Manager)

Attachments

No file(s) attached.

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TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting **Item No. 8. d.**

Meeting Date:	02/14/2017
Contact Person:	Cecilia Grittman, Acting Town Manager
Department:	Council
Estimated length of Staff Presentation:	None
Physical location of item:	N/A

AGENDA ITEM TITLE:

An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, or salary of Cecilia Grittman, Interim Town Manager. (Mayor Croft)

Attachments

No file(s) attached.